

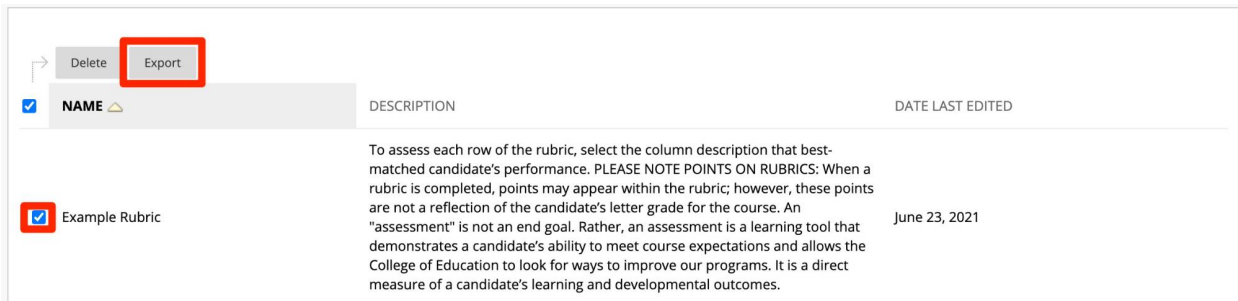
Blackboard: Exporting and Importing Rubrics

Rubrics can help ensure consistent and impartial grading and help students focus on their expectations. Rubrics consist of rows and columns. The rows correspond to the criteria. The columns correspond to the level of achievement that describes each criterion. You can create multiple rubrics in your course as well as utilize rubrics from previous courses using the Export/Import function.

HOW TO MOVE A RUBRIC FROM ONE COURSE TO ANOTHER

EXPORT THE RUBRIC

- Navigate to the course where the rubric(s) is located. Under the Control Panel, select *Course Tools*
- Click *Rubrics*
- Locate the rubric from the list and click on the checkbox that appears next to the name
- Once you have the rubric(s) selected, click on the *Export* button



The screenshot shows the Blackboard Rubrics management interface. At the top, there are two buttons: 'Delete' and 'Export'. The 'Export' button is highlighted with a red rectangular box. Below the buttons is a table with three columns: 'NAME', 'DESCRIPTION', and 'DATE LAST EDITED'. The first row in the table has a checked checkbox in the 'NAME' column, followed by the text 'Example Rubric'. The 'DESCRIPTION' column contains a detailed paragraph about rubric assessment, and the 'DATE LAST EDITED' column shows 'June 23, 2021'.

- Select *Export to Local Computer* (this will save the file to your computer) and then click *Submit*

EXPORT LOCATION

Choose a location for exported rubric(s).

Export to Local Computer. Export to Content Collection.

Click **Submit** to proceed.

Cancel

Submit

- Click on the **DOWNLOAD** button
- The rubric(s) will be saved to your computer as a ZIP file

NOTE: DO NOT UNZIP THE FILE

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

DOWNLOAD

IMPORT THE RUBRIC

- Navigate to the course where you would like this rubric(s) to be added. Under the Control Panel, select *Course Tools*
- Click on the *Import Rubric* button

Import Rubric

- Select *Browse Local Files* and search for the rubric(s) ZIP file on your computer
- Once you have found the ZIP file(s), click *Open*
- Once you see that the rubric(s) is attached, click *Submit*
- You will see a *Rubric Import Results* page on the status of importing the rubric
- Click *OK* in the bottom right-hand corner to navigate back to your rubrics list
- The imported rubric(s) should now appear in your rubrics list
- The rubric is now ready to be attached to an assignment