

Course Content – Rubrics – Copying 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).

The screenshot shows the 'Rubrics' tool interface. A yellow callout '2' points to the 'Rubrics' title. Below the title is a description: 'A rubric lists evaluation criteria for an assignment. Rubrics can help students organize their work.' There are two buttons: 'Create Rubric' and 'Import Rubric'. Below these are 'Delete' and 'Export' buttons, with a yellow callout '4' pointing to the 'Export' button. A table of rubrics is shown with a yellow callout '3' pointing to the selection checkboxes. The table has two columns: 'Name' and 'Description'. The rubrics listed are: 'Early Programming Assignment (no functions)', 'Final Project', 'Final Project Design Document Draft', 'Final Project Design Document Final Draft', 'Programming Assignment new', 'Pseudocode Assignment', and 'Star Search Mid Term Project'. The 'Final Project', 'Final Project Design Document Draft', 'Final Project Design Document Final Draft', and 'Programming Assignment new' are selected with checkboxes. At the bottom of the table are 'Delete' and 'Export' buttons.

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

The screenshot shows the 'Rubric Export Settings' dialog. At the top right are 'Cancel' and 'Submit' buttons. Below is the 'EXPORT RUBRIC LIST' section with the text 'The following rubric(s) will be exported.' and a table of rubrics. The table has two columns: 'Name' and 'Description'. The rubrics listed are: 'Final Project', 'Final Project Design Document Draft', 'Final Project Design Document Final Draft', and 'Programming Assignment new'. Below this is the 'EXPORT LOCATION' section with the text 'Choose a location for exported rubric(s)'. There are two radio buttons: 'Export to Local Computer' (selected) and 'Export to Content Collection'. A yellow callout '5' points to the 'Export to Local Computer' radio button. At the bottom is the text 'Click Submit to proceed. Click Cancel to go back.' and 'Cancel' and 'Submit' buttons, with a yellow callout '6' pointing to the 'Submit' button.

6. Select the **Submit** button.
7. Select 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. Select the **Import Rubric** button.
4. Select the **Browse My Computer** button.
5. Locate the zip file saved during Step 7 above and select the **Open** button.
6. Select the **Submit** button.
7. Review the **Rubric Import Result** screen.
8. Select the **OK** button in the lower right-hand corner.