ProgressBook®

*Virtual*Classroom

Unassigning and Deleting Activities

Training Guide

Software Answers, Inc.

6770 Snowville Rd., Suite 200

Brecksville, Ohio 44141

www.progressbook.com

www.software-answers.com

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LessonObjectives

- Unassign an activity
- Delete an activity
- Delete an assignment linked to an activity

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Access & *Navigation*

For Unassigning or Deleting an Activity

1. Log in to GradeBook.

2. On the **Teacher Home Page,** under **Online Learning,** click **Dashboard**.
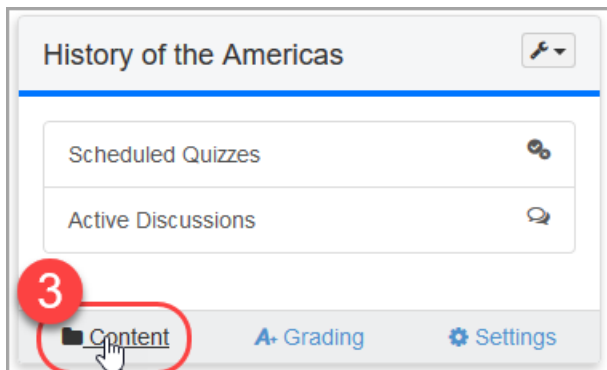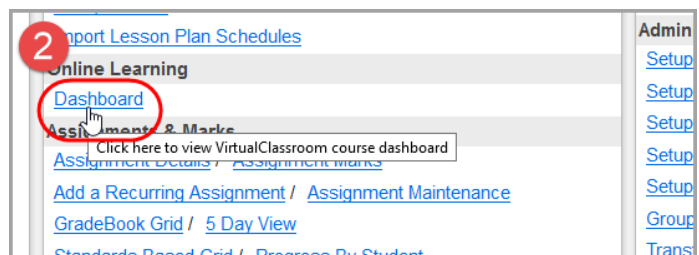

3. Click **Content** on the course containing the activity you want to unassign or delete.

The **Content** screen displays.

- See Unassigning an Activity
- See Deleting an Activity

For Deleting an Assignment Linked to an Activity

1. Log in to GradeBook.

2. On the **Teacher Home Page,** under **Classes,** click the name of the class containing the assignment you want to delete.
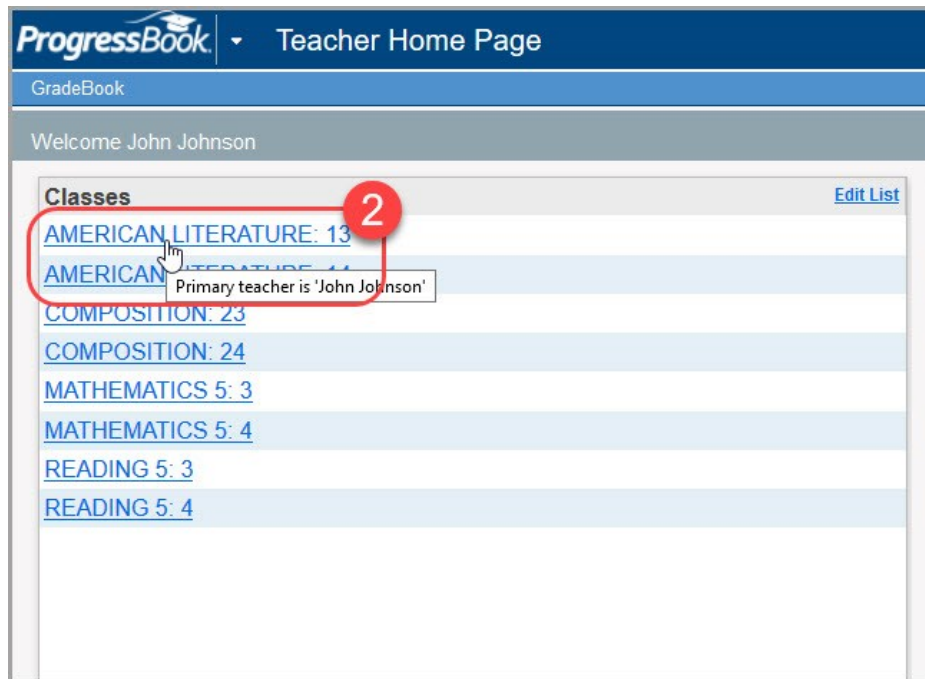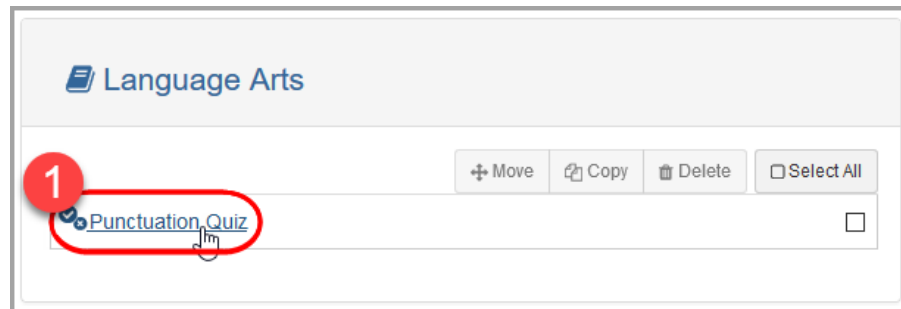

