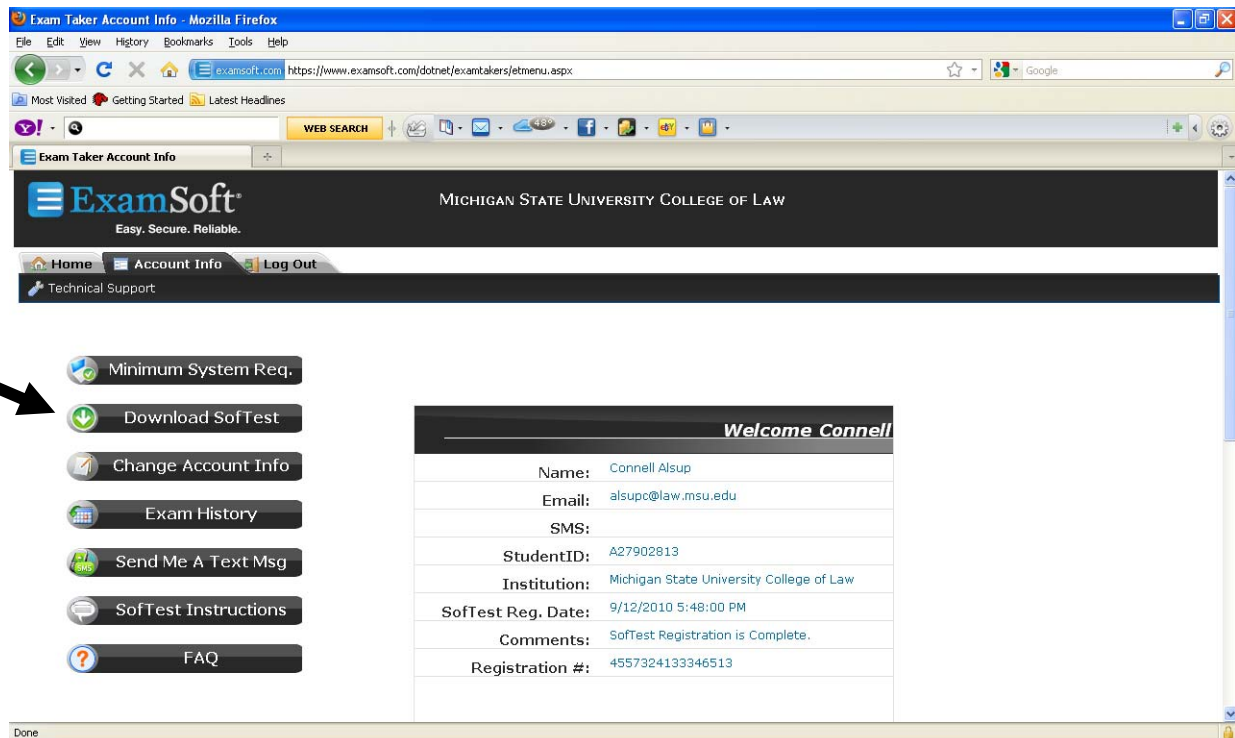
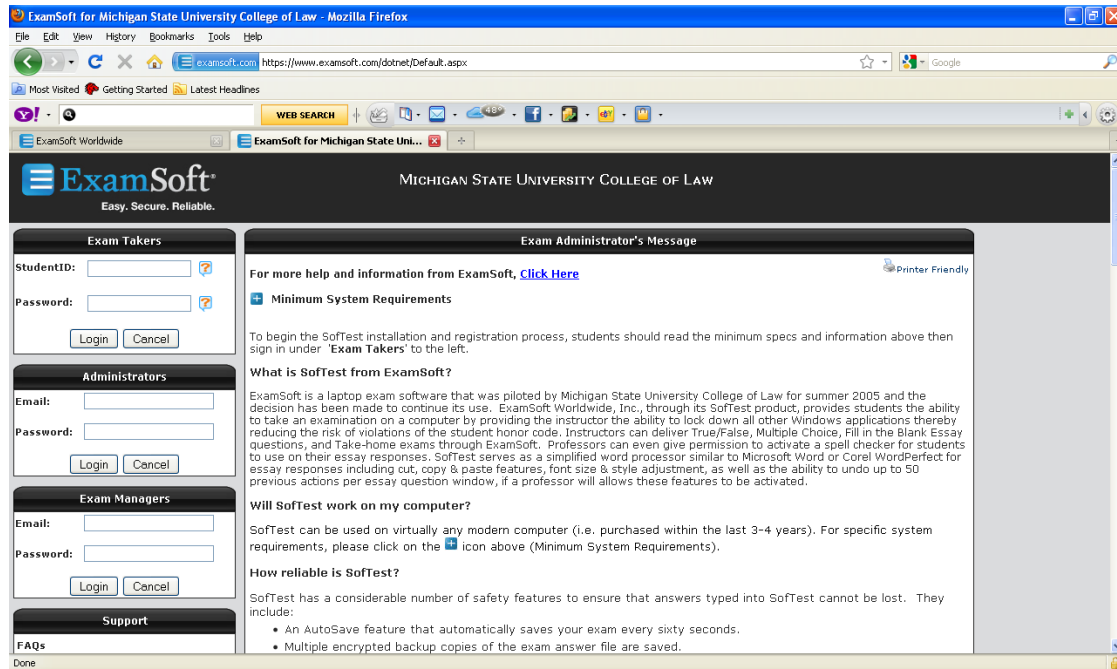




MICHIGAN STATE  
UNIVERSITY  
COLLEGE OF LAW

# **Student In-Class Exam Instructions for Mac Users**

Students who experience technical difficulties with SofTest should contact ExamSoft technical support at 1-866-429-8889 or refer to the frequently asked questions by going to [www.examsoft.com/msulaw](http://www.examsoft.com/msulaw) and clicking "Support" as shown below. Limited assistance is provided by MSU Law's Technology Services Department in room 208 at 517-432-9292 or [helpdesk@law.msu.edu](mailto:helpdesk@law.msu.edu).



## Section 1: Downloading the Exam File

- Step 1** – An exam file should be downloaded prior to the day of the exam. If you have already downloaded the exam file, proceed to Section 2 on Page 7. Otherwise, proceed to Step 2.
- Step 2** - Launch SofTest by clicking the SofTest shortcut icon on your Desktop as shown in Figure 1 below. (If you have not installed SofTest, go to [www.examsoft.com/msulaw](http://www.examsoft.com/msulaw) and click "Exam Taker". You will be asked to provide your Login ID (PID Number including "A") and password (MSU Net ID).



Figure 1

- Step 3** – When SofTest Launcher displays, select 'Download Exam Files' as shown in Figure 3 below.



Figure 2

**Step 4 –** When SofTest Launcher displays, enter your Login ID (PID @ with the A) and Password (MSU NetId) and click 'Next' as shown in Figure 3 below.

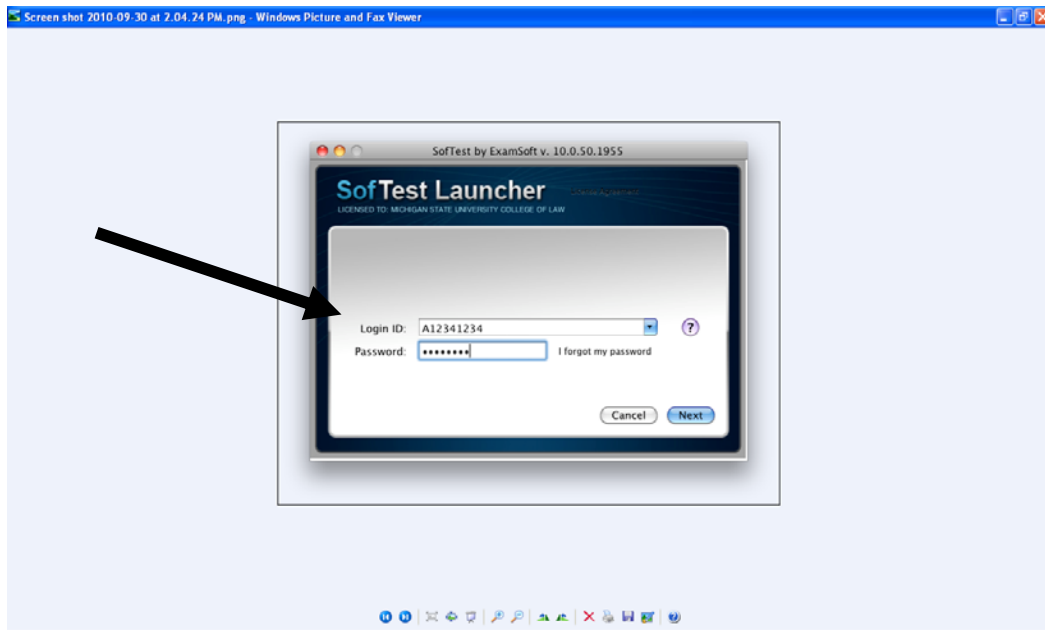


Figure 3

**Step 5 –** Highlight the desired Exam File and click 'Download' as shown in Figure 4 below. (Note: The "Download" button can only be used if you have highlighted an exam file.)

