Deleting Student Writing

**Warning!** – Only delete student writing that are duplicate prompts, or when a student mistakenly starts a prompt. Deleted student writing will no longer be a part of your class portfolio. There is no way to recover deleted student writing.

**Step 1** – Select a piece of SCORED or FINALIZED writing to delete. Only scored writing can be deleted; prompts that are at the “graphic organizer” or “essay incomplete” stage cannot be deleted.

**Step 2** – Access the piece of Scored or Finalized writing that you wish to delete by clicking on the date.
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**Step 3** – Press the “Delete” button. Note: the same process you used to delete student writing can be used to “Print” student writing.

*Note: This same 3-step process you used to delete student writing can be used to “Print” student writing.*