

# EXPORT/IMPORT A RUBRIC

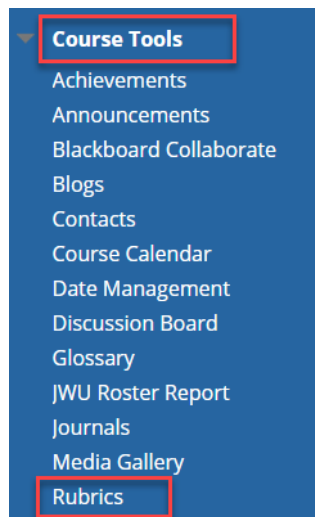
You can export a rubric you previously [created](#) in ulearn and import it into another course.

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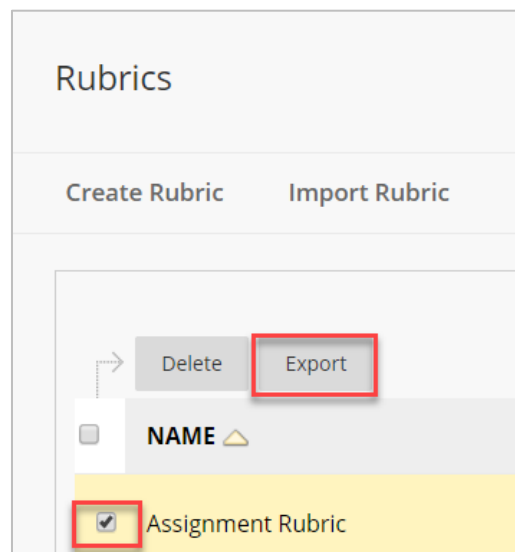
## Instructions

### Export a Rubric

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

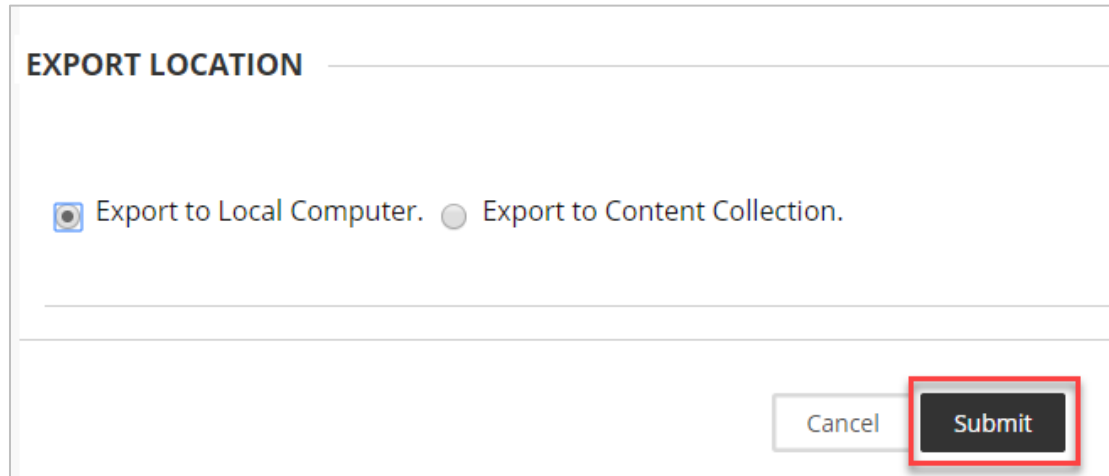


2. On the Rubrics page, select the check box next to the name of the rubric you and click **Export**.



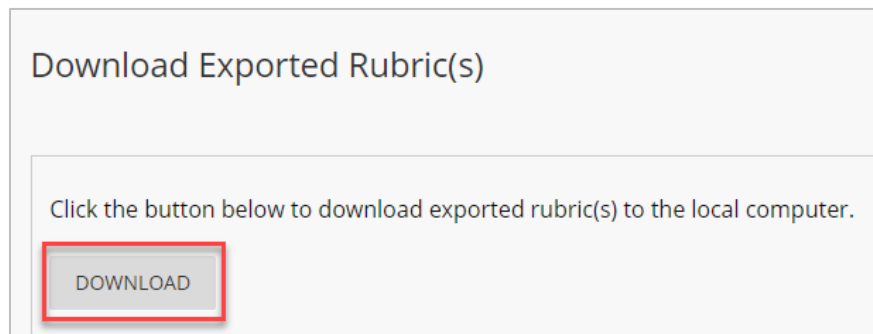
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3. On the Rubric's Export Settings Page, accept the default option "export to local computer" and click **Submit**.



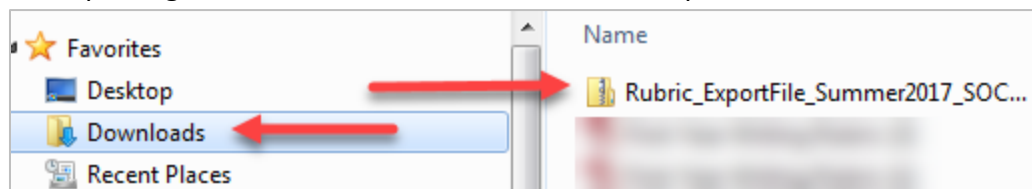
The screenshot shows the "EXPORT LOCATION" section of a web interface. It contains two radio button options: "Export to Local Computer" (which is selected) and "Export to Content Collection". At the bottom right, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red rectangular box.

