How to Import the UCA Core Rubrics into Blackboard Learn A Step-by-Step Guide

- **Step 1** Log into **myUCA** and click the **Blackboard** tile.
- Step 2Under My Courses, select the course in which you will use
the rubric.
- Step 3In the left navigation panel, under Control Panel, clickCourse Tools to expand the Course Tools menu.

Step 4 Under Course Tools, select Rubrics.



Blackboard

Step 5 In the **Rubrics** panel, click the **Import Rubric** tab. The **Import Rubric** panel will open.



Step 6

Click the Browse Content Collection button. The Browse Content Collection window will open.

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Step 8 Open the UCA Core Rubrics folder.

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Step 9 Select the UCA Core Rubric you wish to import.

Step 10 Click Submit. The window will close and you will return to the Import Rubric panel.



Step 11 Click **Submit** again. The **Rubric Import Results** panel will open.

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Step 12 Click OK.

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