

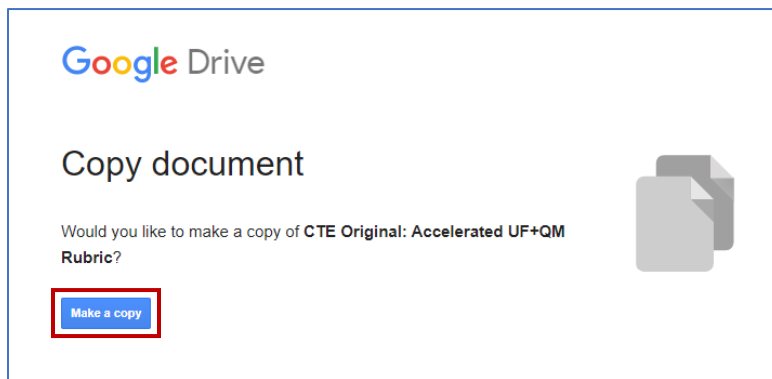
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## Copy and Share your Accelerated UF+QM Rubric

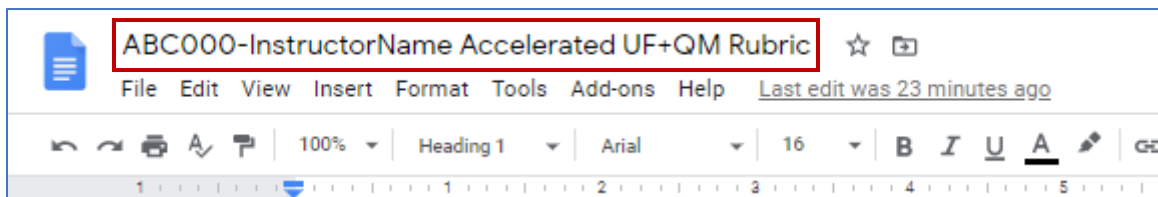
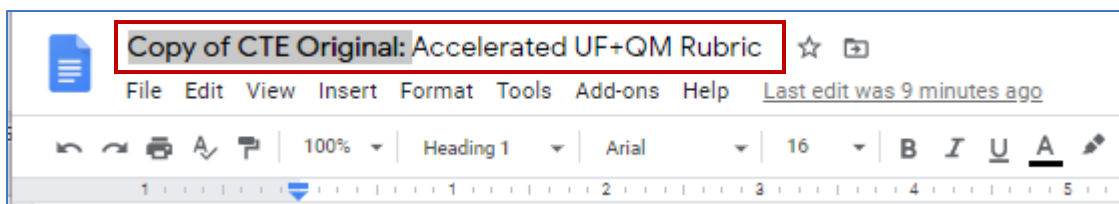
This guide provides directions for how to access and share the Accelerated UF+QM Rubric.

### Process

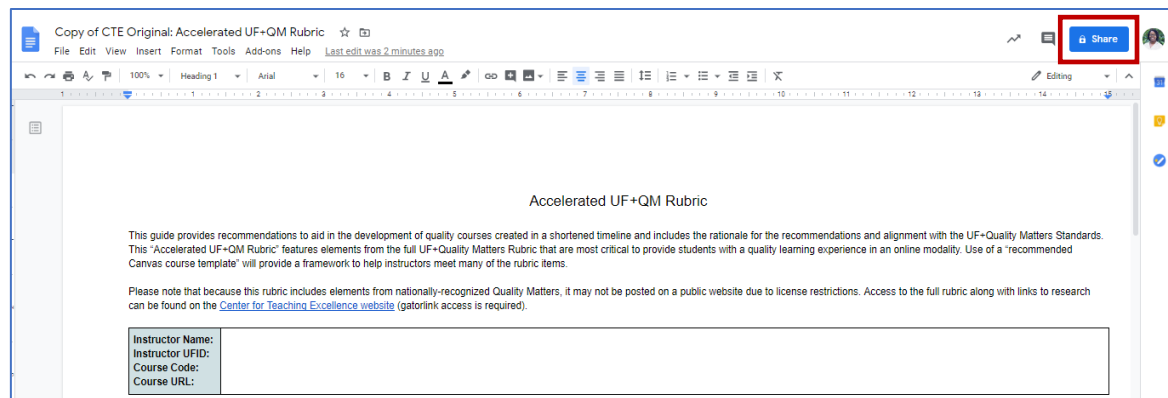
1. Sign into your UF Google account.
2. **Make a copy** of the Accelerated UF+QM Rubric.



