How to Take an In-Person (paperless)

Exam in Examplify

1. Sign in to examsoft.com/ubaltlaw by clicking the "Login" prompt. *Do not select "Login using your Examsoft ID."

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| University of l | Baltimore School o |
| Exam Takers | Login us Examsoft Id |
| Administrators / Faculty | Login using your Examsoft Id |

- 2. Ensure that your device meets the Minimum System Requirements.
- 3. Install & Register Examplify.

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| Getti | ng Started with Examplify |
| | Check Your Minimum System Requirements |
| | PC Users 🛬 |
| | Mac Users 🚬 |
| 2 | Install & Register Examplify 1. Click "Download" 2. Click 'Run' when prompted to Run or Save the file 3. If your browser does not prompt you to 'Run' or 'Open' the file, Click Say, and run the file from the location you saved it to. *Note: Please make sure you have an active Internet connection when you run the file. Help? Download |
| | Examplify Registration Instructions |

- 4. Follow prompts, allowing Examplify to be downloaded.
- 5. Once Examplify has been downloaded, locate it on your desktop or in your search menu. Click on Examplify.



- 6. Examplify will load.
- 7. You may be prompted to enter the Institution. If so, type in "ubalt" (at which time the University of Baltimore School of Law will come up. You will need to be connected to the internet, at this point.

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- 8. Click "Next."
- 9. You may be directed to the UBalt Single Sign-On ("SSO"). Please use the credentials that you use to login to the MyUBalt portal and Canvas.

10.You will be directed to a page with a list of exams on the left side of the screen. If you do not see an accurate list, please select "refresh list" at the bottom of the screen. If you still do not see an accurate list of exams, you can go to "Home Menu, ""Settings," and "Clear Registration." After clearing registration, you will need to reopen Examplify and repeat the login process.

11.Under "Ready for Download," select exam to download. Click on

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12. You will see your exam downloading.

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13.Once you have downloaded your exam, you will see it listed under "Downloaded Exams." Select the exam you are scheduled to take.

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14. Enter password for exam (given to you by the proctor)

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15.Scroll through Exam Notices.

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16. STOP at the stop sign screen and wait for further instruction from your proctor.



17.Once instructed, click "Continue."

18.Once instructed, put check mark in box to begin your exam. Begin Exam. This will start your time.



19.To view the exam (pdf), select "Exam Controls" near the top right corner of the Examplify screen. Then, select "Exam Attachments."



Useful Features

Examplify: Highlight Text During an Assessment - ExamSoft

Examplify: Enter Notes and Feedback During an Assessment

Examplify: Use the Basic Calculator During an Assessment

Submitting Your Exam in Examplify

The software will submit your exam once time is up.

If you finish the exam before the time is up, you may submit your exam. You may do this by selecting "Submit" at the bottom of the screen. Or, by selecting Exam Controls near the top right corner of the screen, and then select Submit Exam.

After you submit your exam:

Follow the on-screen instructions. You'll be prompted to confirm the exam upload. Progress messages will appear. Wait for the green confirmation screen, which confirms that your exam has been uploaded successfully.

| | Congratulations! Your exam has been successfully uploaded. 100% Leave Feedback |
|-------|--|
| Close | Leave Feedback Close |

Make sure to show the green screen to your proctor before leaving the room.