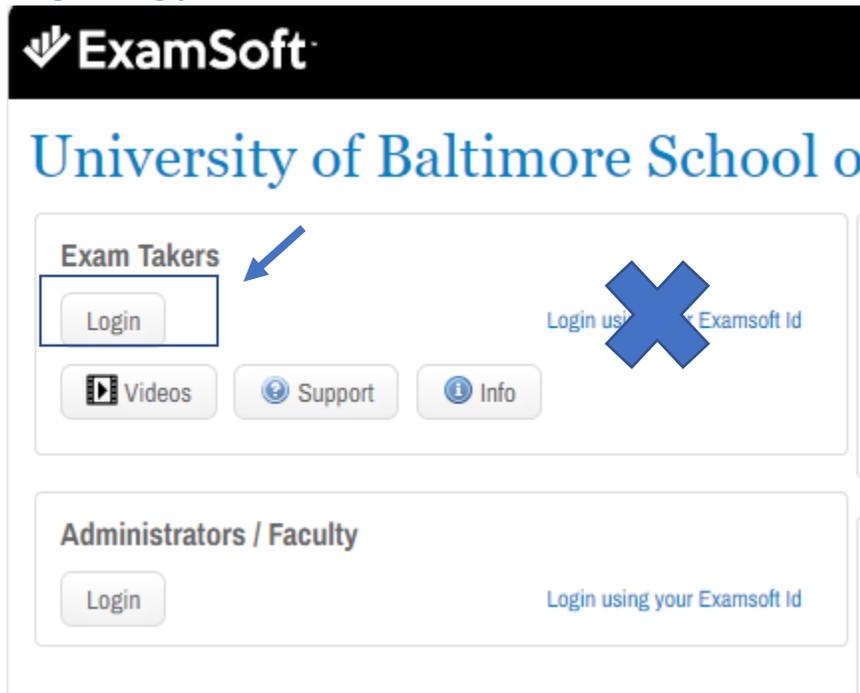
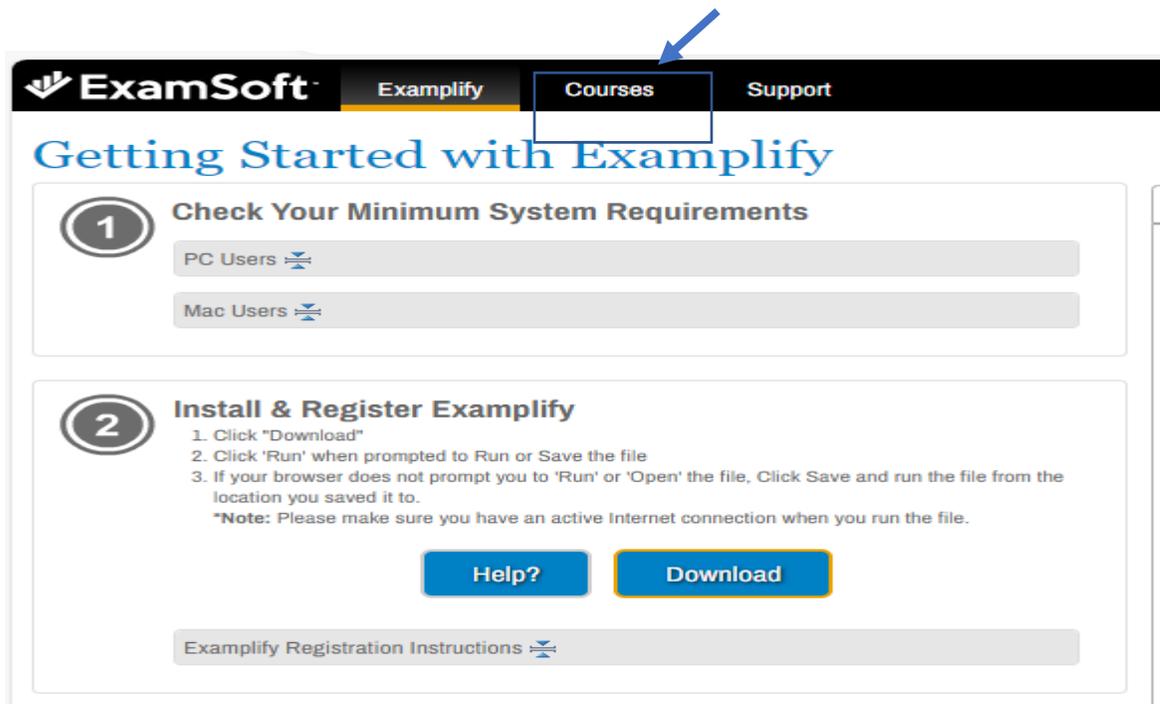


How to Take a Take Home Exam in Examsoft

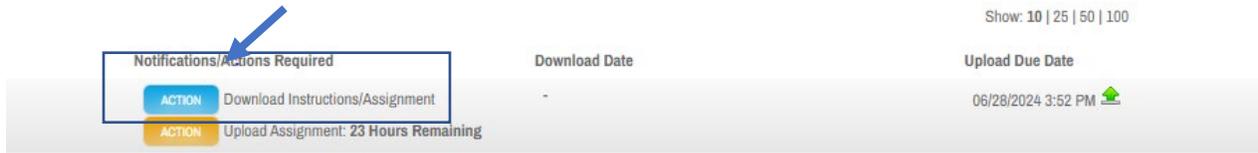
1. Sign in to examssoft.com/ubaltlaw by clicking the “Login” prompt. *Do not select “Login using your Examsoft ID.”



