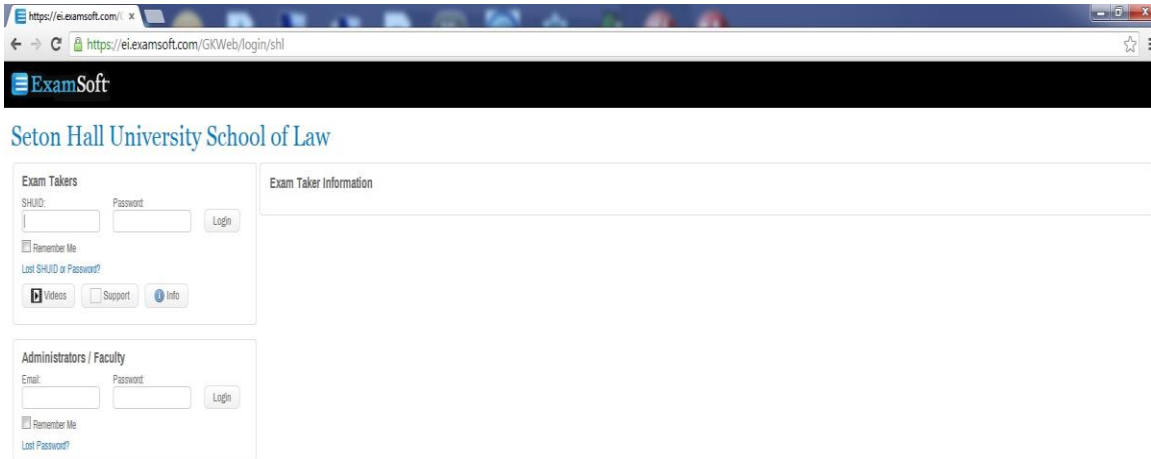
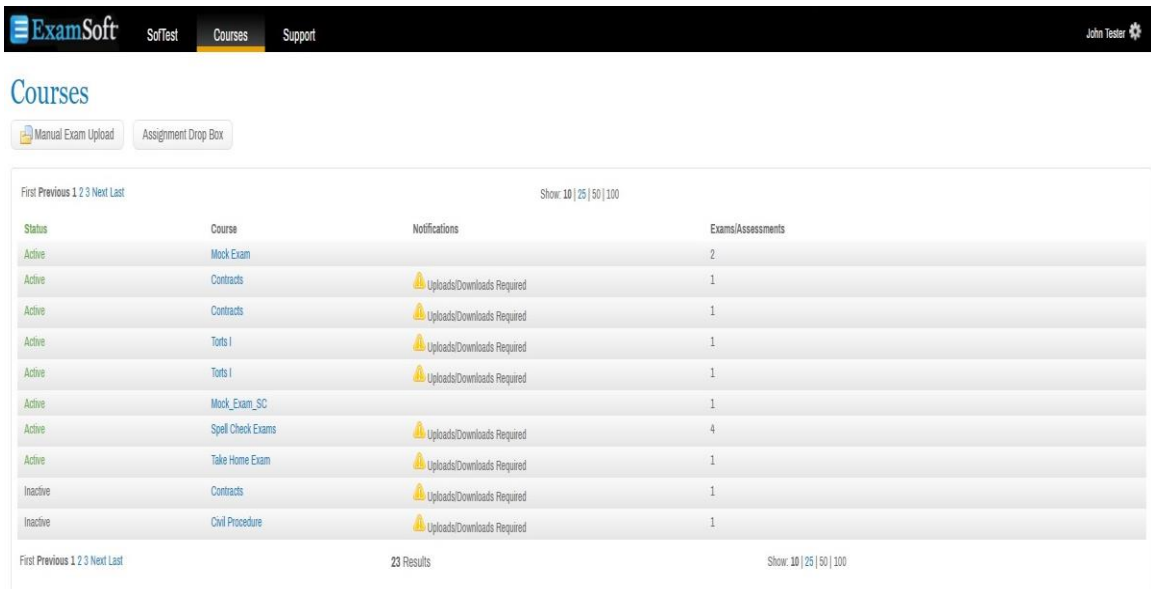


