



CIE

The Center for Instructional Excellence



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How To Remove an Assignment in WebCT 4

This page will tell you how to remove an assignment in WebCT 4.

STEP 1:

First login to WebCT and enter one of your courses. Then locate and click on the "Assignments" tool .



STEP 2:

Locate the assignment to be removed and click on the "Circle" next to the assignment name to select it.

Assignments

To view and grade assignments completed by your students, click **Submissions** below.

1 Available | 1 Late | 0 Due soon

Display:

MAC OS X

Availability: Immediately - December 11, 2006 3:00pm

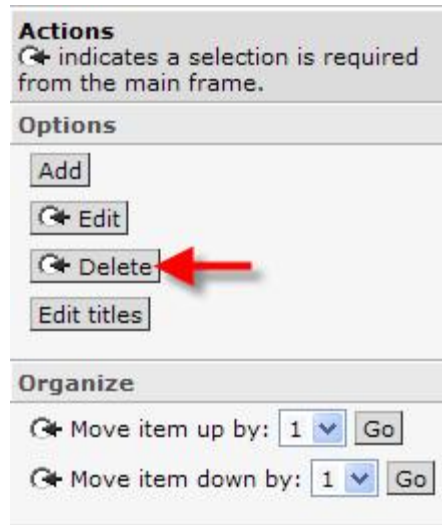
Cutoff date: December 13, 2006 3:00pm

Maximum grade: 25

Result:

STEP 3:

Under the Actions options click on the "Delete" button.

**STEP 4:**

If certain, click on the "OK" button to proceed deleting the assignment.

