

Import Rubric from CSV file

You can quickly create new rubrics with [LibreOffice Calc](#) or **Excel** in your PC, after that you can import the CSV file to Teacher Gradebook. I suggest you to use LibreOffice Calc, it is free and multiplatform, and as good as Excel.

Steps to import rubrics:

1. Download this rubric sample to your PC:

▪ Rubric class participation ([rubric_class_participation_csv](#))

2. Edit in your PC the download CSV file. You can use any text editor or [LibrOffice Calc](#) or Excel (suggested LibreOffice). This example is saved with UTF8 charset and “;” separator.

3. Once edited save it and upload it to your device

4. Go to the app, then go to menu -> **Academic Settings**, o

directly from the upper-right icon  .

5. Go to the “**GRADE TYPE**” tab. Press on “+” button to create a new rubric.

6. Edit the rubric by clicking on the button .

7. Press the “**IMPORT**” button.

8. Pick the CSV file previously copied to your device (“**SEARCH FILE**” button).

9. Press the “**Ok**” button to finish.