

## GENESIS GRADEBOOK: DELETE ASSIGNMENTS

**Delete Options**

There are three ways to delete Assignments:

- En masse (a large group in one operation) via the [Gradebook→Assignments→Assignment List](#)
- En masse via the [Gradebook→Assignments→Modify Assignments](#) screen
- Individually (one by one)

Option 1: Mass Delete via the [Gradebook→Assignments→Assignment List](#) screen

**Gradebook→Assignments→Assignment List**

The screenshot displays the 'Course Assignments' screen for '24833/1 - INTEGRATED SCIENCE, 135, Per. 1-2 (FY)'. The table lists various assignments with columns for MP, Category, Gr, Assignment, Header, Day, Due Date, Assigned Date, Max, Seq, For GB, and Parents. A 'Delete' button is visible at the bottom left of the table area.

MP	Category	Gr	Assignment	Header	Day	Due Date	Assigned Date	Max	Seq	For GB	Parents
<input type="checkbox"/>	MP1	CW	mini lab	mini lab	Fri 1	09/15/2006	09/13/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MP1	CW	sect 1-1	sect 1-1	Fri 1	09/15/2006	09/15/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MP1	HW	sect 1-2	sect 1-2	Tue 3	09/19/2006	09/15/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MP1	HW	vocab	vocab	Thu 5	09/21/2006	09/19/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MP1	CW	can demo	can demo	Thu 5	09/21/2006	09/21/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MP1	CW	metric chart	metric chart	Thu 5	09/21/2006	09/21/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MP1	CW	metric puzzl	metric puzzl	Mon 1	09/25/2006	09/25/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MP1	CW	measure w/s	measure w/s	Mon 1	09/25/2006	09/25/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MP1	HW	Homework 1	HW 1	Wed 3	09/27/2006	09/27/2006	100.0 (CHECKS)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MP1	CW	millie metric w/s	millie metric	Wed 3	09/27/2006	09/27/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MP1	CW	chap 1 test	chap 1 test	Fri 5	09/29/2006	09/29/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MP1	CW	notebk ck	notebk ck	Fri 5	09/29/2006	09/29/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MP1	CW	k-w-L	k-w-L	Wed 1	10/04/2006	10/04/2006	20.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MP1	CW	sect 2-1	sect 2-1	Wed 1	10/04/2006	10/04/2006	20.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	MP1	QUIZ	cur event	cur event	Wed 5	10/11/2006	10/04/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MP1	CW	packet	packet	Fri 1	10/13/2006	10/13/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MP1	QUIZ	pop qz	pop qz	Fri 1	10/13/2006	10/13/2006	100.0 (NUMERIC)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 1– List Assignments screen – Single List of All Assignments for the Class

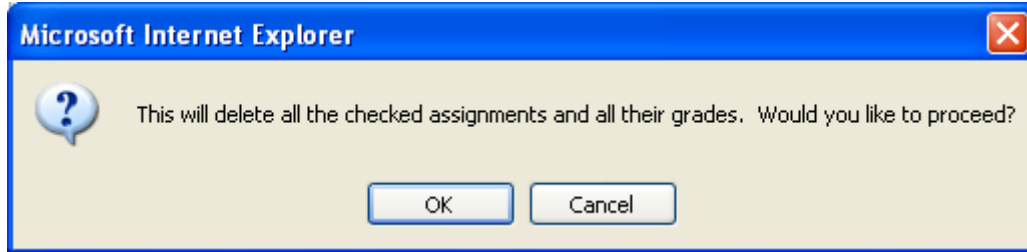
**Mass Delete Assignments**

The first option for deleting Assignments is on the [Gradebook→Assignments→Assignment List](#) screen shown here. To delete Assignments, do the following:

1. Check the checkboxes to the left of the Assignments you wish to delete.
2. Click the [Delete](#) button

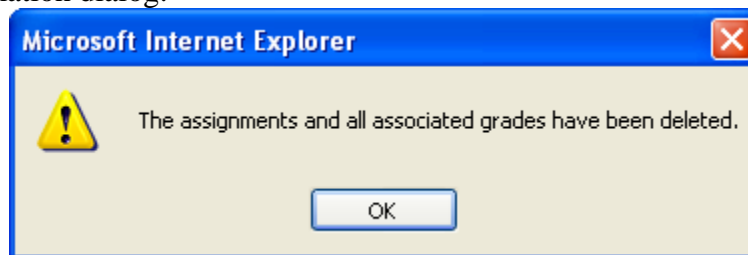
**NOTE:** You must click the checkboxes on the left side to delete the Assignments.

