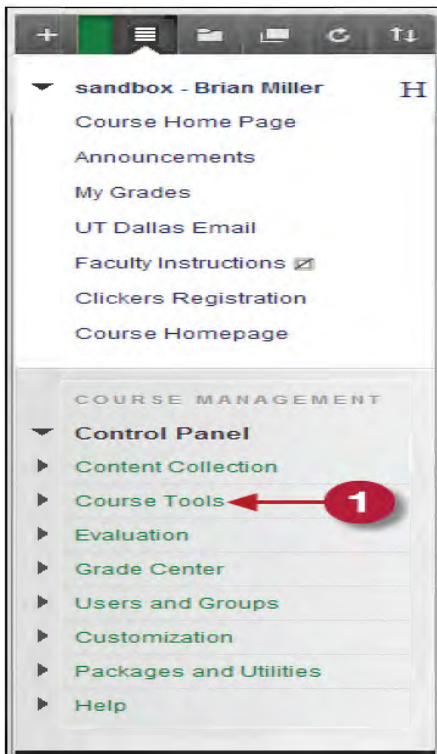


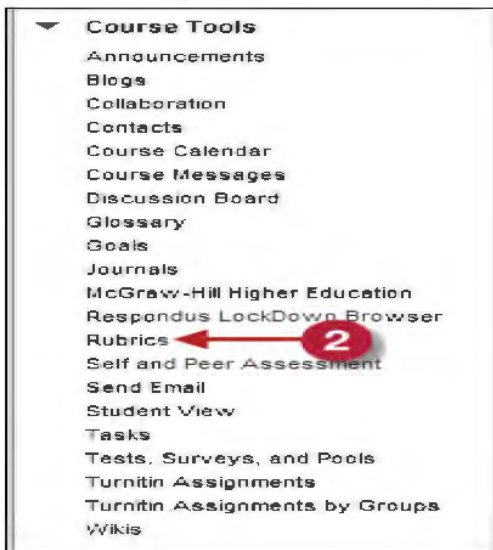
How to Export a Rubric from a Class and Import a Rubric into a Different Class

The following steps describe how to export a rubric from a class and import a rubric into a different class in eLearning.

Step 1: Under the section labeled **[Course Management]** click on the **[Course Tools]** .



Step 2: From the drop down menu click **[Rubrics]**.



Step 3 and 4: Select the Rubric you want to export by selecting the checkbox. Click **[Export]** to export your Rubric.

Rubrics
A rubric lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to meet the requirements of an assignment. Instructors can use rubrics to evaluate student work.

Create Rubric Import Rubric

Delete Export

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	Rubric - Blogs	John Graham, User Support at McKendree University, designed this rubric to evaluate student engagement and proficiency in blogging. The attached tool includes criteria such as Com defined as Exemplary, Proficient and Below expectations and are worth 5, 4 and 2 points respectively.
<input type="checkbox"/>	Rubric - Discussion Boards	Karen Lynden is a Business Instructor, at the Rowan-Cabarrus Community College, whose course won an Exemplary Course Program award. The attached grading rubric for Discuss Writing, Relevance of Post, Creating Community and Critical Thinking/Analysis. For those using this for evaluations, the levels of achievement are Below Expectations, Proficient and Ex points.
<input type="checkbox"/>	Rubric - Discussion Topics	Michele M. Pelter, RN, PhD is an Assistant Professor at the University of Nevada, Reno - Orvis School of Nursing who authored the course, "Introduction to Knowledge Development and Course Program in 2011. The attached rubric is used for grading student participation in discussion boards and includes criteria such as Responsiveness, Communication, Interactio defined as Falling, Average, Good and Exceptional and are worth .5, 1, 1.5, and 2 points respectively for a potential total of 10 points.
<input type="checkbox"/>	Rubric - Event Proposal	Glauco Scremin is an Assistant Professor, in the Department of Health, Physical Education and Recreation, at the Jacksonville State University. The attached rubric can be used to eva Summary, Revenue Generation Strategies, Promotional Plan and more. The levels of achievement are defined as Poor, Fair, Good and Excellent for a potential total of 100 points.
<input checked="" type="checkbox"/>	Rubric - Writing Assignment	Karen Lynden is a Business Instructor, at the Rowan-Cabarrus Community College, whose course won an Exemplary Course Program award. This grading rubric for Discussion Board and Citations, MLA, and Mechanics/Organization. The levels of achievement are Below Expectations, Proficient and Exemplary which are worth 0, 1 or 2 points respectively for a potentia

Delete Export

Step 5 and 6: Select the option **[Export to Local Computer]**. Click **[Submit]**.

