Managing Rubrics

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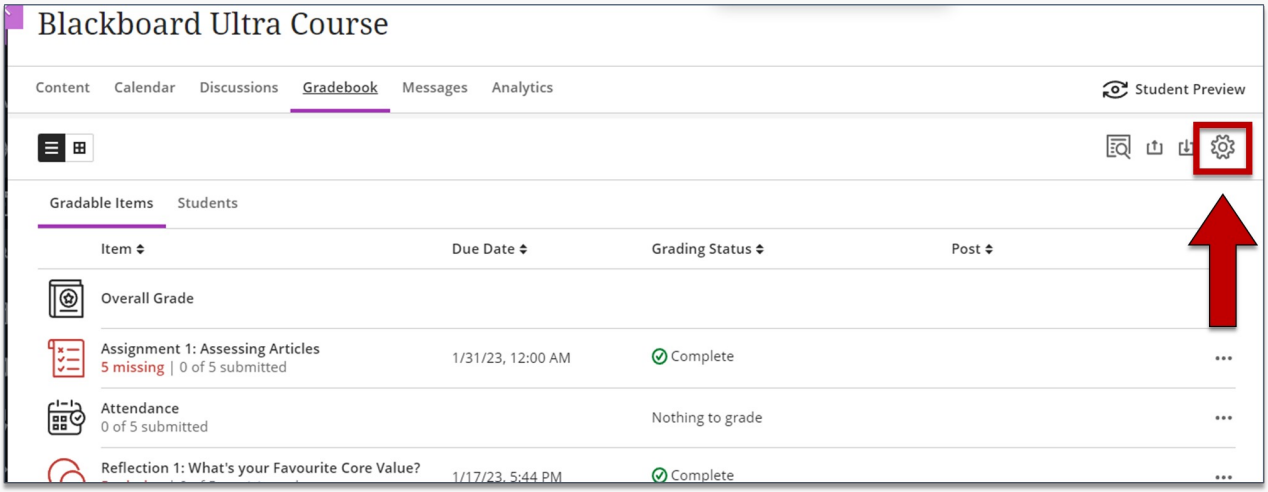
Managing your Rubrics is easy!

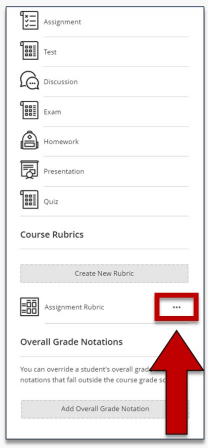
This article will explain how you can do the following:

- Deleting or Duplicating a Rubric
- Editing a Rubric
- Importing a Rubric

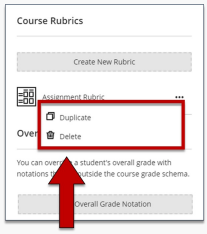
Deleting or Duplicating a Rubric

1. Select **Gradebook**.
2. Select the **gear icon**. The Gradebook Settings is displayed.





3. Select the **ellipses** from **Course Rubrics.** A drop-down menu is displayed.
4. Select **Duplicate** or **Delete.**

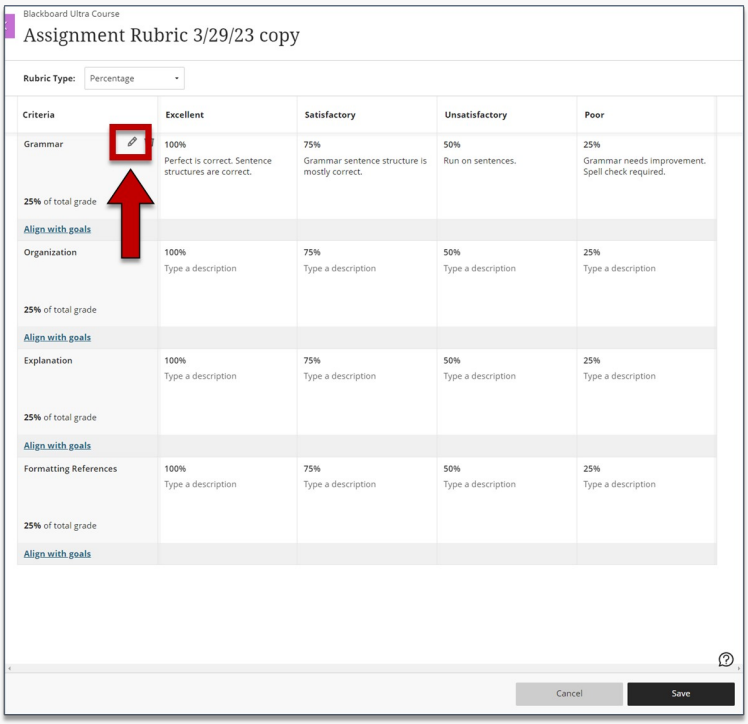


Note: After you use a Rubric for grading, you cannot edit it any further. You can duplicate it, and edit it the new copy.

