# Exporting and Importing rubrics

In most cases the module leader creates a rubric scorecard and attaches it to an assignment. Any member of the marking team who then accesses the GradeMark interface to mark that assignment will see the rubric but will not be able to make any changes to it as they only share the rubric they do not own it. This is because only one rubric can be attached to an assignment and it is much easier to control which rubric is attached if only one member of the marking team 'owns' it.

If the module leader wants to give the rubric to the other members of the marking team so that they can have their own copy for editing he or she will need to export that rubric and email it to the rest of the team. Each member of the marking team will then need to import the rubric into their own Rubric/Form Manager area before they can use it.

Exporting

Open the GradeMark interface by clicking on the pencil icon in the Submission inbox. Make sure that the **Rubric** button (the one with the little squares) is selected at the bottom of the right hand pane. Click on the spanner icon to access the **Rubric/Form Manager** area.

Choose the rubric that you want to export from the bottom of the dropdown menu (they will be listed in alphabetical order).
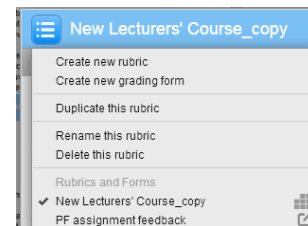
Click on the **import/export** button in the blue bar at the top right of the Rubric/Form Manager area and choose **Export** from the drop down menu. You will not be able to open the resulting .rbc file outside of GradeMark but you should save it to your My Documents area. To email it to your colleagues simply attach it to an email in the usual way.
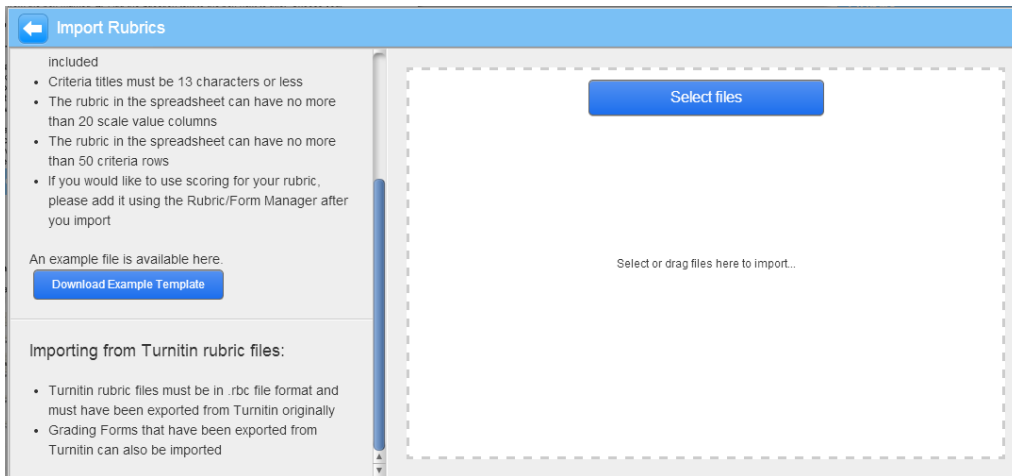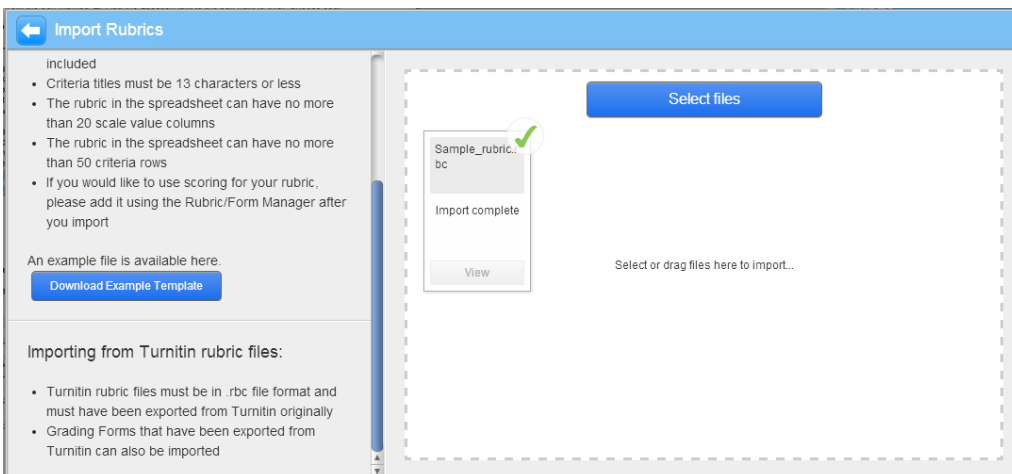

Importing

To import a rubric that you have been emailed, firstly save the file to your My Documents area.

Secondly open the GradeMark interface by clicking on the pencil icon in the Submission inbox. Make sure that the **Rubric** button (the one with the little squares) is selected at the bottom of the right hand pane. Click on the spanner icon to access the **Rubric/Form Manager** area.

Click on the **import/export** button in the blue bar at the top right of the Rubric/Form Manager area and choose **Import** from the drop down menu. Click on the **Select files** button on the right hand side of the interface that appears. Navigate to the .rbc file on your computer. Click on the **Open** button to complete the process.

Once the import is complete you will see a screen similar to the one below. If you have further .rbc files to import simply click on the Select files button and repeat the process.

Click on the **back** arrow in the blue bar at the top left of the interface to go back to the Rubric/Form Manager area.

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Importing Excel files

You will see from the left hand side of the interface that it is also possible to import rubrics in Excel format (rather than just .rbc format). Whilst this does give a greater degree of flexibility, your rubrics have to have been formatted in a very specific way. It is recommended that you click on the **Download Example Template** button and use the Excel file it contains to correctly format your rubric. Save a version of your rubric into My Documents and then click on the Select files button and import the file as before.

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