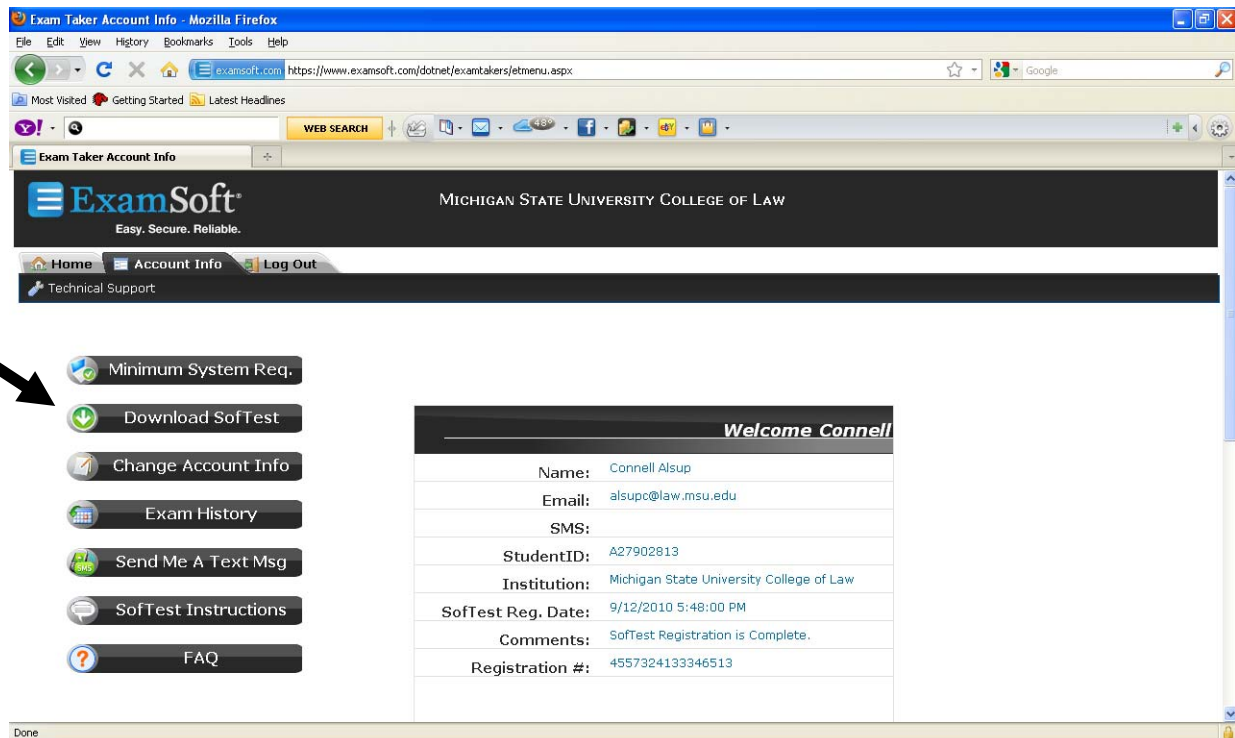
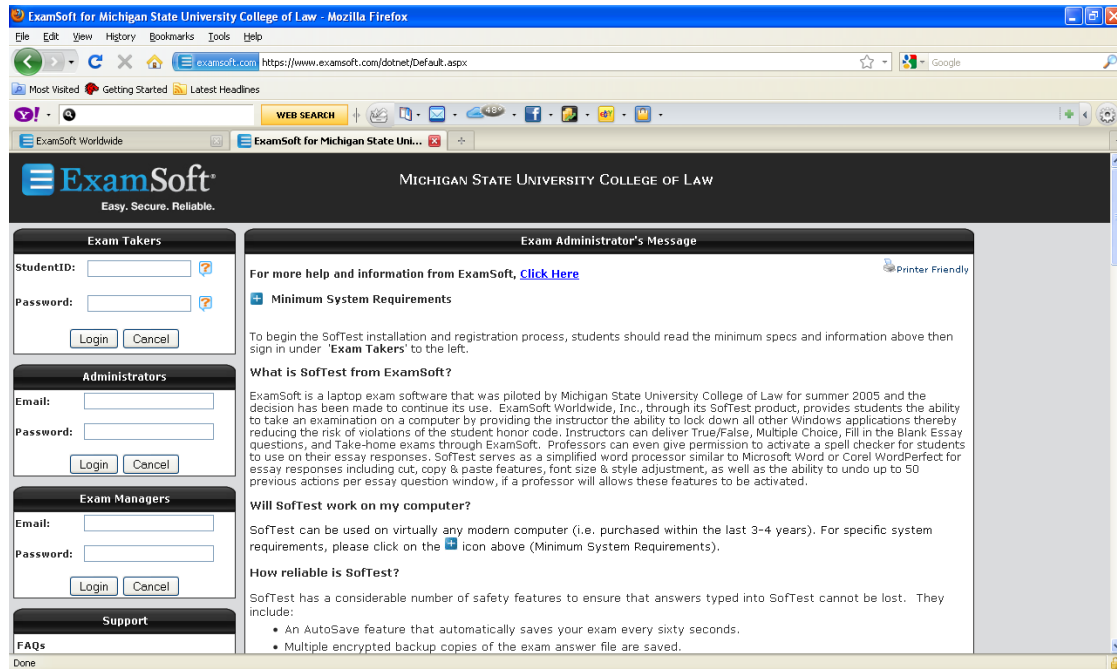




MICHIGAN STATE
UNIVERSITY
COLLEGE OF LAW

Student In-Class Exam Instructions for Windows 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 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.



