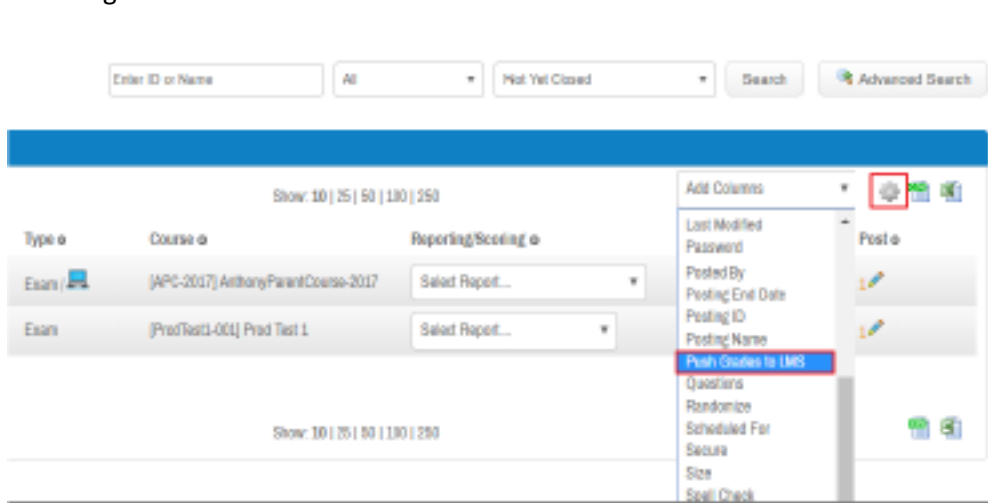In order to push grades from Examsoft to Moodle, you must do the following:

1. In MOODLE, create an Assignment
   a. Assignment name will be the column in Examsoft you select to send your grades to
   b. No need for submission information to show, can remove the checkmark from Enable
   c. No need for submissions types
   d. GRADE
      i. Select Type
      ii. Maximum Grade
      iii. Complete any other categories in relation to grading that you normally use
   e. Save and Return to Course
2. In EXAMSOFT, click on the Assessment Tab
   a. Find your course and exam
   b. Click on the Gear in the top right corner
   c. You will now see a drop down box labeled Add Columns
   d. Select Push Grades to LMS from the list
   e. From your Assessment screen, click Push Grade button on the row of your exam
   f. You will get a popup box, from there select the Column (which is the Assignment you setup in Moodle) to send the grades to.
   g. You CANNOT create a Moodle column from the box in Examsoft.

Select Push Grades to LMS from the list. A new column will populate within the window. If you do not see this option within the list, please contact your Customer Success Specialist. Locate the assessment for which you wish to push the grades to LMS. Click the Push Grades button.

Select Grade Column

Exam:	GradePushTest01-2017
Course:	AnthonyParentCourse-2017, Course ID: APC-2017
Posting:	GradePushTest01-2017

Select Grade Column: instructorTest

*Columns that do not currently have grades

OR

Create a New Column: [insert text]

AND

Select Score Type: Percentage

Cancel   Send Grades to LMS