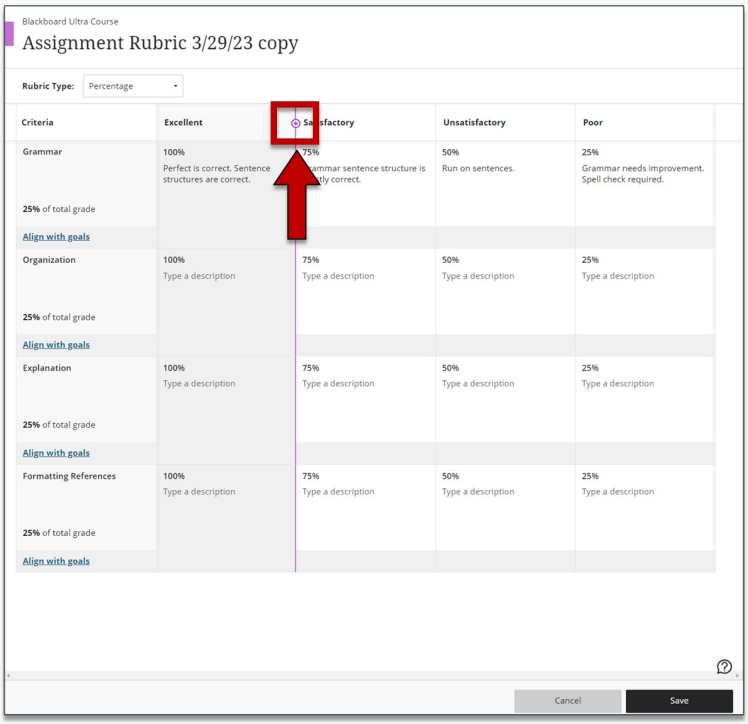
Editing Rubric Rows and Columns

By default, when you create a new rubric, four criteria rows and four achievement level columns appear.

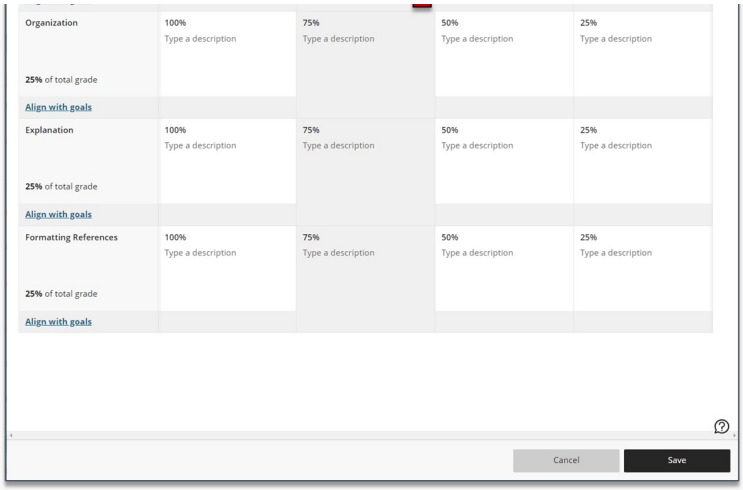
1. Complete any of the following actions:



- Select the **pencil icon** to edit any field.



- Select the **plus icon (+)** to add a new column or row.



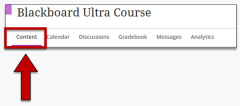
- Select the **delete icon** to delete a column or row.

