Copy Rubrics into Each Semester’s Course

1. Navigate to https://blackboard.towson.edu/.
2. Enter the course where the rubric already exists.
3. In the left-hand menu, under Packages and Utilities, select Course Copy.
4. Choose your course you would like the rubrics copied to by clicking Browse.

5. Select the correct course and Submit.
6. Under Select Course Materials, scroll down and check the box next to Rubrics.
7. Submit.