Rubric Export Settings

Cancel Submit

1. Export Rubric List
The following rubric(s) will be exported.

Name	Description
Rubric - Writing Assignment	Karen Lynden is a Business Instructor, at the Rowan-Cabarrus Community College, whose course won an Exemplary Course Program award. This grading rubric for Discussion Boards includes criteria such as Reasoning and Analysis, Focus, Accuracy of Facts and Citations, MLA, and Mechanics/Organization. The levels of achievement are Below Expectations, Proficient and Exemplary which are worth 0, 1 or 2 points respectively for a potential total of 10 points.

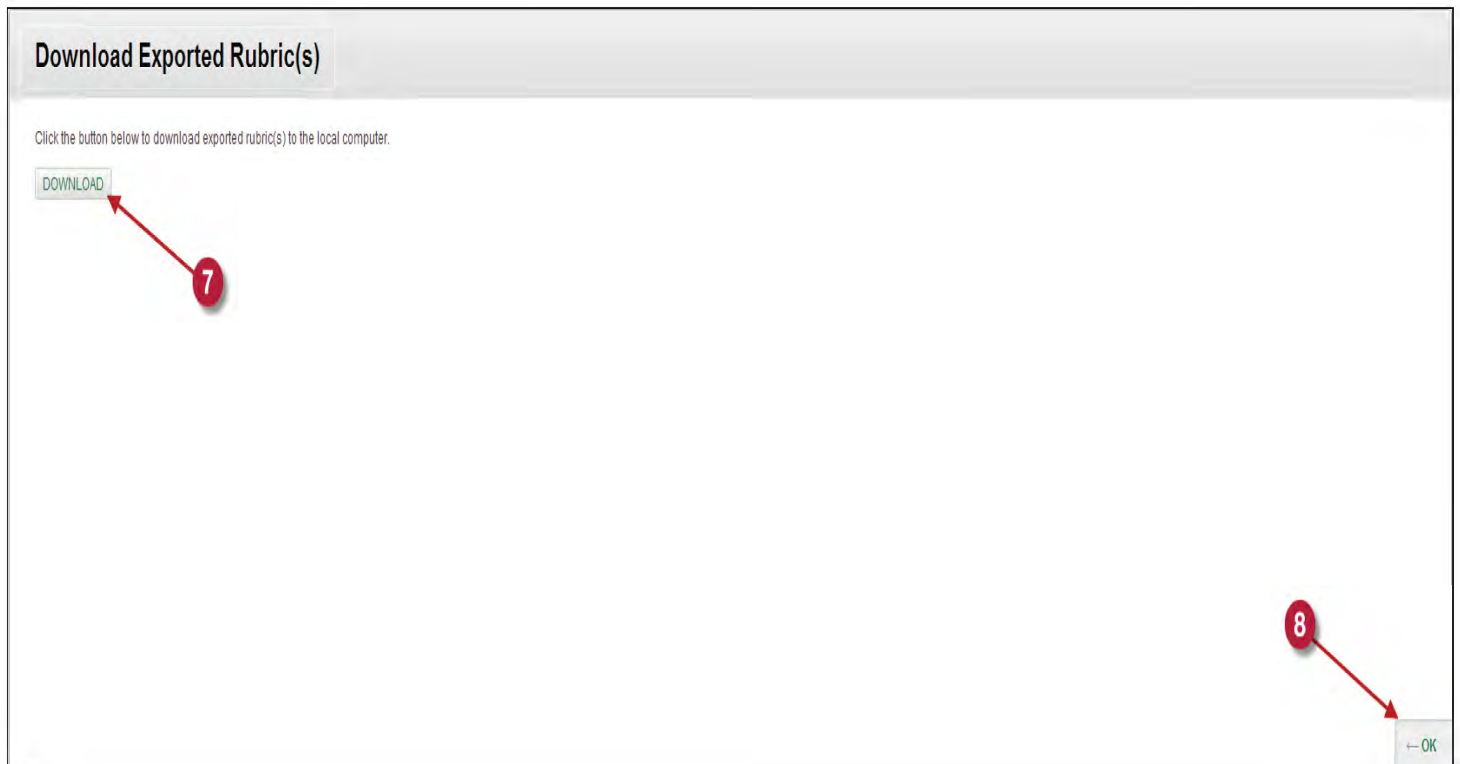
2. Export Location
Choose a location for exported rubric(s).

