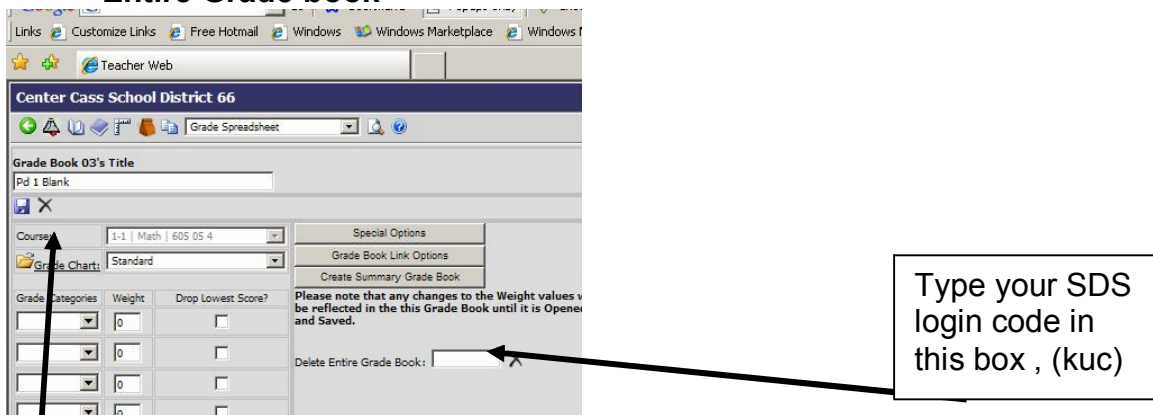


Deleting a Grade book File

If you delete a Grade Book file, you cannot retrieve it, so use caution.

1. Login to SDS Grade book
2. Double click the closed Blue Gradebook.
3. Click in the “change” circle.
4. Select the file you want to delete.
5. In the lower right corner of the screen, there is a box for “Delete Entire Grade book”



6. Type your SDS login name (kuc) in this box (on the right side (next to the words “Delete Entire Grade Book”).
7. After your code is in the box, click on the Black “X” at the top of the page.

Remember, if you delete a Grade Book, you cannot get it back.