See Deleting an Assignment Linked to an Activity.

Unassigning an Activity

If you want to unassign an activity you previously scheduled for your students without deleting the activity itself or the assignment it is attached to, use the following procedure.

1. On the **Content** screen for the current course, click the name of the activity you want to unassign.

The **Details** screen for that activity displays.

2. In the **GradeBook Assignments** area, in the **Action** column, click **Unpublish**.
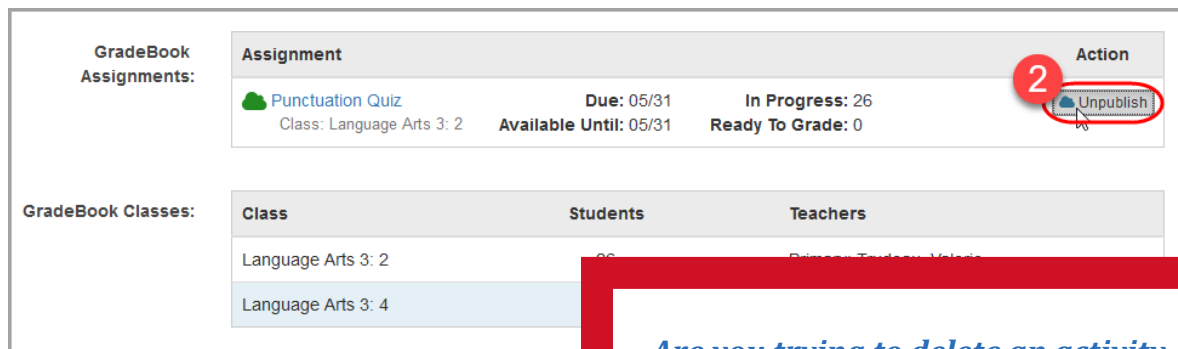
Are you trying to delete an activity from your library so that you can no longer assign it to any students? See Deleting an Activity.

 Unassigning an Activity *(continued)*

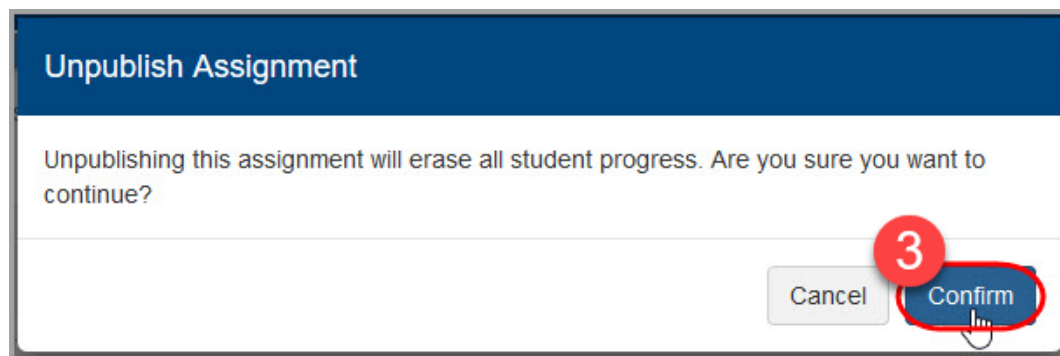The **Unpublish Assignment** window displays asking you to confirm that you want to unpublish the activity.

