



DESIGN & DEVELOPMENT

OPERATIONS

EXPORTING AND IMPORTING RUBRICS

Version 1

LEARNING OBJECTIVES

Upon completion of this training tutorial, Faculty will be able to:

- ✓ Export a rubric
- ✓ Import a rubric
- ✓ Associate a rubric to an assignment

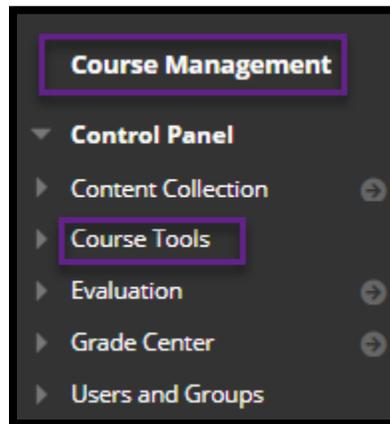
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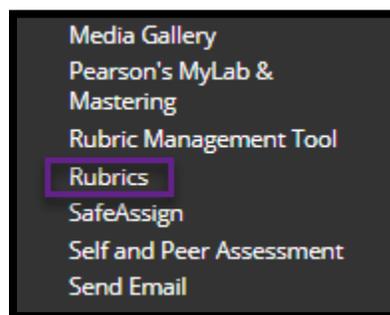
Interactive rubrics cannot be copied from one course to another using the copy function. In order to move a rubric from one course to another, you must export a ZIP file from the **SOURCE** and import to the **DESTINATION** course. Below are the steps on how to export a rubric.

EXPORTING A RUBRIC

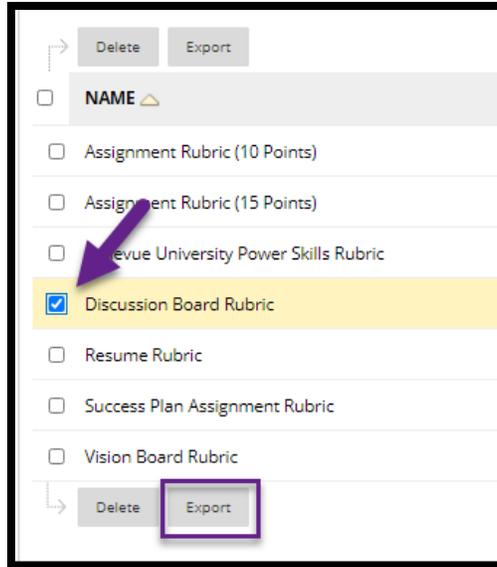
1. First, navigate to the **COURSE NAVIGATION** area of your course, located on the left-hand side of your page, and click **COURSE TOOLS**.



2. Next, scroll to and select **RUBRICS**.



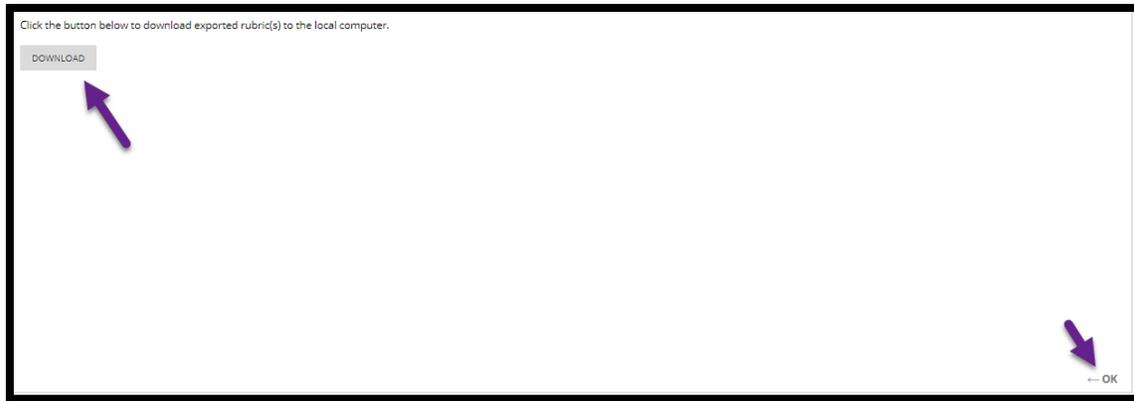
3. Click the **RADIO BUTTON** next to the **RUBRIC** you wish to **EXPORT** and select **EXPORT**.