Export to Local Computer. Export to Content Collection.

3. Submit
Click Submit to proceed. Click Cancel to quit.

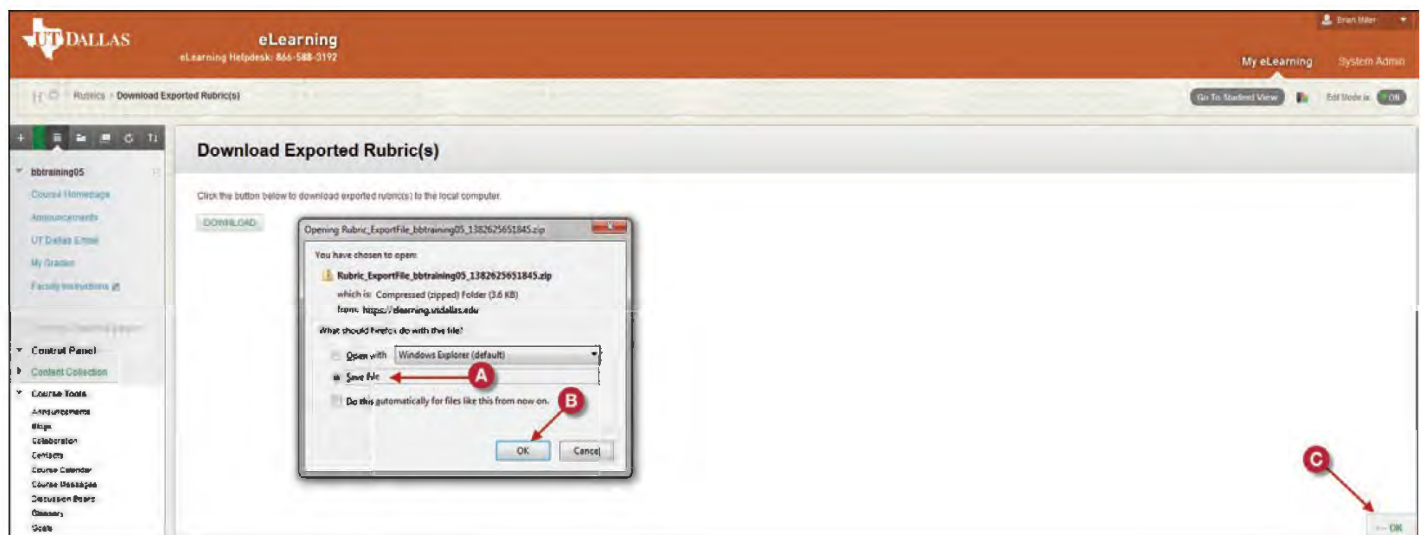
Cancel Submit

Step 7 and 8: Click **[Download]** to download the rubric. Click **[OK]**.



Please note that at this point in the process the file will be downloaded based on the browser that has been selected. In this handout, Firefox will be used as an example.

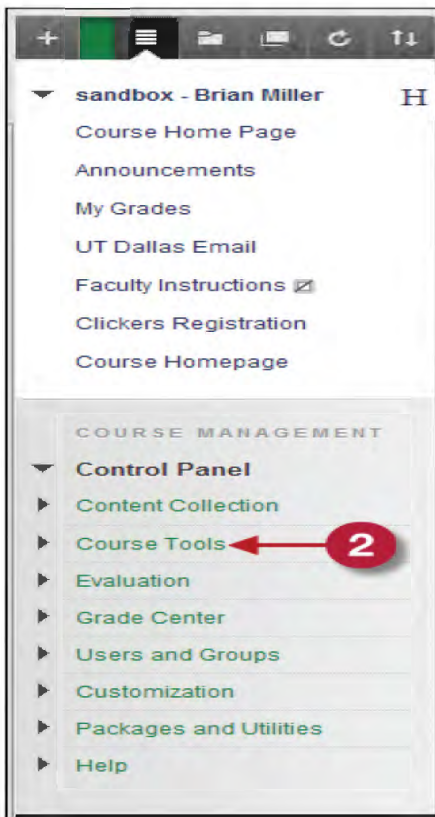
When you click the **[Download]** button, you will see a pop up screen. **Step A:** Click the option **[Save File]**. **Step B:** Click **[OK]**. **Step C:** Click **[OK]**.



