

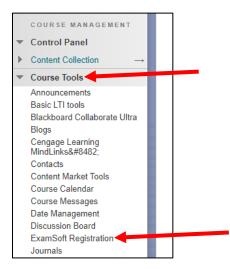
# Pushing Grades from ExamSoft to myCourses

#### 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.

EXAMS	0	-	P Pre	vious 1 Next	Sho	ow: 10   25   50	0   100   250			🌼 👕 🗐
📀 2016 Fall	0	())	N I	Assessment	Course o	Status o	Posto	Uploads o	Actions o	Push Grades to LMS @
2017 Fall	0	÷	•	Assessment	Course	Status @	TUSLO	opioaus @		I dall diades to Emo @
<ul> <li>2017 Spring</li> </ul>	0	(j);	R 🖸	Andrew Practice	[es_test_2] es_test_2	Posted	10	0 of 1	۵ 😤 🔍	Push Grades
📀 2017 Summer	0	-	s (	Exam 1 Demo	[examsoft_demo] Examsoft Demo	Posted	10	1 of 1	۵ 🛃 🔘	Push Grades
📀 2018 Fall	0	())			ferraria erication a erication a erication		14			T don drudeo
2018 Spring	0	(): ():	T 📃	Exam 1 Test	3	Draft		-	/ 0	
2018 Summer	0	(j):		MA Test	[examsoft_demo] Examsoft Demo	Posted	10	1 of 1	۵ 🛃 🔎	Push Grades
📀 2019 Fall	0	100								
2019 Spring	0	(i)	6	Mult Ans Test	[es_test_2] es_test_2	Posted	100	1 of 1	۵ 🎝 🖉	Push Grades

*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.

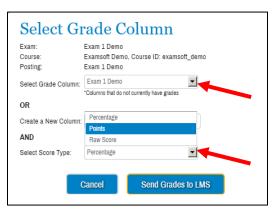
Show: 10   25   50   100   250			Add Columns	• E
es_test_2	Status e Posted	Post o	Password Posted By Posting End Date Posting ID	tion
lemo] Examsoft Demo	Posted	10	Posting Name	S
	Draft	-	Push Grades to LMS Questions	
lemo] Examsoft Demo	Posted	10	Randomize	8
es_test_2	Posted	1	Reporting/Scoring Scheduled For	đ
es_test_2	Posted	100	Secure	8
es_test_2	Posted	1	Spell Check	2
	Draft	-	Time Limit Type	2
es_test_2	Posted	1	U/L Close U/L Deadline	đ
	Posted	-	U/L Open UID Universal Resume Code	-

#### 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.