

Copy and Export Rubrics

A Rubric is a tool that lists evaluation criteria for an assignment. Rubrics can help instructors and TAs explain their evaluations to students. Rubrics can be viewed as a grading widget in Blogs, Journals, Wikis, and Discussion Boards. Instructors or TAs can also associate the Rubric to a grading column in the Grade Center and view the Rubric while assigning a grade. Instructors have the option to display Rubrics to students.

[Copy Rubrics within a course](#)

[Export Rubrics to use in another course](#)

Copy Rubrics within a course

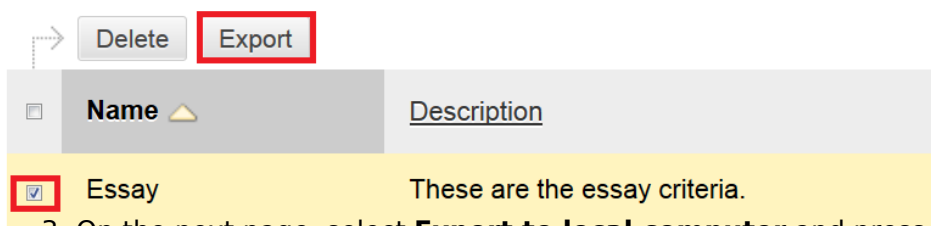
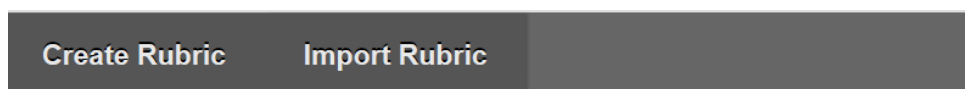
Copying a Rubric within a course is helpful if you have similar assignments that follow the same or similar criteria. This will allow you to maintain many of the settings and modify as needed.

Note: This menu is an expandable and collapsible menu. If it is collapsed, click on the caret to the left of the menu item to expand the menu.

1. Go to **Control Panel**. Click on **Course Tools** and select **Rubrics**.
2. Locate the Rubric you would like to copy in the same course. Click on the **Contextual Menu** icon and select **Copy**.
3. A copy of the rubric will automatically be created with the name of the rubric in parentheses followed by the number one. For example, "Essay Rubric" will be copied to create ("Essay Rubric)(1)".

Export Rubrics to use in another course

1. Go to **Control Panel**. Click on **Course Tools** and then **Rubrics**.
2. Select the checkbox next to the rubric's title and select Export.



3. On the next page, select **Export to local computer** and press **Submit**.
4. On the following page, select **Download** to save the rubric.

Source URL: <http://portalinfo.utoronto.ca/content/copy-and-export-rubrics>