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## LEGACY PORTAL

# Legacy Portal: How to Push Grades to an LMS Integration

🕒 Sep 15, 2017 · Tutorial

## How-To

Once you have completed grading of an assessment, you may need to manually Push grades from ExamSoft to your connected LMS. From the Assessments home page:

Click the **Gear** icon in the right-hand corner to add a column to be displayed.

The screenshot shows the Legacy Portal Assessments interface. At the top, there is a search bar with the text 'Enter ID or Name' and a search button. Below the search bar, there are filters for 'All' and 'Not Yet Closed'. The main content area displays a table of assessments with columns for 'Type', 'Course', and 'Reporting/Scoring'. The 'Reporting/Scoring' column contains a dropdown menu with the text 'Select Report...'. To the right of the table, there is a 'Post' column with a gear icon. A modal window is open, showing the 'Add Columns' menu. The 'Push Grades to LMS' option is highlighted in blue. Other options in the menu include 'Last Modified', 'Password', 'Posted By', 'Posting End Date', 'Posting ID', 'Posting Name', 'Questions', 'Randomize', 'Scheduled For', 'Secure', 'Size', and 'Spell Check'.

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.

The screenshot shows the Legacy Portal Assessments interface with the 'Push Grades to LMS' column added to the table. The table has columns for 'Assessment', 'Type', 'Course', 'Reporting/Scoring', 'Push Grades to LMS', 'Actions', and 'Post'. The 'Push Grades to LMS' column contains a 'Push Grades' button, which is highlighted with a red box. The 'Assessment' column contains checkboxes for each row. The 'Course' column contains the course name '[APC-2017] AnthonyParentCourse-2017' and '[ProdTest1-001] Prod Test 1'. The 'Reporting/Scoring' column contains a dropdown menu with the text 'Select Report...'. The 'Actions' column contains a gear icon. The 'Post' column contains a '1' and a pencil icon. At the bottom of the page, there is a 'Filter: /EXAMS/Anthony Test' and a 'Previous 1 Next' button. The page also shows '2 Results' and a 'Show: 10 | 25 | 50 | 100 | 250' dropdown.

Select an Existing Column or Create a new one using the options in the modal window. This name

will be shown within your LMS' grade-book. Select the Score Type that will be pushed over. Click **Send Grades to LMS** to finalize this process. You will see confirmation if this action was successful.

### Select Grade Column

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

Select Grade Column:    
\*Columns that do not currently have grades

OR

Create a New Column:

AND

Select Score Type:

### Select Grade Column

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

Select Grade Column:    
\*Columns that do not currently have grades

OR

Create a New Column:

AND

Select Score Type:






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