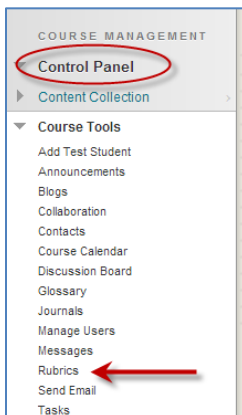


Exporting and Importing Rubrics

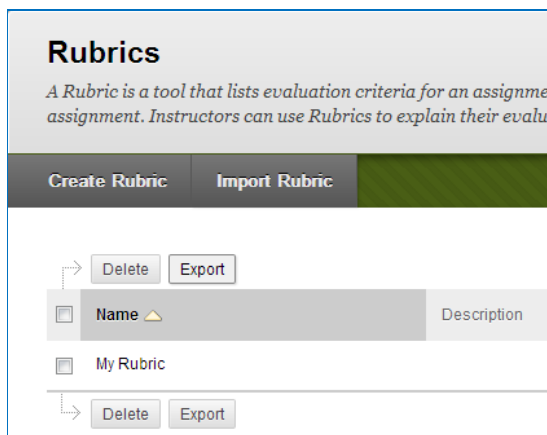
Blackboard allows you to export Rubrics that you have created in Blackboard. The exported file is in the .zip (compressed folder) format, and the compressed folder does not contain any files that users can edit easily. However, you can send the .zip file by email or save it to a flash drive, from which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

Exporting Rubrics

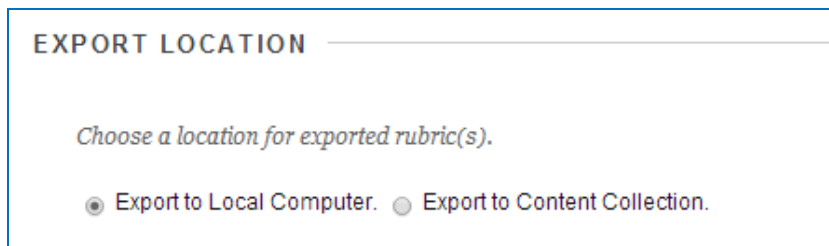
1. Under Control Panel, click **Course Tools**, then **Rubrics**.



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).

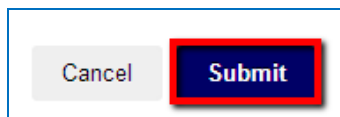


EXPORT LOCATION

Choose a location for exported rubric(s).

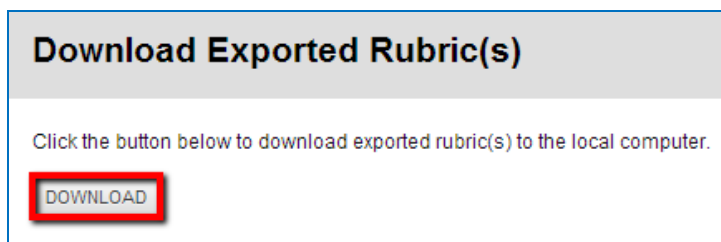
Export to Local Computer. Export to Content Collection.

4. Click **Submit**.



Cancel **Submit**

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

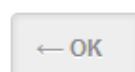


Download Exported Rubric(s)

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.

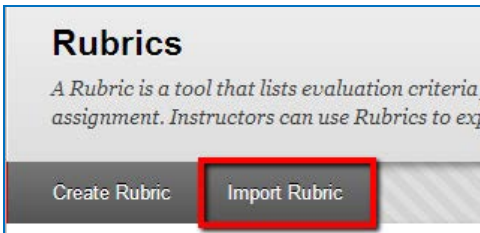


← OK

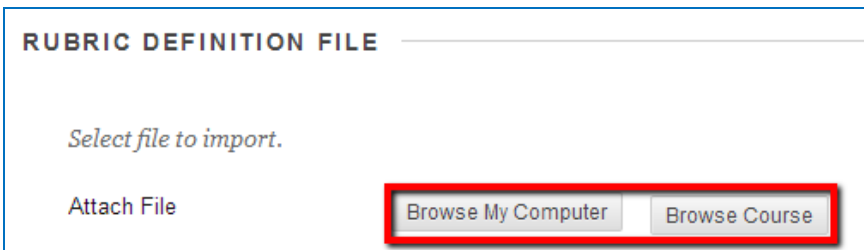
Importing Rubrics

You can import (upload) one or more Rubrics from a ZIP file of Rubrics exported from Blackboard. Not just any ZIP file will work. The name of the file should consist of **Rubric_ExportFile_** followed by the name of the course and a long number indicating the date and time of the export.

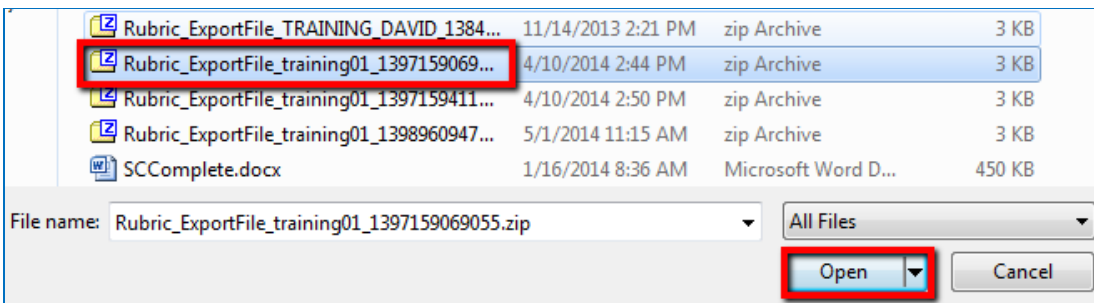
1. From the Rubrics page, click the **Import Rubric** button on the action bar.



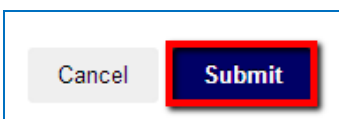
2. Click **Browse My Computer** or **Browse Content Collection** to search for the file. In this example, we will browse the local computer.



3. Browse the file system, and double-click icon for the ZIP file (or select it and click **Open**).



4. Click the Submit button to complete the process.



5. View the Rubric Import Result page to verify successful import or errors, and click **OK** to return to the Rubrics page.

Rubric Import Result

The detail of rubric import result is
May 1, 2014 11:36:04 AM - Information: The rubric Training 01 Rubric has been imported.
May 1, 2014 11:36:05 AM - Information: importer.invalid.course.link.cleanup.success
May 1, 2014 11:36:05 AM - Status: The operation import has completed.
May 1, 2014 11:36:05 AM - Information: The operation took 2.65 seconds to complete.

The process PPG File took 0.00 seconds
The process Course Files took 0.00 seconds
The process component.csresource.links took 0.01 seconds
The process Course Menu took 0.02 seconds
The process component.LearnRubrics took 0.04 seconds
The process Cleanup took 0.47 seconds
The process Retention Center Membership took 0.00 seconds
The process Calendar Group Events and Rules took 0.00 seconds
The process McGraw-Hill Course Cx Component took 0.07 seconds

Thursday, May 1, 2014 11:36:05 AM CDT

6. View the imported Rubric on the Rubrics page.

<input type="checkbox"/>	Name ▲
<input type="checkbox"/>	Erno's Rubric
<input type="checkbox"/>	Imported Rubric
<input type="checkbox"/>	Training 01 Rubric