


## GRADEMARK-EXPORT/IMPORT RUBRICS

When working within the Rubric Manager, instructors have the ability to export rubrics in order to share them with other instructors. They also have the ability to import rubrics from other instructors to use while grading papers with GradeMark.

### Export a Rubric

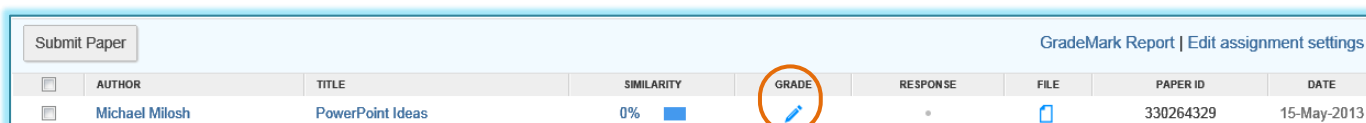
- ✚ Click on the name of the class where the comment is to be inserted.
- ✚ Click the **View** icon to the right of the **Assignment Name** (see illustration below).



PowerPoint CLASS HOMEPAGE + Add Assignment

	START	DUE	POST	STATUS	ACTIONS
<b>Use PowerPoint in Classroom</b>					
PAPER	15-May-2013 8:48AM	22-May-2013 11:58PM	23-May-2013 12:00AM	1/3 submitted	<span style="border: 1px solid red; padding: 2px;">View</span> <span style="float: right;">More actions ▾</span>

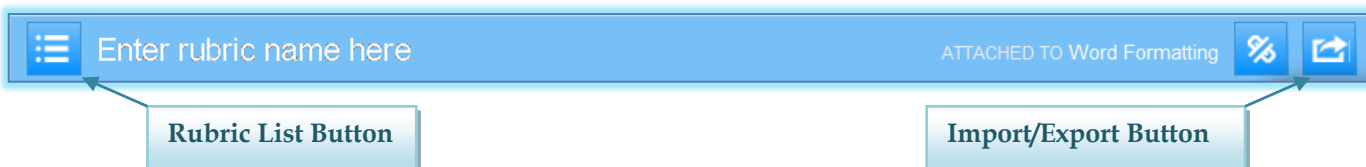
- ✚ Click on the **GradeMark** icon for the paper where the comment is to be added (see illustration below).



Submit Paper GradeMark Report | Edit assignment settings

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Michael Milosh	PowerPoint Ideas	0%	GRADE	*		330264329	15-May-2013

- ✚ A **Getting Started** window may display. Click the **Close** button to exit from this page.
- ✚ A message will appear indicating that the **Document Viewer** is loading.
- ✚ When the load is completed, the **Document Viewer GradeMark** window will display.
- ✚ Several pre-defined comments will display in the **QuickMark Gallery** on the right side of the window.
- ✚ Click the **Rubric Manager** button on the **Rubric Sidebar** (see illustration at right).
- ✚ Click the **Rubric List** button on the left side of the **Rubric Manager** window (see illustration below).



Enter rubric name here ATTACHED TO Word Formatting

Rubric List Button Import/Export Button

- ✚ Click the name of the **Rubric** that is to be exported.
- ✚ Click the **Import/Export** button which appears on the far right side of the **Rubric Manager** window (see illustration above).
- ✚ Select **Export** from the list.
- ✚ The **File Download** window will display (see illustration below).



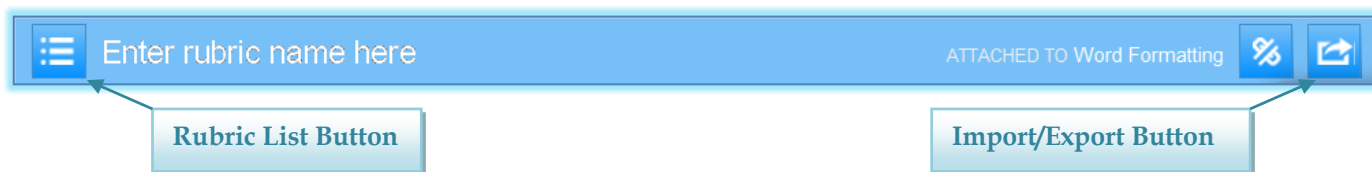
Do you want to open or save **Word\_Formatting.rbc** from **turnitin.com**? Open Save Save As Cancel X

- ✚ Click the arrow next to the **Save** button.
- ✚ Click the **Save As** link.
- ✚ The **Save As** window will display.
- ✚ Scroll to the folder where the **Rubric** is to be saved.
- ✚ In the **File Name** box, input the name for the **Rubric** or accept the default name.

