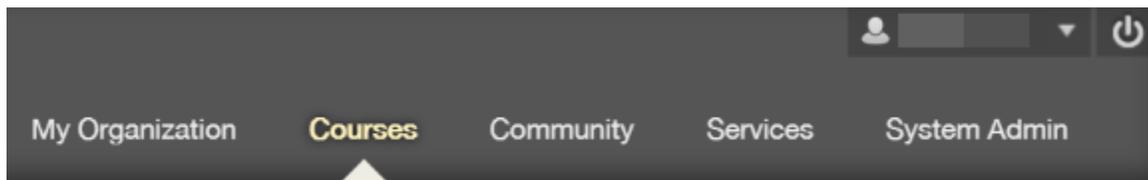# Blackboard Grade Push

The ExamSoft® Grade Integration feature will allow you to send grades from the ExamSoft® portal back to your instance of Blackboard. The setup is comprised of only a few steps and will provide additional functionality in the portal. *It is important to first contact your TLT Liaison to begin the setup process.*

1. Go to '**Courses**' at the top of the Blackboard page, and select the course you are going to be working in.

2. Once in the correct course, go to the left side navigation bar and expand the 'Course Tools' section.

3. To 'Push' grades from ExamSoft® to Blackboard, you need to ensure that you can log in to ExamSoft® from Blackboard.
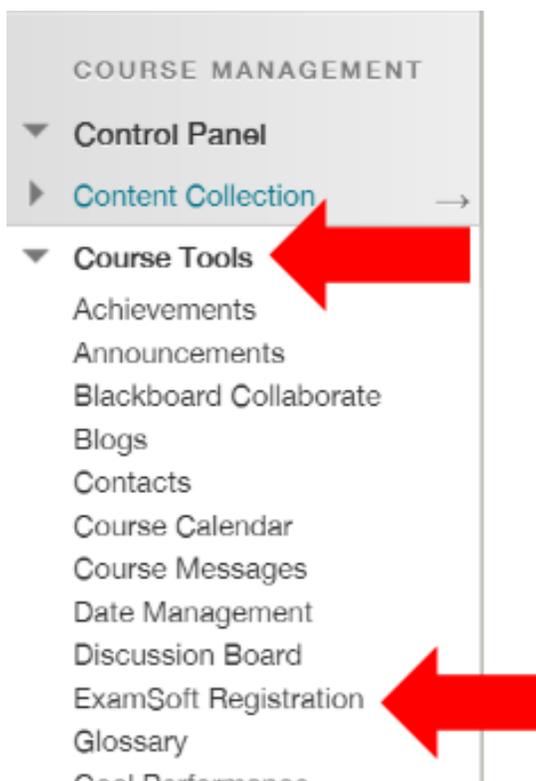

A. If the **ExamSoft Registration** button is available, click on it and use your ExamSoft® ID and password to log in. This should only appear once if you log in correctly.