Section 1: Downloading the Exam File

Step 1 – An exam file may 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 and click “Exam Taker”. You will be asked to provide your Student ID (PID Number) and password (MSU Net ID).



Figure 1

Step 3 – When SofTest Launcher displays, select ‘Download Exam Files’ as shown in **Figure 2** below.

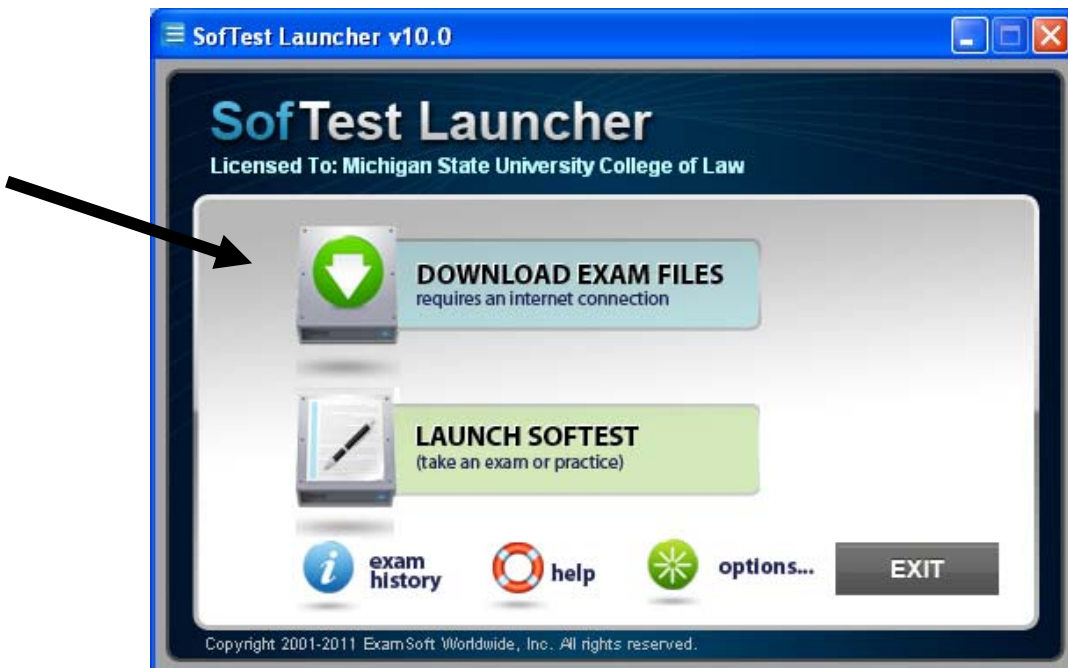


Figure 2

Step 4 – Enter your Exam Taker ID number (PID) and Password (MSU NetID) and click 'Next' as shown in Figure 3 below.



The image shows the SofTest Launcher application window. The title bar is blue and says "SofTest Launcher". The main window has a dark blue header with the "SofTest Launcher" logo and "Licensed To: Michigan State University College of Law". Below this is a light gray box with the heading "Log In". The text inside says: "Enter your ID and Password then click the 'Next' button. This is the ID & Password entered when signing up to use SofTest." There are two input fields: "Exam Taker ID" and "Password:". To the right of the password field are two buttons: "Cancel" and "Next >>". At the bottom left of the light gray box is a link that says "Forgot Password?".

Figure 3

Step 5 – After clicking "Next" available exam files are displayed. Highlight the Exam File and click 'Download' as shown in Figure 4 below. (Note: The "Download" button can only be used if you have highlighted the exam file.)



The image shows the SofTest Launcher application window in the "Download Exams" section. The title bar is blue and says "SofTest Launcher". The main window has a dark blue header with the "SofTest Launcher" logo and "Licensed To: Michigan State University College of Law". Below this is a light gray box with the heading "Download Exams". The text inside says: "Select exam(s) from the list and click 'Download'. If you expected to see an exam that is not listed, either it is not yet available or is no longer available. Unless otherwise instructed, only download exams onto the computer you will use to take your exam." There is a list box containing three items: "Mock_Exam_2010-11.xmz", "PracticeIn-ClassExam.xmz" (which is highlighted with a blue background), and "PracticeTake-HomeExam.xmz". Below the list box is a note: "*= File(s) above already downloaded". At the bottom right of the light gray box are two buttons: "Close" and "Download". A black arrow points from the right side of the window towards the "Download" button.