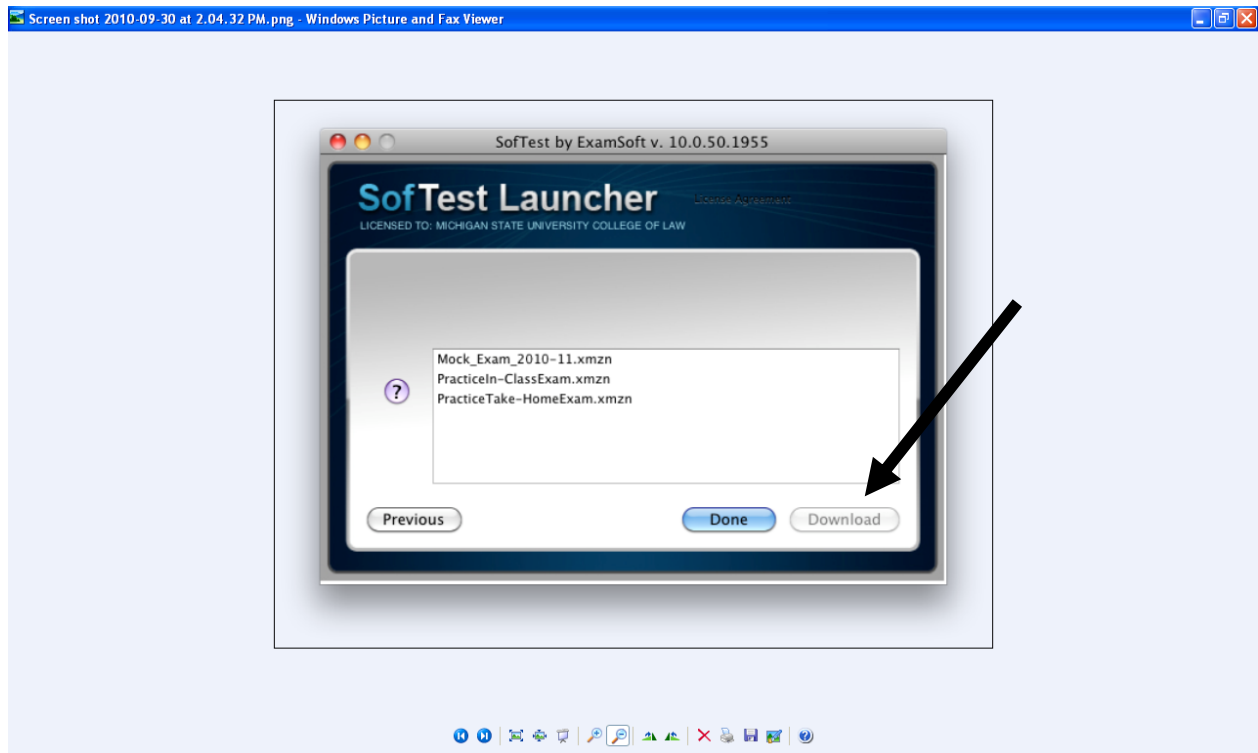
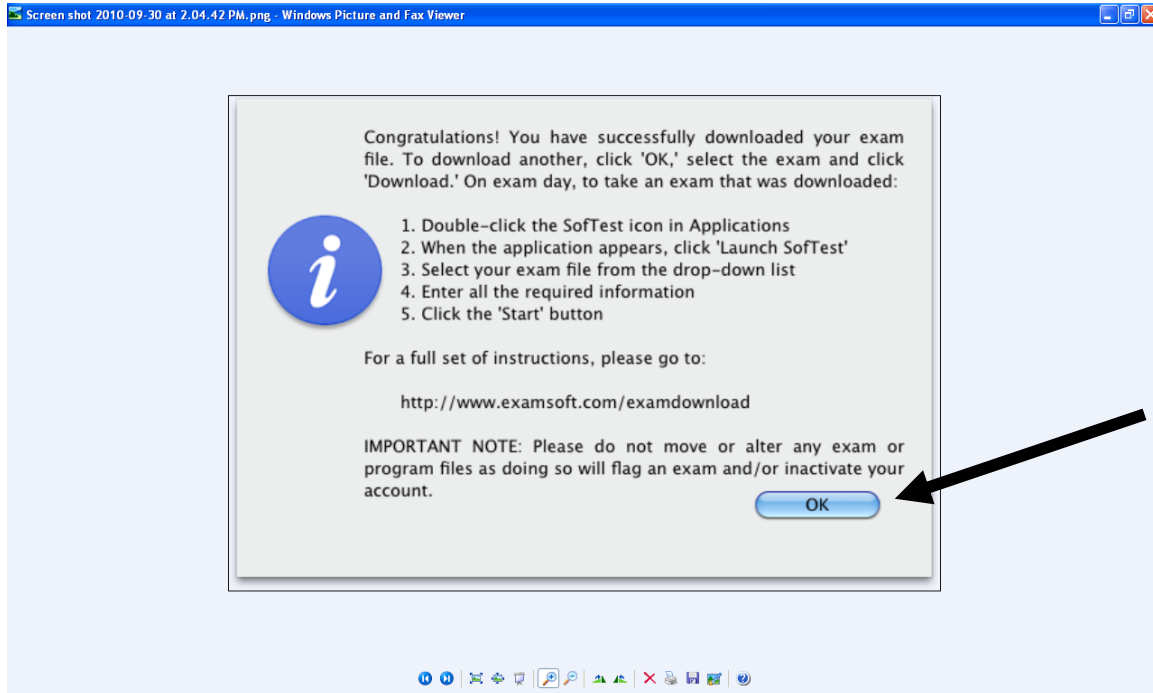


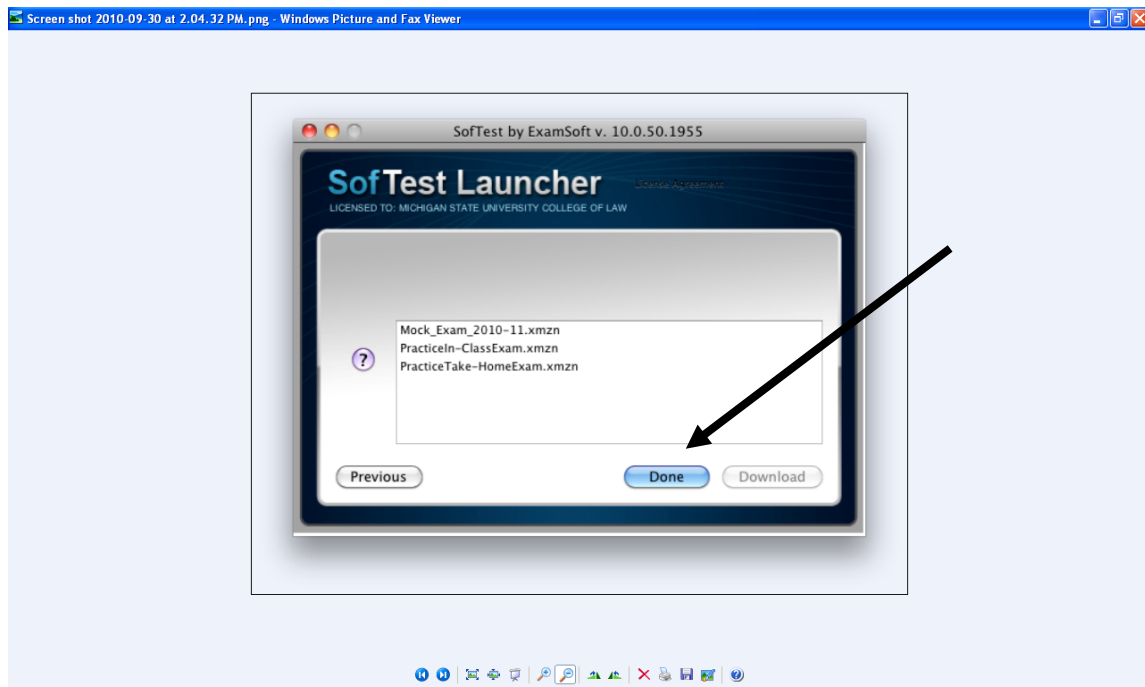
Figure 4

**Step 6 – As a file is being downloaded, the response shown in Figure 5 will appear:**



**Figure 5**

**Step 7 – Click “Done” to exit screen after the desired exam file has been download, as shown in Figure 6.**



**Figure 6**

## Section 2: Opening the Exam File on Exam Day

**Step 1** – Click on the SofTest icon to initiate login.

**Note:** If your exam was successfully downloaded, as noted in Section 1, Internet access is not required to take your exam. However, you will need Internet access to upload the exam after it is completed.



Figure 7

**Step 2** - From SofTest Launcher, select 'Launch SofTest' as shown in Figure 8 below.



Figure 8

Step 3 – SofTest is now open. Use the drop down menu under “Exam File Location”, as shown in Figure 9, and select the appropriate exam, as shown in Figure 10.