# Examsoft Take Home User Guide

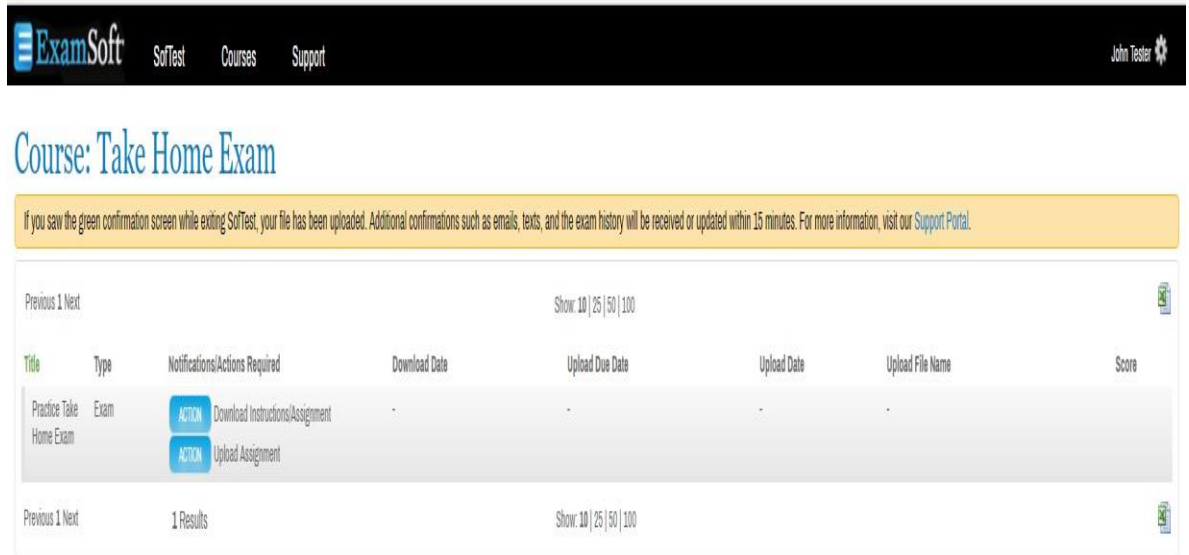
1. Log into [Examsoft](#) in the “Exam Takers” field using your 8 digit SHU ID# as the username and shls(last 4 of your SHU ID#) as the password (no parenthesis)



2. Once logged in, click on the Courses Tab near the top left of the screen. You should see all of your active courses for the semester listed. Click on the course for the Take Home Exam you wish to take.



3. You will then see the following page. Click on the “Action” button next to the Download Instructions/Assignment dialog to download your Take Home Exam



The screenshot shows the ExamSoft interface. At the top, there is a navigation bar with the ExamSoft logo, 'Softest', 'Courses', and 'Support' links, and a user profile for 'John Tester'. Below the navigation bar, the course title 'Course: Take Home Exam' is displayed. A yellow notification banner states: 'If you saw the green confirmation screen while exiting Softest, your file has been uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For more information, visit our Support Portal.' Below the notification is a table with the following columns: Title, Type, Notifications/Actions Required, Download Date, Upload Due Date, Upload Date, Upload File Name, and Score. The table contains one row for 'Practice Take Home Exam' with 'Exam' as the type. Under 'Notifications/Actions Required', there are two blue 'ACTION' buttons: 'Download Instructions/Assignment' and 'Upload Assignment'. The table is flanked by 'Previous | Next' and 'Show: 10 | 25 | 50 | 100' controls.

4. You will then see the following dialog box:



The screenshot shows a dialog box titled 'Download Instructions/Assignment'. The title is in blue. Below the title, there is a note: 'Please note that once you click Download, you will be marked as having downloaded the instructions/assignment.' At the bottom of the dialog box, there are two blue buttons: 'Close' and 'Download'. A close button with an 'X' icon is located in the top right corner of the dialog box.