Figure 4

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

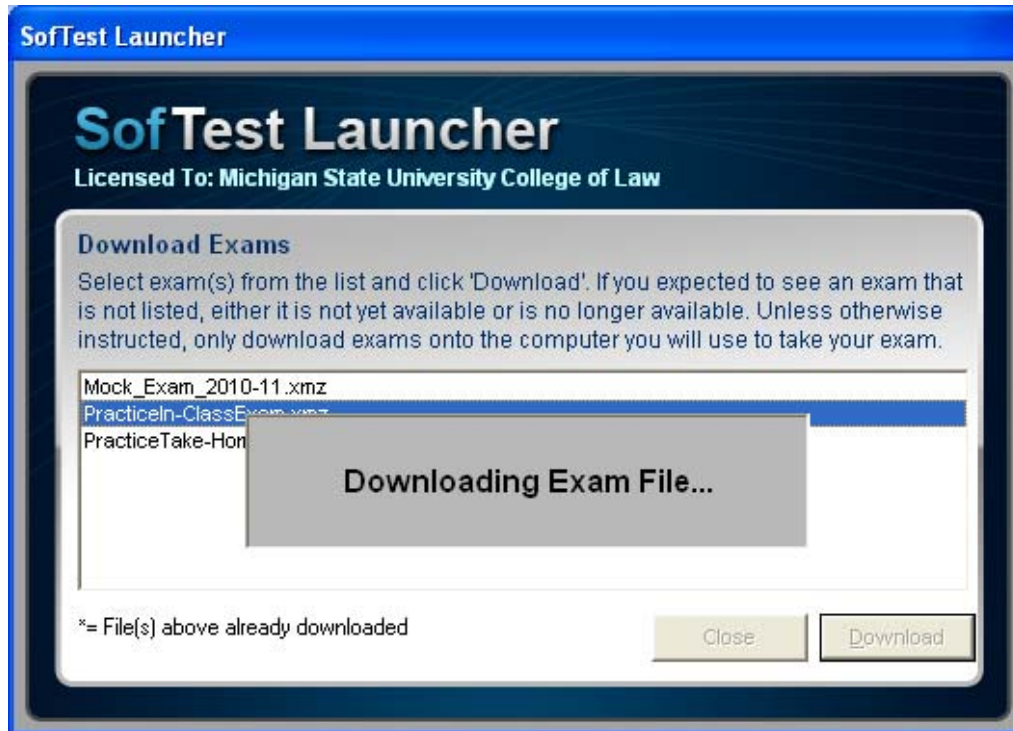


Figure 5

Step 7 – When the Exam File has finished downloading, a 'Success' message window is displayed as shown in Figure 6 below. Click "OK."

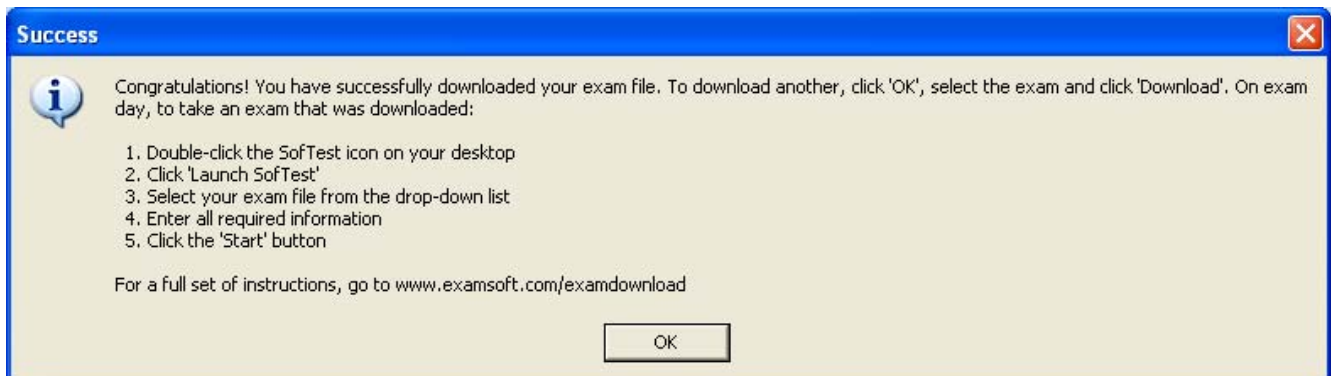


Figure 6

Step 8 – The Exam File has been downloaded and now resides locally on the testing computer inside the 'Exams' folder in the SofTest program directory. Click 'Close' as shown in Figure 7 below to exit SofTest Launcher. Note: You will not need to be connected to Internet again until you have completed the exam and are ready to exit.