2. Select **Save**.

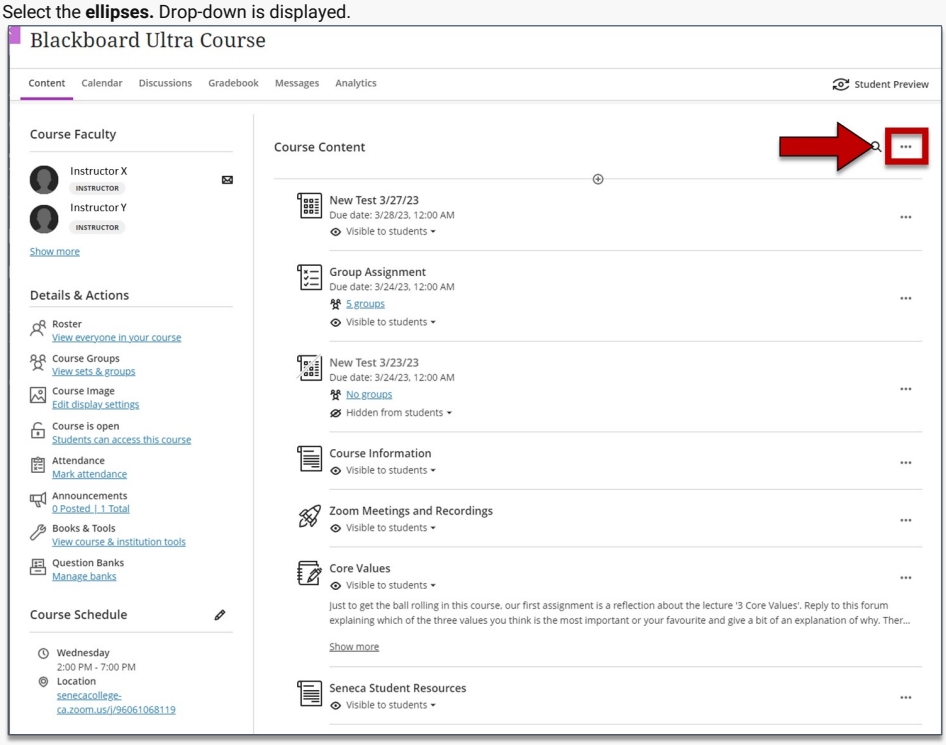
Importing a Rubric

You can copy a Rubric from one course to another the same way you copy any other item. See the Copying Content for more details about copying items in general.

