1. In the Course Management section of your course under Grade Center click Assignments

2. Click the drop down arrow in the column of the assignments you wish to view

3. Select Assignment File Cleanup
4. Select the checkbox for each student whose file you would like to delete, you can also view their assignment document again by clicking it.

5. Select Delete

6. Hit OK to go back to the Grade Center

Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.
Clean Out Graded Assignment Files

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