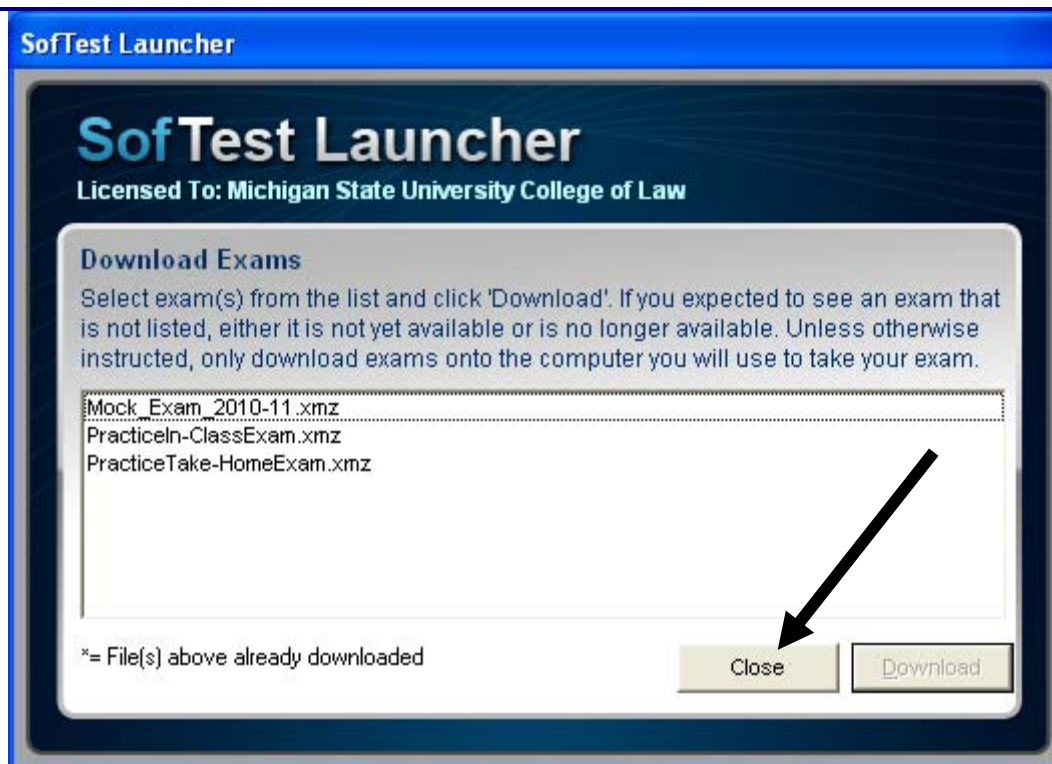


Figure 7

Section 2: Opening the Exam File

Step 1 – Launch SofTest by clicking the SofTest shortcut icon.



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

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 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.