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



The screenshot shows the "Download Exported Rubric(s)" page. It contains a text instruction: "Click the button below to download exported rubric(s) to the local computer." Below the text is a button labeled "DOWNLOAD", which is highlighted with a red rectangular box.

5. The file will be downloaded to your Downloads folder by default. Follow the steps for importing a rubric to ulearn in the next set of steps:

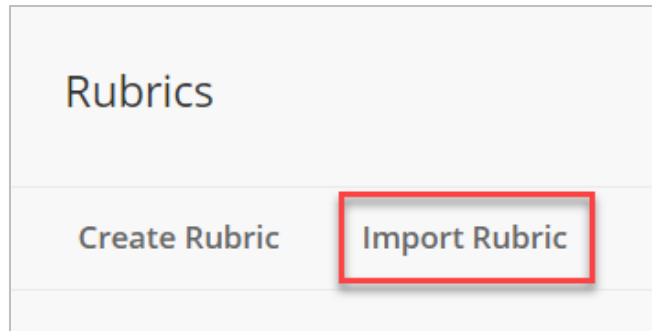


## Import a Rubric

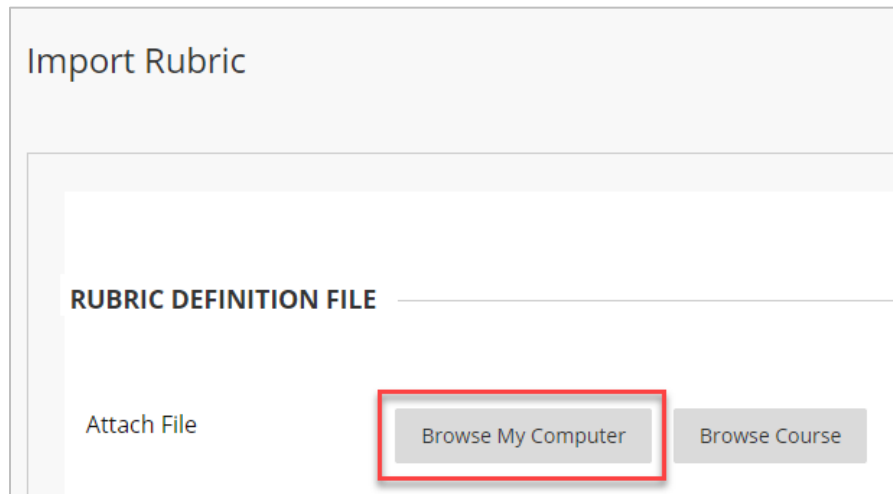
After following the steps above, do the following.

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

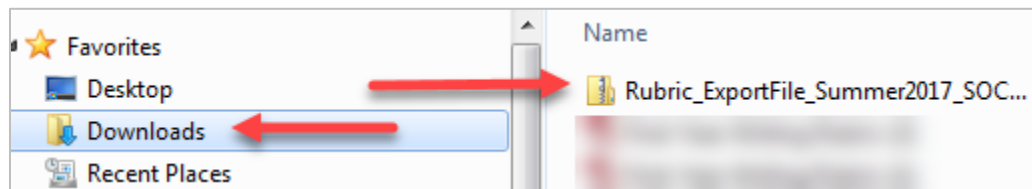
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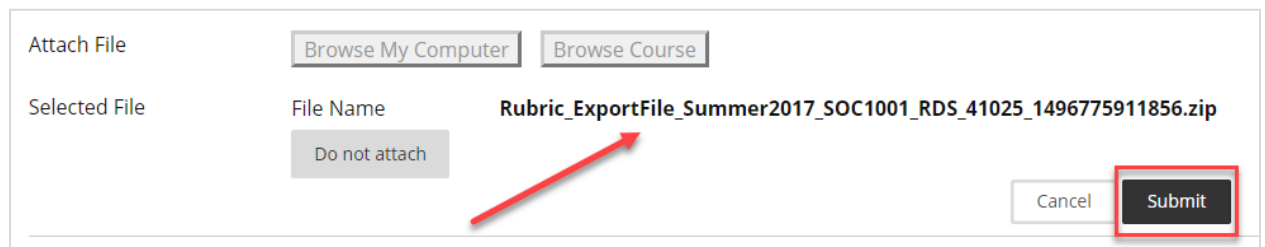
2. On the Import Rubric page, click on **Browse My Computer** to locate the file previously exported.



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.



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



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



## EXPORT/IMPORT A RUBRIC

Rubric Import Result

The detail of rubric import result is  
Jun 6, 2017 3:14:04 PM - Information: The rubric Assignment Rubric has been imported.  
Jun 6, 2017 3:14:05 PM - Information: Invalid course links have been removed successfully.  
Removed numbers:  
Self-Referred:0  
Loop:0  
Jun 6, 2017 3:14:05 PM - Status: The operation import has completed.  
Jun 6, 2017 3:14:05 PM - Information: The operation took 1.29 seconds to complete.

The process PPG File took ..... 0.00 seconds  
The process component.csresourceLinks took ..... 0.00 seconds  
The process Course Menu took ..... 0.00 seconds  
The process Learn Rubrics took ..... 0.07 seconds  
The process Cleanup took ..... 0.26 seconds

Tuesday, June 6, 2017 3:14:05 PM EDT

← OK

To associate this rubric in ulearn, please see the [Associate a Rubric](#) user guide.