3. Click **Confirm**.

The activity is now unassigned, and students can no longer participate in the activity. If any students participated in the activity before you unassigned it, their marks remain in GradeBook for the assignment that was tied to this activity.

If you publish a quiz or a discussion after unassigning it, any student responses given or posted during the time it was previously assigned remain in the system.

Deleting an *Activity*

If you no longer want an activity that you created as part of your instruction, you can delete it, sending it to the course's Recycle Bin. These activities are deleted permanently prior to the new school year. However, assignments linked to this activity that you already graded remain in GradeBook.

1. On the course's **Content** screen, select the check box in the row of the activity you want to delete.

2. Above the grid of activities, click **Delete**.

Want to simply unassign an activity but keep the activity for future use? See Unassigning an Activity.
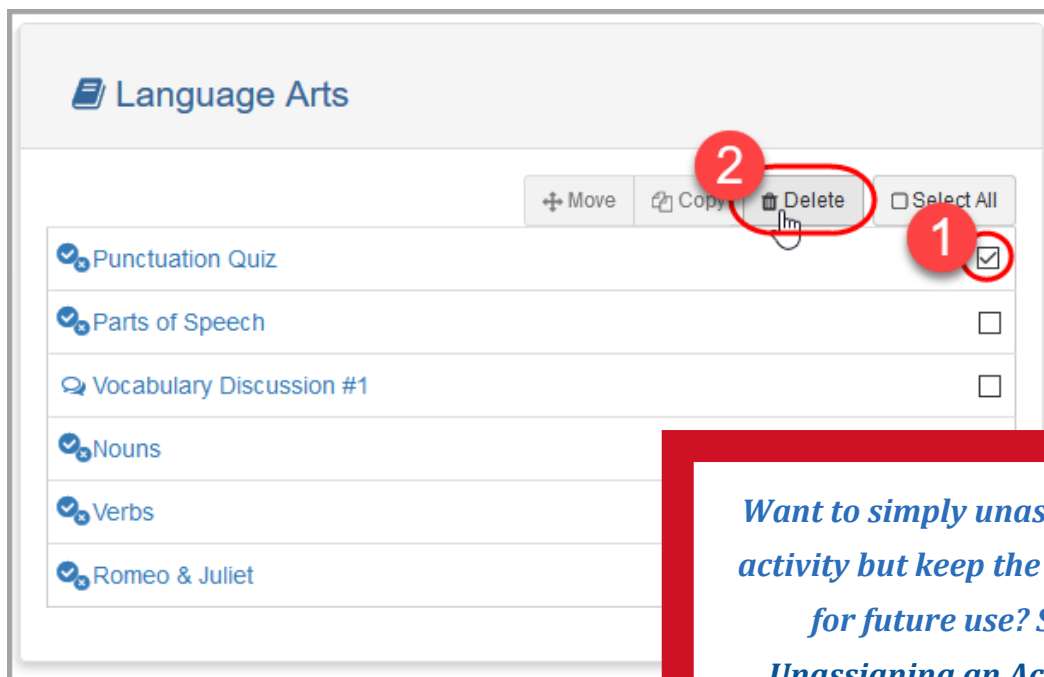
The activity is deleted from the **Content** screen—it can be found in your Recycle Bin for that course so you can restore it at any time. As stated previously, any graded assignments associated with this activity are still available in GradeBook.

Deleting an Assignment Linked to an Activity

If you want to delete an assignment that you previously linked to an activity, but you want to keep the activity for later use, you can do so from GradeBook. Deleting an assignment is done on a class-by-class basis.