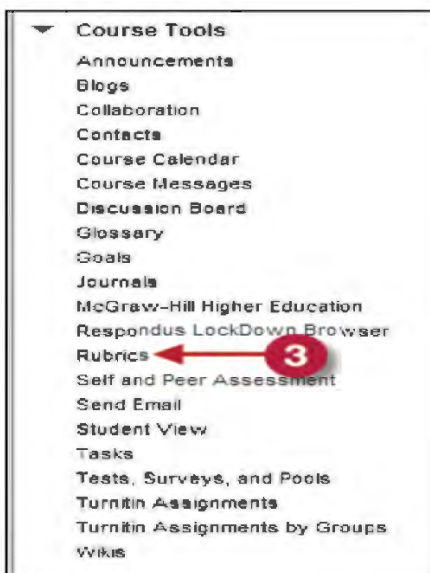
The export part of the rubric downloading process is complete. Now the next steps will detail how to take the rubric which has been downloaded and import it into a new course. (Please note that any rubric file that is downloaded will have the following naming convention at the beginning : Rubric_ExportFile).

Step 1: Locate your export file that you will place into the new course. Which the exception of Safari (use CTRL+ALT+L)the export file can be located by clicking CTRL + J.

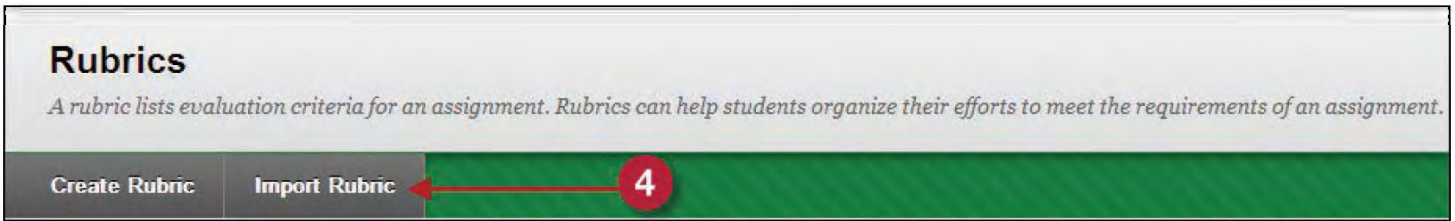
Step 2: Under the section labeled [Course Management] click on the [Course Tools].



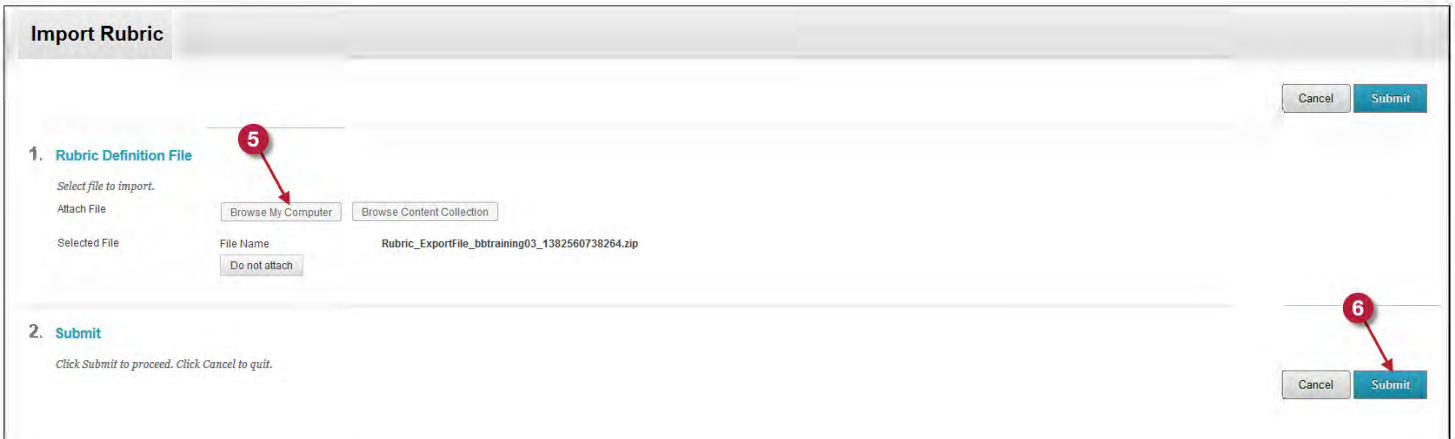
Step 3: From the drop down menu click [Rubrics].



