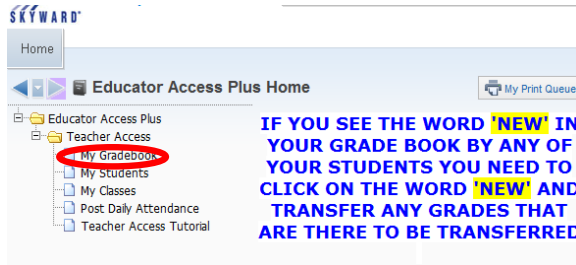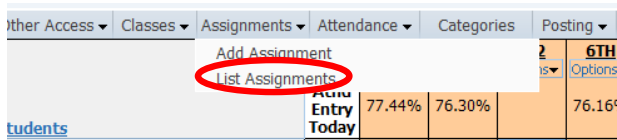# How to Delete an Assignment

When to use: This process is used to delete an assignment from your grade if it was not going to be assigned.

1. Login to Skyward Gradebook.

2. Select the appropriate gradebook.
3. Hover over **Assignments** and select **List Assignments**

4. The **List Assignments** screen displays all previously entered assignments sorted by the **Due Date**. To change the sort, click on any one of the column headings.
5. To delete an assignment, click on the assignment to highlight it and then select **Delete**

6. A window will pop up asking you to confirm the deletion of the assignment. **Note: if the assignment has been assigned to multiple classes, you will have the option to select which classes you would like to delete the assignment from. Select the appropriate

classes and then select one of the **Delete** buttons on the right side of the screen.
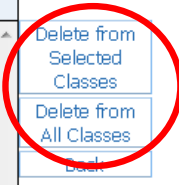
Confirm Assignment Delete　　　　　　　　　　　　　　　　　　　　🖶 My Print Queue ?

					Confirm Assignment Delete for #4 wksh			
					This assignment is assigned to multiple classes.			

					Select Classes where Assignment should be deleted		
Entity	**Dept**	**Sbj**	**Terms**	**Prd**	**Days Meet**	**Class**	**Description**
☑ 001	MAT	MA	1 to 6	1	1 3	MA201 / 02	Geometry
☐ 001	MAT	MA	1 to 6	4	1 2	MA201 / 04	Geometry
☐ 001	MAT	MA	1 to 6	4	1 2	MA205 / 02	Geometry Co
☐ 001	MAT	MA	1 to 6	5	1 3	MA201 / 05	Geometry
☐ 001	MAT	MA	1 to 6	6	1 2	MA201 / 03	Geometry

Delete from
Selected
Classes

Delete from
All Classes