How to Edit an Assignment
The steps below will show you how you can edit the settings for an assignment.

1. Enter the course to edit an assignment and make sure edit mode is on.

2. Go to the content area to edit an assignment.

3. Click on the context menu for the assignment item and select edit.

4. You will now have access to all assignment related settings. Make necessary changes as needed.

5. Click the Submit button to update assignment.

How to Remove an Assignment
Before removing assignments from your course, make sure to archive your course so you will have a backup copy of your course in the event you need to get back the assignment you are removing.

NOTE: When deleting an Assignment from a content area, you no longer have the option to remove Grade Center column. When you remove an Assignment it will only remove it from content area. You will have to go to the Grade Center to remove the column.

1. Go to the content area.

2. Click on the drop down context menu option to delete the assignment.
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3. **Select Delete.**

4. When prompted **click the OK button.**

5. A warning comes up letting you know “**Deleting this content item will also delete all submissions for this assignment. Grade Center scores for this assignment will not be removed. Deleting this assignment and its submissions is final and cannot be undone.** Click Submit to continue or Cancel to quit.”

6. The assignment link in the content area and all **student submissions** has been removed. Go into the **Grade Center** and remove the column associated with this assignment or turn column off from being used as part of the grading process.