Copying Rubrics – D2L Tutorial

This tutorial is for faculty who have previous experience using the Rubrics tools in D2L. For further information or assistance, go to our Team Dynamix Support portal and click the appropriate Category to submit a ticket.
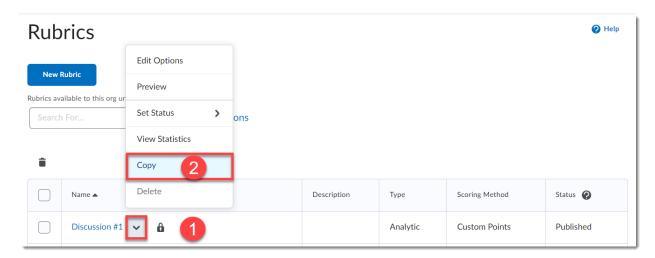
Scenario

This tutorial will cover how to create a copy of an existing rubric within a D2L course. The copy function is helpful if you want to build a new rubric based on an existing rubric, rather than creating one from scratch. The copy function is also useful if you want to make changes to a locked rubric. When a rubric is used to assess student work, it becomes locked and cannot be edited. To edit a locked rubric, you will need to create a copy of the rubric and then make the required revisions in the copy.

This tutorial assumes that you have already created and published your rubric in the Rubrics tool. For information on how to create rubrics, see the *Creating Rubrics tutorial*.

Steps

1. Go to **Rubrics** tool in your course. If you don't see Rubrics on your My Tools drop-down menu, you will find it in the Edit Course under Assessment.

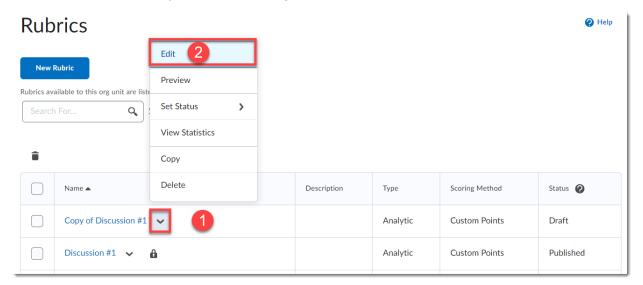2. Click the **down arrow** next to the title of the rubric you wish to copy and select **Copy** from the drop-down menu.

3. A duplicate copy of the rubric will be created, and you will find it in the rubric list labelled **Copy of "Rubric Name."**

   Note: The status of a copied rubric is set to **Draft**.

4. To revise the copied rubric (including changing its name), click the **down arrow** next to the title of the copied rubric. Select **Edit** from the drop-down menu. The rubric will open in a new window. When you finish updating the rubric click the **Close** button.