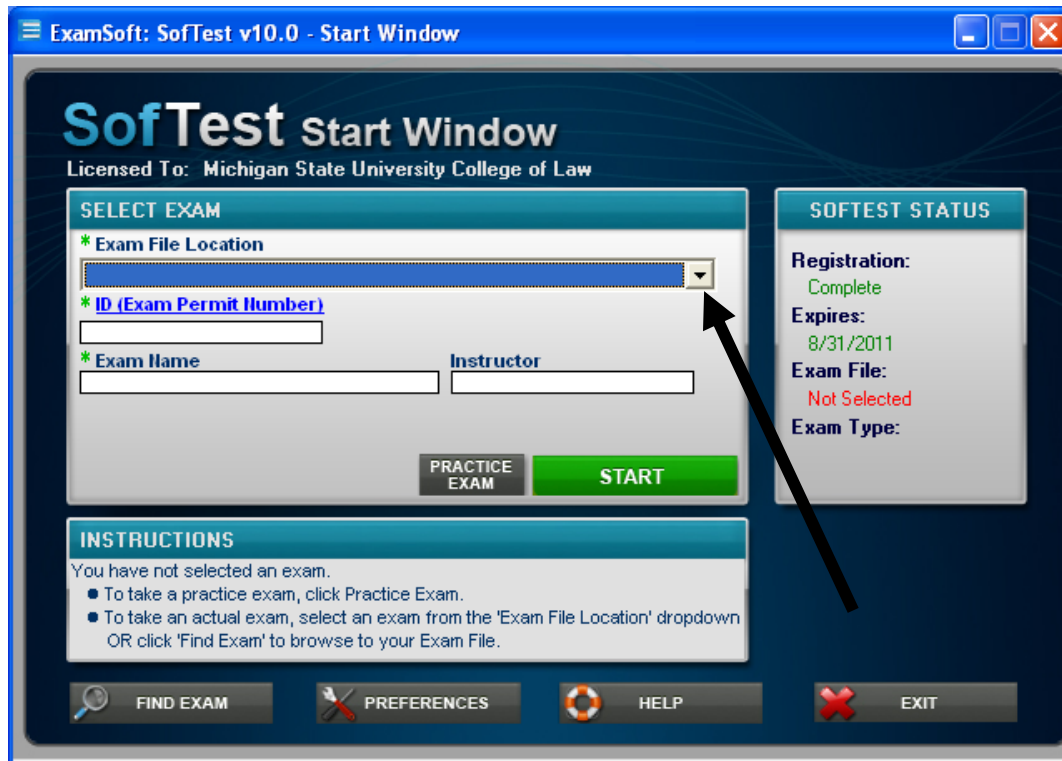


Figure 9

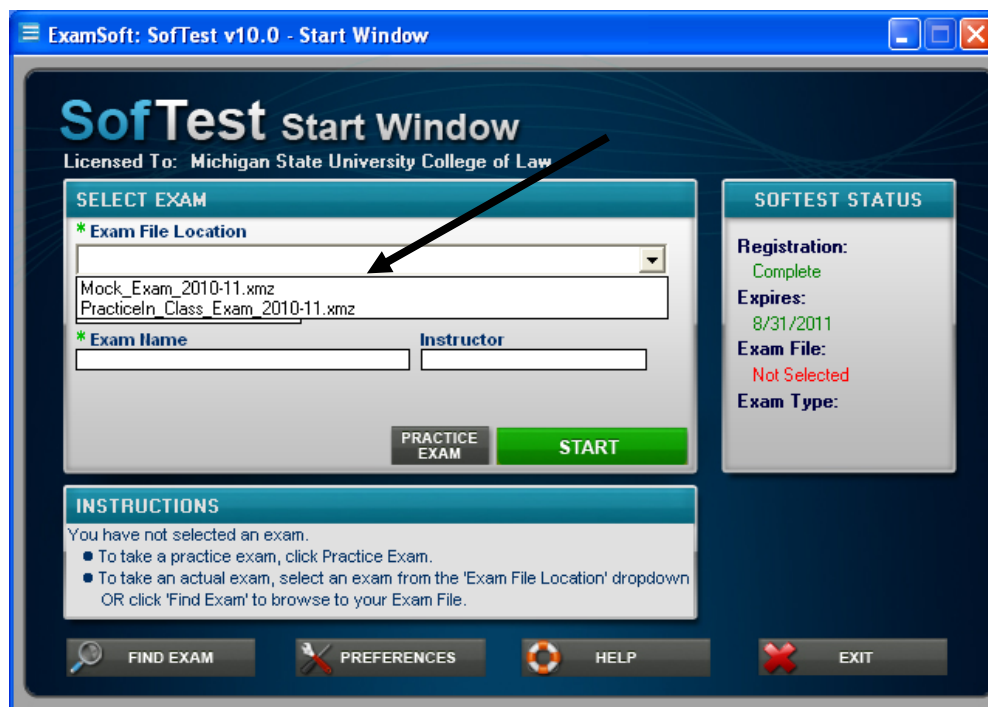


Figure 10

Step 4 – The Exam File is now loaded into SofTest. Your Exam Permit Number, Exam Name, Instructor and Exam File Location text fields are automatically updated once the Exam File has been loaded, as shown in Figure 11. Note: The Proctor will provide the “Exam Password” when it is time to begin the exam. (The password for the Practice In-Class Exam is MSULAW)

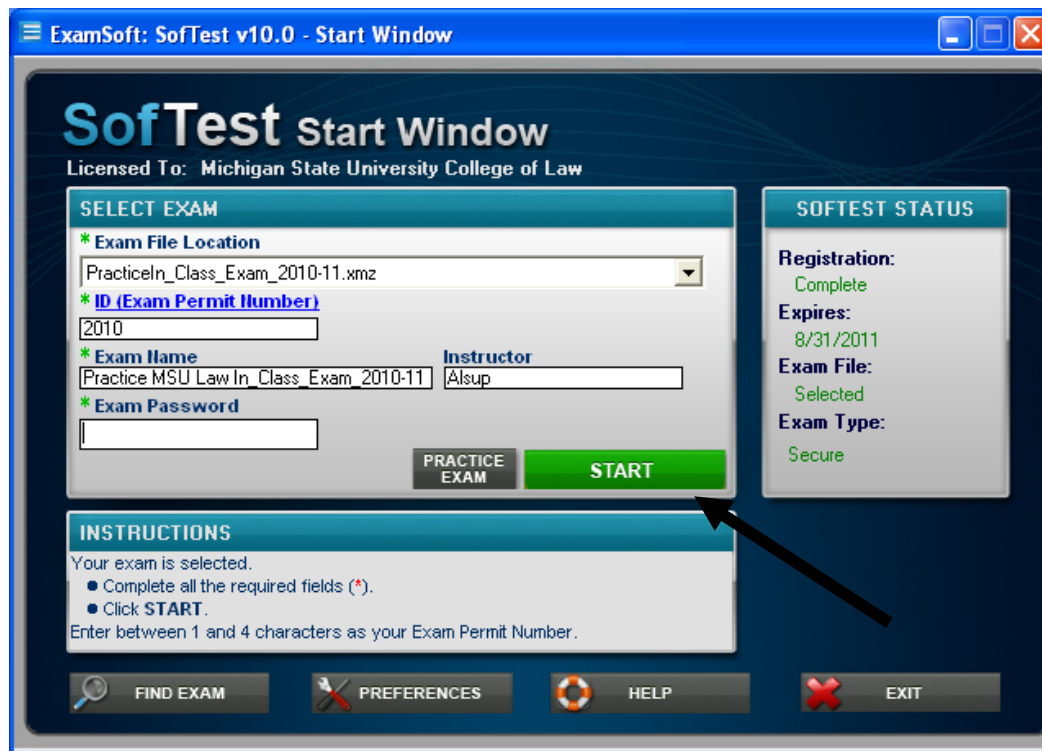


Figure 11

Step 5: - Although your exam permit number automatically appears, it is important to confirm that it matches the permit number on your downloaded printout. If not, you should type your correct exam permit number in the box and report the discrepancy to the Registrar's Office in room 309 IMMEDIATELY AFTER the exam has ended.

Step 6 – When instructed to do so, click “Start”, and the warning displayed in Figure 12 will appear to inform you that all open programs will be closed.



