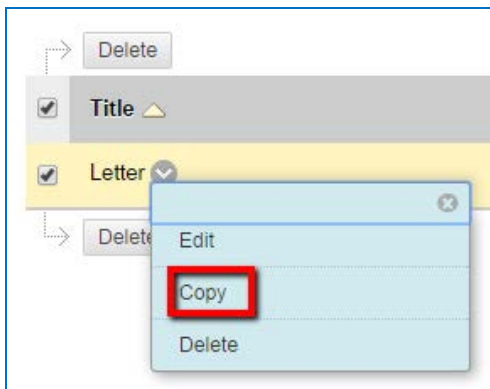




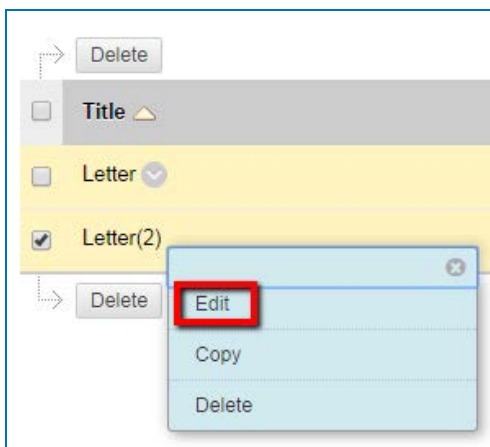
## Copying and Deleting Grading Schemas

The contextual menu for each Grading Schema contains a **Copy** command, allowing you to create new schemas with most of the work already done. You can also use the duplicate to create new versions of existing schemas without damaging those schemas, and then delete any that you no longer need.

1. Click the contextual arrow next to the name of a schema, and select **Copy**.

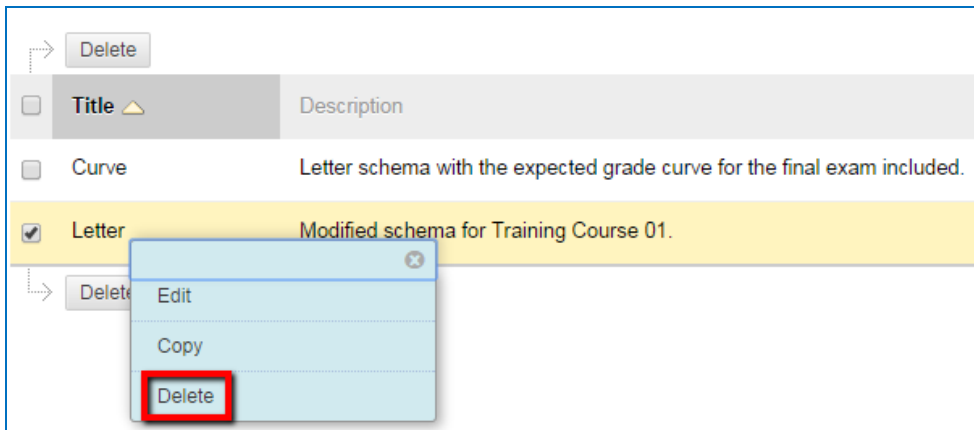


2. The name of the duplicate is the same as the original, but with **(2)** appended. To modify the new duplicate schema, click the contextual arrow next to its name, and select **Edit**.



3. Follow the steps outlined in the previous section of this tutorial.

4. To delete a schema no longer needed, choose **Delete** from its contextual menu. You can also delete several schemas at once by checking their checkboxes and clicking either **Delete** button. Confirm you intentions by clicking **OK** in the message box.



5. Click **OK** to exit Grading Schemas and view your changes in the Grade Center.