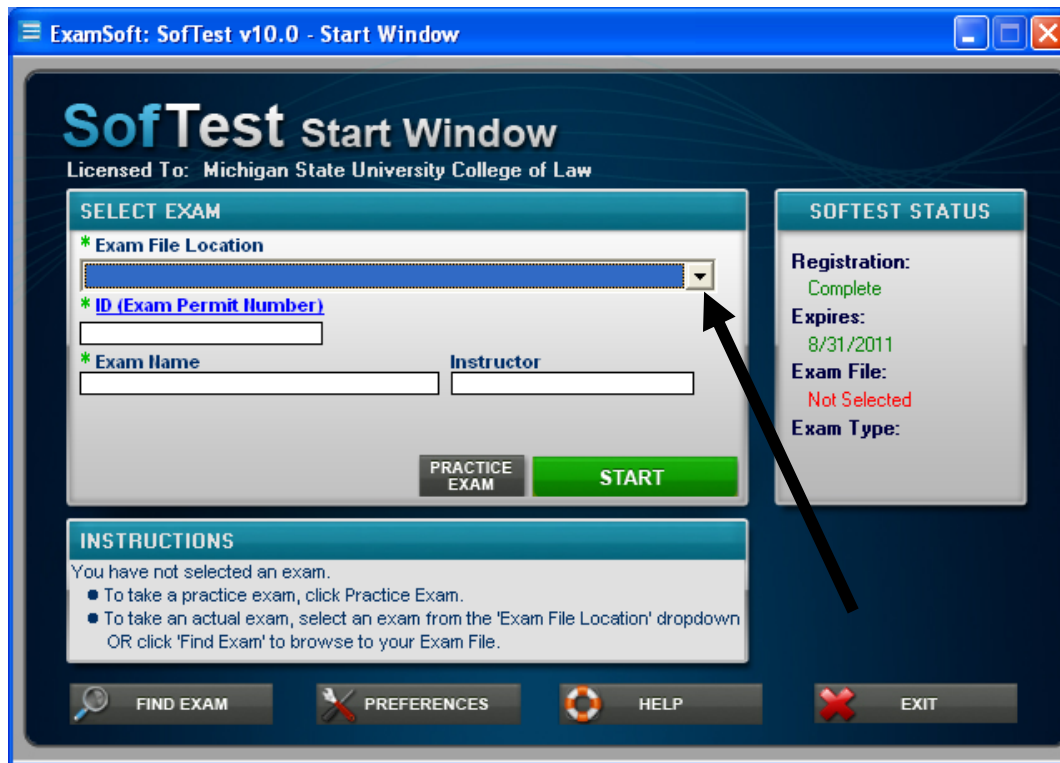


Figure 9

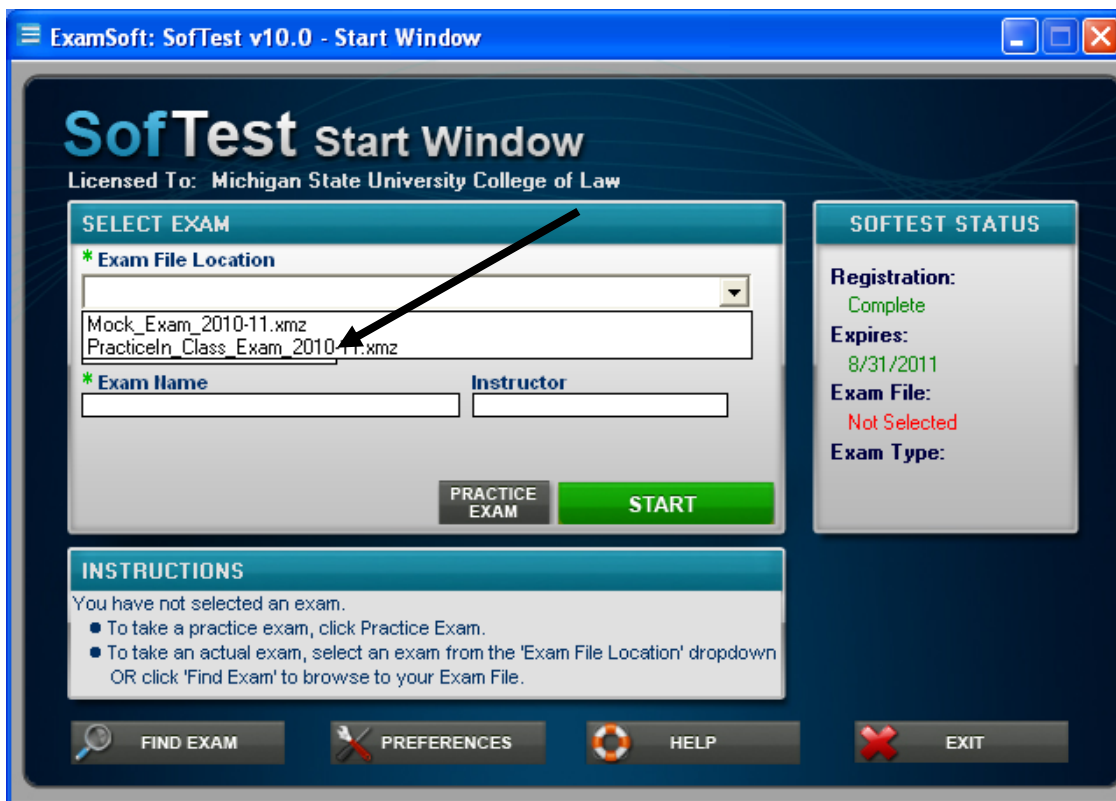


Figure 10

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)

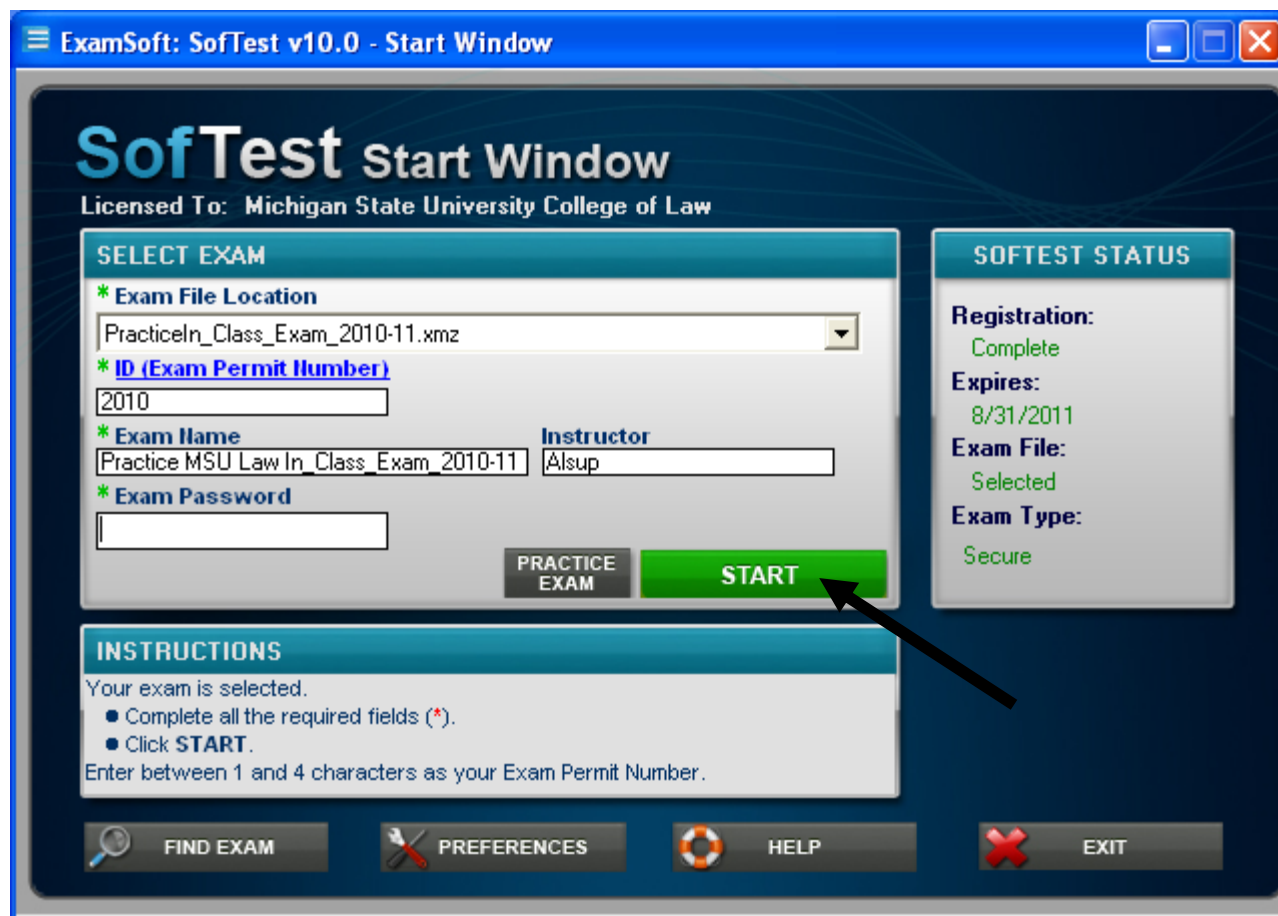


Figure 11

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, type and click “Start”. Your computer will reboot. Once it has rebooted, the SofTest Notice shown in Figure 12 will appear.

