

PUSHING SCORES FROM INSTRUCTORTOOLS TO CANVAS

IMPORTANT NOTE: Pushing scores to Canvas will allow students in the course to view their scores immediately.

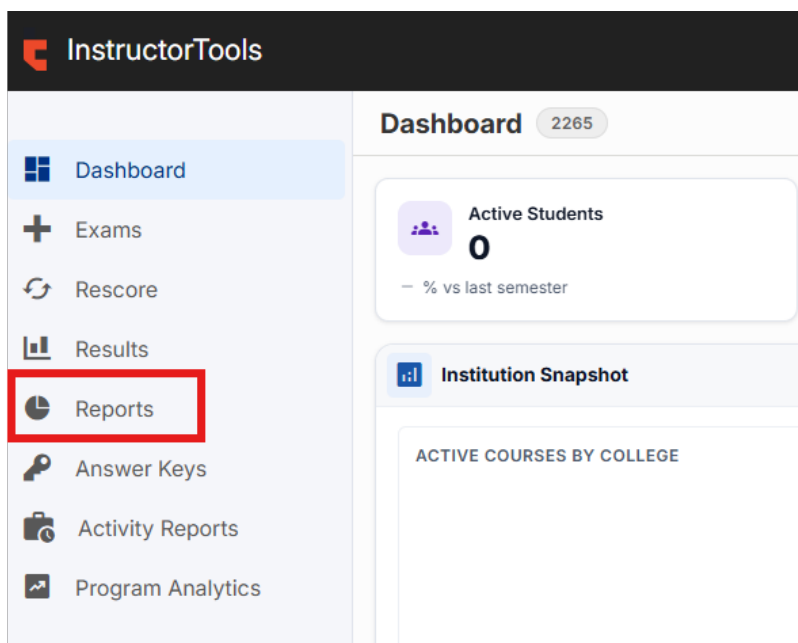
1. Access InstructorTools

Sign in to **DigitalDesk InstructorTools** at instructortools.miami.edu using your University credentials.

To access DigitalDesk InstructorTools, you must be connected to the University of Miami network, either (a) on campus or (b) through VPN when remote. For VPN installation instructions, visit [University of Miami VPN](#).

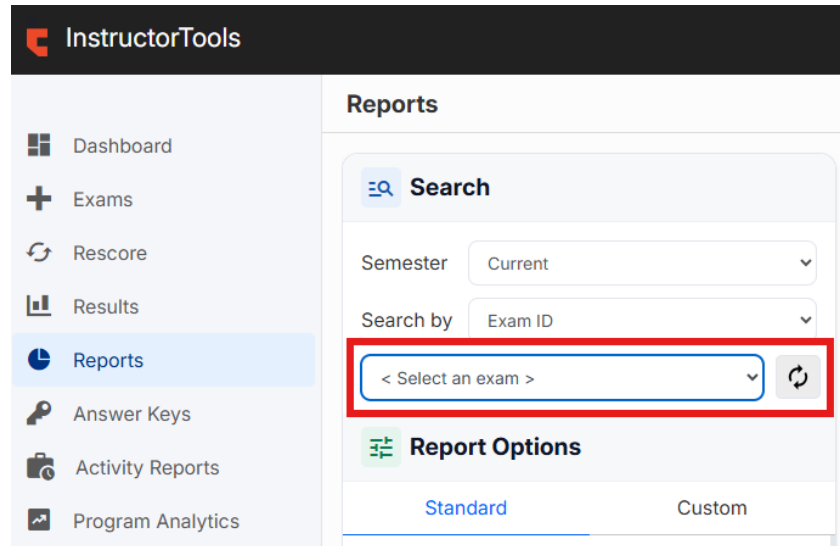
2. Navigate to Reports Menu

From the left-hand navigation menu, select **Reports**. This will open the reporting dashboard where exam score exports and integrations are available.



3. Locate Course/Exam

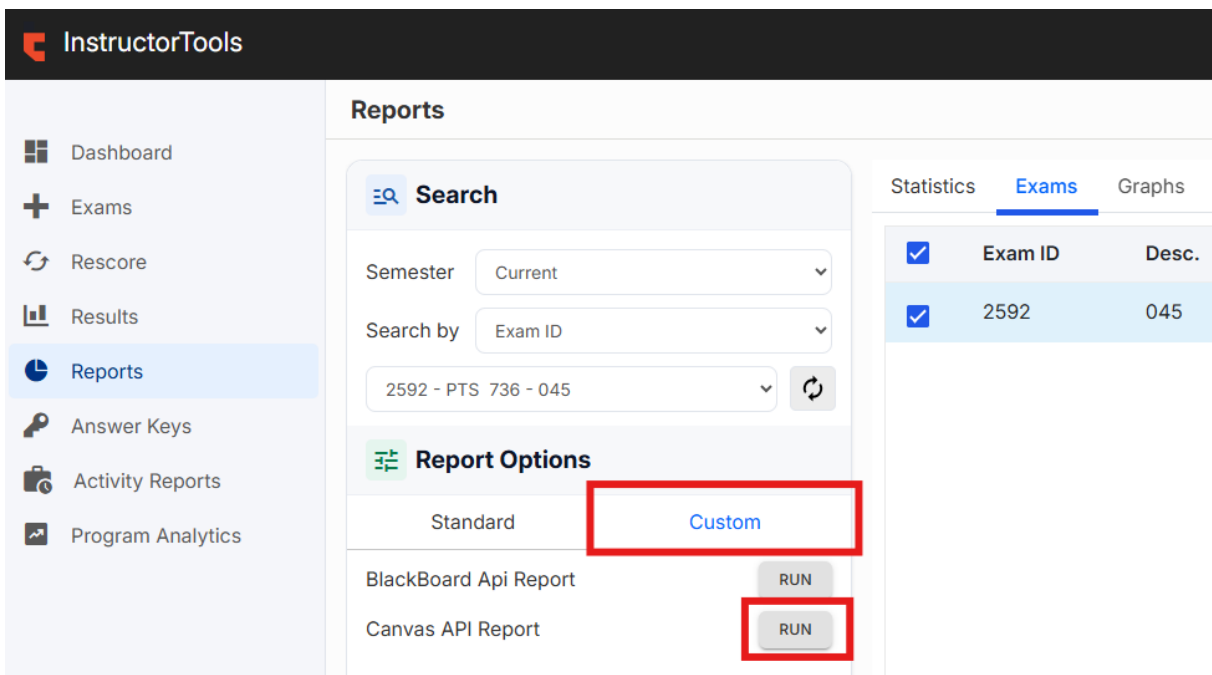
Under **Search**, click **Select an exam** and choose the exam you wish to upload to Canvas. The selected exam should correspond to the **course number** and **request number** shown in the upper-right corner of the **Request for Scanning Services** form. Then, click the checkbox next to the item that appears on the menu to the right.



4. Run Canvas API Report

Under **Report Options**, select **Custom**. Then locate **Canvas API Report** and click **Run**.

If successful, the assignment is added to the gradebook in Canvas. If an issue with the report occurs, a pop-up will confirm the report was not successful. It is recommended to try again before contacting support.



For questions or assistance related to InstructorTools, contact Testing & Evaluation Services at testeval@miami.edu.

For issues related to Canvas, contact learningplatforms@miami.edu.