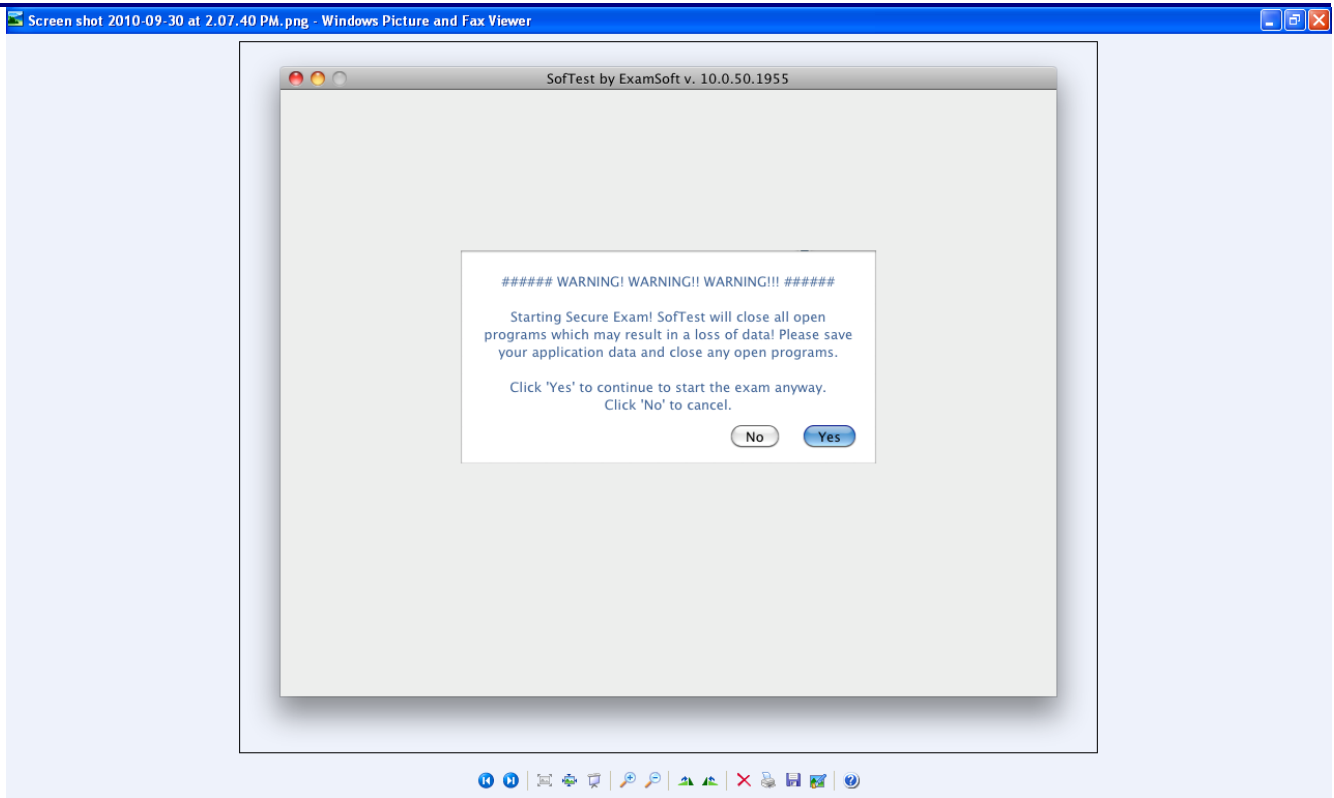


Figure 12

**Do not proceed beyond Figure 13 until  
instructed by the proctor to type  
"Begin"!!!!!!!**

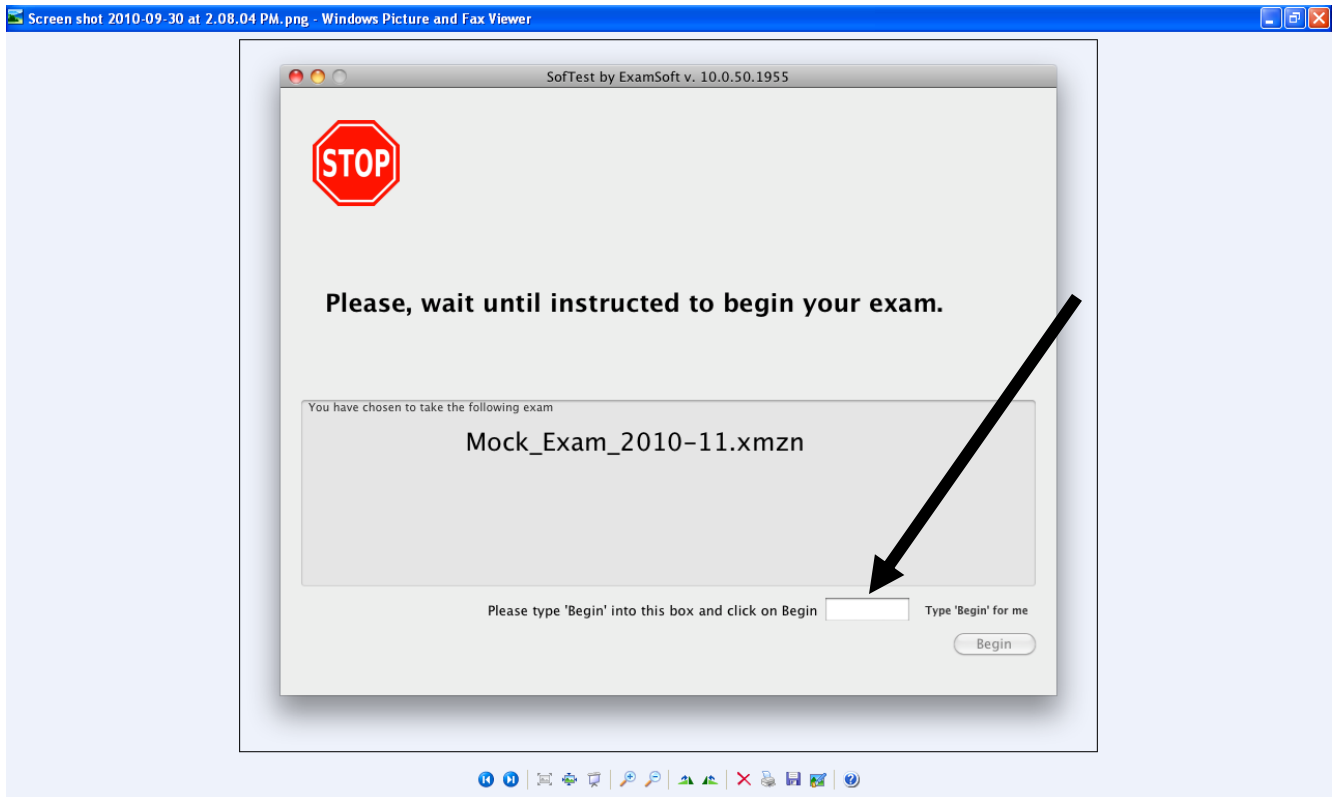


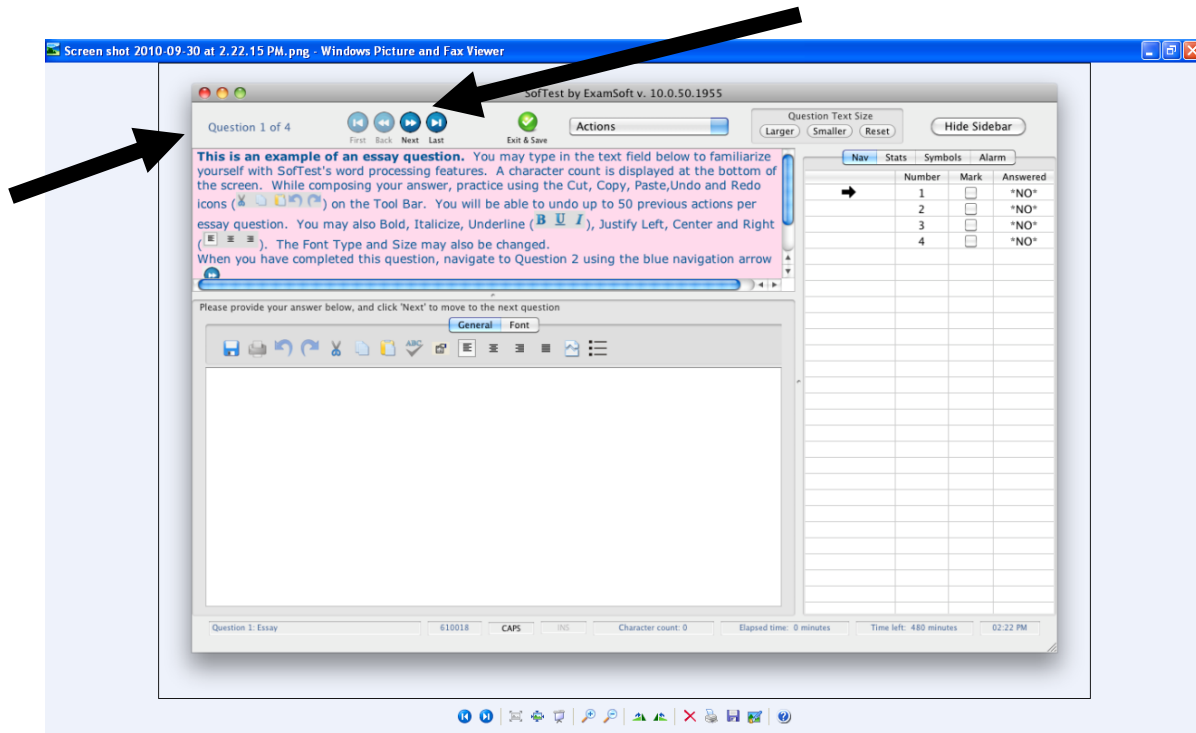
Figure 13

**Step 7 – Students are to IMMEDIATELY switch to a bluebook if they experience any technical difficulty!!!!!!!!!!**

## NOTE

**Your computer will now place you into secure mode and block you from using any other programs or software on your computer.**

**Step 8 – Type the answer to each question in a separate screen. To move back and forth between questions, click the arrows that are located near the top left hand side of the screen, as shown in Figure 14.**



**Figure 14**

**Step 9 - Determining Word/Character Count:** To find the number of words that have been typed in a question, click "Stats" at the Sidebar on the right side of the screen, as shown, as shown in Figure 15.

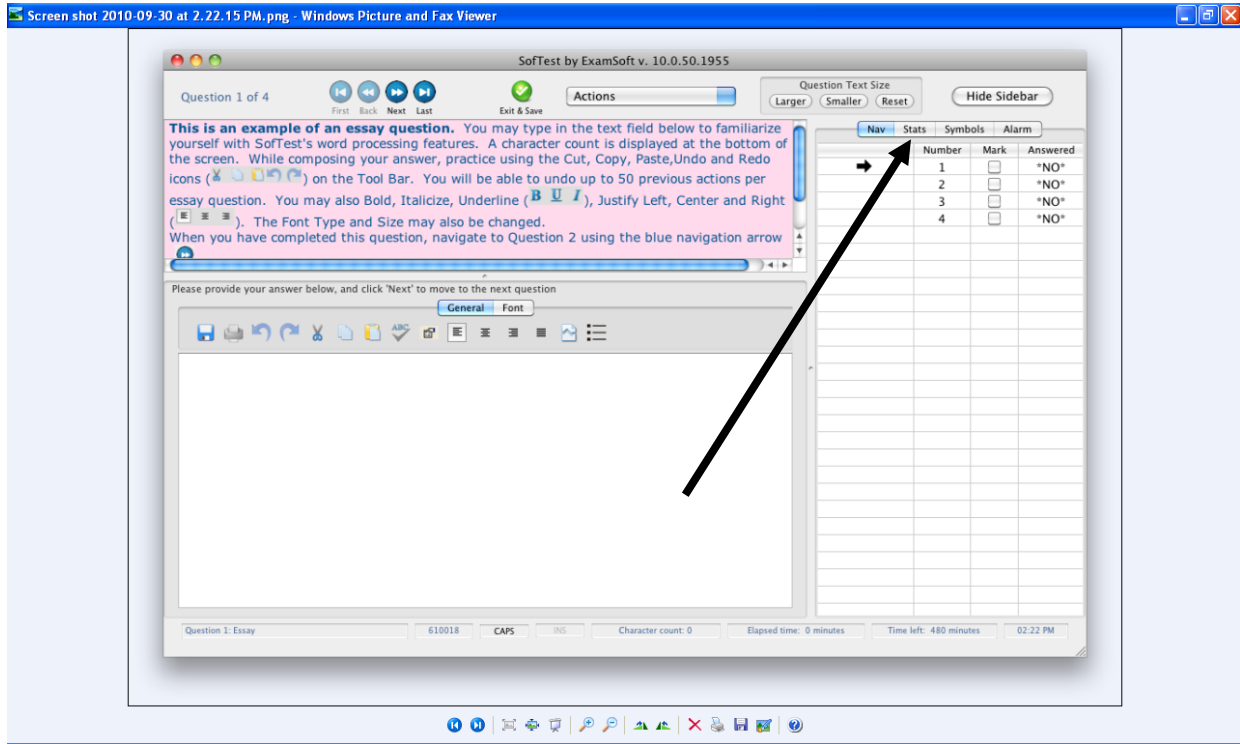


Figure 15

**Step 10 - Figure 16 shows the pop-up screen that displays the number of words contained in an answer.**

**Important Note:** To have a separate word count calculated for each answer, it is important to place each answer in a separate screen

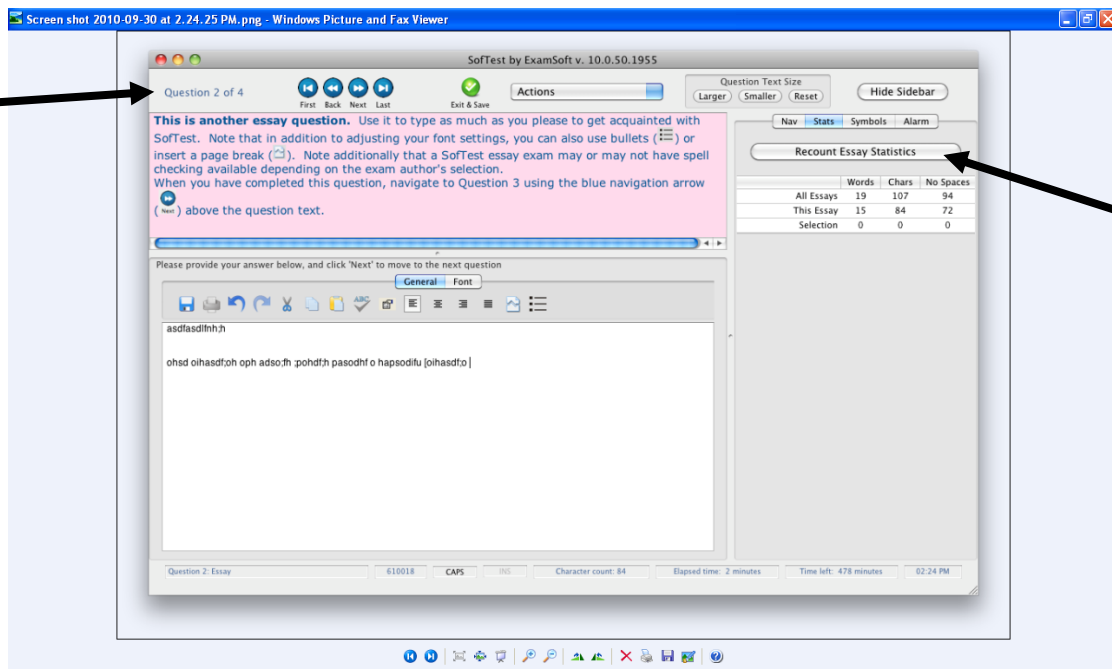


Figure 16

## Section 3: Closing the Exam File/Uploading the Answer File/ Verifying Upload

Step 1 – Exit the exam by clicking the 'Exit & Save', as shown in Figure 17 below.

