

ExamSoft Take-Home Assignments and Exams – Downloading the Exam

This note describes how to download or check-out a take-home exam or assignment from the ExamSoft website. You'll receive an email when the assignment is available for you to download. The email will let you know the deadline by which you must upload your answer. The deadlines can also be found by logging on to your account on ExamSoft.

1. Login at www.examssoft.com/sculaw or <https://ei.examssoft.com/GKWeb/login/sculaw> as an **Exam Taker** (not an administrator) using your exam credentials.

ExamSoft

Santa Clara University School of Law

Exam Takers

11-Digit Student ID: Password:

Remember Me

[Lost 11-Digit Student ID or Password?](#)

Administrators / Faculty

Email: Password:


Remember Me

Minimum System Requirements:

PC Users

Mac Users

Exam Taker Information

SofTest can be used on virt
 **icon above (Minimum Sy**

Notice to Students:

**You cannot disable... with the exam...

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

1 Check Your Minimum System Requirements

PC Users

Mac Users

2 Install & Register Exemplify

1. Click "Download"
2. Click "Run" when promoted to Run or Save the file

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

Courses

Manual Exam Upload

| Status | Course | Notifications |
|--------|---|----------------------------|
| Active | Quantum-Computing-Weiss-8888--2016-Fall | Uploads/Downloads Required |
| N/A | No Course | Uploads/Downloads Required |

First Previous 1 Next Last Show: 10 | 25 | 50 | 100

First Previous 1 Next Last 2 Results

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:

Course: Quantum-Computing-Weiss-8888--2016-Fall

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...

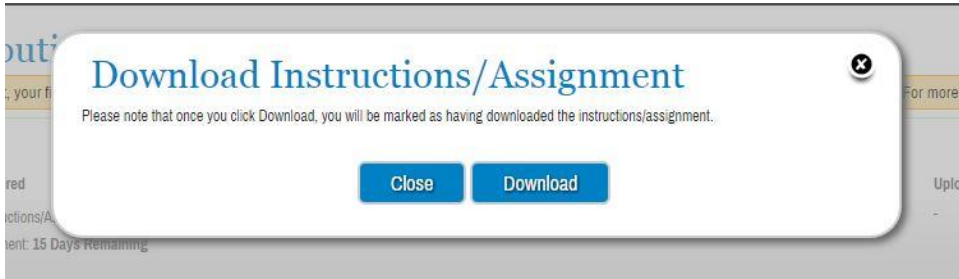
| Title | Type | Notifications/Actions Required | Download Date | Upload Due Date |
|--|------|--|---------------|---------------------|
| Quantum-Computing-8888-2016-Fall-TakeHomeFinal | Exam | ACTION Download Instructions/Assignment ACTION Upload Assignment: 15 Days Remaining | - | 12/16/2016 11:55 PM |

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

The Notifications/Actions Required column shows that two actions are required – the blue action buttons. First, you must download the take-home exam or assignment. Second, you must upload

your assignment or take-home exam and that 15 days remain before the deadline. The Upload Due Date shows when the file is due; in this example, it is due on 12/16/2016 at 11:55 PM.

4. Click on the blue Action button that is labelled Download Instructions/Assignment to download your exam or assignment. You'll see this dialog:



5. Click Download and save the file somewhere that you can find it later. It is your responsibility to maintain an orderly computer: A folder for law school, a folder for each term, a folder for each class, etc.

6. Dismiss the dialog by clicking the Close button or the x in the top right corner of the dialog.

7. Do the exam or assignment, then within the time limit and before the deadline, log back in to ExamSoft and upload your answer. Detailed instructions for doing that are on the sheet "*Take Home Exam – upload instructions.docx*."

8. If you encounter any problems, bring your computer to the Law Technology Help Desk in suite 111 of the law school.

Good luck!

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