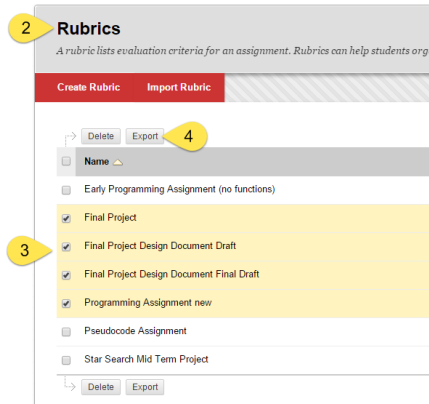


How to Copy Rubrics between Courses

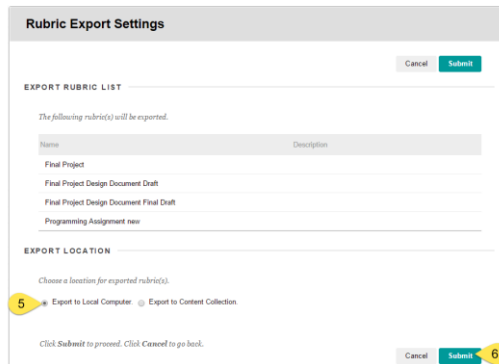
If there are rubrics that need to be used across multiple courses they do not have to be recreated. It is possible to copy rubrics from one course to another.

Export Rubric(s) from Source Course

1. Enter the course that contains the rubric(s) to be copied.
2. Open the **Rubrics** tool (Control Panel → Course Tools → Rubrics).



3. **Check all rubrics to be exported.**
4. Click the **Export** button.
5. Leave the default **Export to Local Computer** selected.



6. Click the **Submit** button.
7. Click the **Download** button and save the file locally.

Import Rubric(s) into Destination Course

1. Enter the course that the rubric(s) should be copied into.
2. Open the **Rubrics** tool (Control Panel → Course Tools → Rubrics).
3. Click the **Import Rubric** button.
4. Click the **Browse My Computer** button.
5. Locate the zip file saved during Step 7 above and click the **Open** button.
6. Click the **Submit** button.
7. Review the **Rubric Import Result** screen.
8. Click the **OK** button in the lower right-hand corner.