How to Remove a Column

1. Make sure Edit Mode is ON.
2. If Control Panel is not expanded, please click on the words Control Panel to expand it.
3. Click Evaluation.
4. Click Grade Center.
5. Use the horizontal scroll to navigate to the column you would like to remove.
6. Click next to the column title.
7. Click Delete Column.

Note: You will not be able to remove a column if it is a live exam. You must make it unavailable and then remove it. Please note by removing a column you will lose the grades associated with it.