- When you click the **Delete** button you are shown the following verification dialog box:



**Figure 2 - Delete Verification Dialog**

- Click **OK** to continue or click **Cancel** to abandon the delete operation.
- After the Assignments have been deleted, you are shown the following confirmation dialog:



**Figure 3 - Delete Assignments Confirmation Dialog**

- Click **OK** to complete the process.

Option 2: Mass Delete via the [Gradebook](#)→[Assignments](#)→[Modify Assignments](#) screen

### [Gradebook](#)→[Assignments](#)→[Modify Assignments](#)

**Course Assignments**  
24833/1 - INTEGRATED SCIENCE, 135, Per. 1-2 (FY)

Assignment List Add Assignments **Mod. Assignments** Copy Assignments Year to Year Add Assignment

This screen allows you to mass modify assignments based on criteria from you.  
Please follow the steps below to complete the process.

Perform action on assignments before/after this date:

Select the marking periods this action will affect: Marking Period 1

Select the categories this action will affect: All Categories

Select the units this action will affect: All Units

Select the workgroups this action will affect: All Students

Action takes place for assignments on all school days going: Forward

Select the action you would like to perform:  Move the due dates of assignments  school days.  
 **Delete Assignments.**

Save

Figure 4– Mass Update Assignments screen identifying the “Delete Assignments” Option

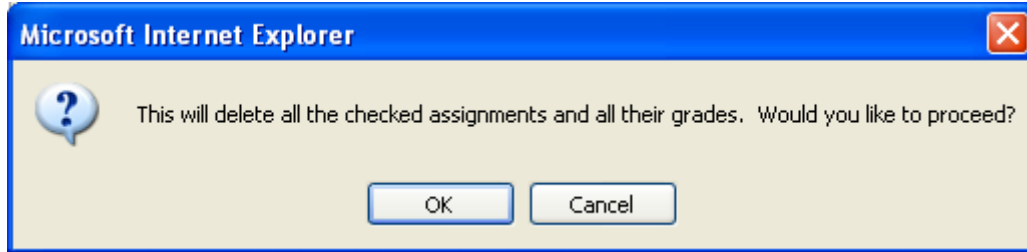
### Mass Delete Assignments

The first option for deleting Assignments is on the [Gradebook](#)→[Assignments](#)→[Assignment List](#) screen shown here. To delete Assignments, do the following:

1. Check the checkboxes to the left of the Assignments you wish to delete.
2. Click the [Delete](#) button

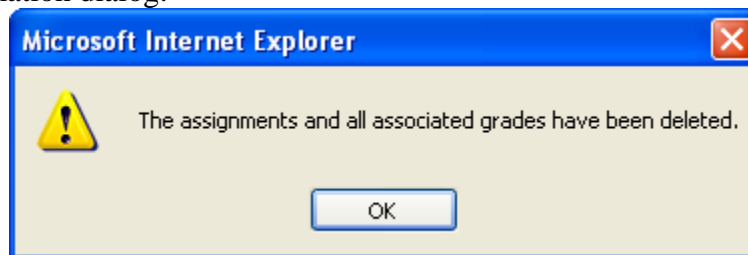
**NOTE:** You must click the checkboxes on the left side to delete the Assignments.

- When you click the **Delete** button you are shown the following verification dialog box:



**Figure 5 - Mass Delete Assignments Verification Dialog**

- Click **OK** to continue or click **Cancel** to abandon the delete operation.
- After the Assignments have been deleted, you are shown the following confirmation dialog:



**Figure 6- Mass Delete Assignments Confirmation Dialog**

Click **OK** to complete the process.

