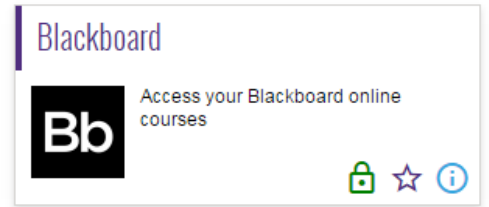


# How to Import the UCA Core Rubrics into Blackboard Learn

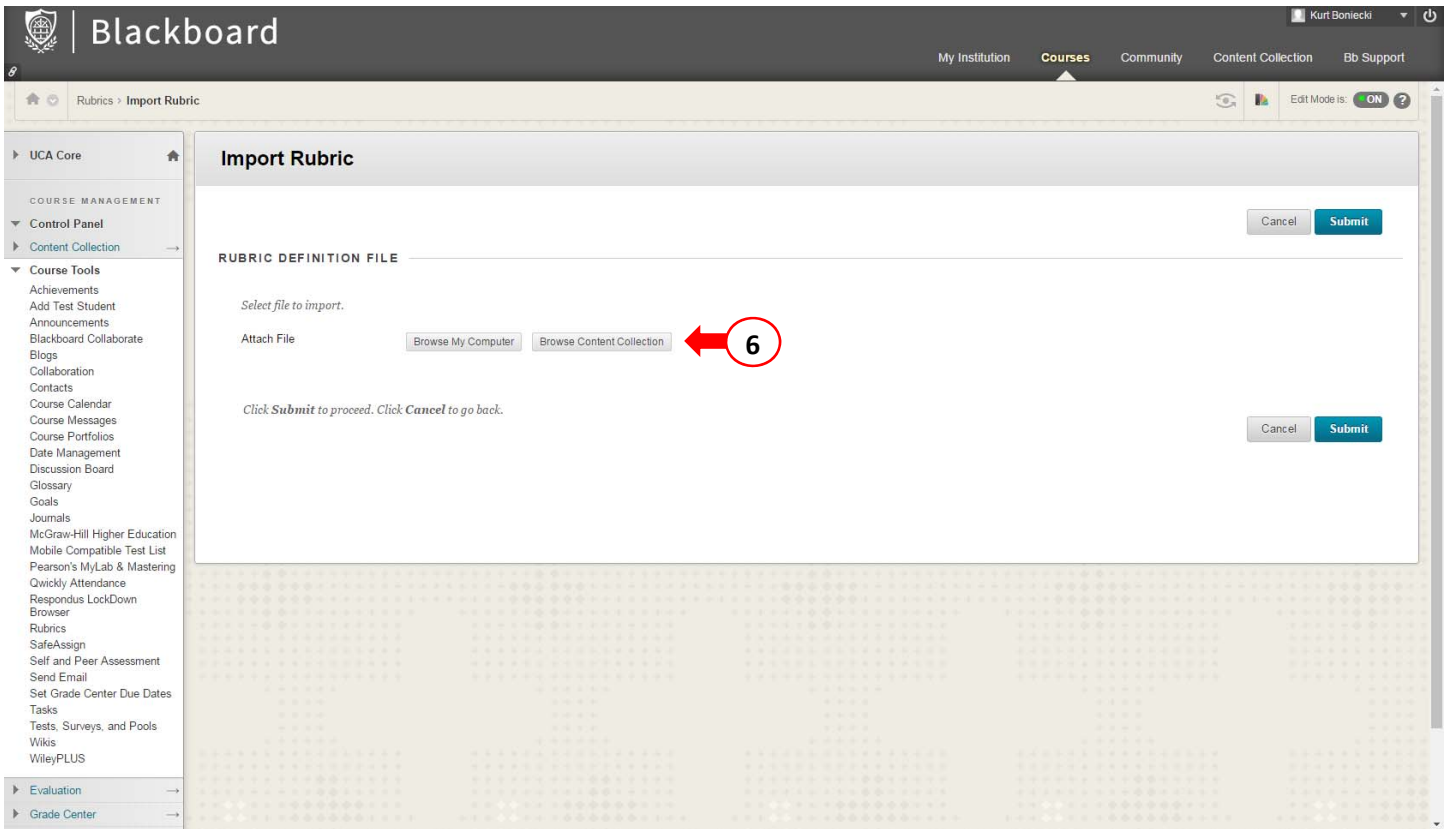
## A Step-by-Step Guide

- Step 1** Log into **myUCA** and click the **Blackboard** tile.
- Step 2** Under **My Courses**, select the course in which you will use the rubric.
- Step 3** In the left navigation panel, under **Control Panel**, click **Course Tools** to expand the Course Tools menu.
- Step 4** Under **Course Tools**, select **Rubrics**.
- Step 5** In the **Rubrics** panel, click the **Import Rubric** tab. The **Import Rubric** panel will open.

