

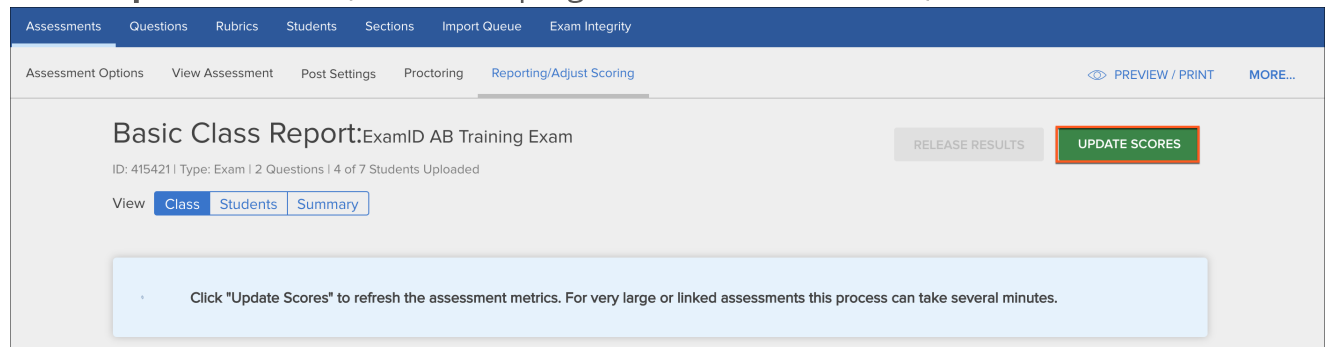
Enterprise Portal: Push Grades to Your LMS

Before You Begin

Note: If you are using Moodle, the column in the gradebook needs to be set up as an assignment rather than an exam or quiz in order for the column to appear in the list within Examsoft.

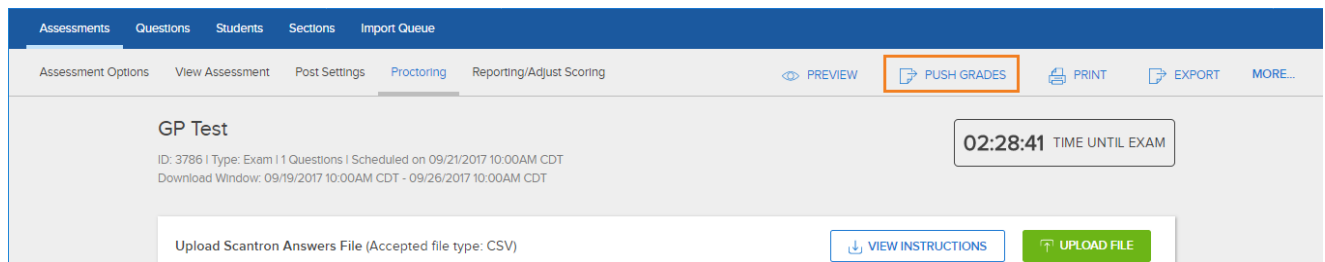
Procedure

1. Select the assessment that you want to push grades for.
2. Select **Update Scores** (near the top right corner of the screen).



Note: If the **Update Scores** button is not available, that means that no additional updates are needed.

3. Select **Push Grades** (at the top of the page).



Note: A side window will pop out with your push grades options.

You will see several options for pushing grades.

Before pushing the grade to Moodle, the name of the folder where grades will be store needs to be accurately the same and unhidden on Moodle. If it is hidden, Examsoft will not find the folder. **To learn more about creating a folder on Moodle, Please see the document called "Creating Grade Folder on Moodle."**

