ExamSoft Take Home Exam Instructions

It is very important that you read the following Instructions before uploading your answer, with specific attention paid to the following:

Use Firefox or Google Chrome browser to ACCESS THE **EXAMSOFT WEBSITE**: **http://examsoft.com/rwu**

IMPORTANT: DO <u>NOT</u> launch EXAM SOFTWARE (EXAMPLIFY) USED FOR IN-CLASS FINAL EXAMS LOCATED ON YOUR DESKTOP. Only internet access is needed.

 Log in through "Exam Takers"
- **Username: jbrown288 (your email WITHOUT domain)**
- **Password: 0000000 (7 digit Student ID #)**

TO DOWNLOAD YOUR TAKE-HOME EXAM:
> **CLICK "COURSES" TAB AT TOP. YOU WILL SEE YOUR COURSE LISTED.**
> **CLICK ON THE "ACTION" BUTTON TO DOWNLOAD THE ASSESSMENT.**
> > **(Timed exams begin when assessment is downloaded.)**
> **YOU MAY SAVE TO YOUR DESKTOP OR PRINT FOR EASY REFERENCE, THEN LOG OUT OF EXAMSOFT.**

Answer document should be saved on your computer using Word or pdf., preferably pdf.
Do not use any symbols, such as # when naming your document.
> For instance, save as **Anon. Number 1005** or **Anon. No. 1005.**
While answering, save frequently as a precaution.

THIS EXAM IS BEING GRADED ANONYMOUSLY – DO NOT PUT YOUR NAME ON THE EXAM, BUT PLEASE REMEMBER TO PUT YOUR ASSIGNED Fall 19 ANON. NUMBER in the header of your document and it is always a good idea to number your pages. DO NOT SEND EXAM ANSWER TO PROFESSOR.

TO UPLOAD YOUR ANSWER:
> **Follow previous instructions to access Courses**
> **AGAIN, CLICK ON THE "ACTION" BUTTON TO UPLOAD THE ASSIGNMENT.**
> **UPLOAD BOX WILL APPEAR…..USING THE BROWSER, FIND AND CLICK ON YOUR EXAM DOCUMENT TO POPULATE.**
> **CLICK "UPLOAD."**

You will get almost an instant notice that the exam has been uploaded.
You will **NOT** receive an email message that your document has been uploaded.
 If you have any questions or issues, CONTACT studentfinancerecords@rwu.edu OR CALL 401-254-4682 during office hours (8:30am – 4:30pm, Mon-Fri).

PLEASE DO NOT CONTACT YOUR PROFESSOR WITH TECHNICAL ISSUES.