**Exporting and Importing Turnitin Rubrics and Marking Grids**

The Turnitin rubric manager is accessed via an existing Turnitin submssion link:

1. Navigate to a Turnitin submission link in any module and select the Edit option



2. Expand the Optional settings panel



3. Scroll to the bottom of the screen and click **Launch Rubric/Form Manager**



4. Click the rubric menu button and selet the rubric or grading form that you want to export



5. To **Export** the selected Rubric. Click the Export/Import button and select the **Export** option.



6. Save the Rubric file (which will be in a .rbc fornat) to your computer desktop



7. To **Import** a Rubric that has been exported. Click the Export/Import button and select the **Import** option.



8. Click the select files button



and locate the rubric file on your computer (it will be a .rbc format) - click **Open** to import it.



9. You will see an import complete message - the rubric will now be available in your Rubric manager list

