## How to Take a Take Home Exam in Examsoft

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

<b>∜</b> ExamSoft <sup>™</sup>	
University of Bal	timore School o
Exam Takers	Login us Examsoft Id
Administrators / Faculty	
Login	Login using your Examsoft Id

2. After signing in, click on the "Courses" tab at the top of the screen.

<b>∜</b> Exa	mSoft Examplify Courses Support	
Getti	ng Started with Examplify	
	Check Your Minimum System Requirements	
	PC Users 🛬	
	Mac Users 🛬	
2	Install & Register Examplify 1. Click "Download"	
	<ol> <li>Click 'Run' when prompted to Run or Save the file</li> <li>If your browser does not prompt you to 'Run' or 'Open' the file, Click Save and run the file from the location you saved it to.</li> <li><b>"Note:</b> Please make sure you have an active Internet connection when you run the file.</li> </ol>	
	Help? Download	
	Examplify Registration Instructions 🛬	

- 3. Select the course for the exam you are taking.
- 4. Click on Action button next to Download Required for the exam you are taking.



## 5. Select Download. This will start the time for your exam.

onfirmations su Download	Download Instructions/Assignment Please note that once you click Download, you will be marked as having downloaded to instructions/assignment.		Upload File Name
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IMPORTANT!!! Clicking on Download will start the timing of your exam. Once you click on the "Download" button in this dialog box YOU WILL BE TIMESTAMPED!!!!

6. Download exam.



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. 7. Once downloaded click on "Close" in the Download Assignment dialog box. You will also notice that the "Download" button is now grayed out.

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Please note that once you clic	sk Download, you will be marked as havi	ng downlyaded the instructions/assignment.	
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- Type your answers using Microsoft Word.
- Please include your anonymous exam number, course name and professor name at the top right corner of your document.
- Do not use any other identifying information (i.e. student ID, name) on the document or when saving the document.
- 8. NOTE: You can see what time you downloaded the exam and how much time you have left, by going back to the Courses page .

Notifications	Actions Required	Download Date	Upload Due Date
ACTION	Download Instructions/Assignment		06/28/2024 3:52 PM 全
ACTION	Upload Assignment: 23 Hours Remaining		

9. Once you have finished your exam, you will need to upload your answers.

Save your answer file with the following naming convention: (anonymous ID number, course name and professor name) Do not use student name or student ID number.

Go to the Next Page for instructions on how to upload your answers.

## How to Upload Your Answers

## PLEASE NOTE THAT YOU CAN ONLY UPLOAD ONCE

- 1. You must be signed in to examsoft.com/ubaltlaw. MAC users should use Google Crome as their browser. Window users should use Firefox.
- 2. Proceed to the Courses page, where you downloaded the exam.
- 3. Click on Action next to Upload Assignment.

		Show: 10   25   50   100
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ACTION Demioad Instructions/Assignment		06/28/2024 3:52 PM 🛳
Upload Assignment: 28 Hours Remaining		

Browse to find your saved document that you will be uploading as your completed exam. PLEASE NOTE THAT YOU CAN ONLY UPLOAD ONCE. Upload your completed exam.

su	Upload Exam/Assignment	
ad	Cancel Upload	
024		2 PM 🖂

NOTE: You will receive a message that your exam has been uploaded successfully.



If you encounter a problem with uploading your exam, make sure you document is saved, restart your computer and log back into Examsoft to upload your answers.

If you have any questions or problems, do not reach out to your professor. Instead, contact Exam Administration at <u>exams@ubalt.edu</u>.