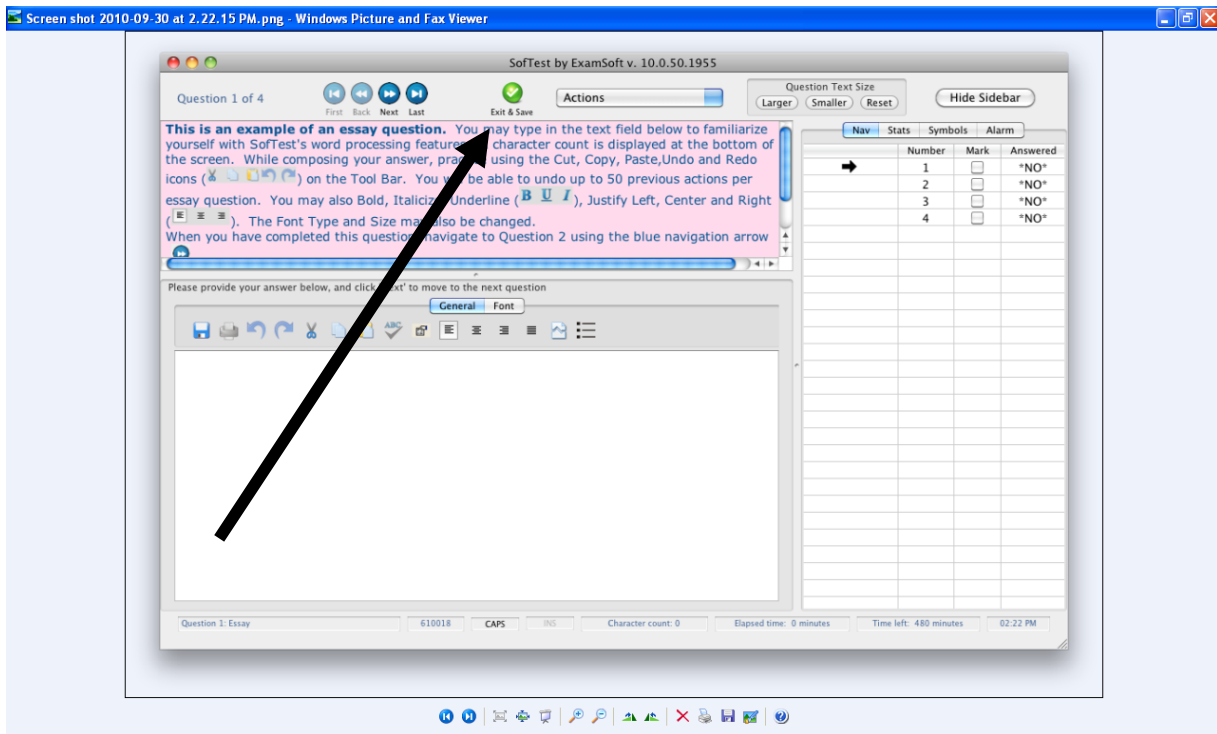


Figure 17

If you exit the exam without answering all questions in the exam, the following notice will appear as a reminder, as noted in Figure 18. Note: The template for classroom exams may have more questions than is needed to complete the exam.

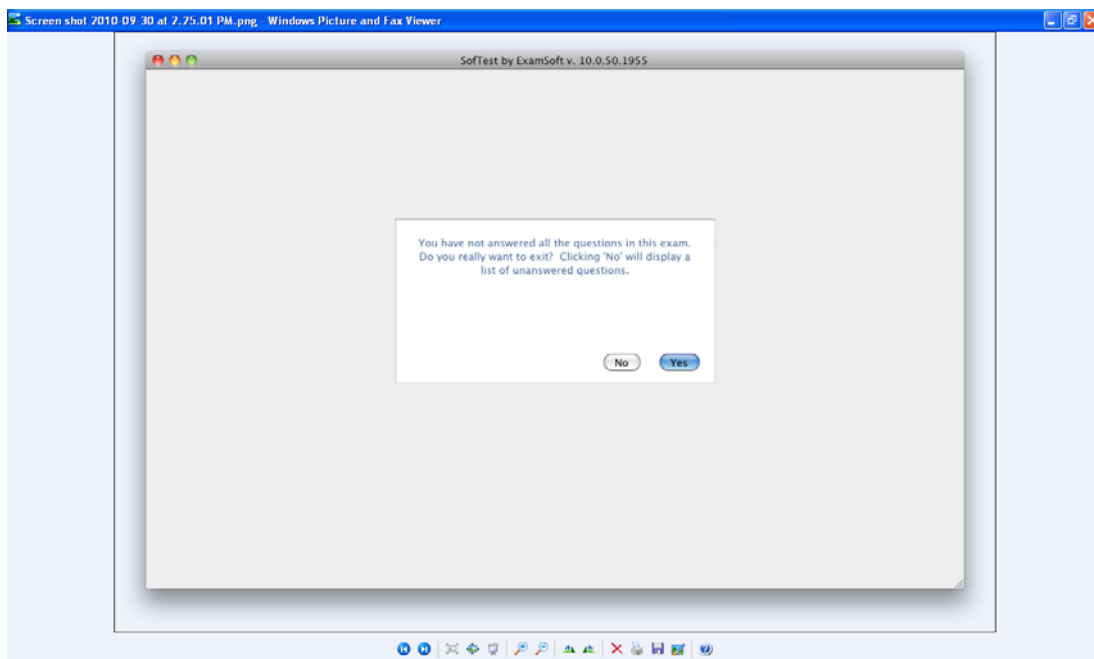


Figure 18

**Step 2 –** At the conclusion of the exam, click “Close Exam” when this box appears. (Note: If you are done before time is called, you have the option of re-entering the exam by clicking on the “Return to SofTest” button.) **CAUTION:** Once “Close Exam” is selected, the Exam File CANNOT be re-opened.

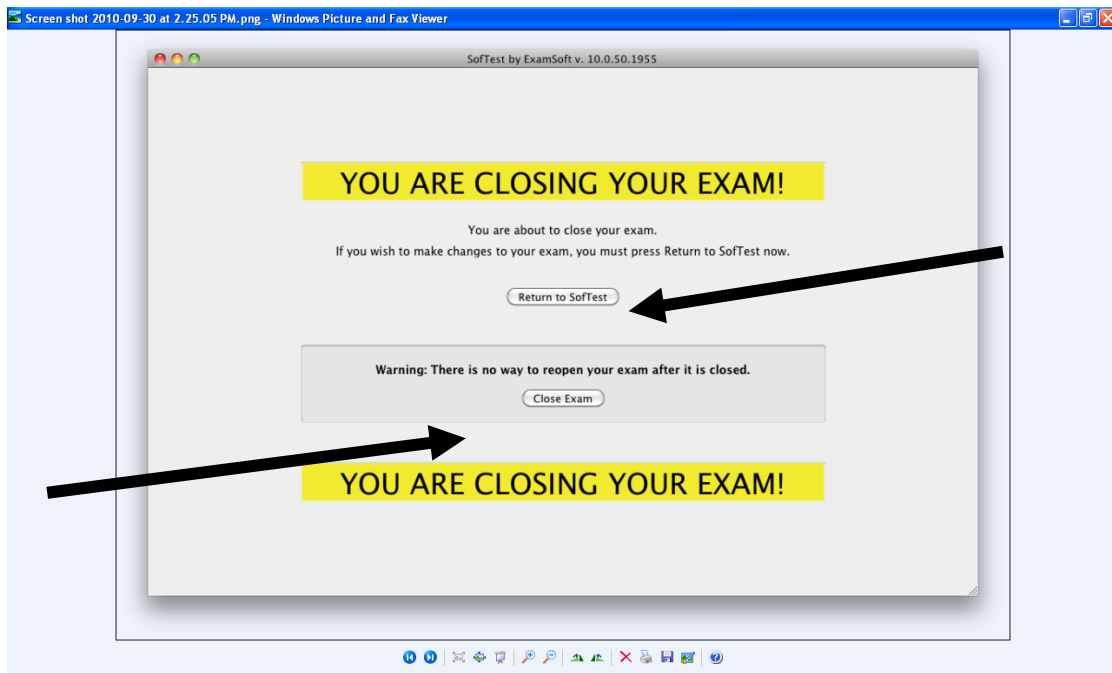


Figure 19

**Step 3 –** When ‘Close Exam’ is selected, the screen shown in Figure 20 below is displayed. Select ‘Exit’ to close SofTest and upload the completed exam (Answer File).