**IMPORTANT!!! Once you click on the “Download” button in this dialog box YOU WILL BE TIMESTAMPED!!!!**  
**Even if you cancel the actual file download after clicking on it, YOU WILL STILL BE TIMESTAMPED!!!!**

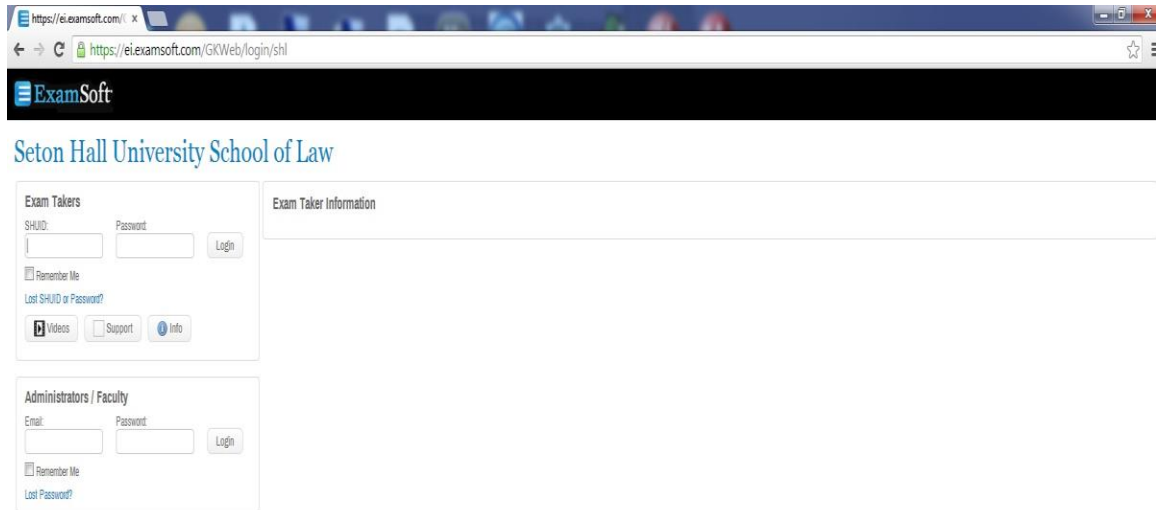
**If you wish not to download your Take Home at this time YOU MUST ONLY CLICK “CLOSE” or the “X” at this dialog box.**

5. **SAVE THE TAKE HOME EXAM TO YOUR LAPTOP WHEN PROMPTED. YOU CAN ONLY DOWNLOAD YOUR EXAM ONCE, SO IT IS HIGHLY RECOMMENDED THAT YOU SAVE IT TO YOUR HARD DRIVE. MAKE SURE TO TAKE NOTE OF WHERE YOU SAVED THE FILE TO.**
6. Once downloaded click on “Close” in the Download Assignment dialog box. You will also notice that the “Download” button is now grayed out

