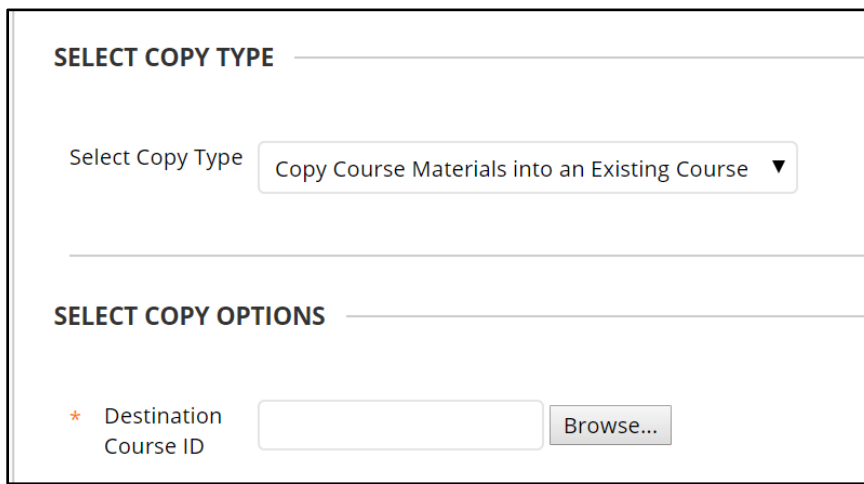

Blackboard

Rubrics

Copying 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**.



The screenshot shows a web interface for copying course materials. It is divided into two main sections: 'SELECT COPY TYPE' and 'SELECT COPY OPTIONS'. In the 'SELECT COPY TYPE' section, there is a dropdown menu labeled 'Select Copy Type' with the selected option being 'Copy Course Materials into an Existing Course'. The 'SELECT COPY OPTIONS' section contains a required field (marked with an asterisk) for 'Destination Course ID', which is currently empty, and a 'Browse...' button next to it.

Figure 1

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