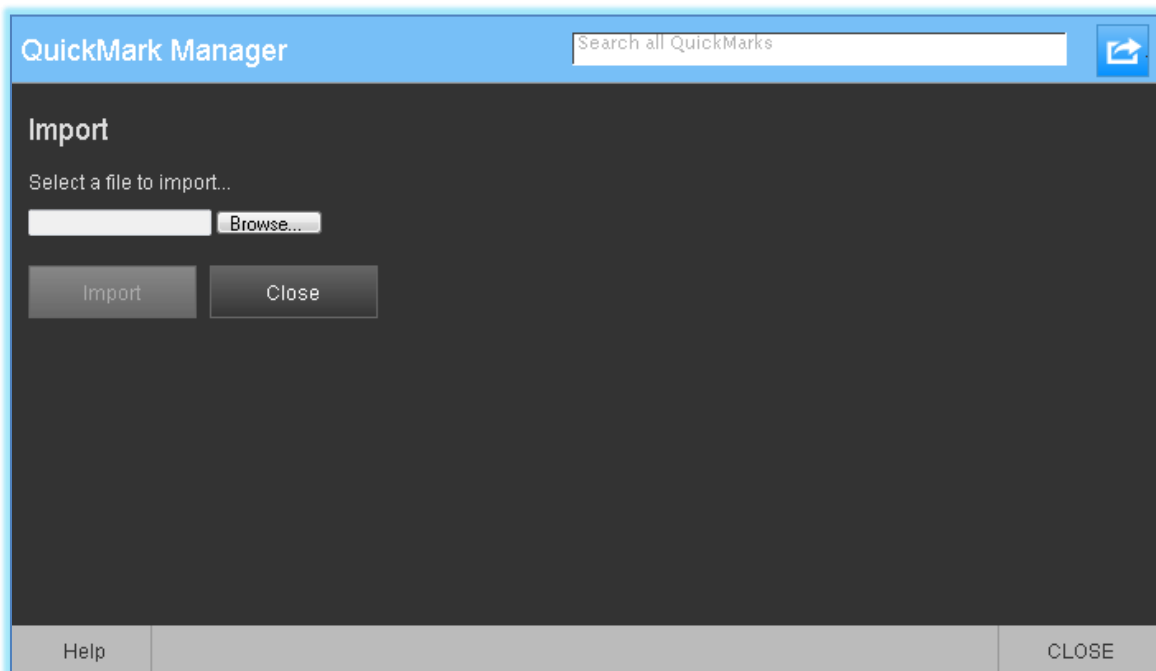
- ✦ **RBC File** should appear in the **Save in** box.
- ✦ Click the **Save** button to save the **Rubric** to the specified location.

### Import a Rubric

- ✦ Click on the **Class Name** for which the **Rubric** is to be imported.
- ✦ Click the **View** link to the right of the **Assignment Name**.
- ✦ Click the **GradeMark** icon for the paper.
- ✦ A message will appear saying the **Document Viewer** is opening.
- ✦ Once this is completed, the **GradeMark** window will display.
- ✦ Click the **Rubric Manager** button on the **Rubric Sidebar** (see illustration at right).
- ✦ The **Rubric Manager** window will display.
- ✦ Click the **Rubric List** button on the left side of the **Rubric Manager** window (see illustration below).



- ✦ Click the **Import/Export** button which appears on the far right side of the **Rubric Manager** window (see illustration above).
- ✦ Select **Import** from the list.
- ✦ The **Import** window will display (see illustration on next page).
- ✦ Click the **Browse** button.



- ✦ The **Choose File to Upload** window will display.
- ✦ Scroll to the folder where the **Rubric** was stored.
- ✦ Click the **Open** button.
- ✦ The **File Name** and **Path** will appear in the **Select file to import** box.
- ✦ Click the **Import** button in the **Import** window.

- ✦ A **File Upload** message will appear.
- ✦ When the **Rubric** has been imported, an **Import Complete** message will appear at the bottom of the window.