Option 3: Individual Delete via the [Gradebook](#)→[Class Rosters](#)→[Modify Assignment](#) screen

### [Gradebook](#)→[Class Rosters](#)→[Modify Assignment](#)

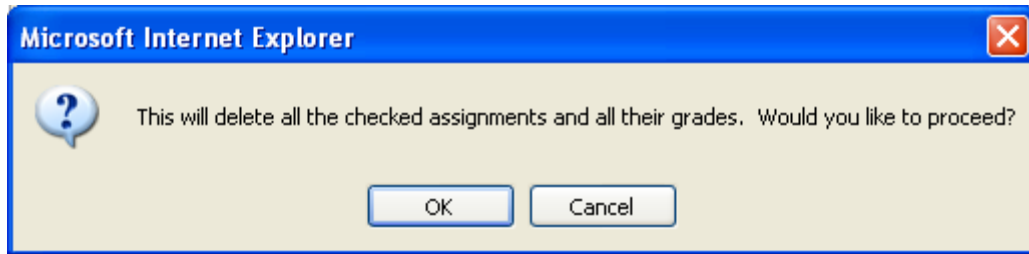
The screenshot displays the 'Modify Assignment' screen in the Genesis Student Information System. The interface includes a top navigation bar with tabs for 'Core', 'Admin', 'Gradebook', 'Conduct', 'Class Attendance', 'Elem. Grading', 'Parents', and 'Nurses'. Below this is a secondary navigation bar with options like 'Home', 'Gradebook', 'Class Rosters', 'Assignments', 'Setup', 'Profiles', 'Rubrics', 'Merge', 'Post Grades', 'School Setup', and 'Reports'. The main content area is titled 'Course Assignments' and shows details for '7MAT3/1 - MATH TEAM 3, 123456, Per. 1 (FY)'. The 'Modify Assignment' tab is active, showing fields for 'Assignment Name', 'Column Header', 'Description', 'Assigned Date', 'Due Date', 'Category', 'Max Possible Score', 'Assignment Unit', 'For Parents Module', 'Seq', 'Group', 'Documents', 'Created', 'Marking Period', 'Grade Type', and 'Assignment Weight'. At the bottom, there are 'Save' and 'Delete' buttons, with the 'Delete' button highlighted by a red rectangular box.

Figure 7– Modify Individual Assignment screen identifying the “Delete” button

### Individually Delete Assignments

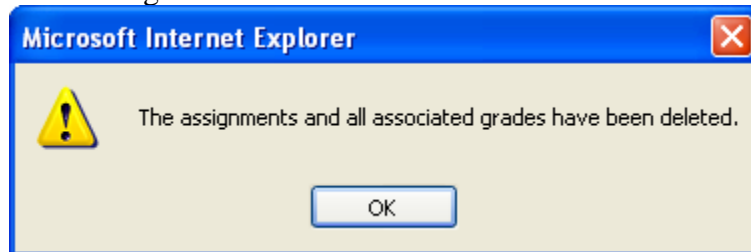
The first option for deleting Assignments is on the [Gradebook](#)→[Assignments](#)→[Modify Assignment](#) screen shown here. To delete one Assignment, do the following:

1. On the [Gradebook](#)→[Gradebook](#) screen, click on the highlighted column header of the Assignment you wish to delete. This brings up the [Gradebook](#)→[Assignments](#)→[Modify Assignment](#) screen.
2. Click the “delete” button at the bottom right of this screen.
3. When you click the [Delete](#) button you are shown the following verification dialog box:



**Figure 8 - Delete Assignment Verification Dialog**

4. Click **“OK”** to continue or click **“Cancel”** to abandon the delete operation.
5. After the Assignments have been deleted, you are shown the following confirmation dialog:



**Figure 9 - Delete Assignment Confirmation Dialog**

6. Click **“OK”** to complete the process.