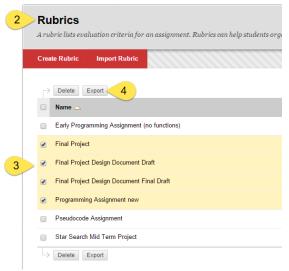# Course Content – Rubrics – Copying Rubrics between Courses
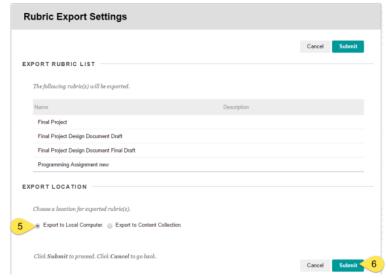
If there are rubrics that need to be used across multiple courses they do not have to be recreated. It is possible to copy rubrics from one course to another.

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).

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

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.