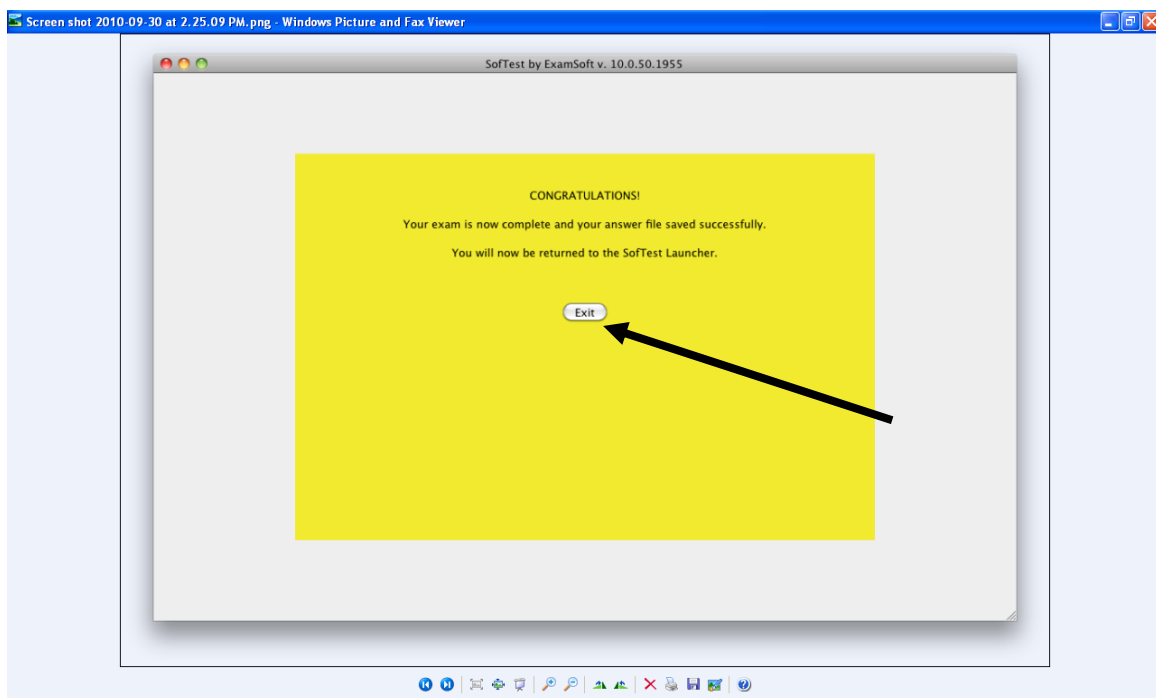
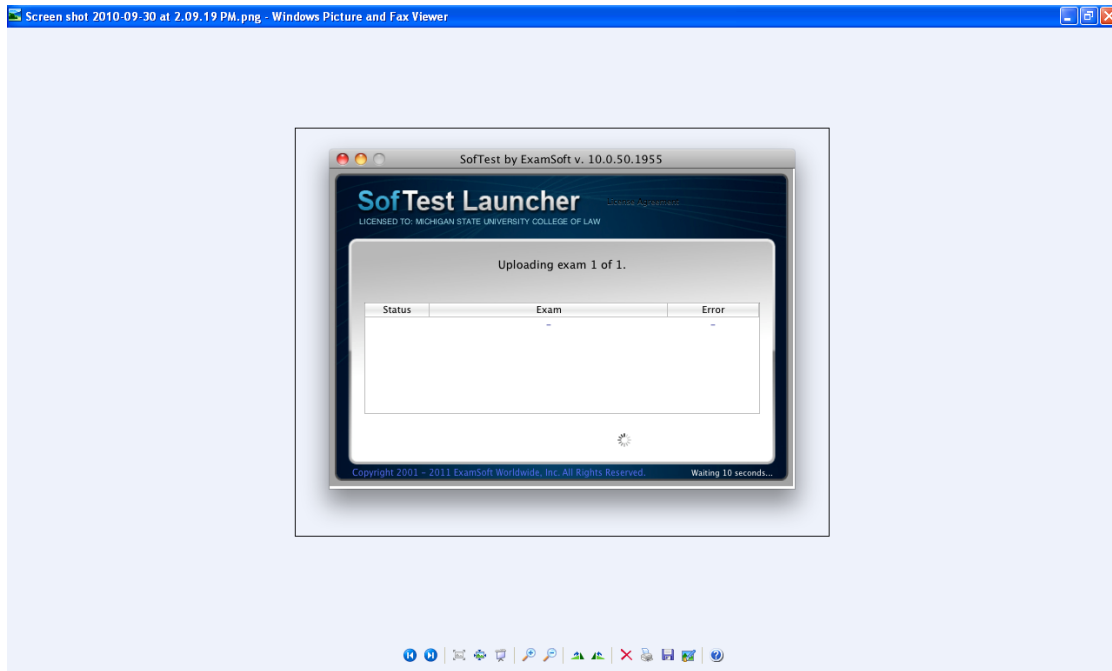


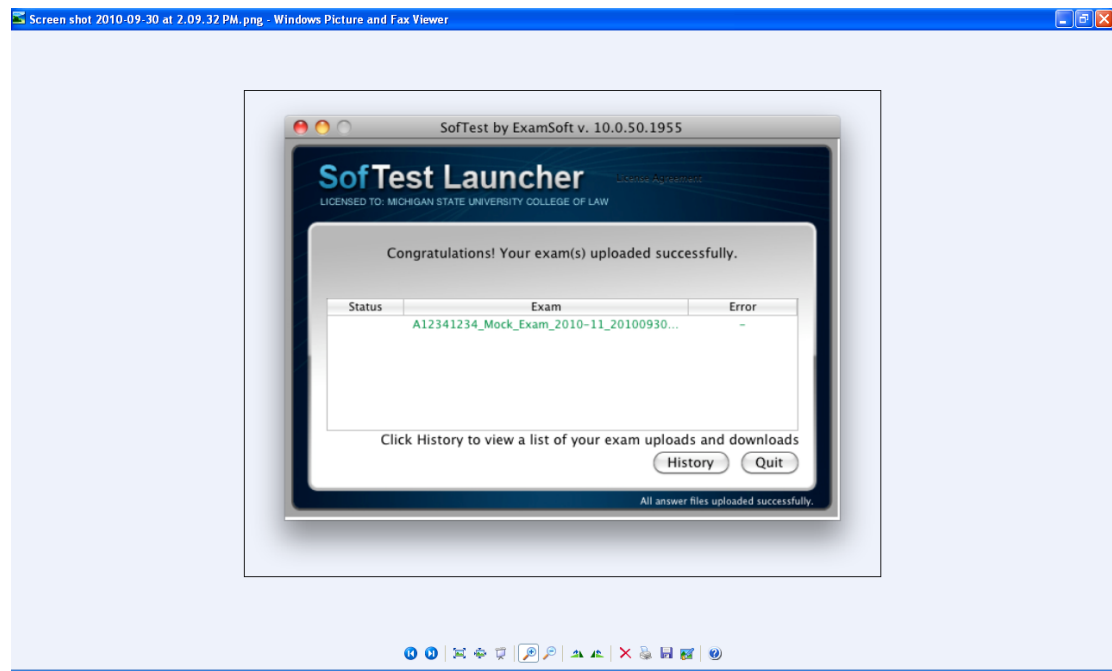
Figure 20

**Step 4 - If connected to the Internet, SofTest automatically uploads your answer file, and the upload 'status' message is displayed as shown in Figure 21 below.**



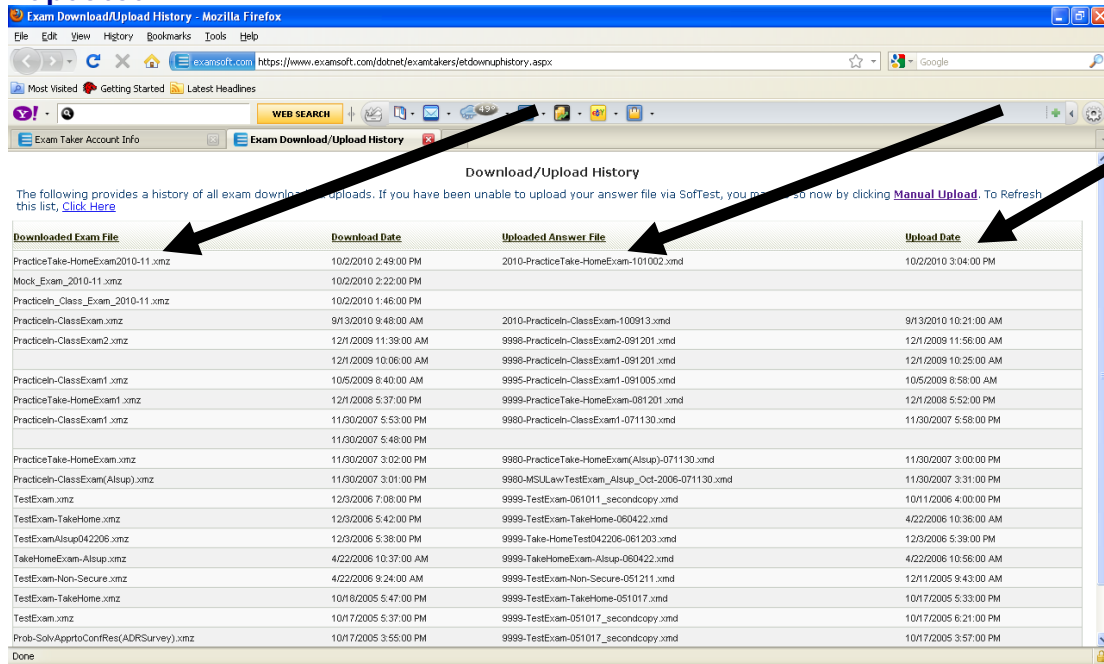
**Figure 21**

**Step 5: After your answer file has been successfully uploaded the SofTest Launcher panel (Figure 22) will reappear to allow you to verify that the upload by clicking "Exam History".**



**Figure 22**

**Step 6 – Verify that the Download/Upload History contains an “Uploaded Answer File” and “Upload Date”, as shown in Figure 23, for the exam you have just completed. Please note that during the exam period the upload may be delayed, so you may need to wait a few minutes before upload history is updated.**



The following provides a history of all exam downloads and uploads. If you have been unable to upload your answer file via SofTest, you may do so now by clicking [Manual Upload](#). To Refresh this list, [Click Here](#).

Downloaded Exam File	Download Date	Uploaded Answer File	Upload Date
PracticeTake-HomeExam2010-11.xmz	10/2/2010 2:49:00 PM	2010-PracticeTake-HomeExam-101002.xmd	10/2/2010 3:04:00 PM
Mock_Exam_2010-11.xmz	10/2/2010 2:22:00 PM		
PracticeIn-Class_Exam_2010-11.xmz	10/2/2010 1:46:00 PM		
PracticeIn-ClassExam.xmz	9/13/2010 9:48:00 AM	2010-PracticeIn-ClassExam-100913.xmd	9/13/2010 10:21:00 AM
PracticeIn-ClassExam2.xmz	12/1/2009 11:39:00 AM	9998-PracticeIn-ClassExam2-091201.xmd	12/1/2009 11:56:00 AM
	12/1/2009 10:06:00 AM	9998-PracticeIn-ClassExam1-091201.xmd	12/1/2009 10:25:00 AM
PracticeIn-ClassExam1.xmz	10/5/2009 8:40:00 AM	9995-PracticeIn-ClassExam1-091005.xmd	10/5/2009 8:58:00 AM
PracticeTake-HomeExam1.xmz	12/1/2008 5:37:00 PM	9999-PracticeTake-HomeExam-081201.xmd	12/1/2008 5:52:00 PM
PracticeIn-ClassExam1.xmz	11/30/2007 5:53:00 PM	9980-PracticeIn-ClassExam1-071130.xmd	11/30/2007 5:58:00 PM
	11/30/2007 5:48:00 PM		
PracticeTake-HomeExam.xmz	11/30/2007 3:02:00 PM	9980-PracticeTake-HomeExam(Alsup)-071130.xmd	11/30/2007 3:00:00 PM
PracticeIn-ClassExam(Alsup).xmz	11/30/2007 3:01:00 PM	9980-MSJLawTestExam_AlSup_Oct-2006-071130.xmd	11/30/2007 3:31:00 PM
TestExam.xmz	12/9/2006 7:08:00 PM	9999-TestExam-061011_secondcopy.xmd	10/11/2006 4:00:00 PM
TestExam-TakeHome.xmz	12/9/2006 5:42:00 PM	9999-TestExam-TakeHome-060422.xmd	4/22/2006 10:36:00 AM
TestExamAlsup042206.xmz	12/9/2006 5:38:00 PM	9999-Take-HomeTest042206-061203.xmd	12/9/2006 5:39:00 PM
TakeHomeExam-Alsup.xmz	4/22/2006 10:37:00 AM	9999-TakeHomeExam-Alsup-060422.xmd	4/22/2006 10:56:00 AM
TestExam-Non-Secure.xmz	4/22/2006 9:24:00 AM	9999-TestExam-Non-Secure-051211.xmd	12/11/2005 9:43:00 AM
TestExam-TakeHome.xmz	10/18/2005 5:47:00 PM	9999-TestExam-TakeHome-051017.xmd	10/17/2005 5:33:00 PM
TestExam.xmz	10/17/2005 5:37:00 PM	9999-TestExam-051017_secondcopy.xmd	10/17/2005 6:21:00 PM
Prob-SolvAppttoConfRes(ADRSurvey).xmz	10/17/2005 3:55:00 PM	9999-TestExam-051017_secondcopy.xmd	10/17/2005 3:57:00 PM