4. On the next page, choose where you would like the **ZIP FILE** to download. Then, **SUBMIT**.



5. Next, click **DOWNLOAD**. Then, **OK**.

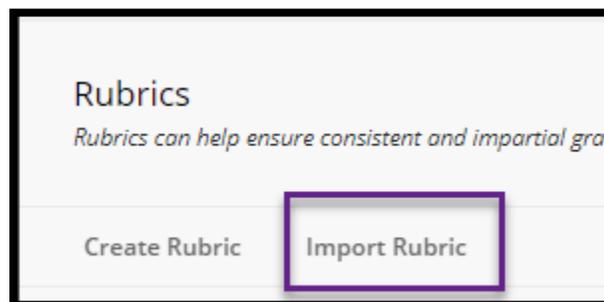


NOTES: A ZIP FILE WILL AUTOMATICALLY (DEPENDING ON SETTINGS) DOWNLOAD TO YOUR COMPUTER.

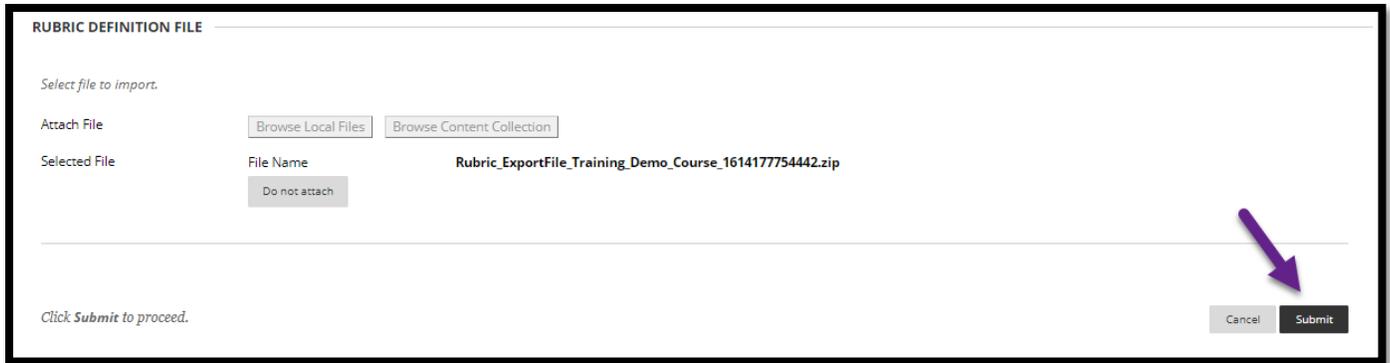
IMPORTING A RUBRIC

Navigate to the **DESTINATION COURSE** you wish to **IMPORT** the **ZIP FILE** just downloaded. Once inside the course, repeat steps 1 and 2 above.

1. Once you have completed steps 1 and 2. Click on **IMPORT RUBRIC**.



2. Click **BROWSE LOCAL FILES** to find the **ZIP FILE** saved. Then, click **SUBMIT**.



RUBRIC DEFINITION FILE

Select file to import.

Attach File

Selected File

File Name **Rubric_ExportFile_Training_Demo_Course_1614177754442.zip**

Click **Submit** to proceed.



NOTES: ONCE THE RUBRIC IS ADDED TO THE TOOL AREA. YOU WILL THEN FIND THE ASSESSMENT AND ASSOCIATE THE RUBRIC ACCORDINGLY.

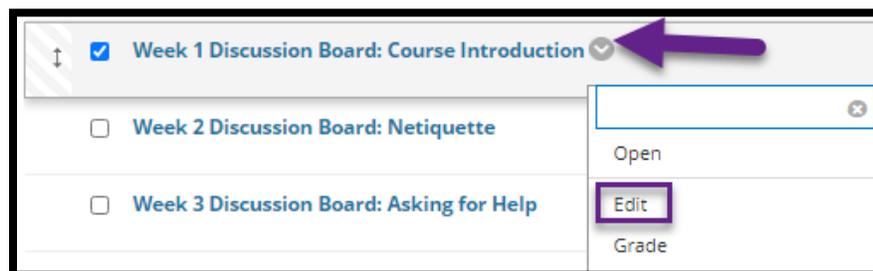
ASSOCIATING RUBRIC TO ASSESSMENT

Once the **RUBRIC** is added to the Tools area, you will then have to associate it to the assessment. Follow the below steps on how to associate a **RUBRIC** to a **DISCUSSION BOARD**.

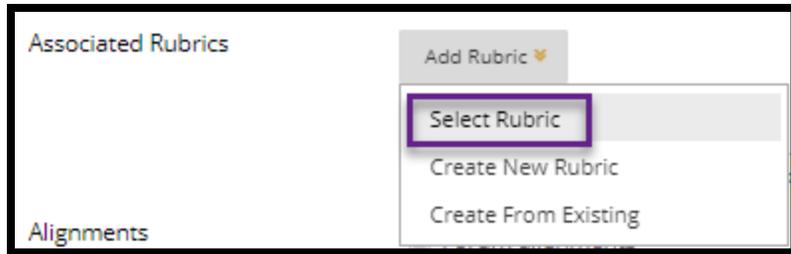


NOTES: THESE STEPS WILL BE THE SAME WHEN ASSOCIATING A RUBRIC TO AN ASSIGNMENT AND TEST.