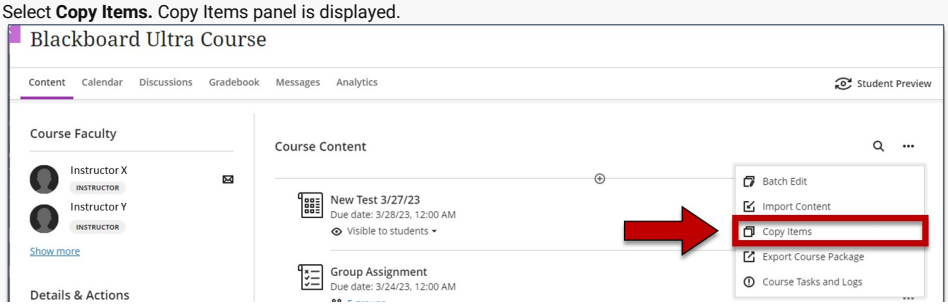
1. Select **Content.**

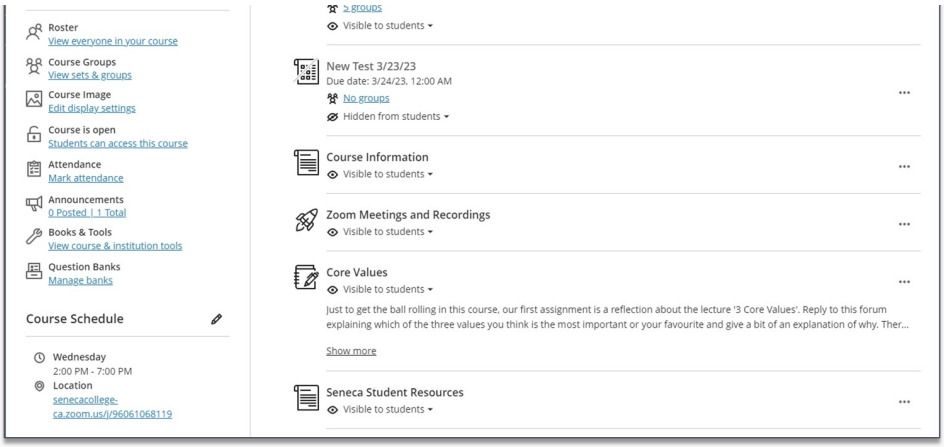


2. Select the **ellipses.** Drop-down is displayed.

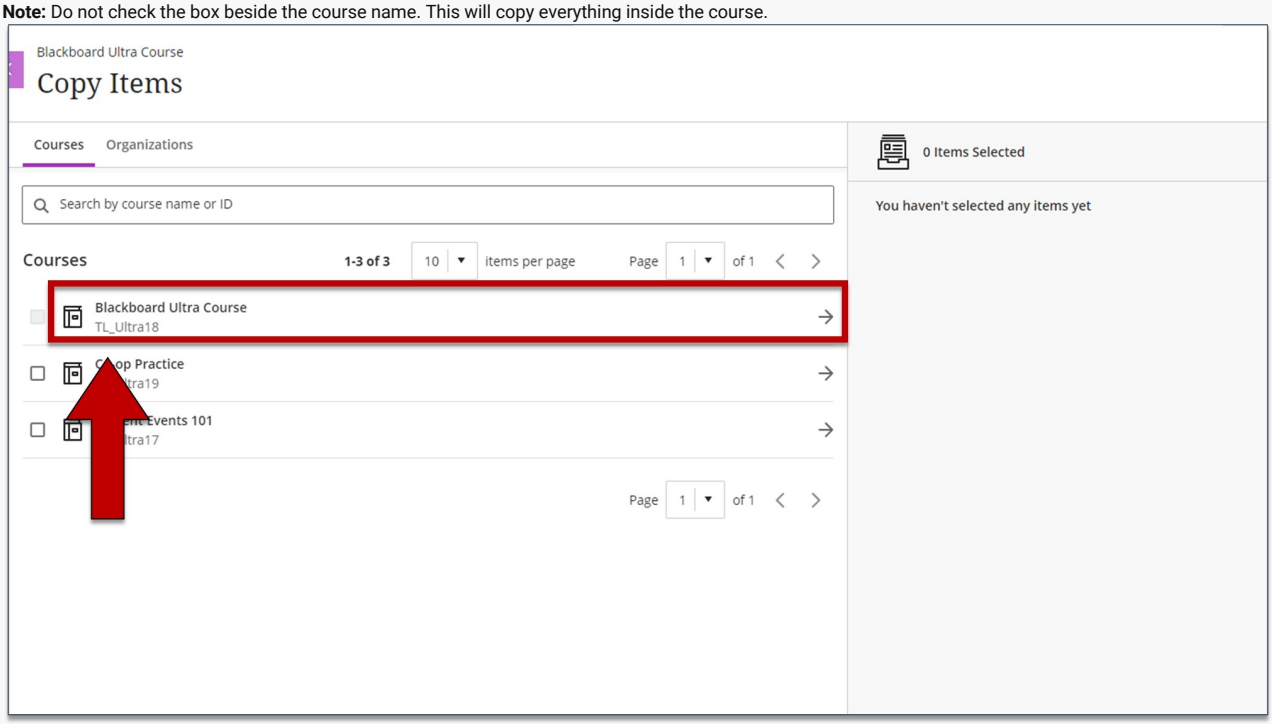


3. Select **Copy Items.** Copy Items panel is displayed.

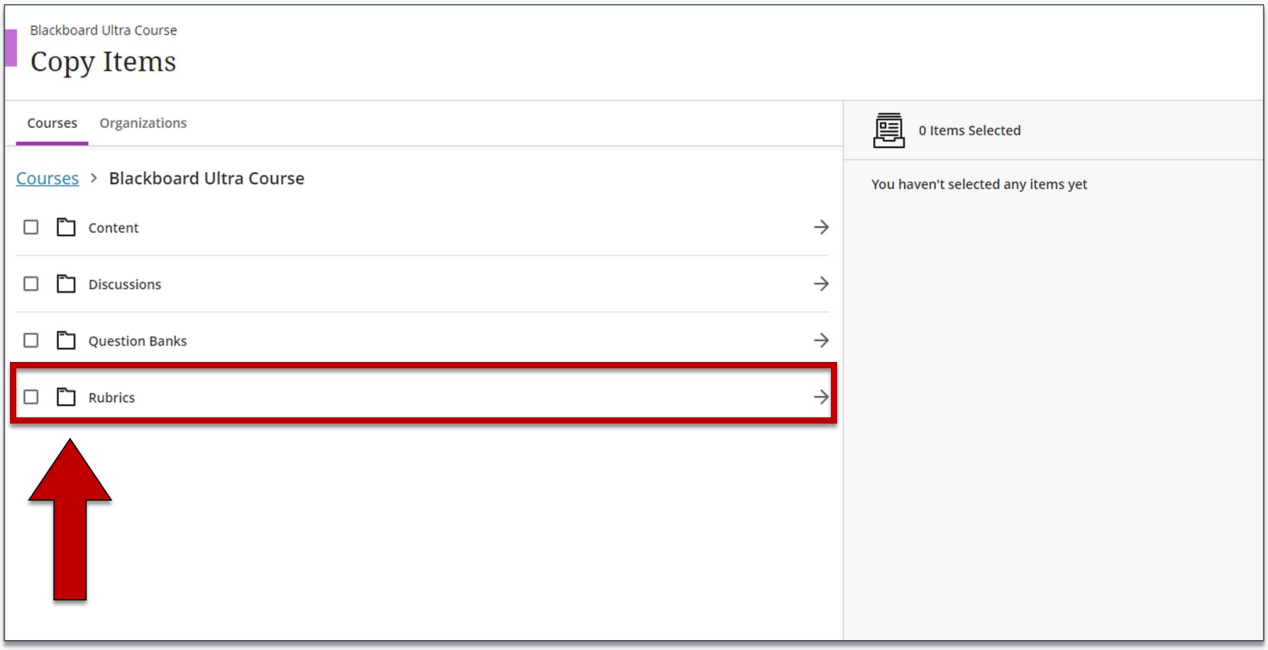


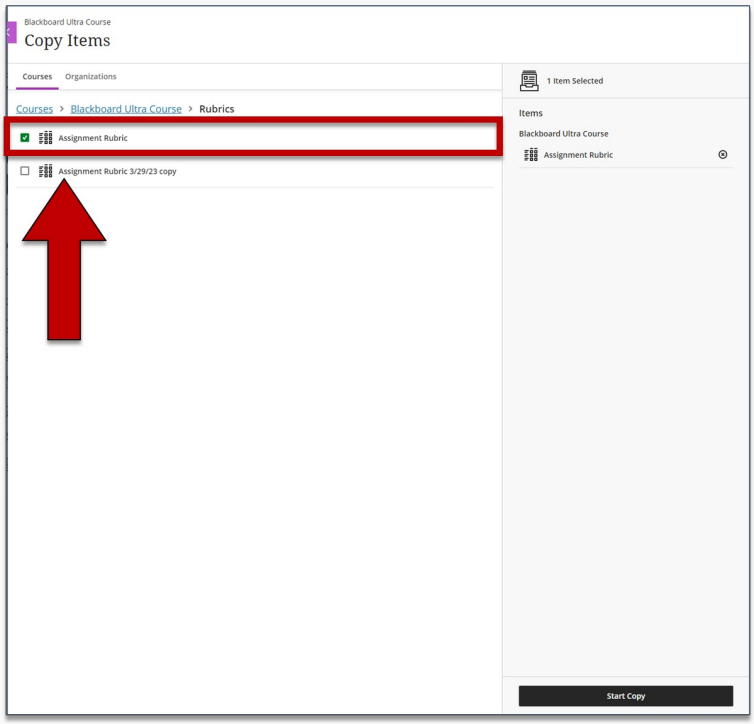