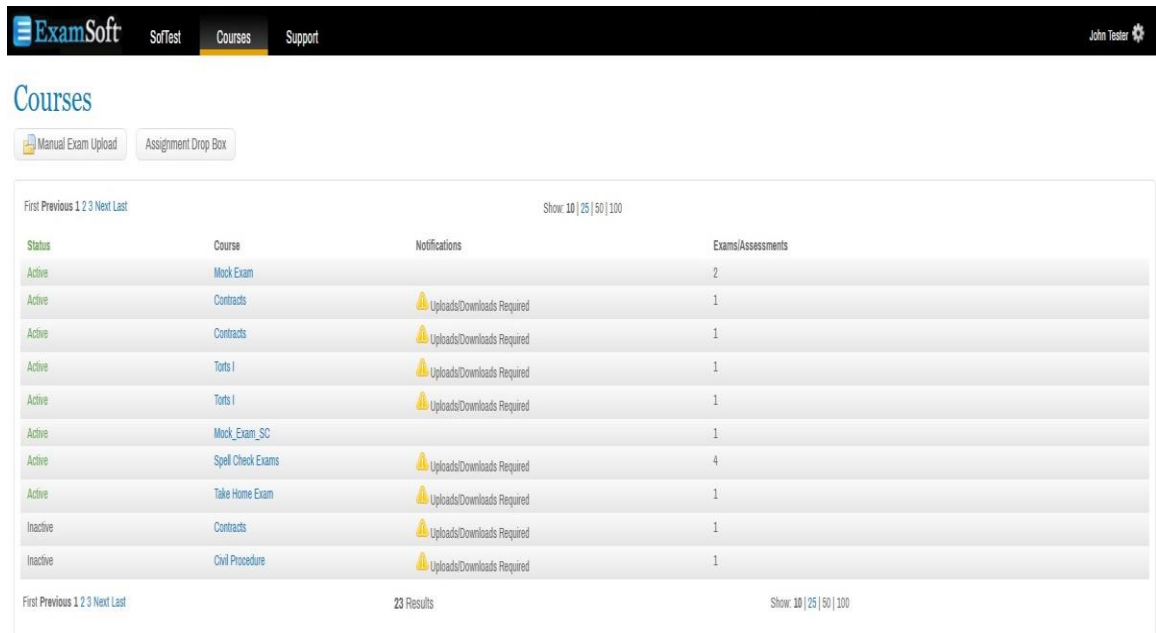


7. **Type up your Take Home exam using Microsoft Word.**  
**Please note the time limit for your take home which will be listed on the instructions page of the exam.**  
**Please include a cover page that includes your 5 digit anonymous exam number (3 digit for midterm/mid semester take homes), course name and professor name.**  
**Also remember to copy, paste and execute the Certification on your take home exam. A proper certification consists of “signing it” by typing in your Anonymous Exam Number and date.**

- When finished with your take home, Log back into [Examsoft](https://ei.examssoft.com) in the “Exam Takers” field



- Click on the Courses Tab near the top left of the screen. You should see all of your active courses for the semester listed. Click on the course for the Take Home Exam you wish to now upload.



10. You will then see the following page. Click on the “Action” button next to the Upload Assignment dialog to upload your Take Home Exam.

ExamSoft SoTest Courses Support John Tester

### Course: Take Home Exam

If you saw the green confirmation screen while exiting SoTest, your file has been uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For more information, visit our Support Portal.

Title	Type	Notifications/Actions Required	Download Date	Upload Due Date	Upload Date	Upload File Name	Score
Practice Take Home Exam	Exam	<a href="#">ACTION</a> Download Instructions/Assignment <a href="#">ACTION</a> Upload Assignment: 1 Days Remaining		10/09/2019 2:22 PM			

Previous 1 Next 1 Results Show: 10 | 25 | 50 | 100

11. An “Upload Answers” dialog box will appear. Click on “Browse” and attach your Take Home answer file. Then Click on “Upload”.

