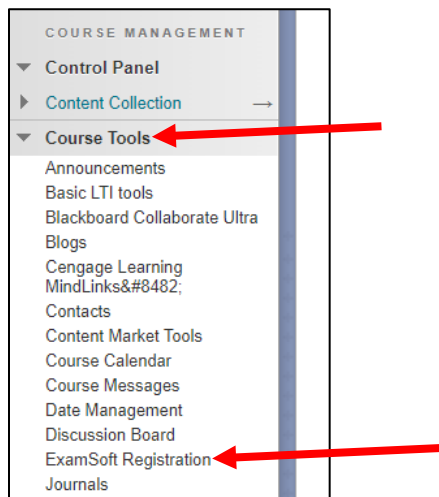# Pushing Grades from ExamSoft to myCourses

Step 1:
Log into the myCourses site of the course that the exam was delivered for.
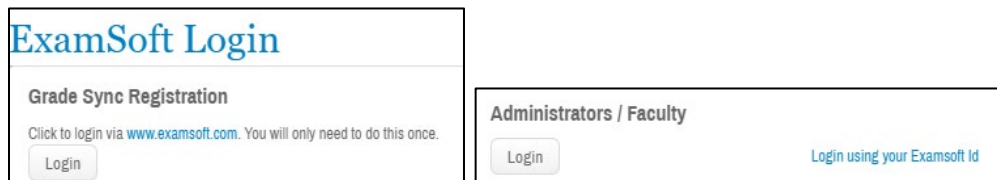
Step 2:
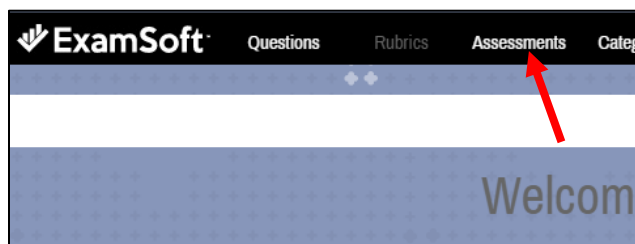Click "**Course Tools**" on the course menu and then click "**ExamSoft Registration**".

Step 3:
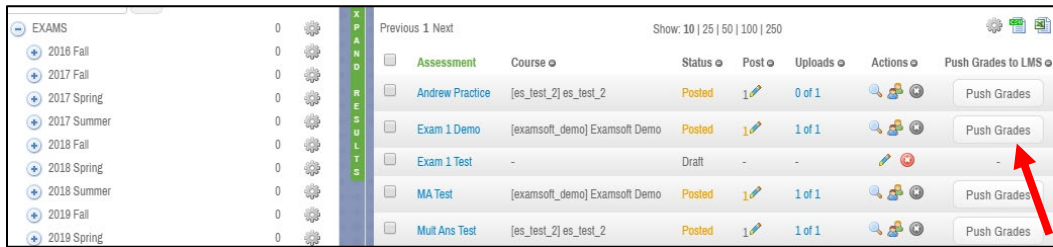Click "**Login**" and then click "**Login**" again under Administrators/Faculty.
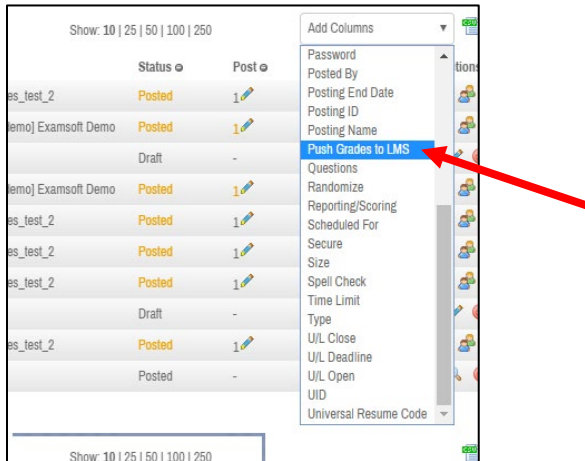

Step 4:
Click on the "**Assessments**" tab.

Step 5:
Navigate to the folder associated with this course and click the "**Push Grades**" button to the right of your assessment.

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.
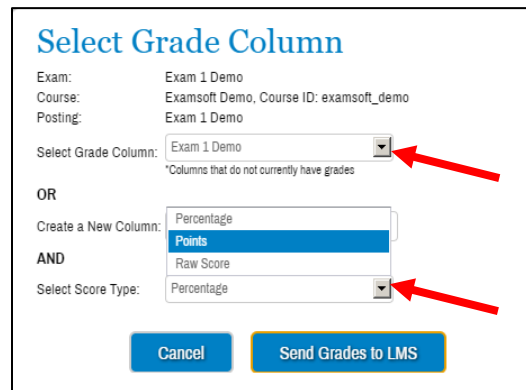

Step 6:
If you already created a column for these grades in your myCourses Grade Center, choose it from the **Select Grade Column** field. Otherwise, type a name for your new column in the "**Create a New Column**" field.

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.