Figure 23

**Step 7 - Confirmation will automatically be emailed to you in approximately 10 minutes after you have successfully uploaded your answer file, as shown in Figure 24.**

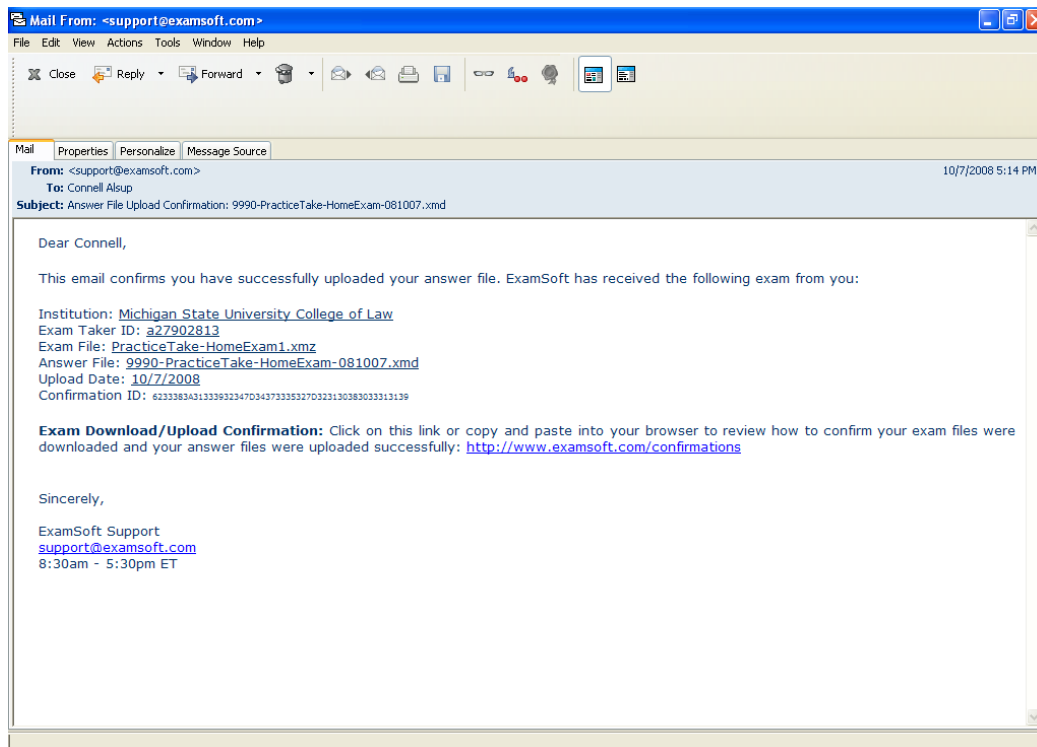


Figure 24





IF YOU CANNOT VERIFY THAT YOUR ANSWER FILE UPLOADED EITHER BY REVIEWING THE "DOWNLOAD/UPLOAD HISTORY", AS SHOWN IN FIGURE 23, OR A CONFIRMATION IS NOT RECEIVED WITHIN 10 MINUTES AFTER LEAVING THE EXAM ROOM, AS SHOWN IN FIGURE 24, YOU SHOULD PROCEED TO SECTION 4: MANUAL UPLOAD OF THE ANSWER FILE.

## Section 4: Manual Upload of the Answer File

If you are connected to the Internet and your answer file does not automatically upload, follow the following steps.

**Step 1** – Click on the SofTest icon to initiate login, as shown in Figure 25.

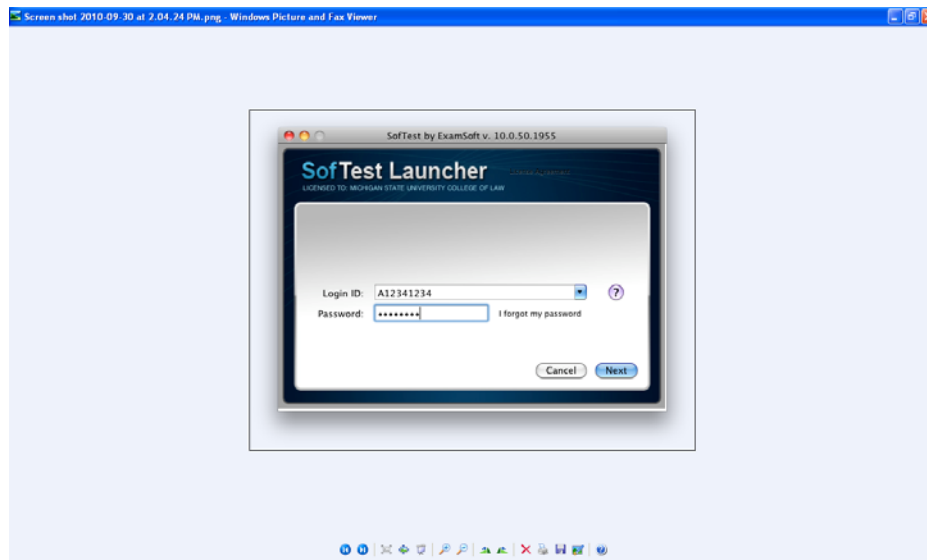


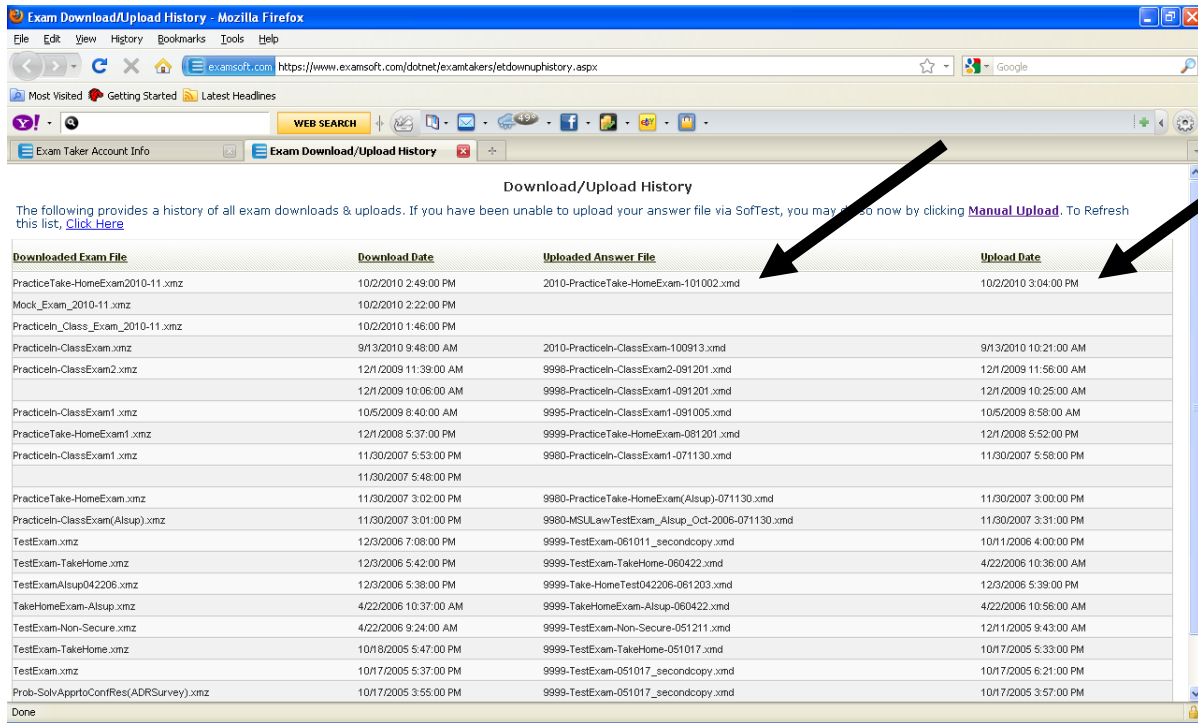
Figure 25

**Step 2** – Open up SofTest and click “Download History”, as shown in Figure 26.



Figure 26

**Step 3 – If you are connected to the Internet a history of your exam download and upload history will appear. Confirm that there is an “Upload Date” for the exam in question is showing. If the “Upload Date” is blank, click “Manual Upload”, as shown in Figure 27.**

