

Deleting an Assignment

You will probably at some point wish to delete an assignment.

This is simple to do, but will not be obvious as you cannot delete an open assignment. You must first close the assignment, then delete it.

To close the Assignment, from either the markbook or assignment list, open the options menu and choose **Close and Release Marks**.

The view will reload and now, from the same options menu, the buttons have changed. The last one in the list is **Delete Assignment**. A brief warning will appear and once you have clicked it, the assignment is deleted from the system.