

Exporting and Importing Rubrics

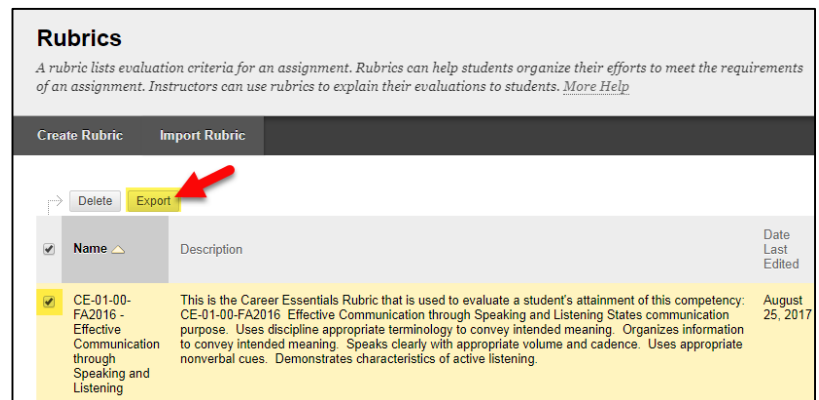


Blackboard Learn

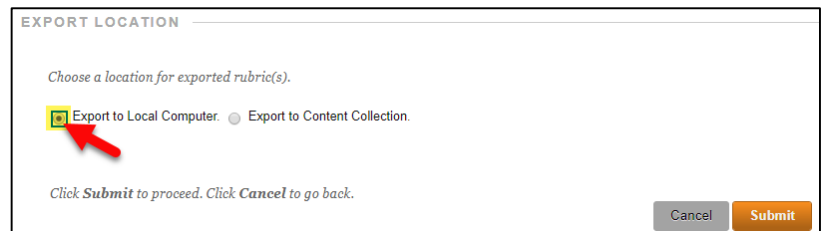
An [interactive grading rubric](#) that the instructor has created within a Blackboard course can be exported from the course to be imported for use in another course using these steps.

EXPORTING A RUBRIC

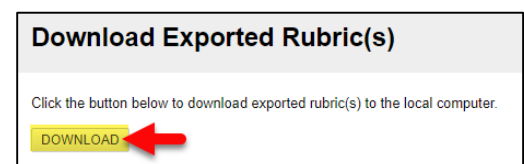
1. In your course, scroll down to the **CONTROL Panel** and expand the **COURSE TOOLS** menu. Select **RUBRICS**.
2. On the Rubrics page, select a rubric to export by checking on its checkbox. Then, click the **EXPORT** button.



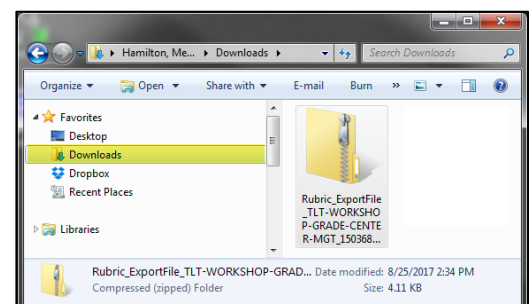
3. On the **RUBRIC EXPORT SETTINGS** page, keep the **EXPORT LOCATION** set to **EXPORT TO LOCAL COMPUTER**. Then, click **SUBMIT**.



4. You will be taken to the **DOWNLOAD EXPORTED RUBRICS** page. Click on the **DOWNLOAD** button.



5. The file will download as a compressed zip folder in your computer's Downloads folder.

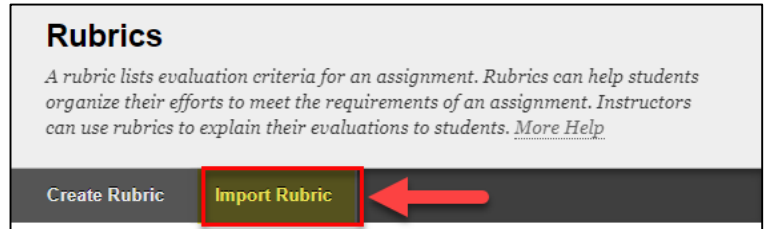


IMPORTING A RUBRIC

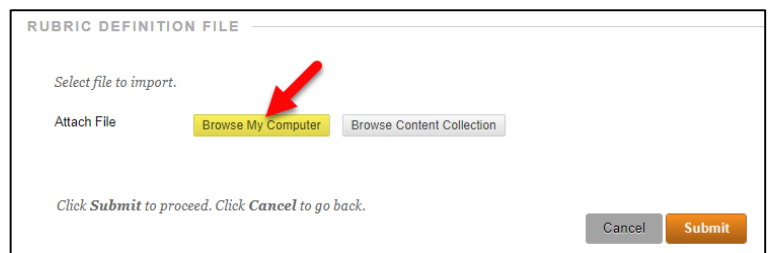
Only interactive grading rubrics exported from a Blackboard course can be imported into another course through these steps.

