


How do I copy a rubric?

 Tip: Copying a rubric and editing a copy may be faster than creating a new one.



Go to the Rubrics tool.



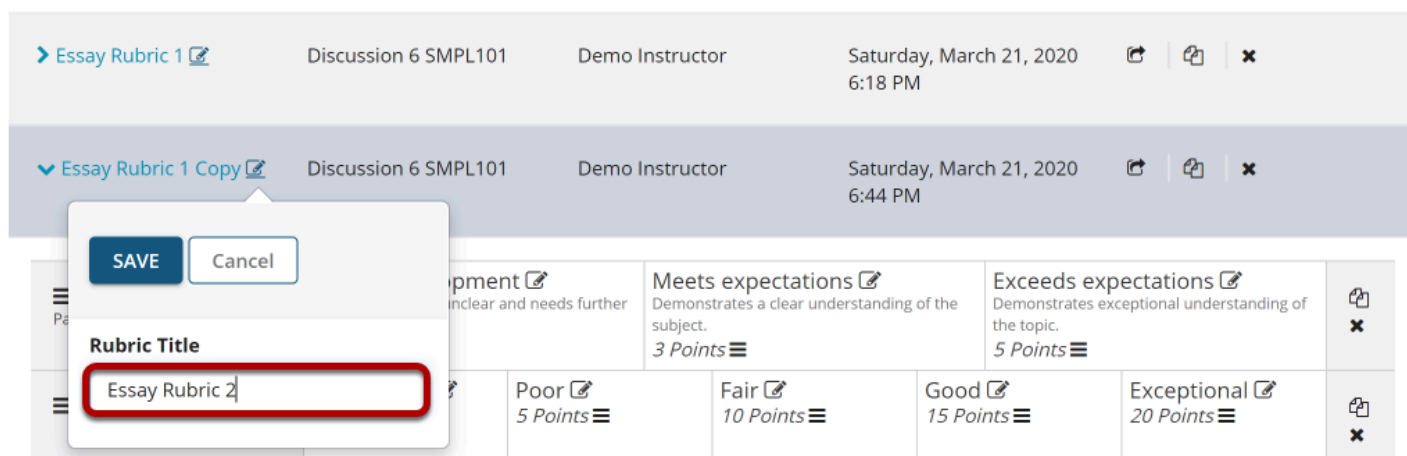
Select the **Rubrics** tool from the Tool Menu of your site.

Select the Copy icon [Copy Rubric] for the rubric you would like to copy.

Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
Essay Rubric 1	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 6:18 PM	 

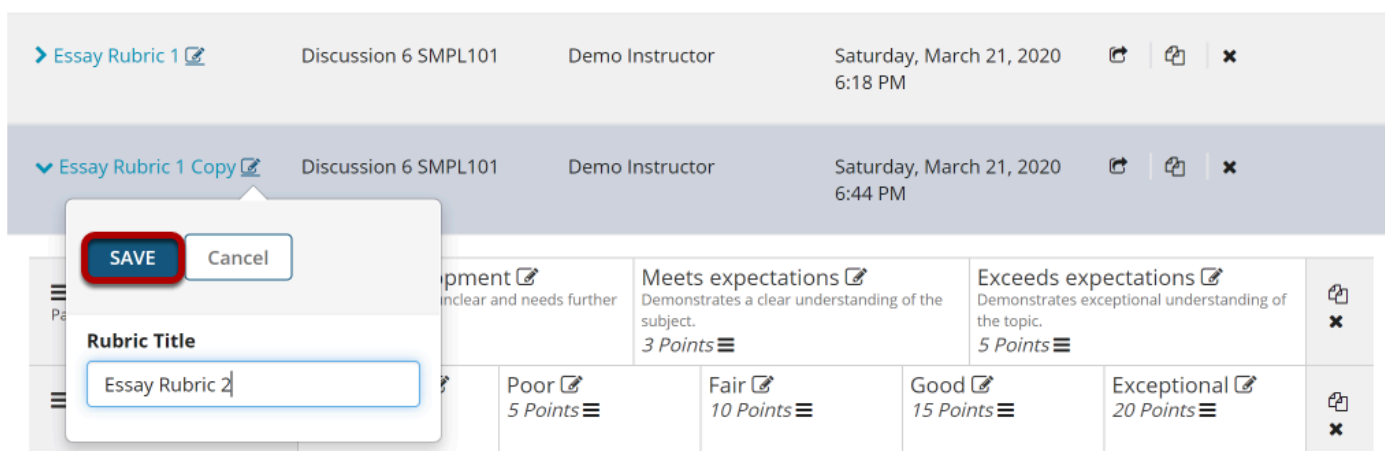
Enter a new Rubric Title.



The screenshot shows a web interface for editing rubrics. At the top, there are two tabs: 'Essay Rubric 1' (active) and 'Essay Rubric 1 Copy'. Below the tabs is a table of rubric criteria. A modal dialog box is open over the table, titled 'Rubric Title'. The dialog has a 'SAVE' button (highlighted in blue) and a 'Cancel' button. The text input field in the dialog contains 'Essay Rubric 2', which is highlighted with a red border. The background table shows criteria such as 'Meets expectations' (3 Points), 'Exceeds expectations' (5 Points), 'Poor' (5 Points), 'Fair' (10 Points), 'Good' (15 Points), and 'Exceptional' (20 Points).

The default title will be the name of the original rubric with "Copy" appended. You may replace the default title with a new title.

Select Save.



This screenshot is identical to the previous one, showing the 'SAVE' dialog box with 'Essay Rubric 2' as the title. In this version, the 'SAVE' button is highlighted with a red border, indicating the next step in the process.

You may now edit any of the criteria or ratings in the copied rubric as needed.