

Delete Rating Scales

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Staff Evaluations will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).

Tool Search: Rating Scales

You can delete a Rating Scale as long as you have not associated it with a [Category](#).

The screenshot shows the 'Rating Scales' management interface. At the top, there are buttons for 'New', 'Save', 'Copy', and 'Delete'. The 'Delete' button is highlighted with a red box. Below the buttons is a table of existing rating scales. The 'Edit Rating Scale' form is open for the 'PARA' rating scale. The form includes fields for 'Code' (PARA), 'Evaluation Period' (24-25: 06/24/2024 - 06/24/2025), and 'Description' (Paraprofessional Evaluation). Below the form, there is a 'Ratings' section with four levels: 1 (Unsatisfactory), 2 (Basic), 3 (Proficient), and 4 (Distinguished). Each level has a red 'X' icon next to it, indicating it can be deleted.

Complete the following steps to delete a Rating Scale.

1. Select the Rating Scale you want to delete and click the **Delete** button. A confirmation message displays.
2. Click **OK**. Infinite Campus removes the Rating Scale from the Rating Scales group.