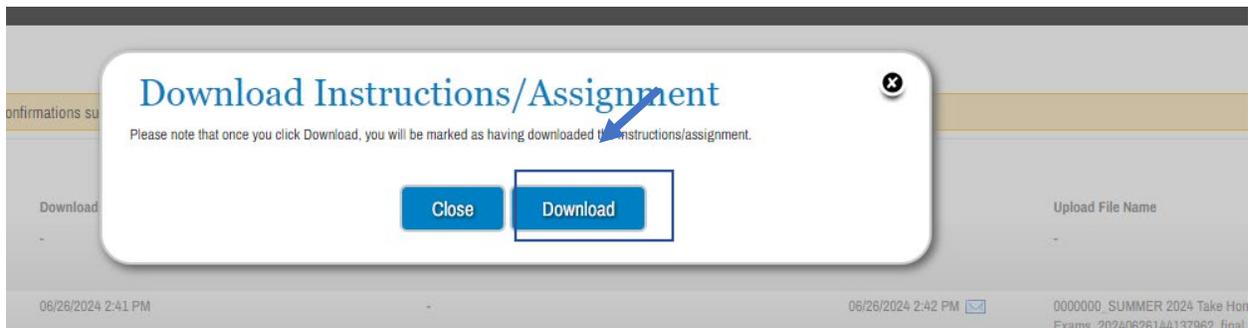
2. After signing in, click on the “Courses” tab at the top of the screen.



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.

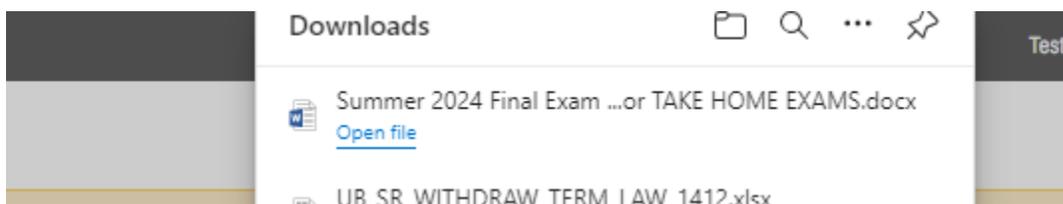


5. Select Download. This will start the time for your exam.



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.



- 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 .



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.

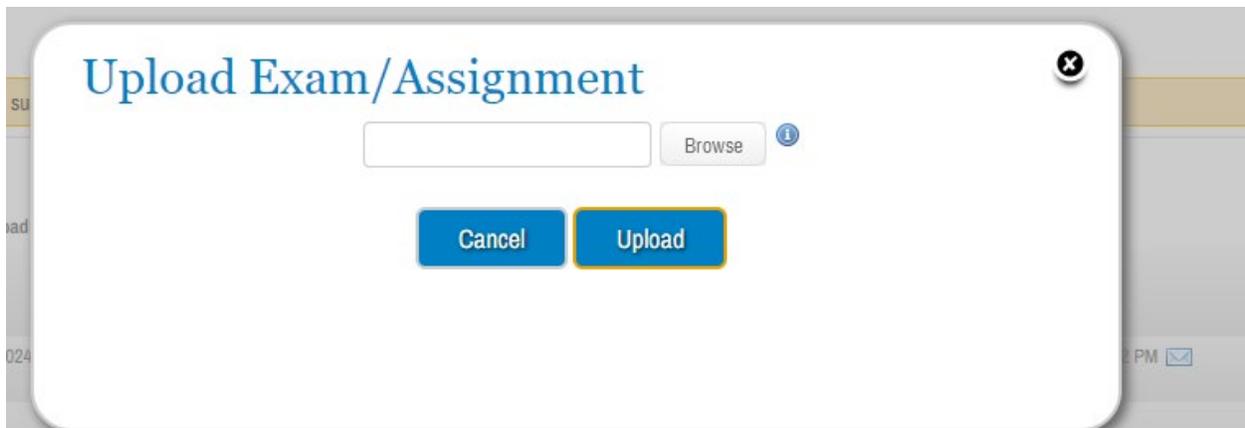
How to Upload Your Answers

PLEASE NOTE THAT YOU CAN ONLY UPLOAD ONCE

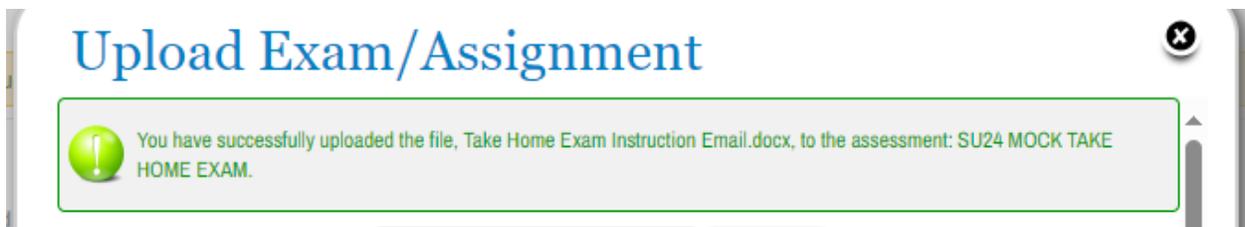
1. You must be signed in to examssoft.com/ubaltlaw. MAC users should use Google Chrome as their browser. Window users should use Firefox.
2. Proceed to the Courses page, where you downloaded the exam.
3. Click on Action next to Upload Assignment.



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.



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



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

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