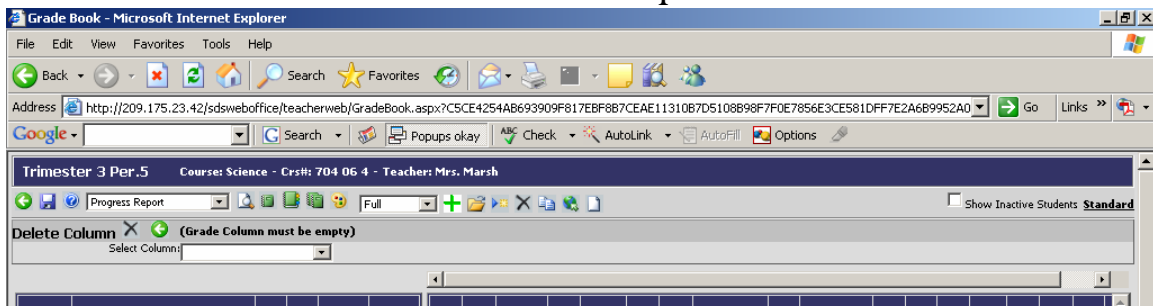


Deleting a Column

1. Login to Teacher Entry
2. Click the Closed Blue Book icon.
3. Choose the GradeBook
4. In the column you want to delete, type the word, “blank” into each cell that has a score (you can copy and paste to speed up this process.)
5. Click the floppy disk to save this change. All cells will be empty.
6. Click on the “X” icon to delete a column. This icon is to the right of the File folder icon used to edit columns.
7. The Delete a Column window opens.



8. Use the drop down list to choose the column you want to delete.
9. Click on the black “X” icon to delete the column.
10. Close this window by clicking on the lower Green Arrow icon

Save the GradeBook by clicking on the lower Blue Floppy Disk icon.

