

How do I share a rubric?







Go to the Rubrics tool.



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

Select the Share icon [Share Rubric] for the rubric you would like to share.

Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
▶ Essay Rubric 1	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 6:18 PM	  
▶ Essay Rubric 2	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:06 PM	  

The rubric will now appear listed in the Shared Rubrics area.

Manage Rubrics

Site Rubrics	Origin	Author	Modified	Actions
Essay Rubric 1	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:31 PM	
Essay Rubric 2	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:06 PM	

+ ADD RUBRIC

Shared Rubrics	Origin	Author	Modified	Actions
20x-Decimals-Rubrics	20xAGS FEB 23A Spring 2020	Jane Doe	Tuesday, March 3, 2020 7:37 PM	
Essay Rubric 1	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 7:31 PM	

The rubric is now shared throughout your institution. Any user with the appropriate site permissions may copy the shared rubric into his or her site to use for grading or to make changes to their individual copy.

*Note: Shared rubrics may not be edited. If you would like to modify a shared rubric, you must **Revoke** sharing and make changes to your site rubric before re-sharing.*