In a course, an Instructor may need to delete a grade. Grades can be deleted from the Grade Center. Grades that have been deleted have the Override Grade option and associated comments removed. You can delete a grade directly from the Grade Center spreadsheet or you can delete a grade through the Grade Details page for that student’s grade.

**DELETE A GRADE FROM THE GRADE CENTER**

1. Move the cursor over the grade to be deleted and click in that cell.
2. Press DELETE or BACKSPACE to remove the grade.
3. Press ENTER.
4. Click **Submit** to delete the Grade Value.

**NOTES:**

If the student has an attempt submitted and the grade is deleted, the cell will show a green exclamation point indicating the attempt still needs to be graded.

If both attempt grades and override grades exist (i.e. you have graded existing attempts and overridden those grades), then you will have the following options:

- Clear the override grade.
- Clear the override grade and mark all attempts as Needing Grading 🔄.
- Clear the override grade and delete all attempts.
DELETE A GRADE THROUGH THE GRADE DETAILS PAGE

1. In the Grade Center, move the cursor over the desired cell, and click the Action Link to view the contextual menu.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Technical Defin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wendy</td>
<td>Stevens</td>
<td>4.00</td>
</tr>
<tr>
<td>Stan</td>
<td>Broflovski</td>
<td>4.50</td>
</tr>
<tr>
<td>Kyle</td>
<td>Marsh</td>
<td></td>
</tr>
<tr>
<td>Liane</td>
<td>Donovan</td>
<td>5.00</td>
</tr>
</tbody>
</table>

2. Select View Grade Details.

3. On the Attempts tab, click Clear Attempt.
4. Click **OK**.