Copy Rubrics into Each Semester’s Course

1. Navigate to [https://blackboard.towson.edu](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.

   ![SELECT COPY TYPE](image)

   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.