Pushing Grades to Blackboard

You can push grades from ExamSoft to Blackboard by following the steps below.

1. Click on Assessments.
2. Go to your course folder where your exams are listed.
3. If you currently don’t have the Push Grades column as one of your options, click on the gear icon and select Push Grades.
4. To start the process of pushing the grades, click on the Push Grades button.
5. Log in with your Blackboard credentials.
6. Select the grade column you want to push your grades too.
7. If you haven’t created the grade column in Blackboard, you can create the new grade column in this window.
8. Change the score type to Points.
9. Click on Send Grades to Blackboard.
   a. Note, if you don’t want your students to see their grades at this point, make sure your grade column in Blackboard is hidden from student view or wait to push grades at a later time.
10. Finalize the process by clicking on Push Grades to LMS.