1. In your course, scroll down to the **CONTROL Panel** and expand the **COURSE TOOLS** menu. Select **RUBRICS**.

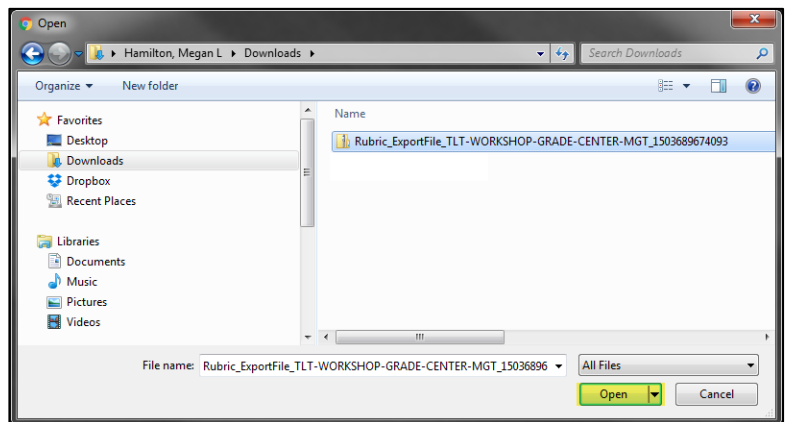
2. On the Rubrics page, click the **IMPORT RUBRIC** button.



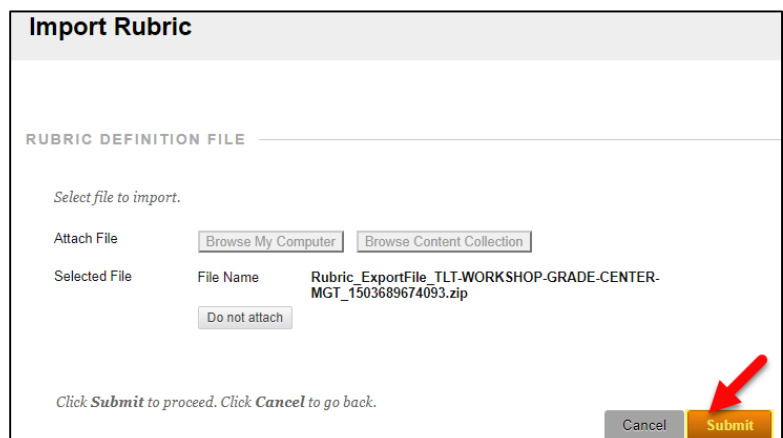
3. On the **IMPORT RUBRIC** page, click on the **BROWSE MY COMPUTER** button.



4. In the file selection window that appears, locate and select the exported rubric saved on your computer. Then, click the **OPEN** button.



5. The **IMPORT RUBRIC** page will update and display the selected file. Click the **SUBMIT** button to upload the file.



- If you are successful, you will see a **RUBRIC IMPORT RESULT** page that confirms the import process has completed. Click the OK button to exit this screen.

Rubric Import Result

The detail of rubric import result is
 Aug 25, 2017 2:53:42 PM - Information: The rubric CE-01-00-FA2016 - Effective Communication through Speaking and Listening has been imported.
 Aug 25, 2017 2:53:46 PM - Information: Invalid course links have been removed successfully.
 Removed numbers:
 Self-Referred:0
 Loop:0
 Aug 25, 2017 2:53:46 PM - Status: The operation import has completed.
 Aug 25, 2017 2:53:46 PM - Information: The operation took 4.65 seconds to complete.

The process PPG File took 0.00 seconds
 The process component.csresourceLinks took 0.00 seconds
 The process Course Menu took 0.00 seconds
 The process Learn Rubrics took 0.05 seconds
 The process Cleanup took 0.06 seconds
 The process McGraw-Hill Course Cx Component took 0.01 seconds

Friday, August 25, 2017 2:53:47 PM CDT

-- OK

- The imported rubric will now appear on the course's RUBRICS. You may begin editing and using the rubric in the course.

Rubrics

A rubric lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to meet the requirements of an assignment. Instructors can use rubrics to explain their evaluations to students. [More Help](#)

Create Rubric
Import Rubric

Delete Export

	Name <small>▲</small>	Description	Date Last Edited
<input type="checkbox"/>	CE-01-00-FA2016 - Effective Communication through Speaking and Listening	This is the Career Essentials Rubric that is used to evaluate a student's attainment of this competency. CE-01-00-FA2016 Effective Communication through Speaking and Listening States communication purpose. Uses discipline appropriate terminology to convey intended meaning. Organizes information to convey intended meaning. Speaks clearly with appropriate volume and cadence. Uses appropriate nonverbal cues. Demonstrates characteristics of active listening.	August 25, 2017