1. At the right of the **Class Dashboard**, below the **Assignments** tab, click the name of the assignment you want to delete.

The **Assignment Marks** screen displays.

2. Click the **Main** tab.

> *Deleting an assignment removes any grades and student responses associated with the linked activity.*

3. At the left side of the screen, below the tabs, click **Delete the Assignment.**

> *Deleting an assignment only deletes it for that particular class. If you want to delete more assignments tied to the same activity, you must delete them separately.*

Main	Standards	Marks

Compare Salem Witch Trials with the Anti-Communism hearings III Homework

Add an Assignment
Import an Assignme ③
Delete the Assignme
Copy the Assignment

Online Learning

Do you want to assign an activity?

⚠ Note: Existing assignments cannot be linked to an activity.
You must add a new assignment from an activity's **Details** screen.
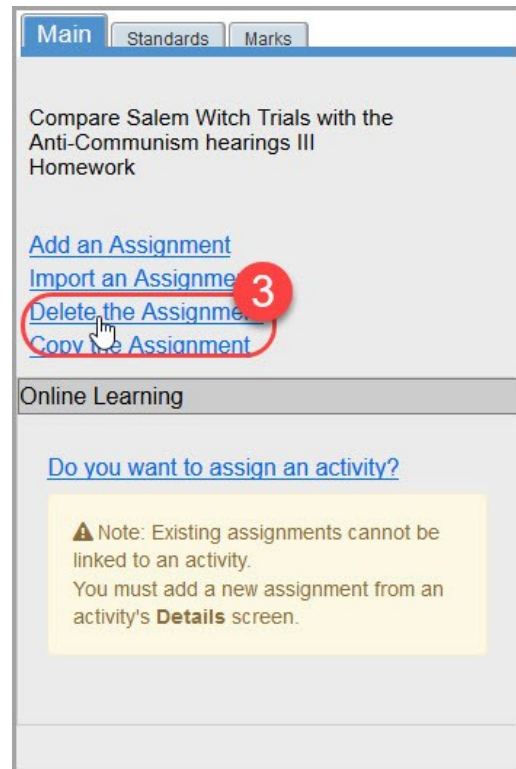
A window displays asking you to confirm that you want to delete the assignment from this particular class.

4. Click **OK**.

Are you sure you want to delete this assignment from this class?

④ OK Cancel
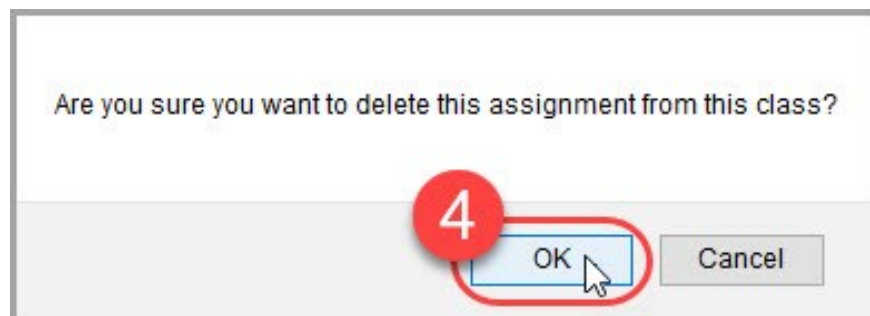
The assignment is now deleted from this class. The activity linked to it, however, remains available in VirtualClassroom.

Summary

Action	Results
Unassign an Activity	🎓 Students can no longer participate in the activity. 🎓 The activity and the assignment are NOT deleted. 🎓 If you unassign and then reassign an activity, student responses and posts are NOT deleted.
Delete an Activity	🎓 The activity is sent the corresponding course's Recycle Bin. 🎓 The activity can be restored. 🎓 GradeBook assignments linked to the activity are NOT deleted.
Delete an Assignment Linked to an Activity	🎓 The assignment is removed from GradeBook for the selected class. 🎓 The activity is NOT deleted. 🎓 Student responses and posts are removed.