Step 4: Click [Import Rubric].



Step 5 and 6: Click [Browse My Computer] and locate your file (Rubric_ExportFile). Click [Submit].



If your import was successful you will see the image below. Once you see this image, click [OK] in the right hand corner.



You will be brought back to the Rubrics menu and you will note that there is new Rubric has been added to bottom of the Rubrics page.

Rubrics

A rubric lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to meet the requirements of an assignment. Instructors can use rubrics to explain their evaluations to students. [More Help](#)

Create Rubric
Import Rubric

→ Delete
Export

	Name	Description	Date Last Edited
<input type="checkbox"/>	Rubric - Blogs	John Graham, User Support at McKendree University, designed this rubric to evaluate student engagement and proficiency in blogging. The attached tool includes criteria such as Completeness, Analysis, Spelling and Timeliness. The levels of achievement are defined as Exemplary, Proficient and Below expectations and are worth 5, 4 and 2 points respectively.	February 28, 2013
<input type="checkbox"/>	Rubric - Discussion Boards	Karen Lynden is a Business Instructor, at the Rowan-Cabarrus Community College, whose course won an Exemplary Course Program award. The attached grading rubric for Discussion Boards includes criteria such as Promptness and Initiative, Mechanics of Writing, Relevance of Post, Creating Community and Critical Thinking/Analysis. For those using this for evaluations, the levels of achievement are Below Expectations, Proficient and Exemplary which are worth 0, 1 or 2 points respectively for a potential total of 10 points.	February 28, 2013
<input type="checkbox"/>	Rubric - Discussion Topics	Michele M. Peller, RN, PhD is an Assistant Professor at the University of Nevada, Reno - Onis School of Nursing who authored the course, "Introduction to Knowledge Development and Scientific Inquiry". Her work was also honored in the Blackboard Exemplary Course Program in 2011. The attached rubric is used for grading student participation in discussion boards and includes criteria such as Responsiveness, Communication, Interaction, Critical Thinking and Analysis, and Mechanics. The levels of achievement are defined as Failing, Average, Good and Exceptional and are worth .5, 1, 1.5, and 2 points respectively for a potential total of 10 points.	February 28, 2013
<input type="checkbox"/>	Rubric - Event Proposal	Claudio Scremin is an Assistant Professor, in the Department of Health, Physical Education and Recreation, at the Jacksonville State University. The attached rubric can be used to evaluate an event proposal, and, in particular, judges criteria such as the Executive Summary, Revenue Generation Strategies, Promotional Plan and more. The levels of achievement are defined as Poor, Fair, Good and Excellent for a potential total of 100 points.	February 28, 2013
<input type="checkbox"/>	Rubric - Writing Assignment	Karen Lynden is a Business Instructor, at the Rowan-Cabarrus Community College, whose course won an Exemplary Course Program award. This grading rubric for Discussion Boards includes criteria such as Reasoning and Analysis, Focus, Accuracy of Facts and Citations, MLA, and Mechanics/Organization. The levels of achievement are Below Expectations, Proficient and Exemplary which are worth 0, 1 or 2 points respectively for a potential total of 10 points.	February 28, 2013
<input checked="" type="checkbox"/>	Rubric - Writing Assignment	Karen Lynden is a Business Instructor, at the Rowan-Cabarrus Community College, whose course won an Exemplary Course Program award. This grading rubric for Discussion Boards includes criteria such as Reasoning and Analysis, Focus, Accuracy of Facts and Citations, MLA, and Mechanics/Organization. The levels of achievement are Below Expectations, Proficient and Exemplary which are worth 0, 1 or 2 points respectively for a potential total of 10 points.	October 24, 2013

→ Delete
Export

Displaying 1 to 6 of 6 items
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