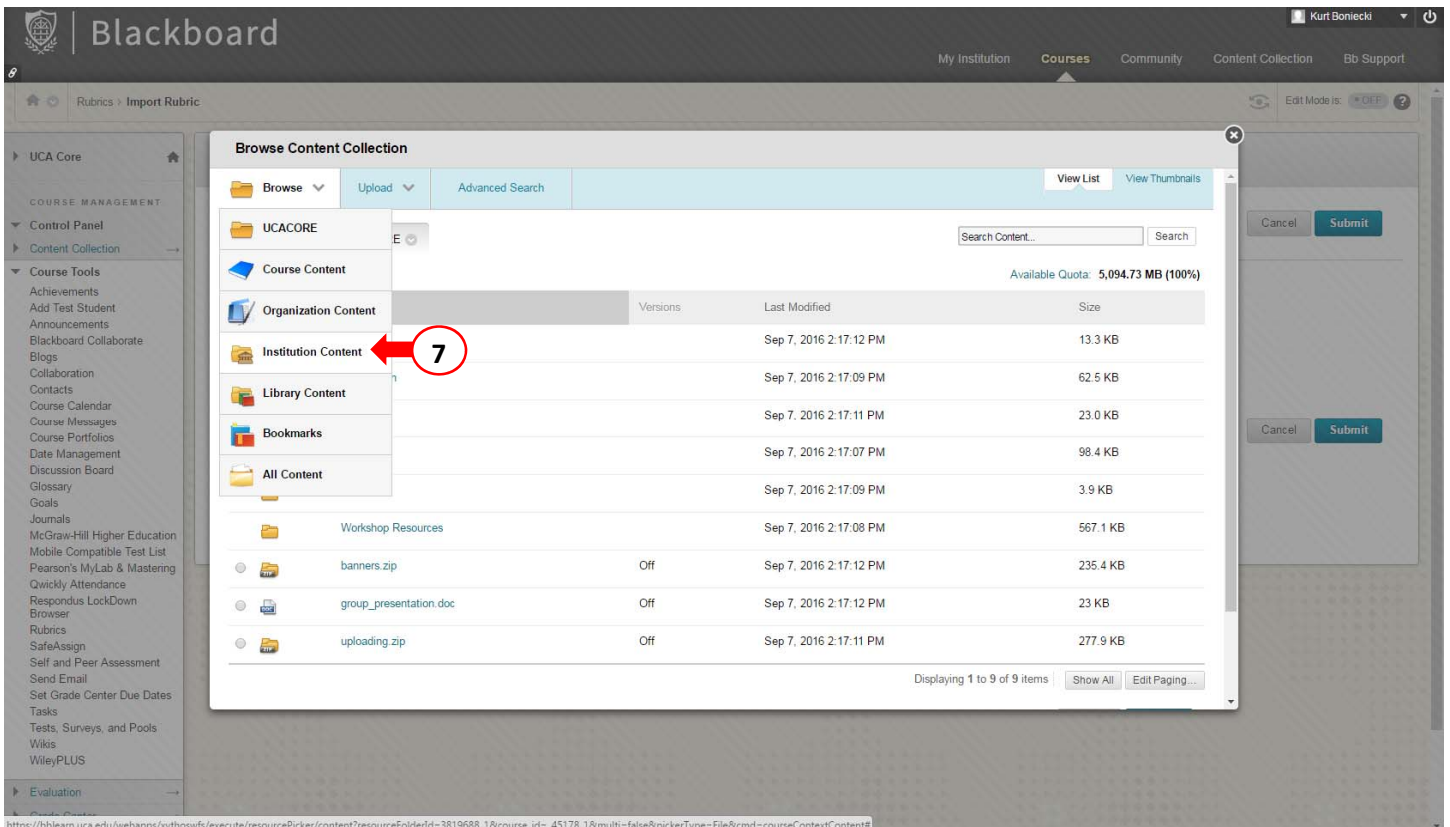


A screenshot of the Blackboard interface. The top header shows the Blackboard logo and the word "Blackboard". Below the header, there is a navigation bar with a home icon and the word "Rubrics". The left sidebar contains a "Course Tools" menu with "Rubrics" highlighted and a red circle with the number "4" around it. The main content area is titled "Rubrics" and contains a description: "A rubric lists evaluation criteria for an assignment. Rubrics can help students organize their efforts to meet the requirements of an assignment." Below the description, there are two tabs: "Create Rubric" and "Import Rubric". The "Import Rubric" tab is selected and has a red circle with the number "5" around it. The main content area below the tabs is empty and contains the text "No rubrics".