Push Grades to Moodle

CANCEL

PUSH TO MOODLE

Select Grade Column

*You can only select **one** grade column*

Start typing a grade column

Browse All

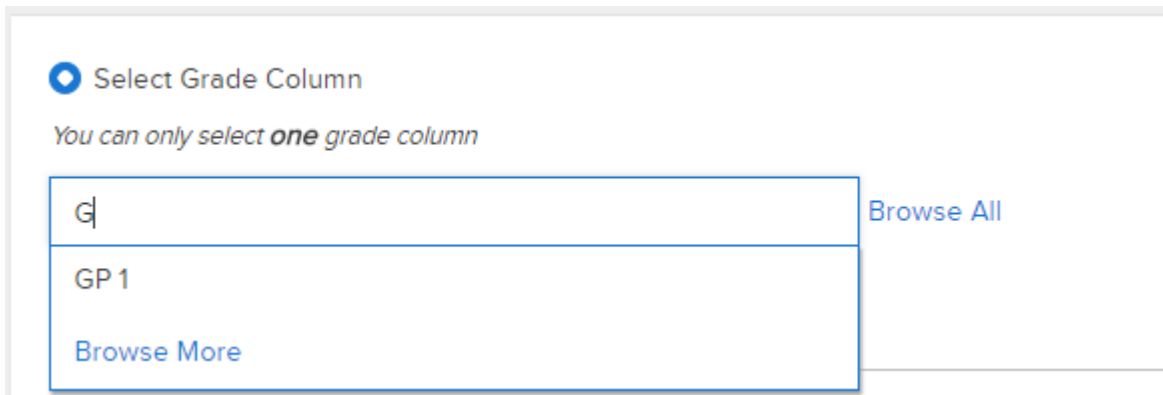
Select Score Type

Select a score type ▼

4. Select an existing grade column, or create a new one.

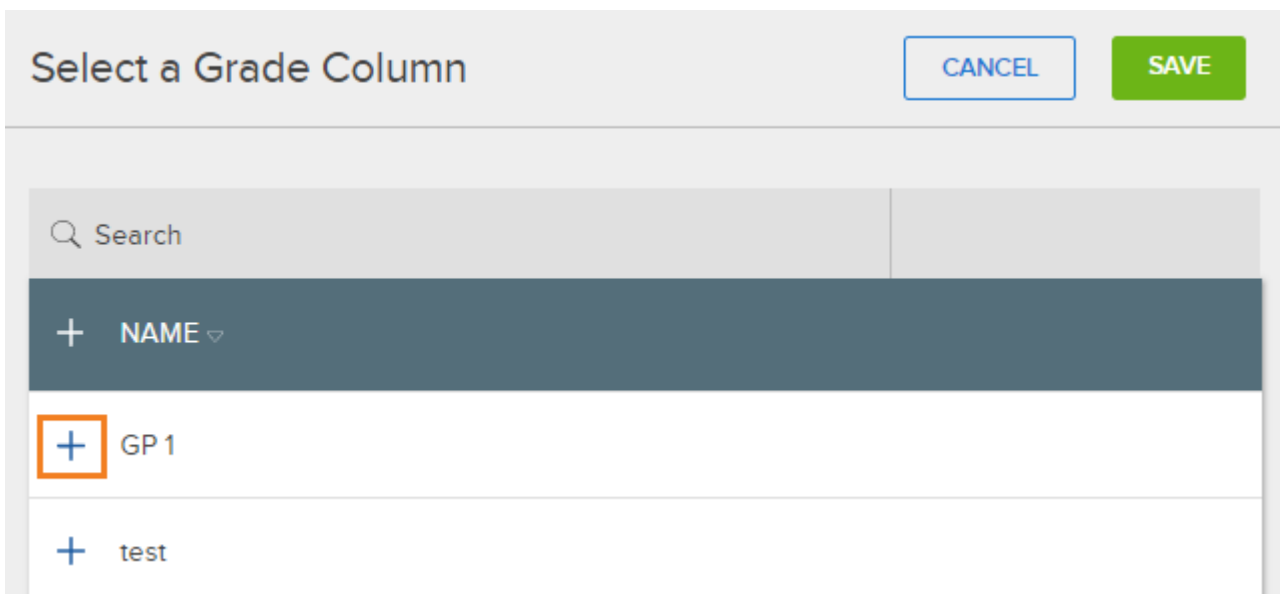
- **If you know the name of an existing grade column:** Start typing the grade column name as it appears in the LMS, and it will auto-complete your selection.

Note: The total points in the LMS column will not be updated and only the individual student scores will be pushed.



The screenshot shows a dialog box titled "Select Grade Column" with a blue plus icon in a circle. Below the title is the instruction "You can only select **one** grade column". There is a text input field containing the letter "G". To the right of the input field is a "Browse All" link. Below the input field is a list box containing "GP 1" and a "Browse More" link.

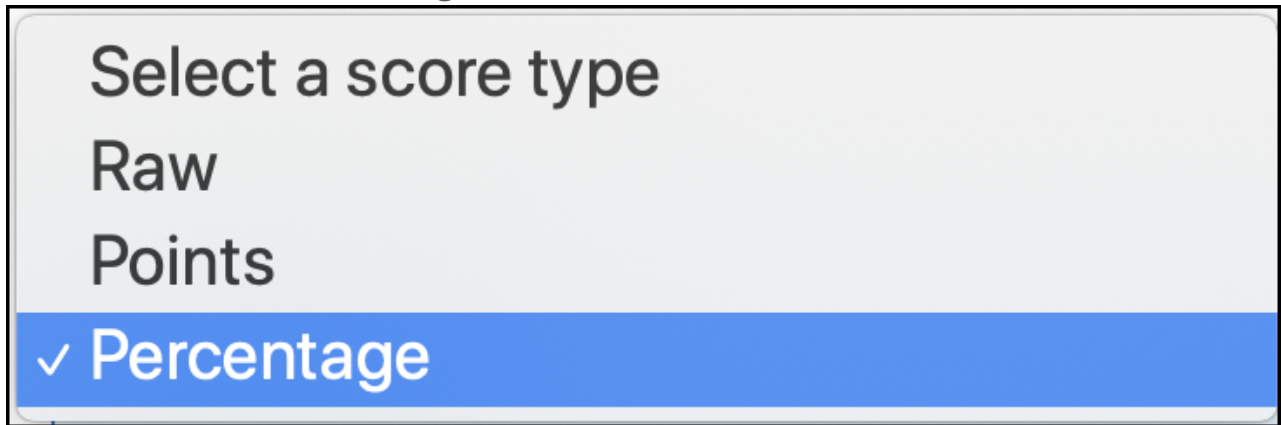
- **If you are unsure of the name of the grade column:** Select **Browse All**, and then scroll through the list to find the grade column.
- **To select a grade column:** Select the **plus sign** (on the left).



The screenshot shows a dialog box titled "Select a Grade Column" with "CANCEL" and "SAVE" buttons. Below the title is a search bar with a magnifying glass icon and the text "Search". Below the search bar is a list of grade columns. The first row is a header with a plus sign and the text "NAME ▾". The second row is "GP 1" with a plus sign in a blue box highlighted by an orange square. The third row is "test" with a plus sign.

5. Select a **Score Type**:

- For **Moodle**, select **Percentage**.



A screenshot of a modal dialog box titled "Select a score type". The dialog has a light gray background and a blue header bar. Below the header, there are three options: "Raw", "Points", and "Percentage". The "Percentage" option is highlighted with a blue background and a white checkmark to its left, indicating it is the selected option.

6. After finalizing your options, select the **Push to Moodle** button (at the top of the screen). A confirmation message will appear when the grades have successfully been pushed.