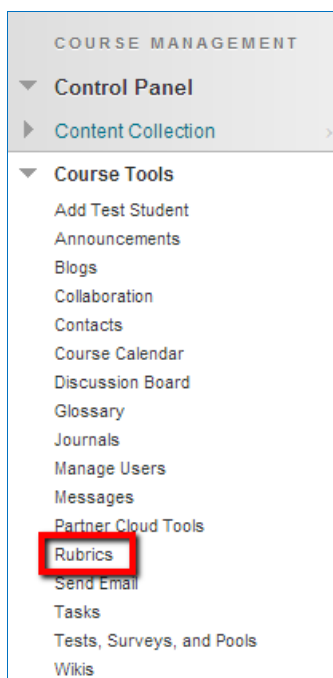


Exporting a Rubric

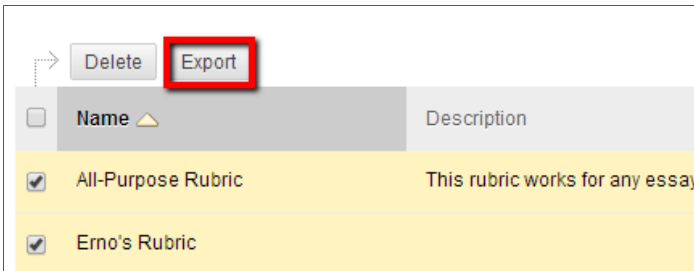
Blackboard allows you to export Rubrics created in Blackboard. The exported file is in the .zip (compressed folder) format, and the compressed folder does not contain any files that users can edit easily. However, you can send the .zip file by email or save it to a flash drive, from which any user can import the .zip file into Blackboard on a different computer.

To export a Rubric:

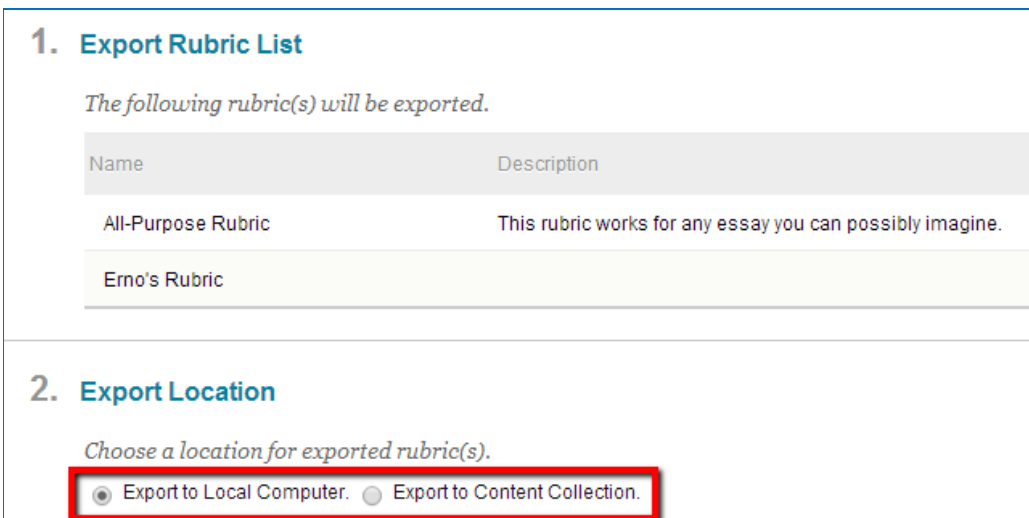
1. Under Control Panel, click **Course Tools**, then **Rubrics**.



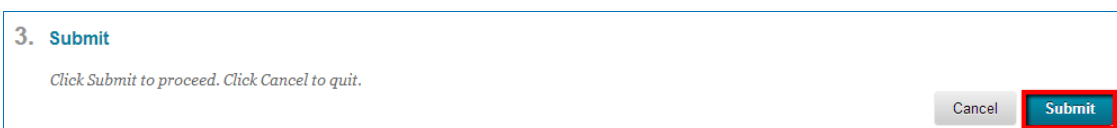
2. From the Rubrics page, check the checkbox for any Rubrics you wish to download, and click the **Export** button.



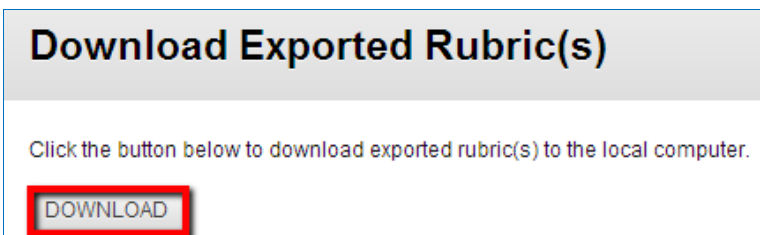
3. The Rubric Export Settings page appears. In the Export Rubric List, verify that the Rubrics you intend to export are listed. In the Export Location section, select the destination of your export: Local Computer or Content Collection.



4. Click the **Submit** button.



5. On the Download Exported Rubric(s) page, click the **DOWNLOAD** button. With most browsers, the resulting ZIP file will be copied to your Downloads folder; with Internet Explorer, decide whether and where to open or save the file. Click **OK** to return to the Rubrics page.



6. Click **OK** to return to the Rubrics page.

7. 