4. Select the course with the Rubric you want to copy.
   Note: Do not check the box beside the course name. This will copy everything inside the course.

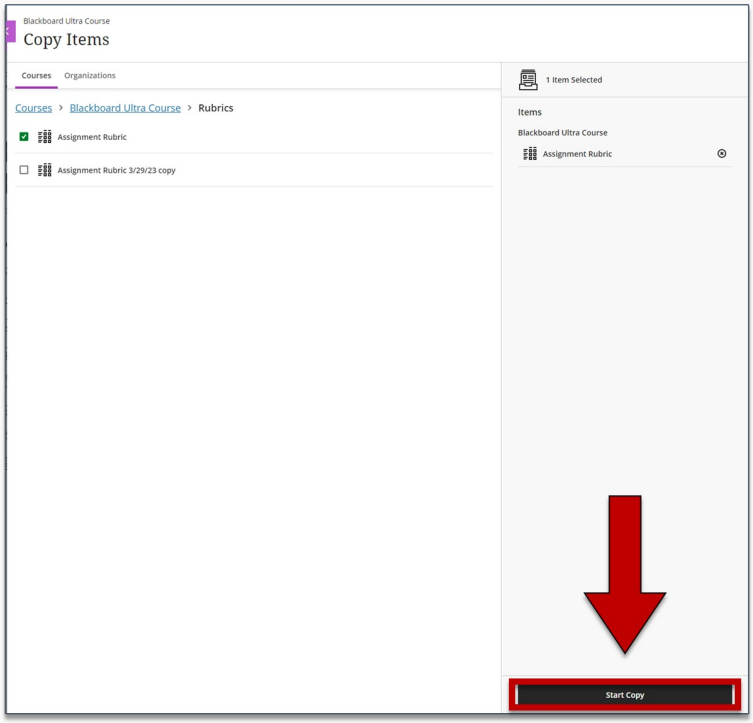


5. Select **Rubrics.**





6. Select the Rubric you want to copy.



7. Select **Start Copy**. Rubric is copied.

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