EXPORT/IMPORT A RUBRIC
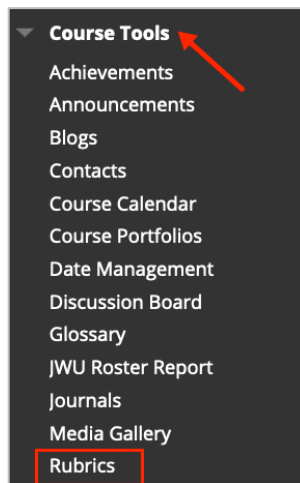

You can export a rubric you previously created in ulearn and import it into another course.
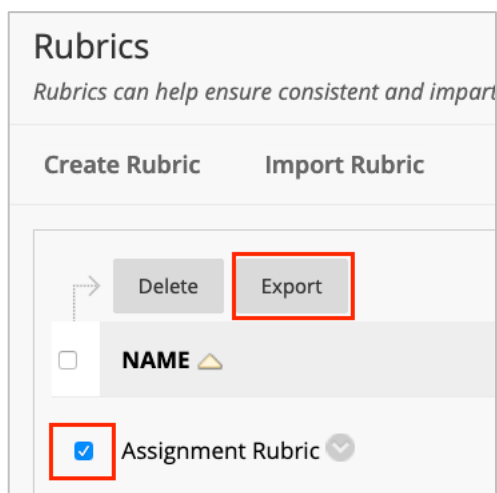
Instructions

Export a Rubric

1. On the left menu click **Course Tools** to expand the menu**.** Click **Rubrics**.

2. On the Rubrics page, select the check box next to the name of the rubric you and click **Export.**

3. On the Rubric's Export Settings Page, accept the default option "export to local computer" and click **Submit.**

4. On the Download Exported Rubric(s) page, click **Download.** Then click **OK**.

5. If a message pops up asking to download the rubric, click **Save File** and then **OK**. The file will be downloaded to your Downloads folder by default.

Import a Rubric

After following the steps above, do the following to import the rubric into a new course.

1. On the Rubrics page, click **Import Rubric**.

Rubrics
Rubrics can help ensure consistent and impartia

Create Rubric   **Import Rubric**
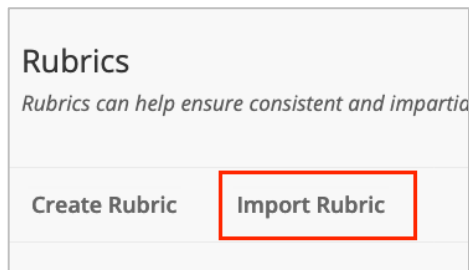
2. On the Import Rubric page, click on **Browse Local Files** to locate the file previously exported.

RUBRIC DEFINITION FILE

Select file to import.

Attach File   Browse Local Files   Browse Content Collection

3. Unless you were asked to save the file to another location, navigate to your **Downloads folder**, and double click the previously exported rubric file.
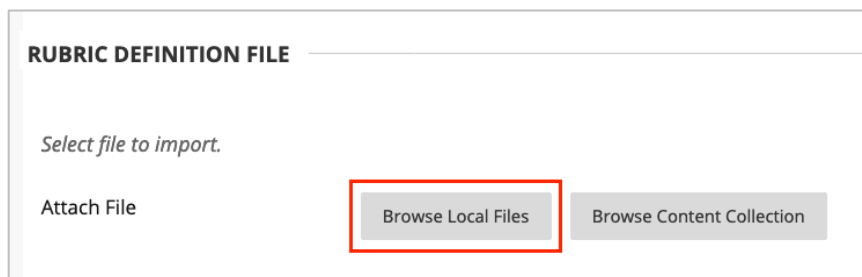
Quick access
Desktop
Downloads

Name   Date modified
Today (1)
Rubric_ExportFile_PRACTICE_COURSE_D...   9/29/2021 1:43 PM

4. The file has been selected. Click **Submit.**

RUBRIC DEFINITION FILE

Select file to import.

Attach File   Browse Local Files   Browse Content Collection
Selected File   File Name
                 Rubric_ExportFile_Fall2021_____._1632744963248.zip
                 Do not attach

*Click **Submit** to proceed.*   Cancel   **Submit**
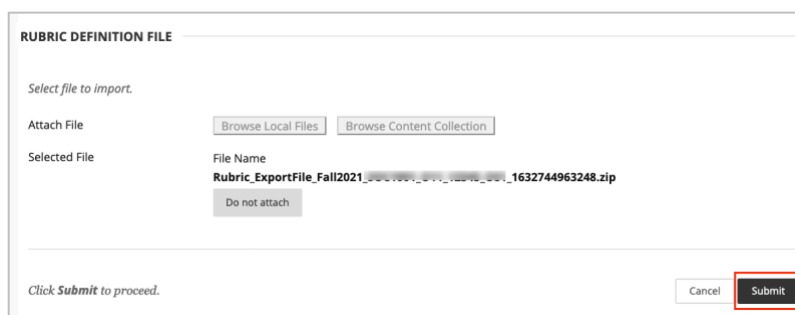
5. The rubric has been successfully imported. Click **OK** to continue.

Rubric Import Result

The detail of rubric import result is
Sep 29, 2021 1:52:20 PM - [INFORMATION] Information: The rubric Copy of Assignment Rubric has been imported.
Sep 29, 2021 1:52:20 PM - [INFORMATION] Information: Invalid course links have been removed successfully.
    Removed numbers:
    Self-Referred:0
    Loop:0
Sep 29, 2021 1:52:20 PM - [WARNING] Status: The operation import has completed.
Sep 29, 2021 1:52:20 PM - [INFORMATION] Information: The operation took 0.75 seconds to complete.

    The process Course Menu took .... 0.00 seconds
    The process Learn Rubrics took .... 0.06 seconds
    The process Cleanup took .... 0.02 seconds

Wednesday, September 29, 2021 1:52:20 PM EDT

← OK

To associate this rubric in ulearn, please see the Associate a Rubric user guide.