

Slide 1 - Slide 1

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Windows Internet Explorer". The browser's address bar and navigation buttons are visible. The page header includes the Skyward logo and several menu items: "EDUCATOR ACCESS™ plus" (with an apple icon), "PRODUCT SETUP", "STUDENT MANAGEMENT", "HUMAN RESOURCES", and "FINANCIAL MANAGEMENT". The user name "JACOB BAUMANN" is displayed in the top right, along with links for "Login History", "Print Queue", and "Exit".

The main content area shows a navigation tree on the left with folders for "Teacher Access", "Student Services Access", "Advisor Access", and "Administrator Access". The "Teacher Access" folder is expanded, showing sub-items like "My Gradebook", "My Students", "My Classes", "My Lesson Plans", "Post Daily Attendance", and "Teacher Access Tools".

A large yellow callout box is overlaid on the "My Gradebook" item. It contains the following text:

530 - Delete an Assignment from the Assignment List

Click **Web Access, Educator Access Plus, Teacher Access, My Gradebook.**

What is Deleting an Assignment from the Assignment List?
This allows you to delete a listed assignment and any student grades associated with the assignment.

Note: If an assignment is incorrectly/accidentally deleted you can use the **Restore Deleted Assignments** tool under the Display Options menu.

Why would you Delete an Assignment from the Assignment List?
You would delete an assignment if it wasn't going to be assigned.

When would I Delete an Assignment from the Assignment List?
If a teacher decided against assigning a previously listed assignment or if an assignment was created/cloned accidentally.

On the right side of the page, there is a link that says "Edit this Page".

Slide 2 - Slide 2

Skyward Educator Access Plus - Windows Internet Explorer

Skyward School District
Teacher: JACOB BAUMANN

[Home Page](#) | [My Gradebook](#) [View Tutorial](#) [Print Queue](#) [Back](#)

Only Show Current Classes [Reports for All Classes](#) [Grade Posting Status](#)

Dept	Subject	Terms	Period	Days Meet	Class	Description	
PE	PE	1 - 2	0	MTWRF	ADG / 1	Advanced Golf	Secondary Gradebook
BUS	MNG	1 - 4	0	MTWRF	SPMG / 1	Sports Management	Secondary Gradebook
PE	PE	3 - 4	0	MTWRF	ADG / 2	Advanced Golf	Secondary Gradebook

Select a class,
click [Secondary Gradebook](#).

Slide 3 - Slide 3

The screenshot shows the Skyward Educator Access Plus interface in a Windows Internet Explorer browser window. The page title is "SKYWARD HIGH SCHOOL" and the user is identified as "Teacher: JACOB BAUMANN" in the "Class: ADG / 2 Prd:0 Advanced Go". The navigation bar includes "Home Page", "My Gradebook", and "Main Screen". A menu bar at the top contains "Other Access", "Classes", "Assignments", "Attendance", "Categories", "Grade Marks", "Post Grade", "Comments", "Reports", "Display Options", "Quick Scoring", and "Excel Export". The "Assignments" dropdown menu is open, showing "Add Assignment" and "List Assignments". A yellow callout box points to the "List Assignments" option with the text: "Select the Assignments button, click List Assignments." Below the menu is a table with columns for "Students", "T", "G", "M4", "Options", "Play 9", "W20-Th", "05/31", "ACT", "100", and "0.00". The table lists seven students: ABDIL EUGEN, BREYE ALICE, BURKE ROBIN, HARDI RICKY, HARGR LINDA, HARRI MATTH, and TABES KENNE.

Students	T	G	M4	Options	Play 9	W20-Th	05/31	ACT	100	0.00
1 ABDIL EUGEN										*
2 BREYE ALICE										*
3 BURKE ROBIN										*
4 HARDI RICKY										*
5 HARGR LINDA										*
6 HARRI MATTH										*
7 TABES KENNE										*

Slide 4 - Slide 4

Skyward Educator Access Plus - Windows Internet Explorer

EDUCATOR SKYWARD ACCESS plus RD HIGH SCHOOL

Class: ADG / 2 Prd:0 Advanced Go

Home Page | My Gradebook | Main Screen

View Tutorial

Print Queue Back

Add Edit Clone Delete Report Score Entry Mass Assign Scr Assignment Display Clone From existing Gradebook

Assignments									
Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	Fam	Stu
05/31/07	20	Thu	ACT		Play 18 hole round	1.00	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/31/07	20	Thu	ACT		Play 9 hole round	1.00	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assignment Count: 2

Slide 5 - Slide 5

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Windows Internet Explorer". The page header includes "SKYWARD HIGH SCHOOL" and "Teacher: JACOB BAUMANN Class: ADG / 2 Prd:0 Advanced Go". The main content area is titled "Assignments" and contains a table with the following data:

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	Fam	Stu
05/31/07	20	Thu	ACT		Play 18 hole round	1.00	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/31/07	20	Thu	ACT		Play 9 hole round	1.00	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A yellow callout box points to the first row of the table, containing the text: "A prompt will verify that you wish to delete the assignment. Select OK." Below the table, a "Windows Internet Explorer" dialog box is open, asking: "Are you sure you want to delete assignment Play 18 hole round on 05/31/2007 for category ACT?". The dialog box provides instructions: "(OK) Delete this assignment and return to the Assignment List screen." and "(Cancel) Do not delete this assignment and return to the Assignment List screen." The dialog box has "OK" and "Cancel" buttons. The bottom right corner of the browser window shows "ment Count: 2".

Slide 6 - Slide 6

The screenshot shows a web browser window titled "Skyward Educator Access Plus - Windows Internet Explorer". The page header includes "SKYWARD HIGH SCHOOL" and "Teacher: JACOB BAUMANN Class: ADG / 2 Prd:0 Advanced Go". A navigation bar contains links for "Home Page", "My Gradebook", "Main Screen", and "Assignments". Below the navigation bar is a menu with options: "Add", "Edit", "Clone", "Delete", "Report", "Score Entry", "Mass Assign Scr", "Assignment Display", and "Clone From existing Gradebook".

The main content area features a table titled "Assignments" with the following data:

Date Due	Week	Day	Category	Assign Group	Description	Weight	Max	Fam	Stu
05/31/07	20	Thu	ACT		Play 9 hole round	1.00	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

A yellow callout box with a pointer to the "Delete" menu item contains the text: "Assignment has been deleted. This concludes this tutorial." At the bottom right of the table area, it says "Assignment Count: 1".