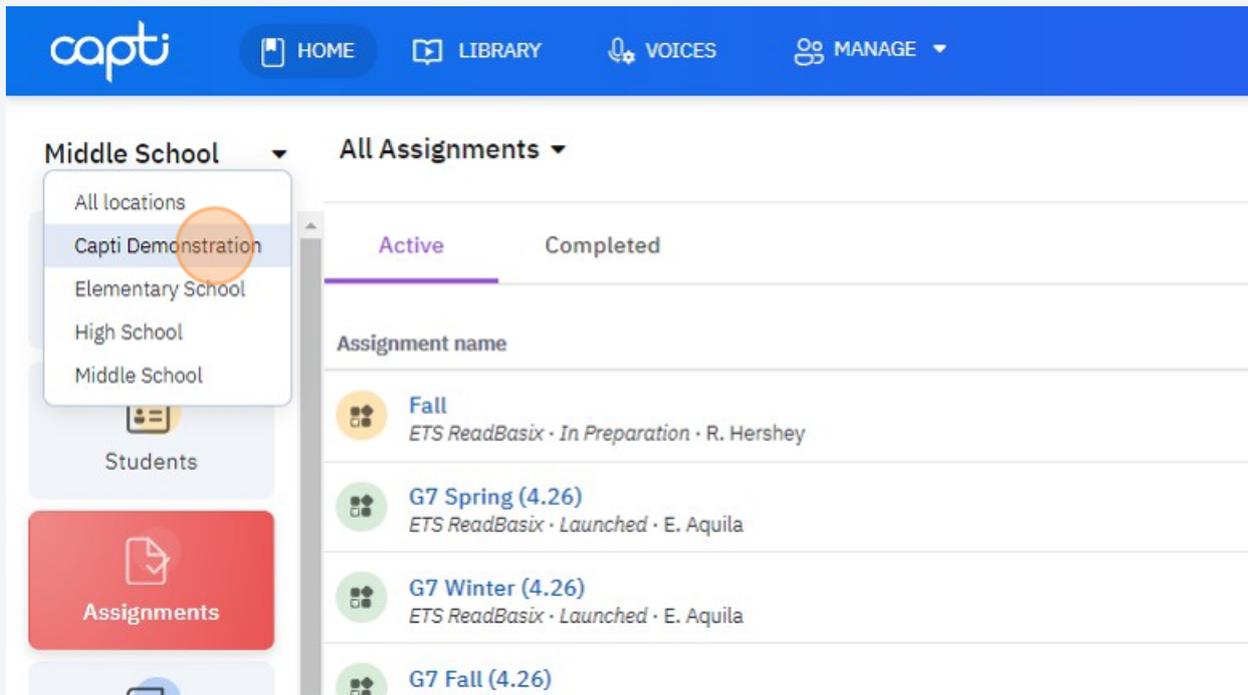


How to Archive or Delete a Capti Assess Assignment

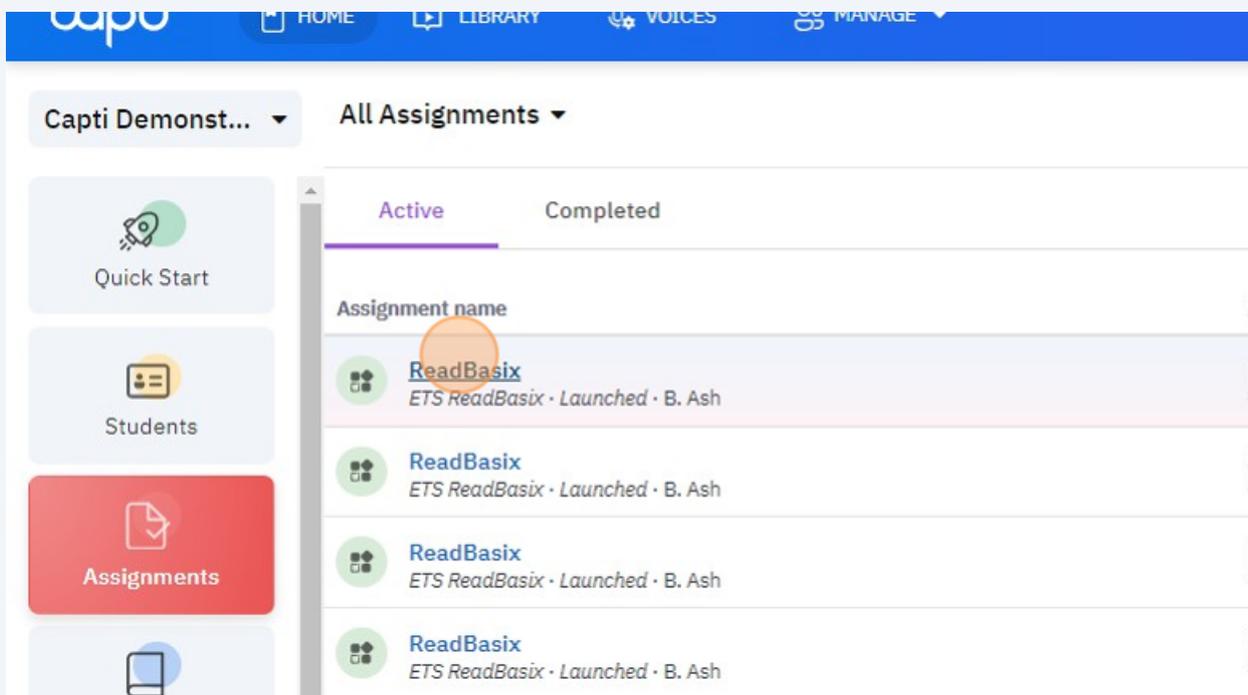
1 Click "Assignments"

The screenshot shows the Capti Assess dashboard interface. On the left is a vertical navigation menu with four items: 'Quick Start' (green), 'Assignments' (pink, highlighted), 'Content' (light blue), and 'Reports' (light purple). A tooltip box is overlaid on the 'Assignments' menu item, containing the text: 'Assign homework, classwork, tests, reading assessments'. The main content area is divided into two large panels. The top panel, titled 'Organize students', shows '29' total students and '0' students in classes, with buttons for 'Manage roster' and 'Group students'. The bottom panel, titled 'Share content', shows '0' playlists in total and '0' of the user's own playlists, with buttons for 'Share with students' and 'Publish to colleagues'.

2 Select the location with the assignment you want to archive/delete.



3 Select the assignment you want to archive. You can only delete assignments 'In Preparation'



4 Click "More Actions"

Started	Progress	Finished	Latest Event
12:43 PM EDT Apr 12 2023	6% completed 3m elapsed	-	 State Changed
	0% completed 0m elapsed	-	 State Changed
	0% completed 0m elapsed	-	 State Changed
	0% completed 0m elapsed	-	 State Changed

Page 1 of 1 < >

 Share Link

 Edit Assignment

 More Actions

5 Click "Archive Assignment"

Started	Progress	Finished	Latest Event
12:43 PM EDT Apr 12 2023	6% completed 3m elapsed	-	 State Changed
	0% completed 0m elapsed	-	 State Changed
	0% completed 0m elapsed	-	 State Changed
	0% completed 0m elapsed	-	 State Changed

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 Share Link

 Edit Assignment



- Hold...
- Post...
- Review...
- Submit and Score...
- Recompute All Scores
- Change Owner
- Archive Assignment**

6 Click "Archive Assignment"