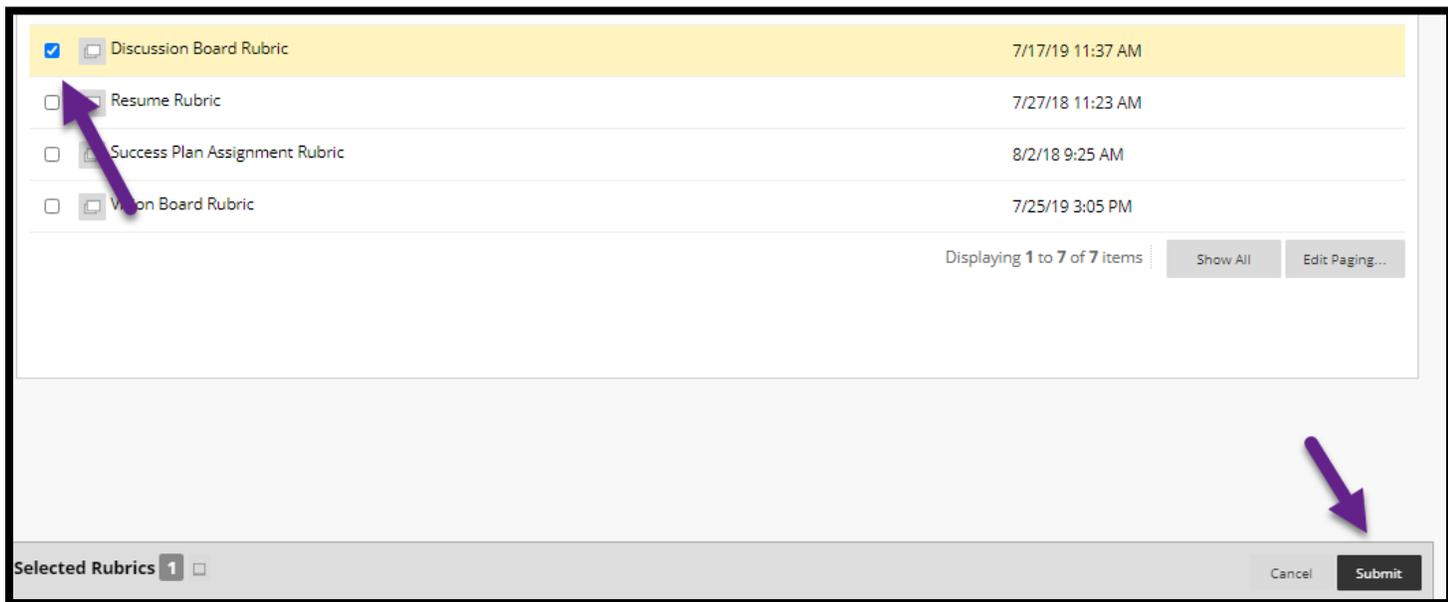
1. Navigate to the **DISCUSSION BOARD** you wish to associate the **RUBRIC** to. Click the drop-down menu to the right and click **EDIT**.



2. Scroll to **ASSOCIATED RUBRICS**. Hover over **ADD RUBRIC** and click **SELECT RUBRIC**.



3. A new window will appear. Click the **RADIO BUTTON** next to the **RUBRIC** you will use and click **SUBMIT**.



NOTES: BE SURE “YES (WITH RUBRIC SCORE)” IS SELECTED UNDER “SHOW RUBRIC TO STUDENTS”

4. Once the **RUBRIC** is associated, click **SUBMIT**.

Name	Type	Date Last Edited	Show Rubric to Students
Discussion Board Rubric	Used for Grading	Jul 17, 2019 11:37:38 AM	Yes (With Rubric Scores)

Forum alignments

Thread alignments

Do not allow subscriptions

Allow members to subscribe to threads

Allow members to subscribe to forum

Include body of post in the email

Include link to post

Allow Anonymous Posts

Allow Author to Delete Own Posts

Allow Author to Edit Own Published Posts

Allow Members to Create New Threads

Allow File Attachments

Allow Users to Reply with Quote

Cancel Submit



NOTES: REPEAT THESE STEPS FOR ALL DISCUSSION BOARD FORUMS

VERSIONS

Version	Date	Developer Name	Description of Changes
1	02.24.2021	Misti Shurila	Creation of Document
2	02.25.2021	Misti Shurila	Added Associating Rubric Steps

DISCLAIMER

Process for this training tutorial is outlined using Mozilla Firefox browser; screen captures may vary if utilizing a different browser but the steps are the same.

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