

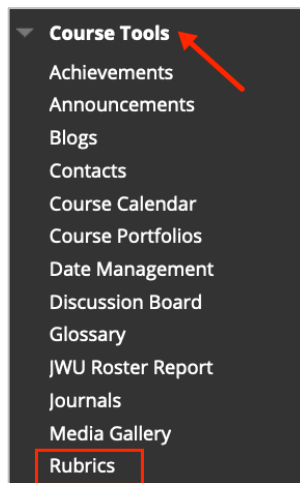
EXPORT/IMPORT A RUBRIC

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

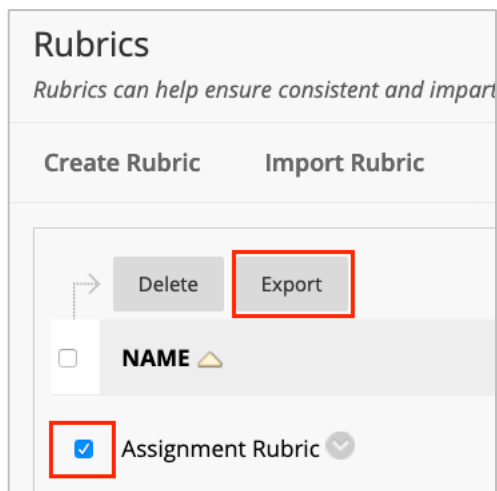
Instructions

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**.

EXPORT/IMPORT A RUBRIC

EXPORT LOCATION

Choose a location for exported rubric(s).

Export to Local Computer. Export to Content Collection.

Click **Submit** to proceed.

Cancel **Submit**

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

Download Exported Rubric(s)

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

DOWNLOAD

← **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.

Opening Rubric_ExportFile_PRACTICE_COURSE_DDEMELO_16329373965... X

You have chosen to open:

..._ExportFile_PRACTICE_COURSE...2937396540.zip
which is: Compressed (zipped) Folder (4.9 KB)
from: <https://ulearn.jwu.edu>

What should Firefox do with this file?

Open with Windows Explorer (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

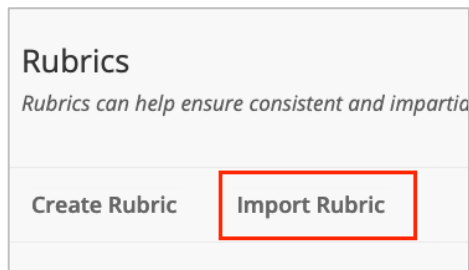
	Name	Date modified
Quick access		
Desktop		
Downloads		
	Today (1)	
	Rubric_ExportFile_PRACTICE_COURSE_D...	9/29/2021 1:43 PM

EXPORT/IMPORT A RUBRIC

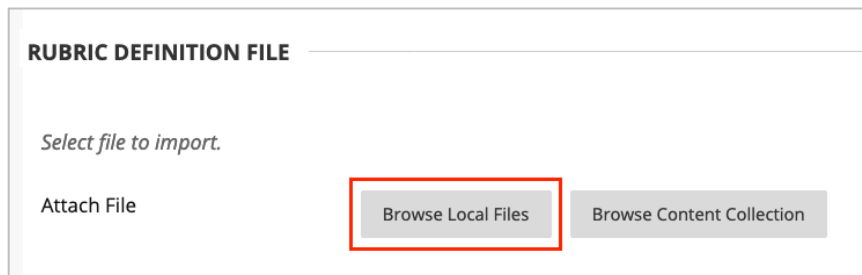
Import a Rubric

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

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



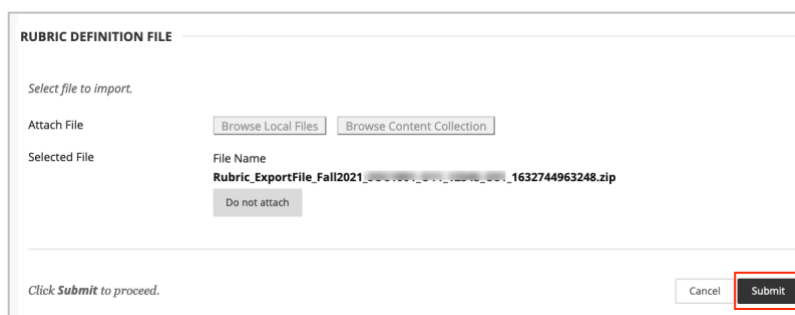
2. On the Import Rubric page, click on **Browse Local Files** to locate the file previously exported.



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.

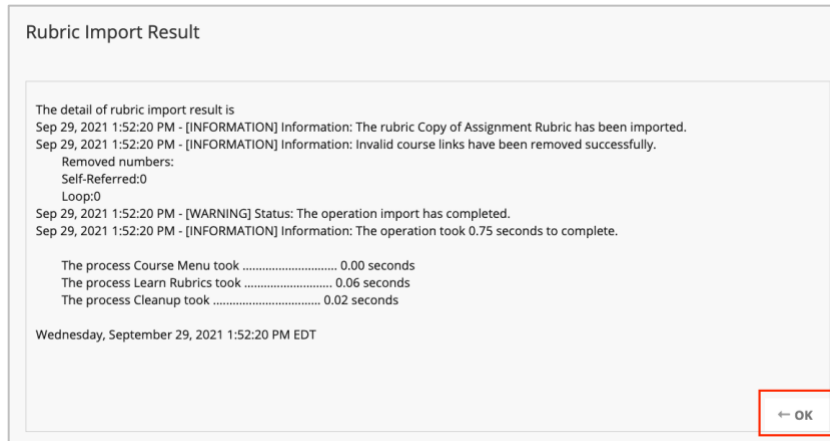


4. The file has been selected. Click **Submit**.



EXPORT/IMPORT A RUBRIC

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



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