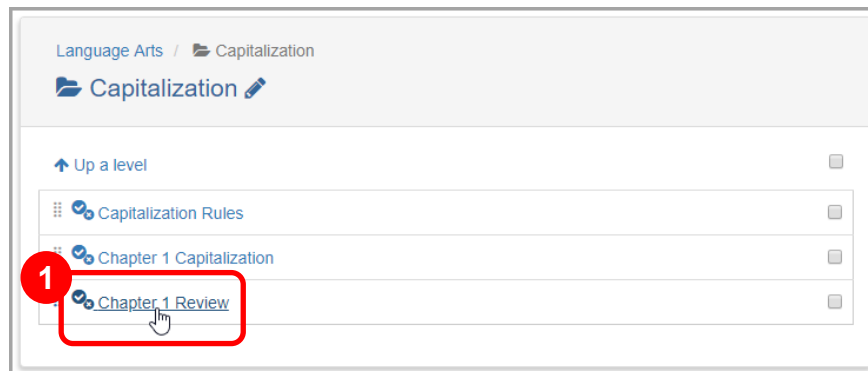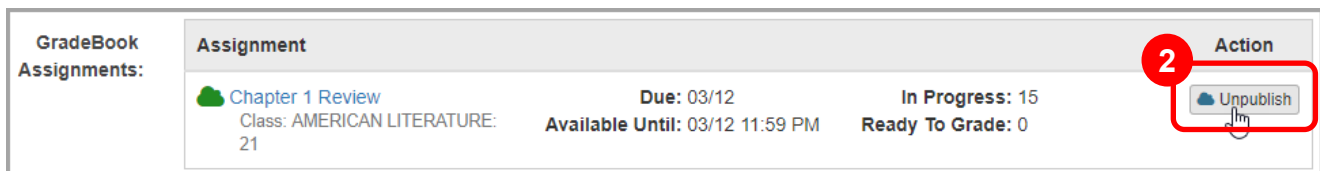# Unassigning and Deleting Activities

## Unassigning an Activity

**1** On the course **Content** screen, locate and click the activity you want to unassign.

Language Arts / 📁 Capitalization
📂 Capitalization ✏️

⬆ Up a level

⠿ 🔗 Capitalization Rules
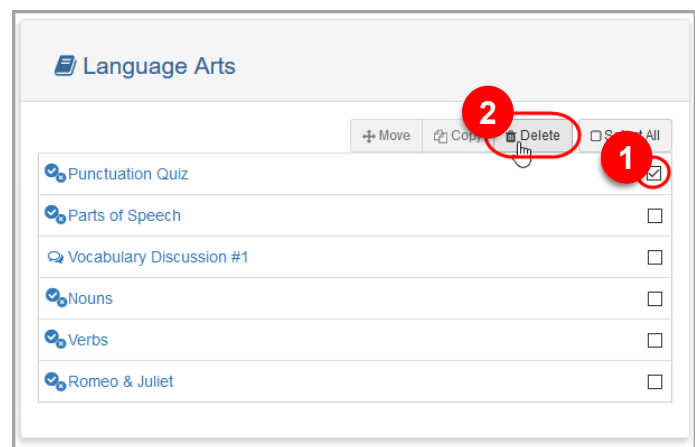
⠿ 🔗 Chapter 1 Capitalization

🔗 Chapter 1 Review

**2** On the **Details** tab, in the **GradeBook Assignments** section below **Action**, click **Unpublish** in the row of the desired class assignment.

| GradeBook Assignments: | Assignment | | | Action |
|---|---|---|---|---|
| | ☁ Chapter 1 Review<br>Class: AMERICAN LITERATURE: 21 | Due: 03/12<br>Available Until: 03/12 11:59 PM | In Progress: 15<br>Ready To Grade: 0 | ☁ Unpublish |

**3** If any students have participated in the activity, the **Unpublish Assignment** window opens asking you to confirm that you want to unpublish the assignment. Click **Confirm**.

## Deleting an Activity

**1** On the course **Content** screen, select the checkbox in the row of the activity you want to delete.

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

📘 Language Arts

➕ Move | 🗐 Copy | 🗑 Delete | ☐ Select All

🔗 Punctuation Quiz ☑

🔗 Parts of Speech ☐

💬 Vocabulary Discussion #1 ☐

🔗 Nouns ☐

🔗 Verbs ☐

🔗 Romeo & Juliet ☐

## *Deleting an Assignment Linked to an Activity*

You can delete an assignment linked to an activity in the same way you delete any other assignment in GradeBook. At the right of the **Class Dashboard**, on the **Assignments** tab, click the name of the assignment you want to delete. On the **Main** tab, click **Delete the Assignment** and confirm it.

## *Summary of Results*

| Action | Results |
|---|---|
| **Unassign an Activity** | 🎓 Students can no longer participate in the activity.<br><br>🎓 The activity and the assignment are NOT deleted.<br><br>🎓 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.<br><br>🎓 The activity can be restored.<br><br>🎓 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.<br><br>🎓 The activity is NOT deleted.<br><br>🎓 Student responses and posts are removed. |