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

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

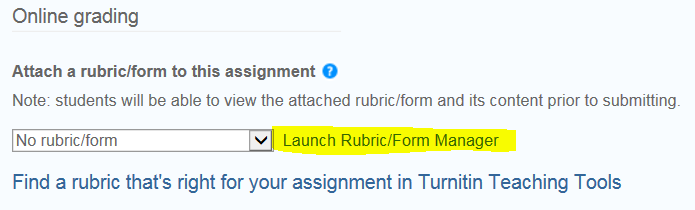
1. Navigate to a Turnitin submission link in any module and select the Edit option



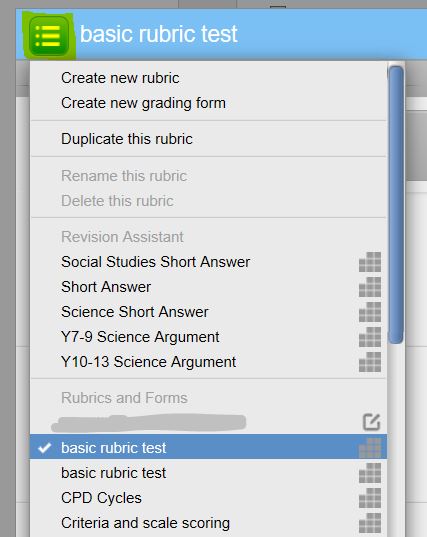
2. Expand the Optional settings panel

image of optional settings button

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



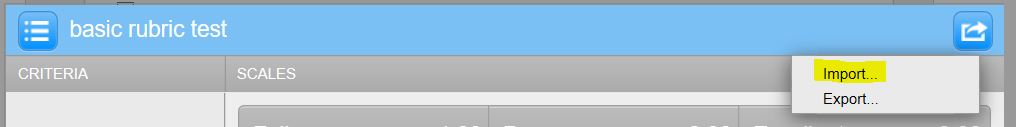
5. To **Export** the selected Rubric. Click the Export/Import button and select the **Export** option.



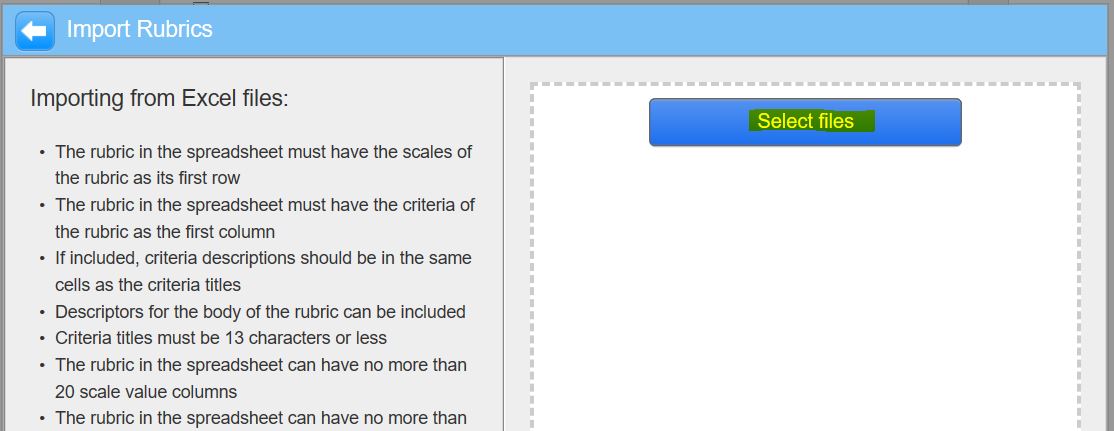
6. Save the Rubric file (which will be in a .rbc fornat) to your computer desktop



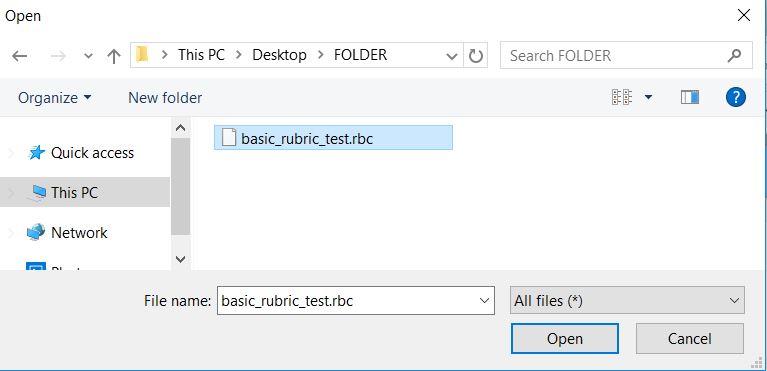
7. To **Import** a Rubric that has been exported. Click the Export/Import button and select the **Import** option.



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