Note: If the button is not available, contact your TLT Liaison to have them enable it for you.
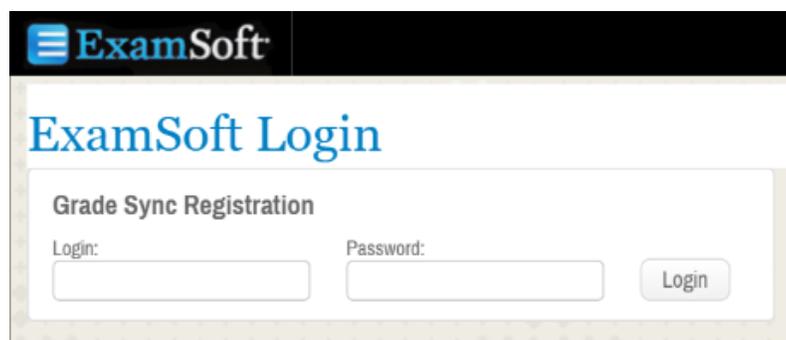
4. Once you are logged into ExamSoft® through Blackboard, click on the 'Assessments' tab at the top of the ExamSoft® page.
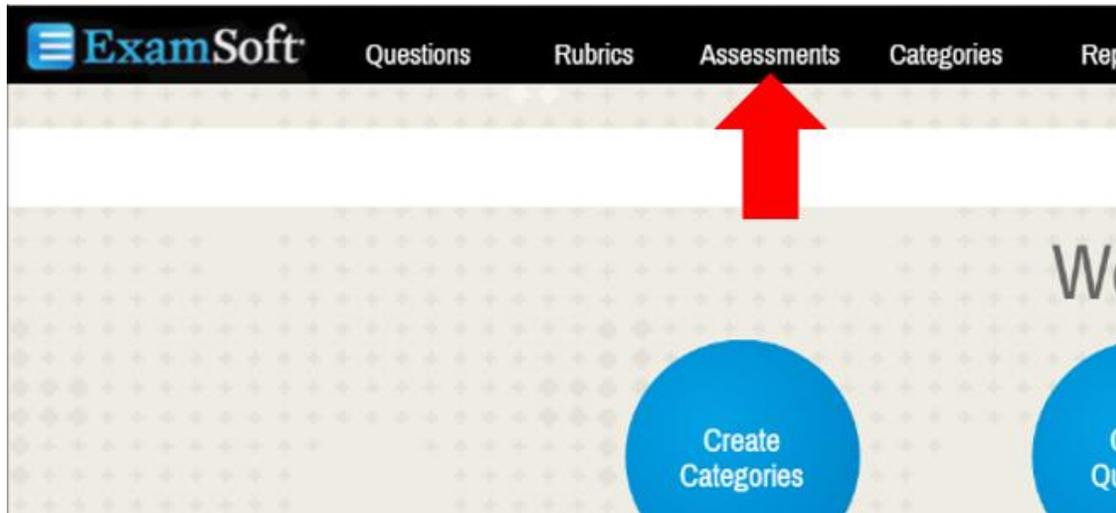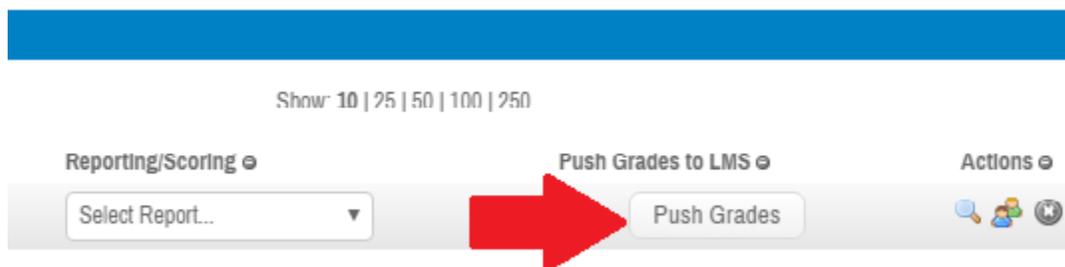

5. Find the folder where the assessment is located.

6. You will see a column in the Assessment listing titled **Push Grades to LMS**.

Note: If that column is not present, click on the cog wheel at the top and select Push Grades to LMS to add it.

7. On the assessment that has been graded, click the **Push Grades** button.

8. Select Grade Column:
In the modal window, select a **Grade Column**, or create a new one. Then, select the **Score Type. "Points"**

Note: We have found that if you select Score Type as Percentages, there can be issues when push into Blackboard.

Select Grade Column

Exam:	16NEUR_X1_9-28-12V1
Course:	NEUROSCIENCE_S-2016, Course ID: DMORP1313
Posting:	16NEUR_X1_9-28-12V1

Select Grade Column: [Exam 01 ▼]
*Columns that do not currently have grades

OR

Create a New Column: [   ]

AND

Select Score Type: [Percentage ▼]

9. Click '**Send Grades to LMS**.' Before ExamSoft® sends grades to Blackboard, the building block will check to see if all students and IDs are valid for the course. If any Exam Takers are not enrolled in the course on the Blackboard side, the following message will be displayed:

Check Student Enrollment

Exam:	16NEUR_X1_9-28-12V1
Course:	NEUROSCIENCE_S-2016, Course ID: DMORP1313
Posting:	16NEUR_X1_9-28-12V1

Some exam takers are not in the system or there are not scores available for all exam takers.

10. **Confirmation**: After the grades have been successfully pushed from ExamSoft® to Blackboard, the following confirmation screen will appear:

Confirmation

The grades were successfully sent to the selected Blackboard grade column. You can review them in your Blackboard system now.

[Close]

11. **Verify Grades in Blackboard**:
Following the receipt of the confirmation screen, check that the grades are present in the Grade Center for the desired course. Once you have verified that the grades are present in the desired course and column, the grade integration process is complete.