Pushing Grades from ExamSoft to D2L

1. Login to both ExamSoft and D2L in two separate tabs of your browser
2. Locate your Exam or Quiz under the Assessment tab in ExamSoft
3. Ensure that the points value of the exam matches the points value of the grade item in D2L
   a. If it does not match, adjust your D2L grade item accordingly
4. Click the Push Grades button next to the Exam or Quiz you want to export to D2L
   a. If you do not see the Push Grades button, click on the gearwheel in the right side of the pane, next to the Excel icons, and select Add Column, Push Grades to LMS:
5. You will get a popup that looks like this:

6. Click the drop down to select the grade item in D2L where you want to export the grades:
7. Change the Score Type to Points

8. Scroll down and click Send Grades to LMS.
9. You will receive a warning that the Grade Column Has Scores. This is detecting the 0’s populated in the grade column in D2L as a score. Go ahead and select Push Grades to LMS.

10. You should get a confirmation screen. The scores post immediately.