
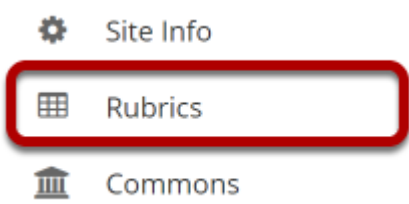


How do I copy a rubric?

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





Go to the Rubrics tool.



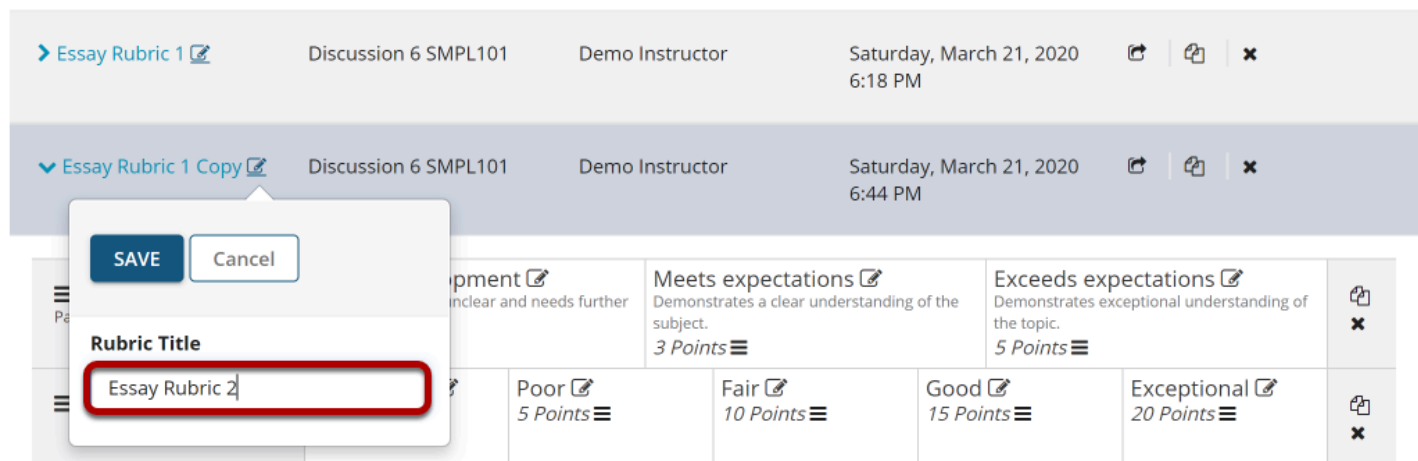
Select the **Rubrics** tool from the Tool Menu of your site.

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

Manage Rubrics

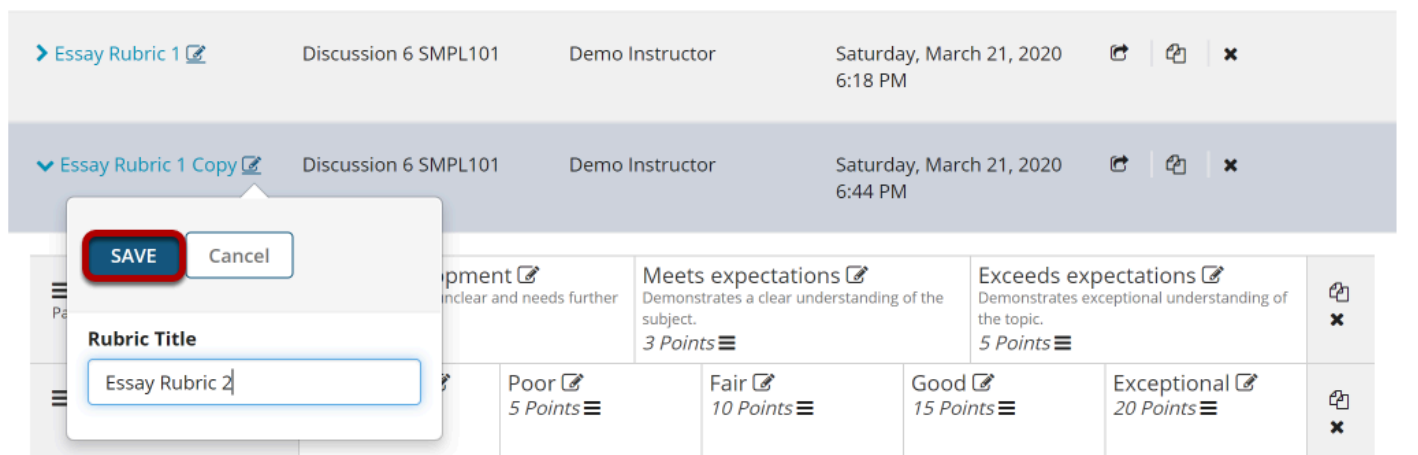
▼ Site Rubrics	Origin	Author	Modified	Actions
▶ Essay Rubric 1 	Discussion 6 SMPL101	Demo Instructor	Saturday, March 21, 2020 6:18 PM	  

Enter a new Rubric Title.



The 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.



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