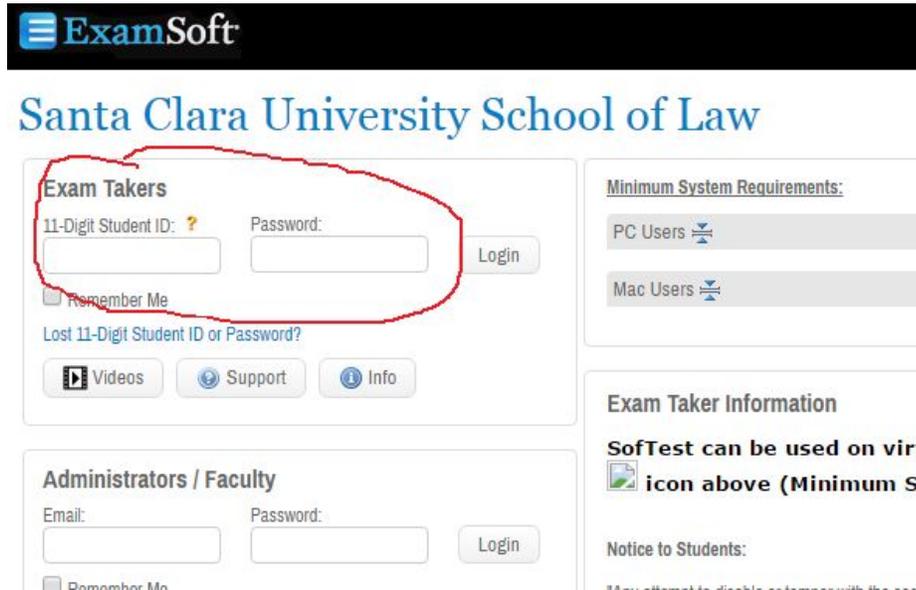


ExamSoft Take-Home Assignments and Exams – Uploading Your Answer

This note describes how to upload your answer to a take-home exam to the ExamSoft website.

1. Login at www.examsoft.com/sculaw as an **Exam Taker** (not an administrator) using your exam credentials.



2. Click the **Courses** tab on the black bar at the top of the page.



3. You'll see a list of your classes.

Courses

Manual Exam Upload Assignment Drop Box

Status	Course	Notifications	Exams/Assessments
Active	Linear-Algebra-Frenkel-998-99998-2016-Fall	Uploads/Downloads Required	1
Inactive	The-Defense-of-Western-Civilization-Leonidas-999-99999-2016-Fall	Uploads/Downloads Required	7
N/A	No Course	Uploads/Downloads Required	4

An active class will have a green **Active** label, and the Notifications column will show whether uploads are required. The blue course name is a link to the class. Click on the link of the class for which you have a take-home final or assignment.

You'll see something like this:

ExamSoft SoTest Courses Support

Course: Linear-Algebra-Frenkel-998-99998-2016-Fall

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 Page.

Title	Type	Notifications/Actions Required	Download Date	Upload Due Date	Upload Date	Upload File Name
Linear-Algebra-Frenkel-2016-Fall-TakeHome-Final	Exam	Action Upload Assignment: 8 Days Remaining	-	11/11/2016 1:30 PM	-	-

The Notifications/Actions Required column shows an upload is required and that 8 days remain before the deadline. The Upload Due Date shows when the file is due; in this example, it is due on 11/11/2016 at 1:30 PM.

4. Click on either the blue Action button or the green Upward-Pointing Upload arrow to upload your file. In either case, you'll see this upload dialog:



5. Click Browse and navigate to the file that has your completed exam or assignment. Your answer should include your BGID and the filename should have your BGID in it. Your name should appear nowhere in your answer or the filename. In this example, the file is called *Algebra Final 2345.pdf*; the student's BGID is 2345.

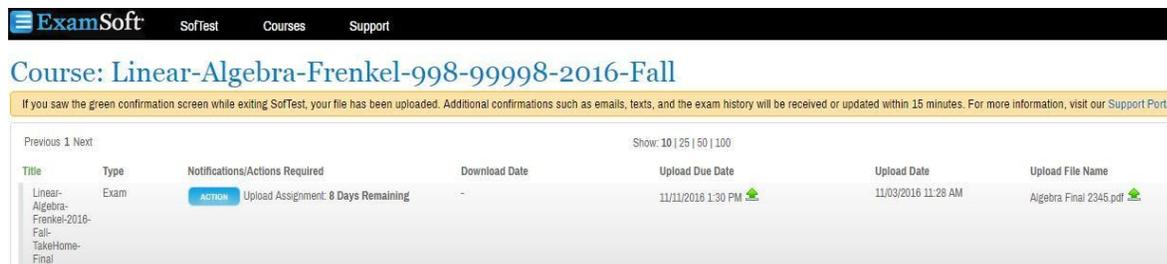
Upload Exam/Assignment



6. Click the Upload button. You'll see something like this, confirming your successful upload. The dialog will vary slightly depending on the exact options your professor specified.



7. Dismiss the dialog by clicking on the X in the top right or the blue Cancel button at the bottom. (The Cancel button cancels this dialog, it does not cancel the upload you just did.) Now you will see a screen like this:



If the upload date and upload file name are not blank, then your file uploaded successfully. In this case, the file was called *Algebra Final 2345.pdf* and was uploaded at *11/03/2016 11:28 AM*.

Multiple Uploads

If a green upward-pointing arrow still appears, then this take-home has been configured to allow you to upload multiple versions. If you see a mistake in your final answer, you may correct and upload your revised version, BUT, BE CAREFUL. Your revised version will entirely replace the previous version. YOUR INSTRUCTOR WILL SEE ONLY THE LAST ONE YOU UPLOADED AND THE TIME IT WAS UPLOADED. DON'T RISK MAKING YOUR EXAM LATE TO CORRECT A MISPLACED APOSTROPHE!!!

Problems

If you have any problems, please contact Law Technology Help on the ground floor of Bannan or contact Nicole Maxwell here nmaxwell@scu.edu or here (408) 590-5683.

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