

How to Delete an Assignment Created by an Instructor

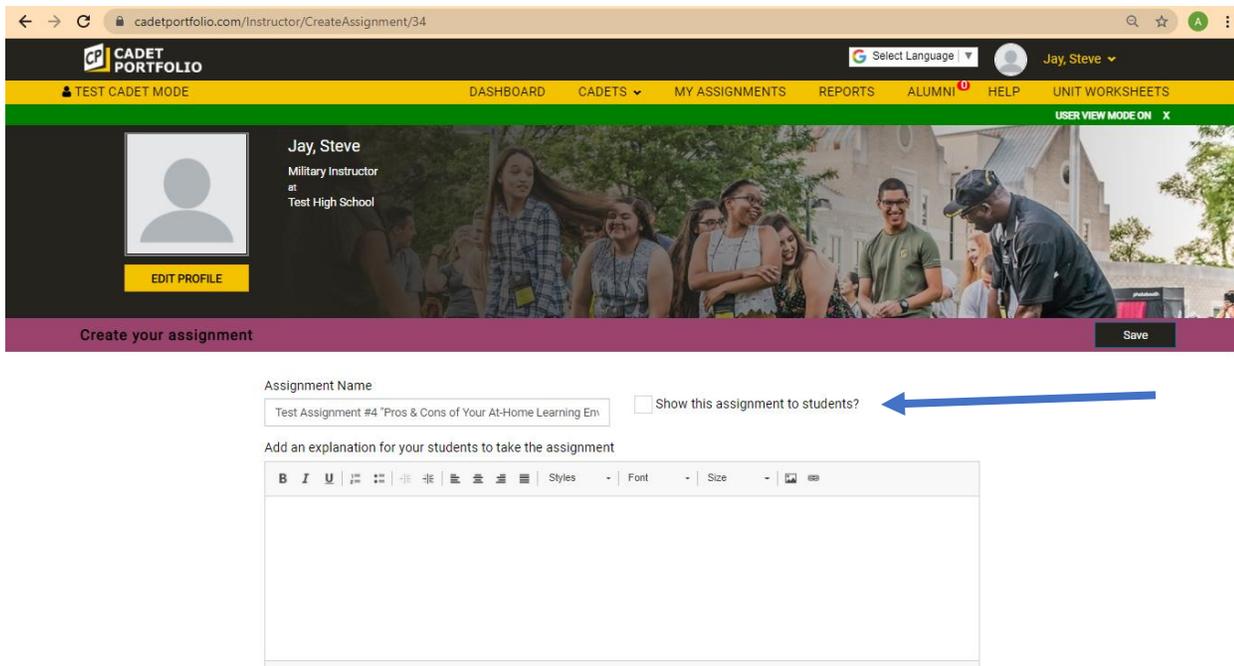
Select My Assignment in the top banner.

1. In order to delete an assignment that an instructor has created, the assignment has to be active or activated in order to the red delete radio button option to show.

The screenshot shows the 'My Assignments' page in the Cadet Portfolio system. The top navigation bar includes 'DASHBOARD', 'COURSES', 'MY ASSIGNMENTS', 'REPORTS', 'ALUMNI', 'HELP', and 'UNIT WORKSHEETS'. The 'MY ASSIGNMENTS' tab is highlighted with a blue circle. Below the navigation is a user profile for 'Jay, Steve', Military Instructor at Test High School. The main content area is titled 'My Assignments' and contains a table of assignments. The table has columns for 'Assignment Name', 'Status', 'Edit', and 'Delete assignment'. The first row, 'Test assignment', is 'Active' and has a red 'Delete assignment' button. The other rows are 'Inactive' and have blue 'Edit' buttons. A blue circle highlights the 'Edit' buttons for the inactive assignments. Blue arrows point from labels 'Active' and 'Inactive' to the corresponding buttons in the table.

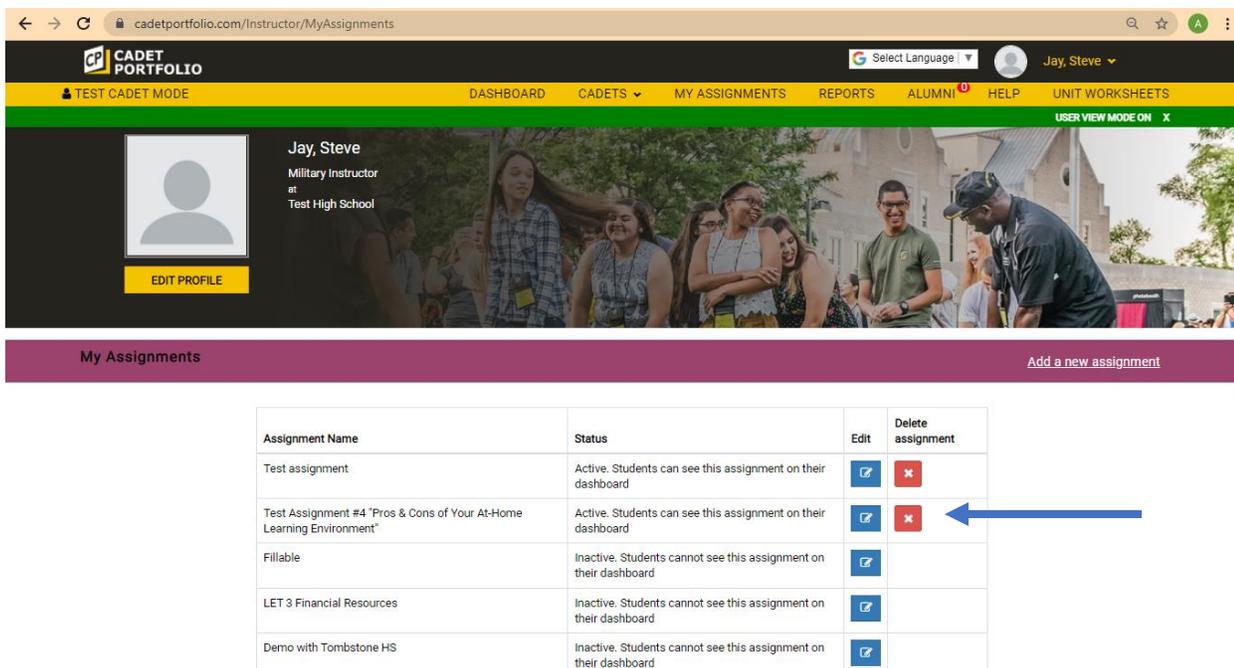
Assignment Name	Status	Edit	Delete assignment
Test assignment	Active. Students can see this assignment on their dashboard		
Test Assignment #4 "Pros & Cons of Your At-Home Learning Environment"	Inactive. Students cannot see this assignment on their dashboard		
Fillable	Inactive. Students cannot see this assignment on their dashboard		
LET 3 Financial Resources	Inactive. Students cannot see this assignment on their dashboard		
Demo with Tombstone HS	Inactive. Students cannot see this assignment on their dashboard		

2. If the red delete radio button is not showing and the lesson is not active, activate the assignment and the red delete radio button should appear. To activate a lesson, select edit, and open the lesson.



Select "Show this assignment to student" and save. Return to your My Assignment List

The Assignment should show active and have a delete function showing



3. Once the delete button appears, select it and delete the assignment. (NOTE, once deleted, a custom assignment CANNOT be retrieved)

4. If the lesson is active, and the red delete radio button is not displaying, please submit a help ticket.