

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://examssoft.com/rwu>

IMPORTANT: DO NOT 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 SUMMER 18 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 401-254-4656 during office hours (8:30am – 4:30pm, Mon-Fri).

PLEASE DO NOT CONTACT YOUR PROFESSOR WITH TECHNICAL ISSUES.