# ExamSoft Take-Home Assignments and Exams – Downloading the Exam

This note describes how to download or check-out a take-home exam or assignment from the ExamSoft website. You'll receive an email when the assignment is available for you to download. The email will let you know the deadline by which you must upload your answer. The deadlines can also be found by logging on to your account on ExamSoft.
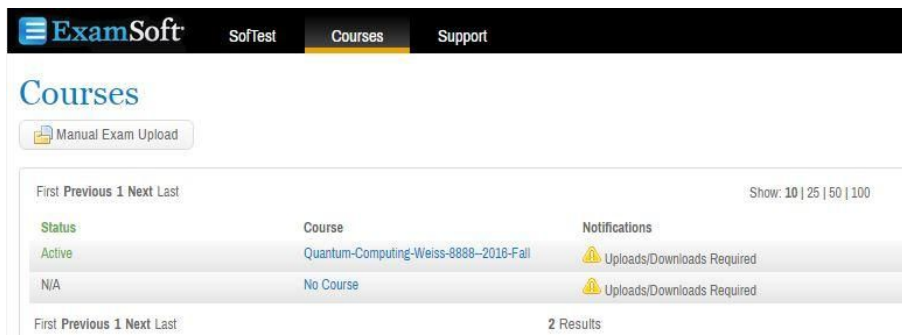
1. Login at www.examsoft.com/sculaw as an **Exam Taker** (not an administrator) using your exam credentials.
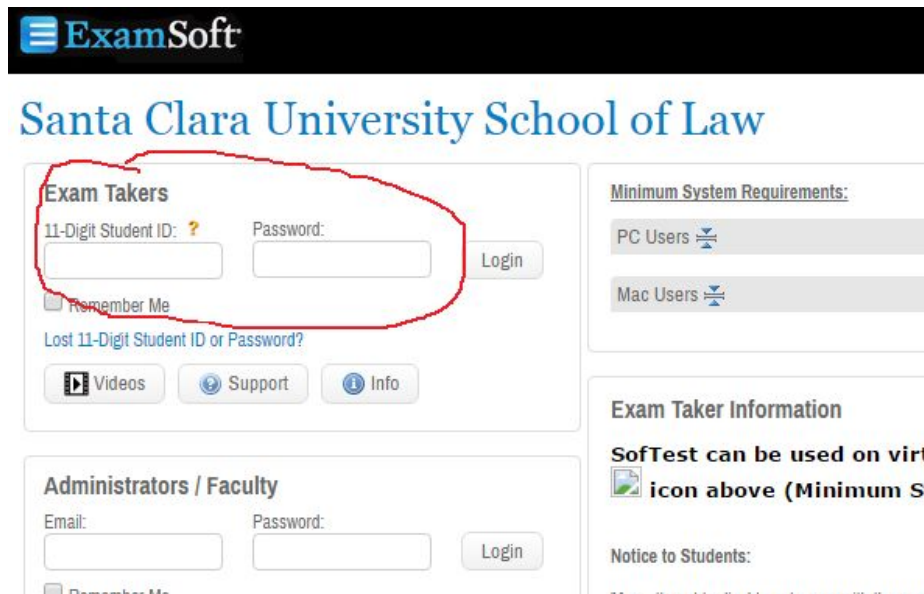
2. Click the **Courses** tab on the black bar at the top of the page.

3. You'll see a list of your classes.

An active class will have a green Active label, and the Notifications column will show whether uploads are required. The blue course name is a link to the class. Click on the link of the class for which you have a take-home final or assignment.

You'll see something like this:

The Notifications/Actions Required column shows that two actions are required – the blue action buttons. First, you must download the take-home exam or assignment. Second, you must upload your assignment or take-home exam and that 15 days remain before the deadline. The Upload Due Date shows when the file is due; in this example, it is due on 12/16/2016 at 11:55 PM.

4. Click on the blue Action button that is labelled Download Instructions/Assignment to download your exam or assignment. You'll see this dialog:

5. Click Download and save the file somewhere that you can find it later. It is your responsibility to maintain an orderly computer: A folder for law school, a folder for each term, a folder for each

class, etc.

6. Dismiss the dialog by clicking the Close button or the x in the top right corner of the dialog.

7. Do the exam or assignment, then within the time limit and before the deadline, log back in to ExamSoft and upload your answer. Detailed instructions for doing that are on the sheet *"Take Home Exam – upload instructions.docx."*

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