



# Managing Gradebook Sheet Settings (More Tools)

There are additional tools for managing your Gradebook. These are not used on a day-to-day basis.

- The **Settings** button  will allow you to go back to the **sheet setup**, where you can **change** the original sheet name, categories (weighting and dropped grades), and defined grade options.
- You can **“Archive”** sheets (hide the sheet’s tab) by clicking the “More...” tab. Then click “Archive Sheet” near the sheet you want to archive. This is useful for archiving old sheets. For example, archive the Term 1 sheets after the January break. You can restore archived sheets at any time.
- The **Delete** button  will allow you to delete the grade sheet entirely. You first need to delete all assessments on the sheet to delete the sheet.

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