

How do I archive a grading scheme in a course?

You can archive and unarchive and restore grading schemes.

Notes:

- Archived grading schemes can still be used wherever they are currently in use, but they cannot be selected for new courses or assignments.
- An archived grading scheme cannot be leveraged in the future by a course or assignment unless the scheme is restored.
- You cannot archive the Default Canvas Grading Scheme.
- When copying or exporting a course, archived default grading schemes are not copied or exported.

Open Settings

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In Course Navigation, click the **Settings** link.

Open Course Details

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Click the **Course Details** tab.

Enable Grading Scheme

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If the checkbox has not been selected, click the **Enable course grading scheme** checkbox.

Manage All Grading Schemes

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To manage the grading schemes, click the **Manage All Grading Schemes** link.

Archive Grading Scheme

[Edit Grading Scheme](#)

Click the **Archive** icon.

View Archived Grading Scheme

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View the archived grading scheme [1]. To unarchive the grading scheme, click the **Unarchived** icon [2].

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