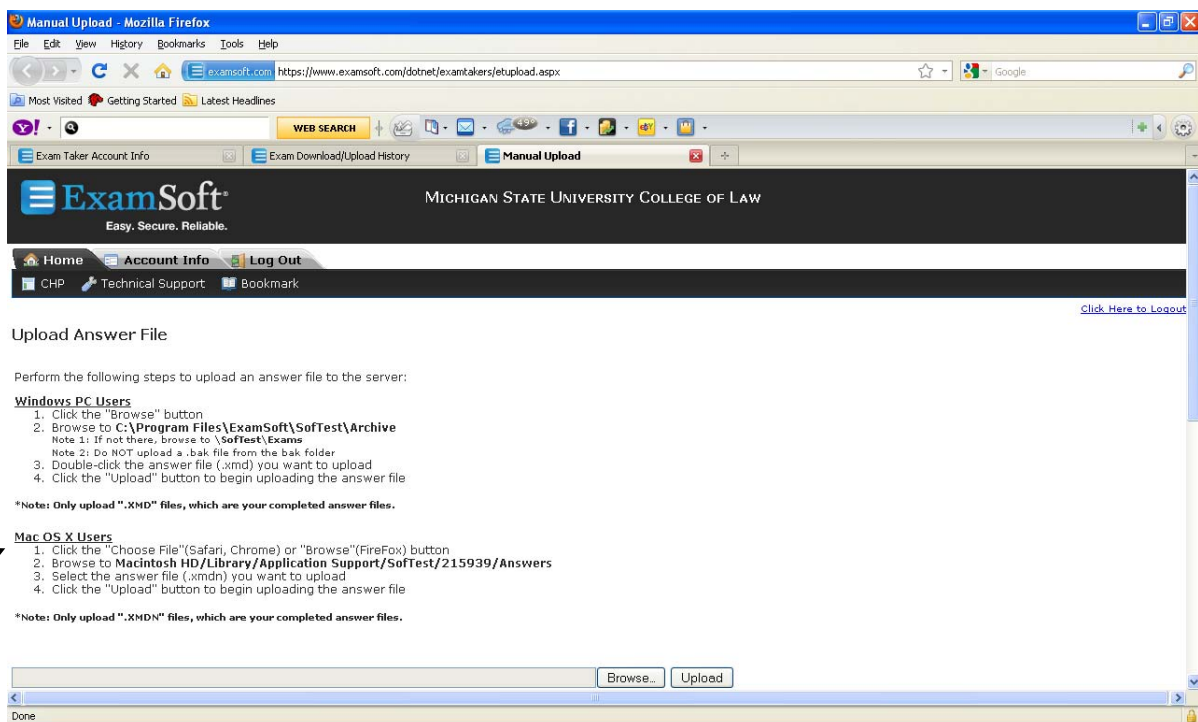


The following provides a history of all exam downloads & uploads. If you have been unable to upload your answer file via SofTest, you may do so now by clicking [Manual Upload](#). To Refresh this list, [Click Here](#)

Downloaded Exam File	Download Date	Uploaded Answer File	Upload Date
PracticeTake-HomeExam2010-11.xmz	10/2/2010 2:49:00 PM	2010-PracticeTake-HomeExam-101002.xmd	10/2/2010 3:04:00 PM
Mock_Exam_2010-11.xmz	10/2/2010 2:22:00 PM		
PracticeIn-Class_Exam_2010-11.xmz	10/2/2010 1:46:00 PM		
PracticeIn-ClassExam.xmz	9/13/2010 9:48:00 AM	2010-PracticeIn-ClassExam-100913.xmd	9/13/2010 10:21:00 AM
PracticeIn-ClassExam2.xmz	12/1/2009 11:39:00 AM	9998-PracticeIn-ClassExam2-091201.xmd	12/1/2009 11:56:00 AM
	12/1/2009 10:06:00 AM	9998-PracticeIn-ClassExam1-091201.xmd	12/1/2009 10:25:00 AM
PracticeIn-ClassExam1.xmz	10/5/2009 8:40:00 AM	9995-PracticeIn-ClassExam1-091005.xmd	10/5/2009 8:58:00 AM
PracticeTake-HomeExam1.xmz	12/1/2008 5:37:00 PM	9999-PracticeTake-HomeExam-091201.xmd	12/1/2008 5:52:00 PM
PracticeIn-ClassExam1.xmz	11/30/2007 5:53:00 PM	9980-PracticeIn-ClassExam1-071130.xmd	11/30/2007 5:58:00 PM
	11/30/2007 5:48:00 PM		
PracticeTake-HomeExam.xmz	11/30/2007 3:02:00 PM	9980-PracticeTake-HomeExam(Alsup)-071130.xmd	11/30/2007 3:00:00 PM
PracticeIn-ClassExam(Alsup).xmz	11/30/2007 3:01:00 PM	9980-MSULawTestExam_Alsup_Oct-2006-071130.xmd	11/30/2007 3:31:00 PM
TestExam.xmz	12/3/2006 7:08:00 PM	9999-TestExam-061011_secondcopy.xmd	10/11/2006 4:00:00 PM
TestExam-TakeHome.xmz	12/3/2006 5:42:00 PM	9999-TestExam-TakeHome-060422.xmd	4/22/2006 10:36:00 AM
TestExamAlsup042206.xmz	12/3/2006 5:38:00 PM	9999-TestExam-TakeHome-061203.xmd	12/3/2006 5:39:00 PM
TakeHomeExam-Alsup.xmz	4/22/2006 10:37:00 AM	9999-TestExam-TakeHome-060422.xmd	4/22/2006 10:56:00 AM
TestExam-Non-Secure.xmz	4/22/2006 9:24:00 AM	9999-TestExam-Non-Secure-051211.xmd	12/11/2005 9:43:00 AM
TestExam-TakeHome.xmz	10/18/2005 5:47:00 PM	9999-TestExam-TakeHome-051017.xmd	10/17/2005 5:33:00 PM
TestExam.xmz	10/17/2005 5:37:00 PM	9999-TestExam-051017_secondcopy.xmd	10/17/2005 6:21:00 PM
Prob-SolvAppttoConfRes(ADRSurvey).xmz	10/17/2005 3:55:00 PM	9999-TestExam-051017_secondcopy.xmd	10/17/2005 3:57:00 PM

Figure 27

**Step 4 – Follow the instructions that are found on the “Upload Answer File” screen, as shown in Figure 28.**



**Manual Upload** - Mozilla Firefox

File Edit View History Bookmarks Tools Help

examssoft.com https://www.examssoft.com/dotnet/examtakers/etupload.aspx

Most Visited Getting Started Latest Headlines

WEB SEARCH

Exam Taker Account Info Exam Download/Upload History Manual Upload

**ExamSoft**  
Easy. Secure. Reliable.

MICHIGAN STATE UNIVERSITY COLLEGE OF LAW

Home Account Info Log Out

CHP Technical Support Bookmark

[Click Here to Logout](#)

**Upload Answer File**

Perform the following steps to upload an answer file to the server:

**Windows PC Users**

1. Click the "Browse" button
2. Browse to C:\Program Files\ExamSoft\SofTest\Archive
- Note 1: If not there, browse to \SofTest\Exams
- Note 2: Do NOT upload a .bak file from the bak folder
3. Double-click the answer file (.xmd) you want to upload
4. Click the "Upload" button to begin uploading the answer file

\*Note: Only upload ".XMD" files, which are your completed answer files.

**Mac OS X Users**

1. Click the "Choose File"(Safari, Chrome) or "Browse"(FireFox) button
2. Browse to Macintosh HD/Library/Application Support/SofTest/215939/Answers
3. Select the answer file (.xmdn) you want to upload
4. Click the "Upload" button to begin uploading the answer file

\*Note: Only upload ".XMDN" files, which are your completed answer files.

Browse... Upload

Done

Figure 28

**Step 5 – After leaving the exam room, wait about 10 minutes or so and you will be able to confirm whether the exam file in question was successfully uploaded by repeating steps 1 through 3 in Section 4. You will also receive a confirmation email from ExamSoft, as shown in Figure 29.**

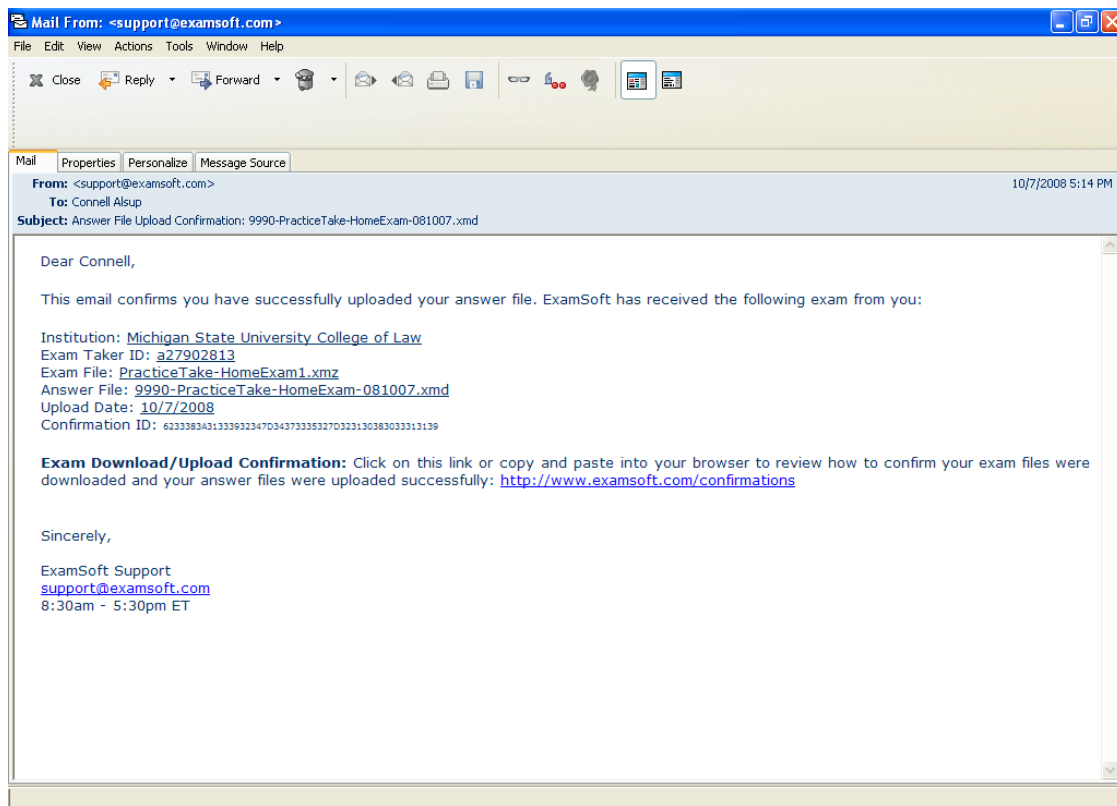


Figure 29

**Step 6 - If the answer file does not either automatically or manually upload, your laptop is to be brought to the Registrar's Office in room 309.**



UNLESS YOU HAVE CLOSELY FOLLOWED STEPS  
5 AND 6 ABOVE, YOU ARE NOT DONE!!!!!!!!!!