Step by Step: **Removing Columns from the Grade Center**

Columns with calculations or those for activities that have not been deployed may be deleted. Once you remove a column, it cannot be retrieved. It will need to be re-created.

1. Go to the **Control Panel** and click the **Grade Center** link.

2. On the **Grade Center: Full Grade Center** page, click the **Action Link** next to the column you wish to remove.

3. From the drop-down menu, click **Delete Column**. You will see a message about deleting all associations with the item. Click **OK**.