

# Step-by-Step Instructions: Pushing Scores from InstructorTools into Blackboard

***IMPORTANT NOTE: Pushing scores to Blackboard will allow the student in the course to view their score immediately.***

## **Pushing Scores from Instructor Tools to the Gradebook:**

Instructor accesses DigitalDesk InstructorTools\* at [instructortools.miami.edu](https://instructortools.miami.edu)  
> *Reports* > *Custom Reports* > Locate the Course/Exam > Click *Run*

If successful, a column is added to the gradebook in Blackboard, and a .csv file is generated. If updates are made, this will update the item in Blackboard.

- If an issue with the report occurs, a pop-up will confirm the report was *not* successful. Recommended to try again.
- If an instructor renames the name of the exam in Blackboard and pushes the grades again to Blackboard from InstructorTools, it will create a new column. It is recommended to change the name of the exam in InstructorTools or delete/hide the original course column.

**Support for Instructor Tools:** [testeval@miami.edu](mailto:testeval@miami.edu)

**Support for Blackboard Gradebook:** [learningplatforms@miami.edu](mailto:learningplatforms@miami.edu)

*\*Note: To log into DigitalDesk InstructorTools, you'll need to be on the University of Miami's network via either (a) being on campus or (b) being connected via the University's Virtual Private Network (VPN) while remote. To download the University's VPN, please visit [it.miami.edu/vpn](https://it.miami.edu/vpn), scroll down to the "Get It Here" section, and then click "installation instructions." Please follow these instructions to install the VPN on your device(s).*