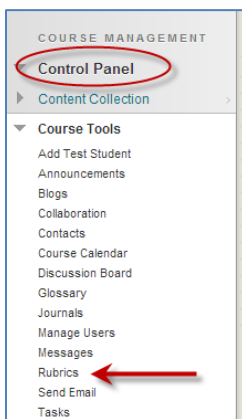


Exporting a Rubric

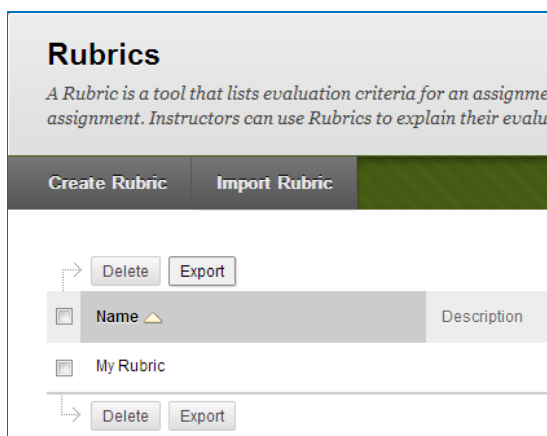
Blackboard allows you to export Rubrics that you have created in Blackboard. The exported file is in the .zip (compressed folder) format, and the compressed folder does not contain any files that users can edit easily. However, you can send the .zip file by email or save it to a flash drive, from which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

To export a Rubric:

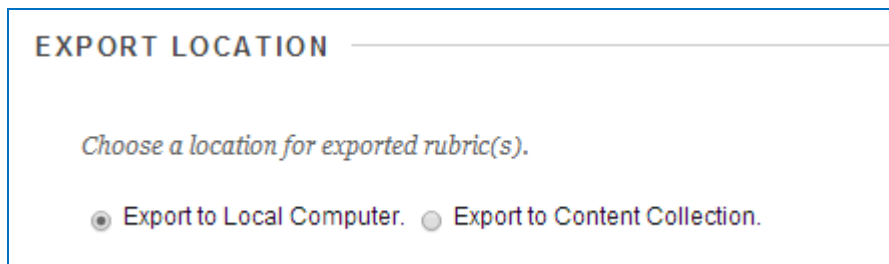
1. Under Control Panel, click **Course Tools**, then **Rubrics**.



2. Click the check box next to the name of the Rubric you wish to export, and click the **Export** button above or below the list.



3. On the Rubric Export Settings page, click the radio button for the output method, **Export to Local Computer** or **Export to Content Collection** (within Blackboard).

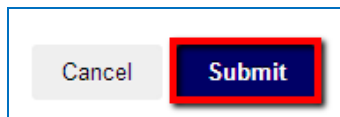


EXPORT LOCATION

Choose a location for exported rubric(s).

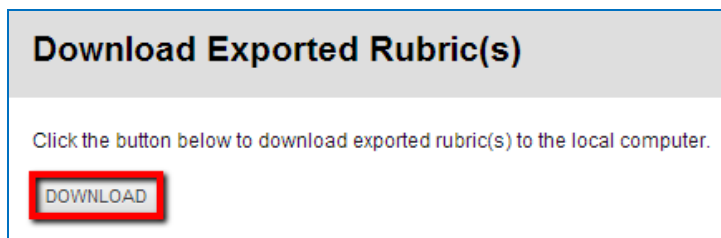
Export to Local Computer. Export to Content Collection.

4. Click **Submit**.



Cancel **Submit**

5. On the Download Exported Rubrics page, click the **DOWNLOAD** button.

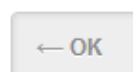


Download Exported Rubric(s)

Click the button below to download exported rubric(s) to the local computer.

DOWNLOAD

6. If using Internet Explorer, type a name for the resulting .zip file, choose a location to store it, and click **Save**. For other browsers, the file is assigned a default name and sent directly to the Downloads folder.
7. Click **OK** to return to the Rubrics page.



← OK