How do I copy a rubric?
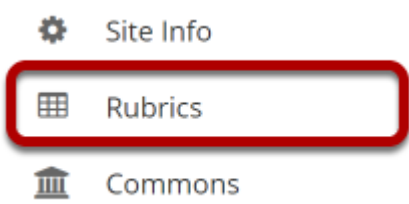
> 💡 Tip: Copying a rubric and editing a copy may be faster than creating a new one.
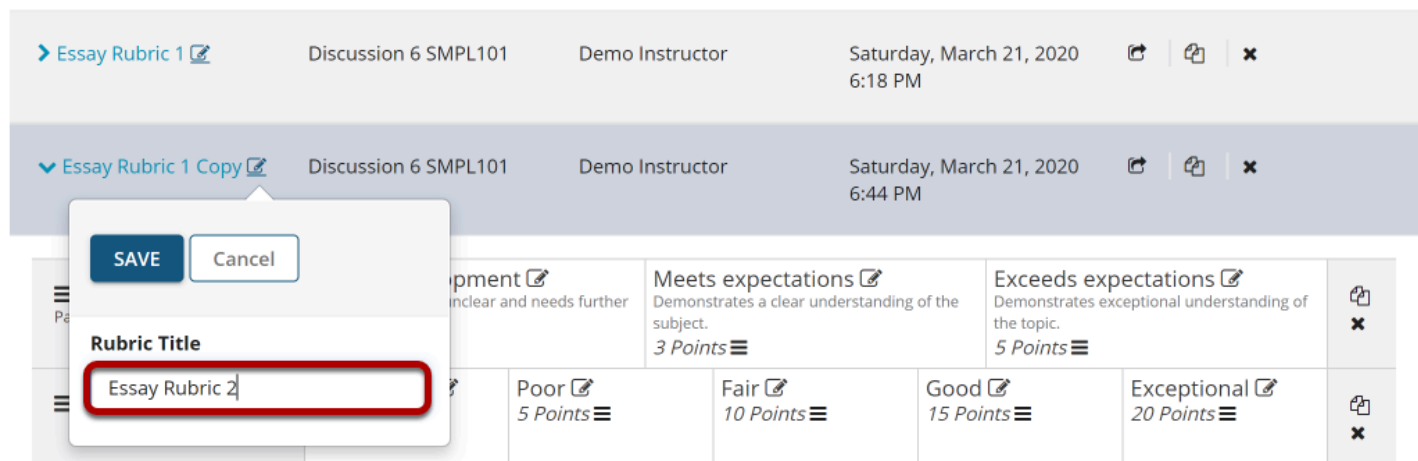
Go to the Rubrics tool.

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

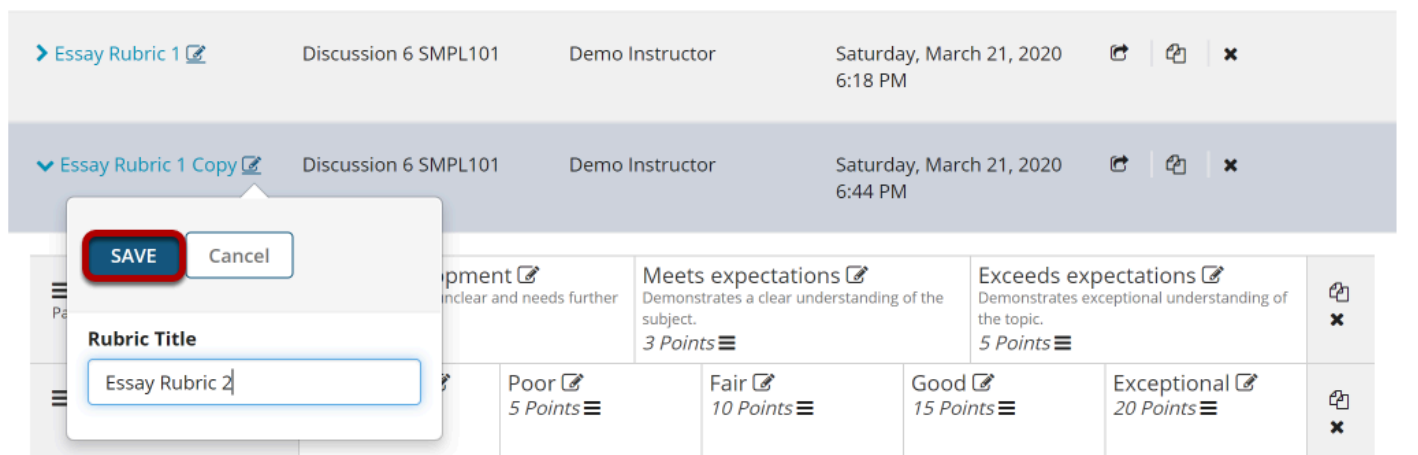## Select the Copy icon [Copy Rubric] for the rubric you would like to copy.

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.