### Upload Exam/Assignment

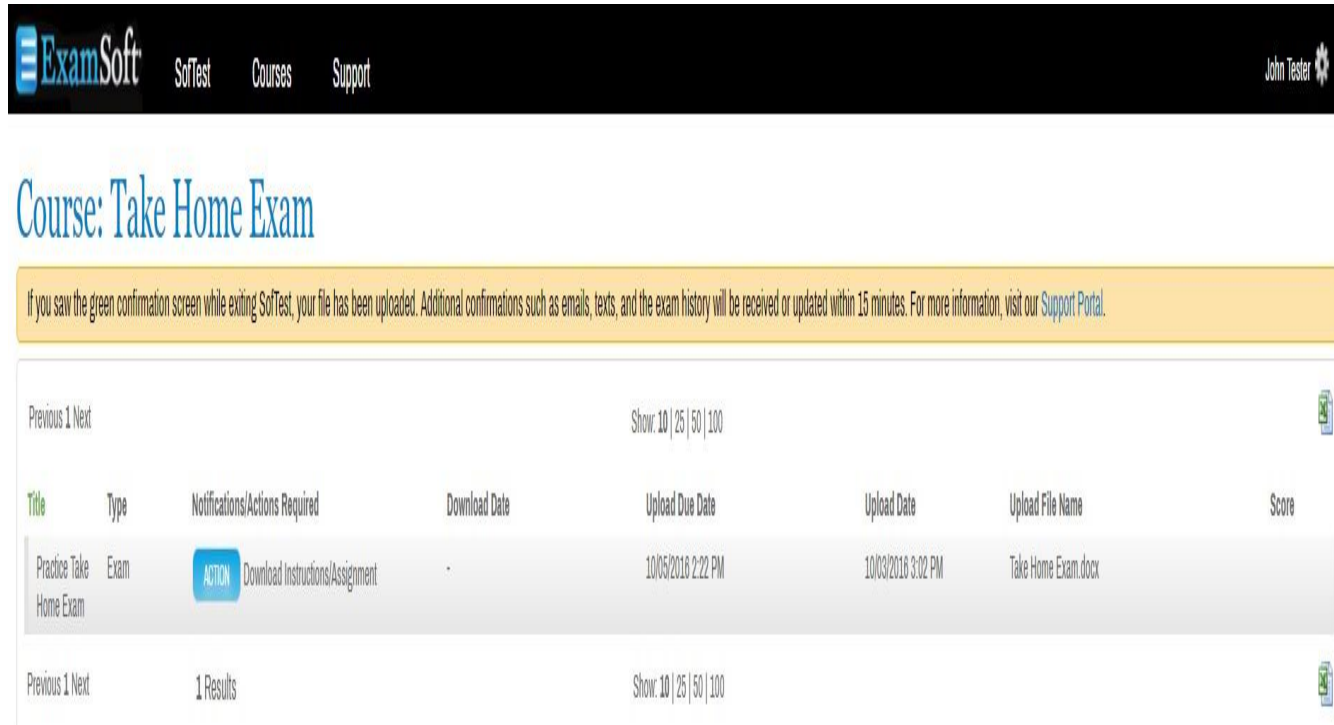
  
 ⓘ  
 

12. You will receive a “Successful Upload” notice. You will also receive an email from Examsoft confirming the file upload.

### Upload Exam/Assignment

You have successfully uploaded the file, Take Home Exam.docx, to the assessment: Practice Take Home Exam.

13. You can also see your upload due date and your actual upload timestamps by logging into [Examsoft](#) in the “Exam Takers” field, clicking on the Courses Tab, and selecting the course your take home was in.



The screenshot shows the ExamSoft interface. At the top, there is a navigation bar with the ExamSoft logo, 'SoTest', 'Courses', and 'Support' links, and a user profile for 'John Tester'. Below the navigation bar, the page title is 'Course: Take Home Exam'. A yellow notification banner states: 'If you saw the green confirmation screen while exiting SoTest, your file has been uploaded. Additional confirmations such as emails, texts, and the exam history will be received or updated within 15 minutes. For more information, visit our [Support Portal](#).' Below the notification is a table with the following columns: Title, Type, Notifications/Actions Required, Download Date, Upload Due Date, Upload Date, Upload File Name, and Score. The table contains one row: 'Practice Take Home Exam' (Type: Exam, Notifications/Actions Required: ACTION Download Instructions/Assignment, Upload Due Date: 10/05/2016 2:22 PM, Upload Date: 10/03/2016 3:02 PM, Upload File Name: Take Home Exam.docx). The table is flanked by 'Previous' and 'Next' buttons and a 'Show: 10 | 25 | 50 | 100' dropdown menu.

Title	Type	Notifications/Actions Required	Download Date	Upload Due Date	Upload Date	Upload File Name	Score
Practice Take Home Exam	Exam	<b>ACTION</b> Download Instructions/Assignment	-	10/05/2016 2:22 PM	10/03/2016 3:02 PM	Take Home Exam.docx	

14. **PLEASE NOTE THAT YOU CAN ONLY UPLOAD ONCE AS WELL. IF YOU UPLOAD THE WRONG FILE OR FORGET TO ATTACH THE CERTIFICATION TO YOUR ANSWERS, PLEASE EMAIL [law\\_registrar@shu.edu](mailto:law_registrar@shu.edu) WITH WHATEVER FILES YOU NEED TO SEND.**