

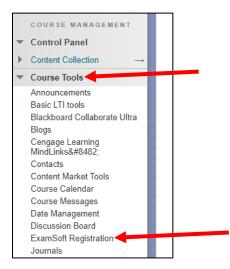
Pushing Grades from ExamSoft to myCourses

Step 1:

Log into the myCourses site of the course that the exam was delivered for.

Step 2:

Click "Course Tools" on the course menu and then click "ExamSoft Registration".



Step 3:

Click "Login" and then click "Login" again under Administrators/Faculty.



Step 4:

Click on the "Assessments" tab.



Step 5:

Navigate to the folder associated with this course and click the "**Push Grades**" button to the right of your assessment.

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Note: If you do not see this button, click the gear in the upper-right corner of the page and then choose the "**Push Grade to LMS**" option to make it appear.

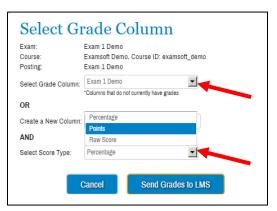
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Step 6:

If you already created a column for these grades in your myCourses Grade Center, choose it from the **Select Grade Column** field. Otherwise, type a name for your new column in the "**Create a New Column**" field.

Select how you would like these grades to appear in myCourses:

- **Percentage**: Displays the score as a percentage out of 100%.
- **Points**: Displays the total points earned based on the point values you set for each question.



• **Raw Score**: Counts each question as being worth one point. Score will display as number of questions correct out of the total number of questions.

Step 7:

Click the "Push Grades to LMS" button to push these grades into myCourses.