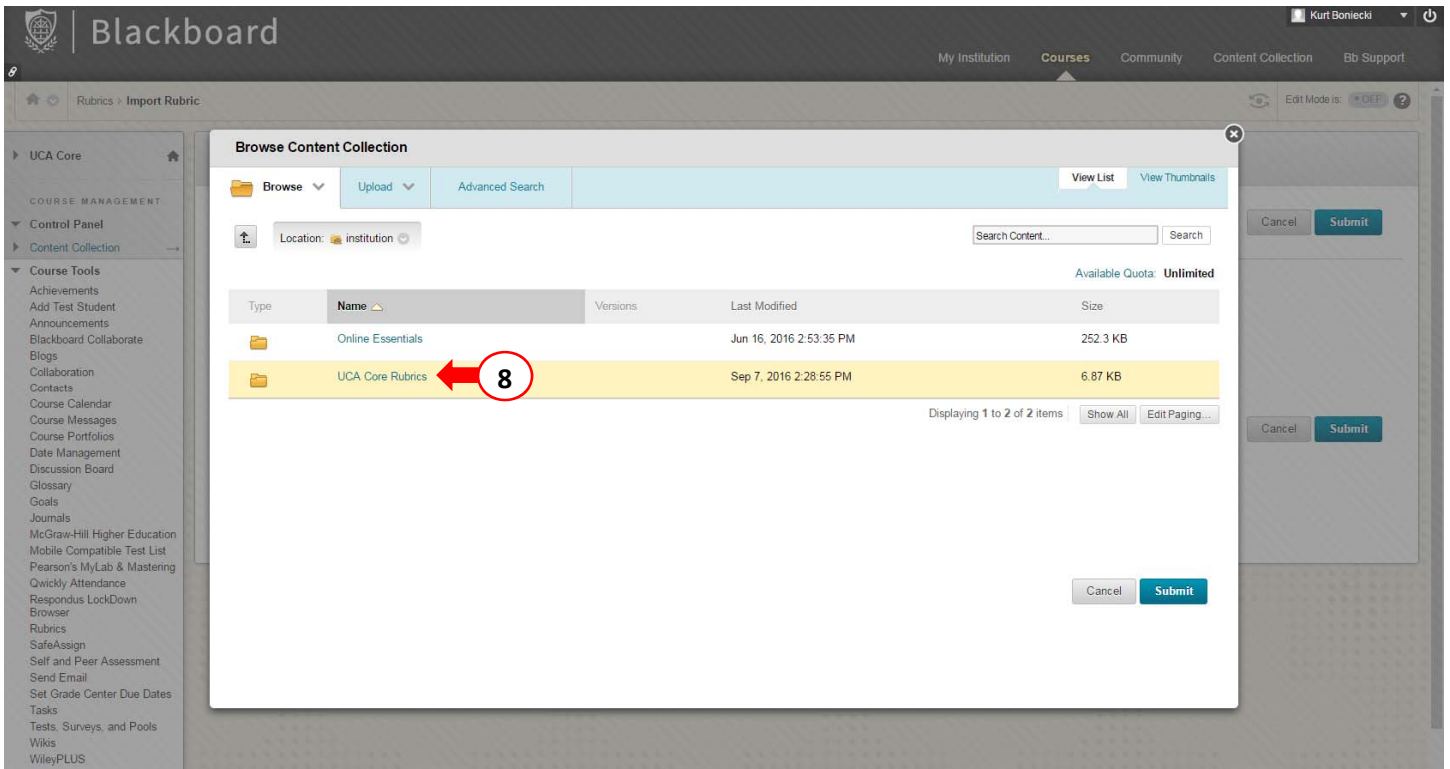
**Step 6** Click the **Browse Content Collection** button. The **Browse Content Collection** window will open.