Do not proceed beyond Figure 12 until instructed to do so by the proctor!!!!!!

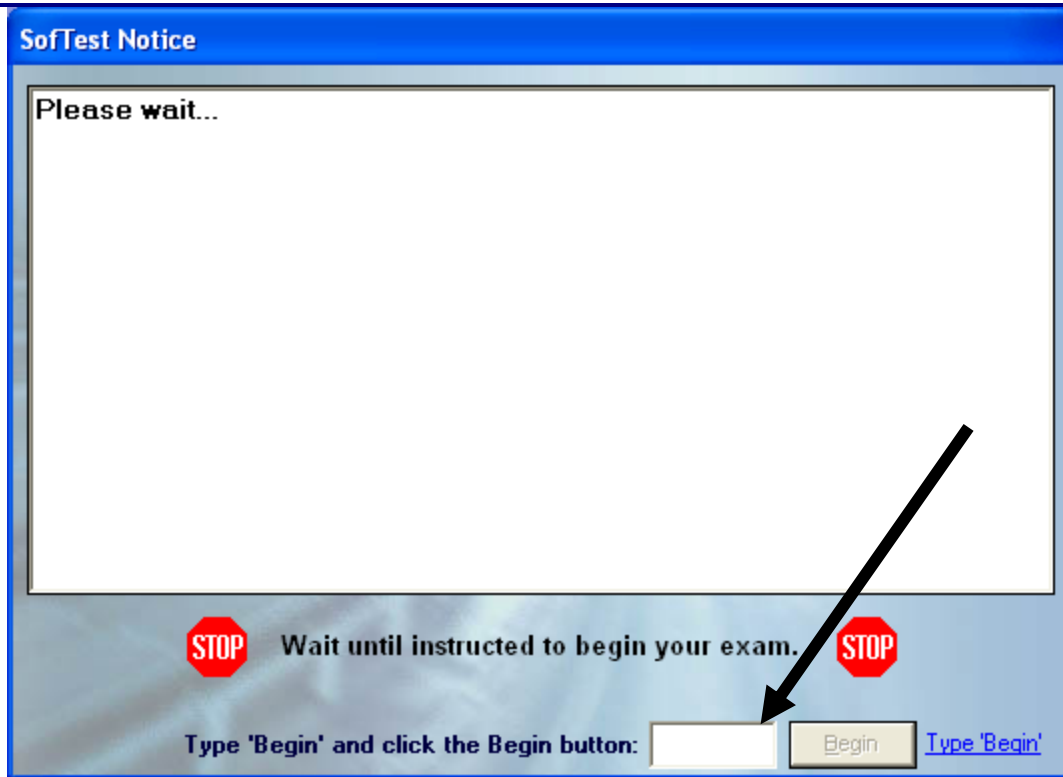


Figure 12

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 13.

