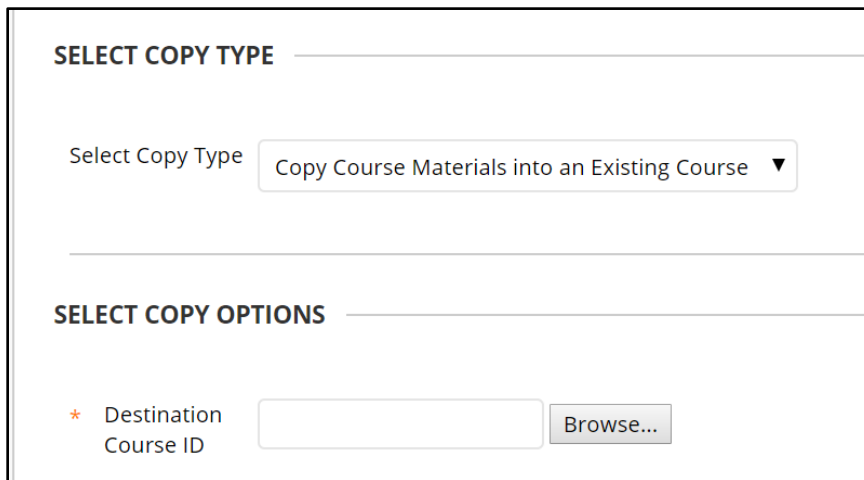


Blackboard

Rubrics

Copying Rubrics into Each Semester's Course

1. Navigate to <https://blackboard.towson.edu>.
2. Log in with your TU **NetID and Password**
3. Enter the course where the rubric already exists.
4. In the left-hand menu, under **Packages and Utilities**, select **Course Copy**.
5. 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 text input field for 'Destination Course ID' with a red asterisk to its left, and a 'Browse...' button to its right.

Figure 1

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