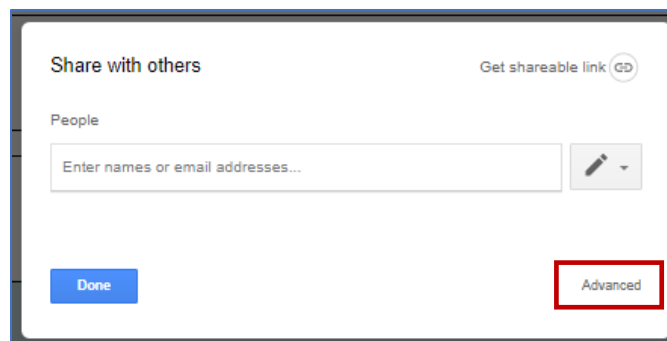
3. Rename your copy of the rubric to the course code and instructor's name.



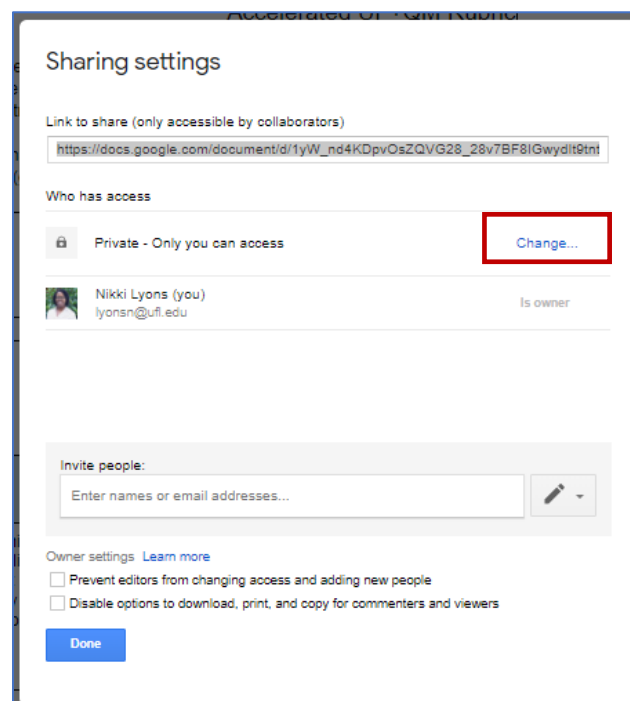
4. Click the **Share** button in the upper right-hand corner.



5. Select the **Advanced** settings link at the bottom of the box.



6. Click the **Change** link.



7. Change the

- Link sharing settings to **On – University of Florida**.
- Access: Anyone within University of Florida **Can comment**.
- Click **Save**.

The screenshot shows the 'Link sharing' dialog box. The 'On - University of Florida' option is selected and highlighted with a red box. Below it, the 'Access' dropdown is also highlighted with a red box and set to 'Anyone within University of Florida' with 'Can comment' selected. At the bottom, the 'Save' button is highlighted with a red box. Other options include 'On - Public on the web', 'On - Anyone with the link', 'On - Anyone at University of Florida with the link', and 'Off - Specific people'.

8. Add Nikki Lyons and Alexandra Bitton-Bailey to the document as editors.

- a. **Uncheck** the Notify people box. Do not send a notification.
- b. Click **OK**.

The screenshot shows the 'Sharing settings' dialog box. Under 'Who has access', 'University of Florida' is listed with 'Anyone at University of Florida can find and comment'. Below this, 'Nikki Lyons (you)' is listed as the owner. In the 'Invite people' section, 'Nikki Lyons' and 'Alexandra Bitton Bailey' are added. The 'Notify people - Add message' checkbox is unchecked and highlighted with a red box. The 'OK' button is also highlighted with a red box. At the bottom, there are checkboxes for 'Prevent editors from changing access and adding new people' and 'Disable options to download, print, and copy for commenters and viewers'.

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For additional assistance, contact the [Center for Teaching Excellence](#).