# **Share a Rubric with a Colleague or Copy to Another Course**

**Enter D2L course that has the rubric you want to copy “from”.**

* Select Course Tools (or More) and Course Admin.
* Select Import/Export/Copy.



* Select Export as Brightspace Package (note – package and zip files are terms that are interchangeable and mean the same).
* Select Start.
* Under Components to Export > Select Rubrics and individual items to exports.
* Select Continue.
* Select the rubric to share or copy.
* Select Continue again.



* Confirm the rubric that is being exported, then select Export.
* Alert bell will turn orange when export is ready to download.



* Select alert bell and download zip file.
* Share the zip file with a colleague.



**Enter D2L course that you want to copy the rubric “to”.**

* Select Course Tools (or More) and Course Admin.
* Select Import/Export/Copy.



* Select Import Components from a course package (zip).
* Select Start.
* Select Upload and browse to the zip file with the rubric.
* Select Import all Components. Process may take a few moments.



* To view the rubric import, go to Course Tools (or More) and Rubrics.
* The rubric imported should now appear in draft mode and ready to attach to an assignment or gradebook column.

