

Edit, Organize or Deleting Assignments

You can edit, organize, and delete your assignments. In a content area, you can change the order of assignments using the drag-and-drop function or the keyboard accessible reordering tool. For example, reorder the assignments to keep the current one at the top.

Access an assignment's contextual menu and select on option:

- Move an assignment to another location in your course. Moving it removes it from its original location. You cannot copy an assignment.
- Edit an assignment to change the name and instructions, add or delete file attachments, and adjust availability or availability dates.
- If you change an assignment's Points Possible, this alters the percentage correct for existing submissions.
- If you change the instructions, students who have already submitted will see the new instructions only on subsequent attempts.
- Apply adaptive release, tracking, metadata, and review status.

The screenshot displays the 'Assignments' page in a Learning Management System. At the top, there is a navigation bar with tabs for 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. Below this, a list of assignments is shown. The first assignment, 'Planet Paper', is highlighted with a yellow vertical bar on the left. A contextual menu is open over this assignment, listing options: Edit, Adaptive Release, Adaptive Release: Advanced, Add Alignments, Set Review Status(Disabled), Metadata, Statistics Tracking (On/Off), User Progress, Move, and Delete. To the right of the main content area, a 'Reorder: Content' panel is visible, showing a list of items including 'Planet Paper', 'Group Outline', 'Group Plan', 'Astrophotography Ro', and 'Extra Credit Assignme'. A 'Cancel' button is located at the bottom of this panel.

Delete Assignments

You can delete an assignment from a course area and if no student submissions exist, the Grade Center column is also deleted.

When you delete an assignment in your course that has student submissions, you are also deleting all the submissions. You have two options:

- Preserve the scores in the Grade Center, but delete the assignment and all assignment attempts. Though the scores remain in the Grade Center, you cannot access the students' submissions again.
- Delete the assignment, the Grade Center column, all assigned grades, and all submissions.

Delete Assignment: [Planet Paper]

Cancel Remove

DELETE ASSIGNMENT

Warning: Deleting this Assignment also delete all its submissions. Retain the Grade Center item and scores for this Assignment by choosing Preserve scores below. These scores will no longer link to the Assignment submissions that produced the scores. This action cannot be undone. To prevent submissions from being deleted, choose Cancel and make this content item unavailable rather than deleting it.

Preserve scores in the Grade Center for this Assignment, but delete the assignment and all its submissions.

Delete this Assignment, the Grade Center item for this Assignment, all grades for this Assignment, and all submissions for this Assignment.

To prevent submissions from being deleted, choose Cancel and make the assignment unavailable rather than deleting it.