**Step 7** Under the **Browse** tab, select **Institution Content**.

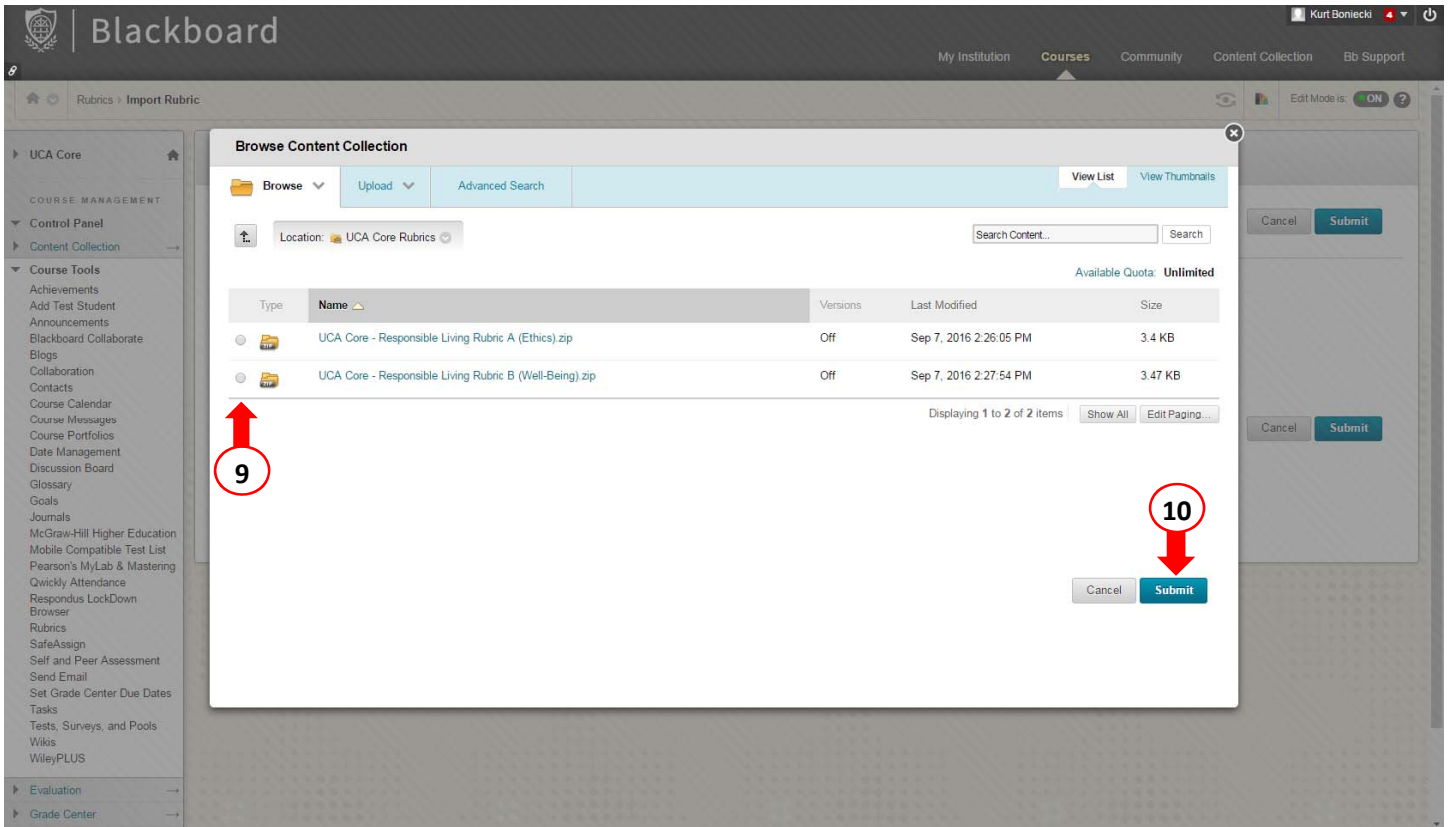


**Step 8** Open the UCA Core Rubrics folder.



**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.

The screenshot shows the Blackboard interface for the 'Import Rubric' panel. The left sidebar contains a navigation menu with categories like 'UCA Core', 'COURSE MANAGEMENT', 'Control Panel', 'Content Collection', and 'Course Tools'. The main content area is titled 'Import Rubric' and includes a 'RUBRIC DEFINITION FILE' section. It features a 'Select file to import.' instruction, an 'Attach File' section with 'Browse My Computer' and 'Browse Content Collection' buttons, and a 'Selected File' section showing 'UCA Core - Responsible Living Rubric A (Ethics).zip'. At the bottom of the main content area, there are 'Cancel' and 'Submit' buttons. A red double-headed arrow with the number '11' in a circle points to the 'Submit' button.

**Step 12** Click **OK**.

The screenshot shows the Blackboard interface for the 'Rubric Import Result' panel. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Rubric Import Result' and displays the following text: 'The detail of rubric import result is', 'Sep 9, 2016 6:07:57 PM - Information: The rubric UCA Core - Responsible Living Rubric A (Ethics) has been imported.', 'Sep 9, 2016 6:07:58 PM - Information: Invalid Course links have been removed successfully.', 'Removed numbers: Self-Referred:0 Loop:0', 'Sep 9, 2016 6:07:58 PM - Status: The operation import has completed.', 'Sep 9, 2016 6:07:58 PM - Information: The operation took 1.41 seconds to complete.', a table of process times, and 'Friday, September 9, 2016 6:07:58 PM CDT'. At the bottom right of the main content area, there is an 'OK' button. A red arrow with the number '12' in a circle points to the 'OK' button.