The following instructions will guide you through the process of using Examsoft to complete take home exams.

**Step 1:** Navigate to [www.examsoft.com/templelaw](http://www.examsoft.com/templelaw)

**Step 2:** Log in using your User ID and password. This is the same username and password you used for exams in the fall.

**Step 3:** Click on the box that reads, “Assignment Dropbox”

**Step 4:** Locate the exam you are scheduled to take, and click the downward facing arrow to download the exam file. This file contains your exam questions.
Step 5: Click on the “Download Assignment” button, and confirm that you have successfully downloaded your exam. Open the file to ensure that it has downloaded correctly. In most cases, your downloaded file should be in your “downloads” folder. Please note that your available time to complete the exam starts when you download your exam file.

Step 6: After downloading your file, return to your Internet browser. Click the done button and then click “OK” at the prompt.

Step 7: Complete your take home essay using Microsoft Word or another word processing program. When you have completed the exam, save the file as a PDF file. Please name your answer file using the same name of the file you downloaded in step 5 with “_answer” added.
**Step 8:** When you have finished with your exam, and are ready to upload, repeat steps 1-3 and click on the upward facing arrow next to your take home exam.

**Step 9:** Click the “Browse” button in the prompt box to select your answer file. Ensure that your answer file is a PDF file with the same name of the exam file you downloaded.

**Step 10:** After you have confirmed the above information, click the “Upload” button in the prompt box.

**Step 11:** Congratulations! You have successfully uploaded your exam. You can confirm the time of your upload by checking the upload column of your assignment dropbox history.