



# Sharing Rubrics in Moodle Import and Export

Step 1: On any Turnitin assignment page, select **Launch Rubric Manager** on the far right



Step 2: a) Left click the drop down menu on the top left of the manager screen window  
b) left click the Name of the rubric you wish to share.



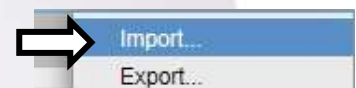
Step 3: c) Left Click the Import/Export options button on the far left top corner of the manager screen. D) Select **Export**.



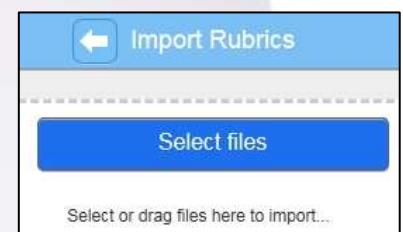
Step 4: You are asked to confirm the file save, choose **Save As** from the Save drop down menu and save into a folder of your choice.  
(see saving files help sheet)



To IMPORT a rubric, first repeat steps 1 to 3 but at D) Select **Import**



Drag and Drop the .rbc file into the white space or use the **Select files** browser to find your file.  
It will upload immediately.



Finally: left click the white arrow on the Left of the menu to exit the Import/Export page.  
Left click **Close** on the top Right of the screen to Exit the Rubric Manager.



See <http://tinyurl.com/zcb3goj> for further instruction.