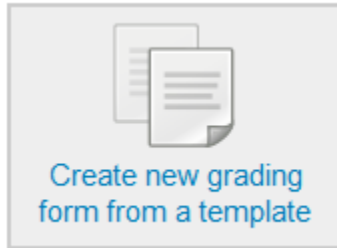


Re-using rubrics

You can search for an existing rubric and use it as a template for any new ones.

- Click onto the Assignment submission point
- In the [Administration block](#), click **Advanced Grading** (*the following icons appear*)



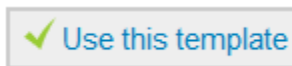
- Press **Create new grading form from a template**
- In the search box, type an appropriate search criteria (the words chosen should appear somewhere in the rubric name, its description or the rubric itself). To search for a phrase, wrap the whole query in double quotes.

NB: By default, only the grading forms that have been saved as shared templates are included in the search results. Since all Moodle teachers will be able to see shared templates, the ability to share templates across Moodle is currently restricted to the Moodle Administrators (please contact the team on e-learning@bath.ac.uk if you would like to discuss having a specific template added).

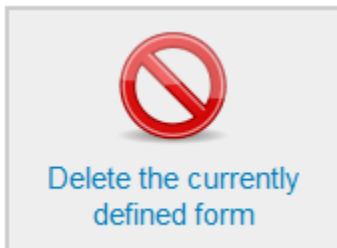
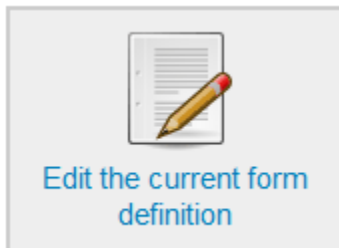
You can also include all your own grading forms in the search results (click the check box). This way, you can simply re-use your grading forms without sharing them.

Only forms marked as 'Ready for usage' can be re-used this way.

- Upon finding the rubric you would like to use, press the **Use this template** button



- On the confirmation screen, press **Continue** (*the following icons appear*)



If you want to use an exact copy of the rubric, you need to nothing more. Should you wish to customise it in any way, simply click **Edit the current form definition**, make your changes and re-save.