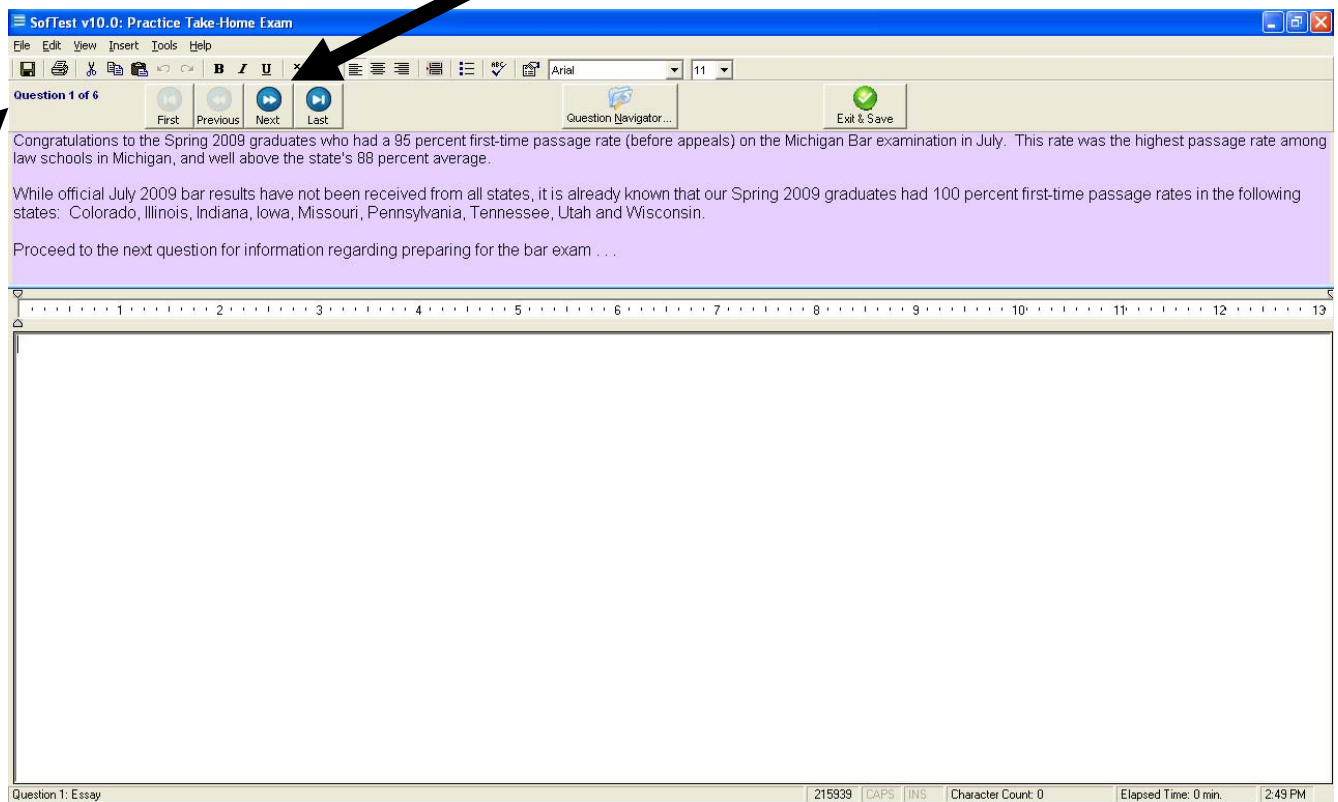


Figure 13

Step 9 - Determining Word/Character Count: To find the number of words that have been typed in a question, click on the "Tools" menu at the top of the screen, and then click "Word/Character Count," as shown in Figure 14.

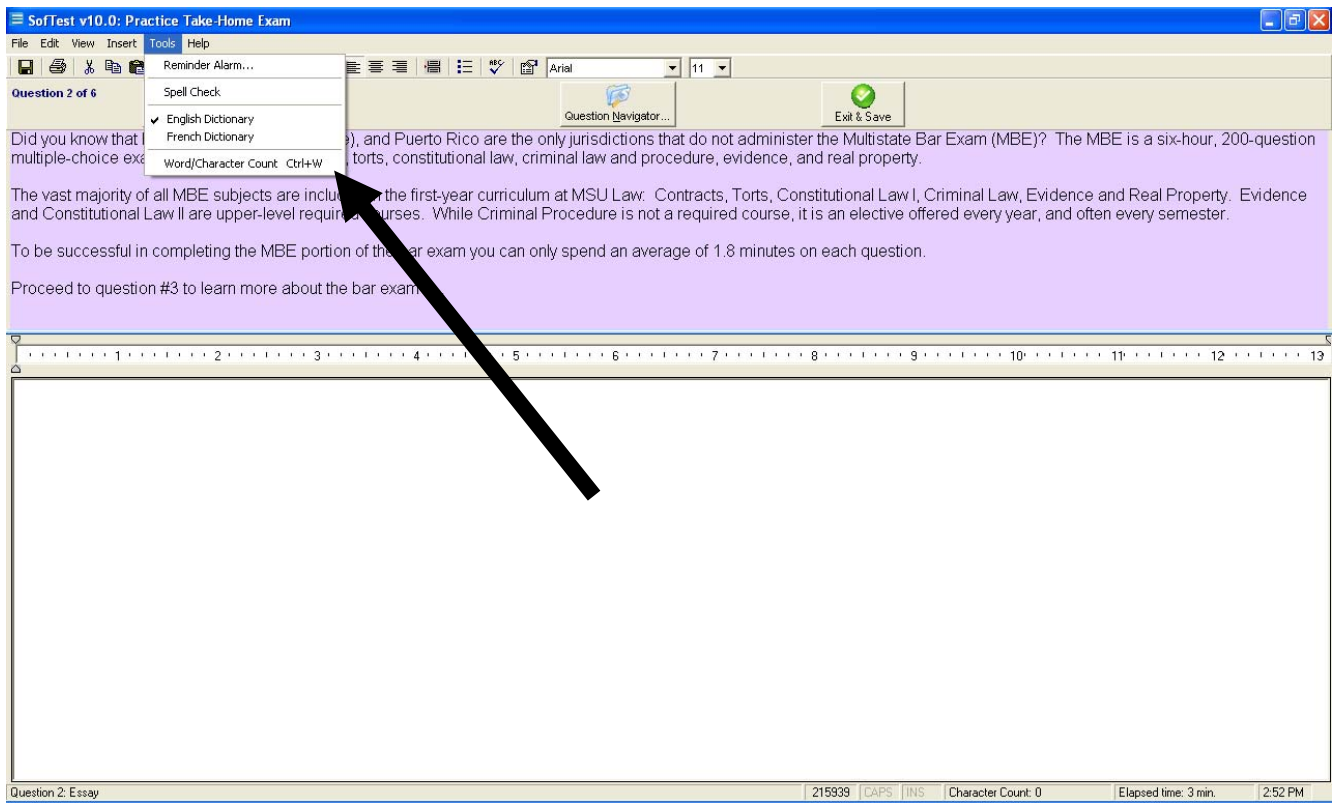


Figure 14

Step 10 - Figure 15 shows the pop-up screen that displays the number of words contained in an answer.

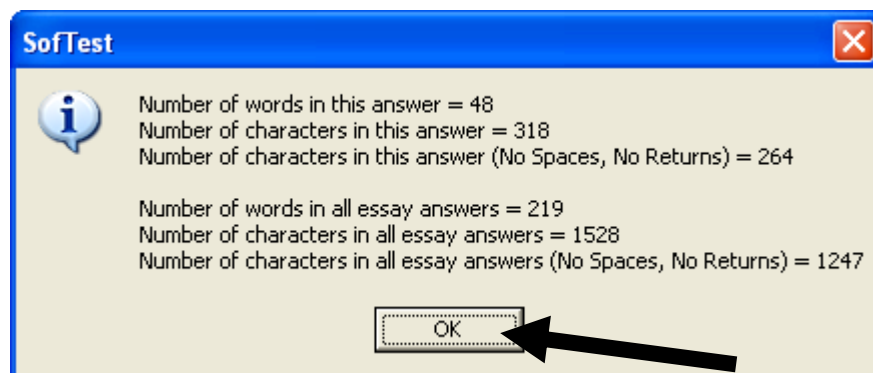


Figure 15

Step 11 - To have a separate word count calculated for each answer, it is important to place each answer in a separate screen, by clicking the arrow located near the top left hand side of the screen, as shown in Figure 16.

