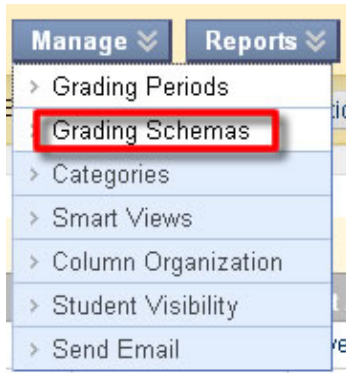





How do I copy a grading schema?

To copy a grading schema,

1. Go to **Control Panel > Evaluation > Grade Center**.
2. Click **Manage** button at the top of the gradebook.
3. Select **Grading Schemas**.



4. Click the **Action Link** , and then select **Copy** to copy the grading schema.

