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.