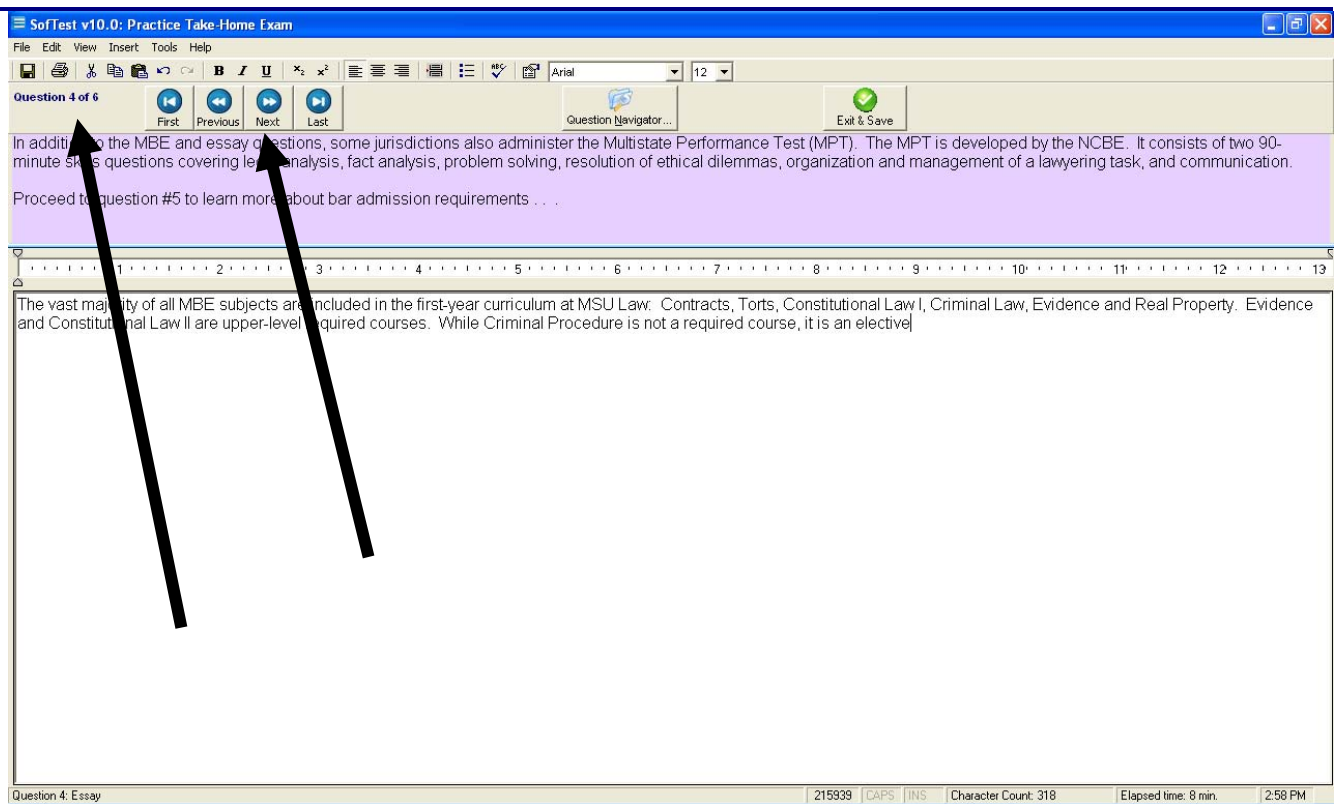


Figure 16

Step 12 – When answers are placed in separate screens, the “Word/Character Count” pop-up screen will provide information regarding word count for the current answer and the total word count for all exam answers, as shown in Figure 17.

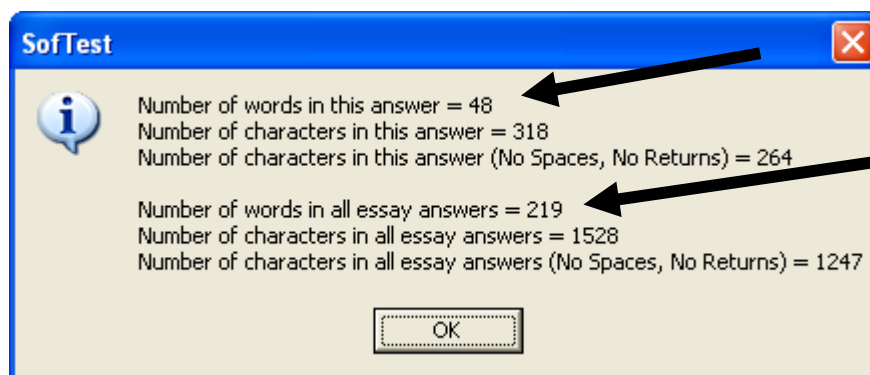


Figure 17

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 18 below.

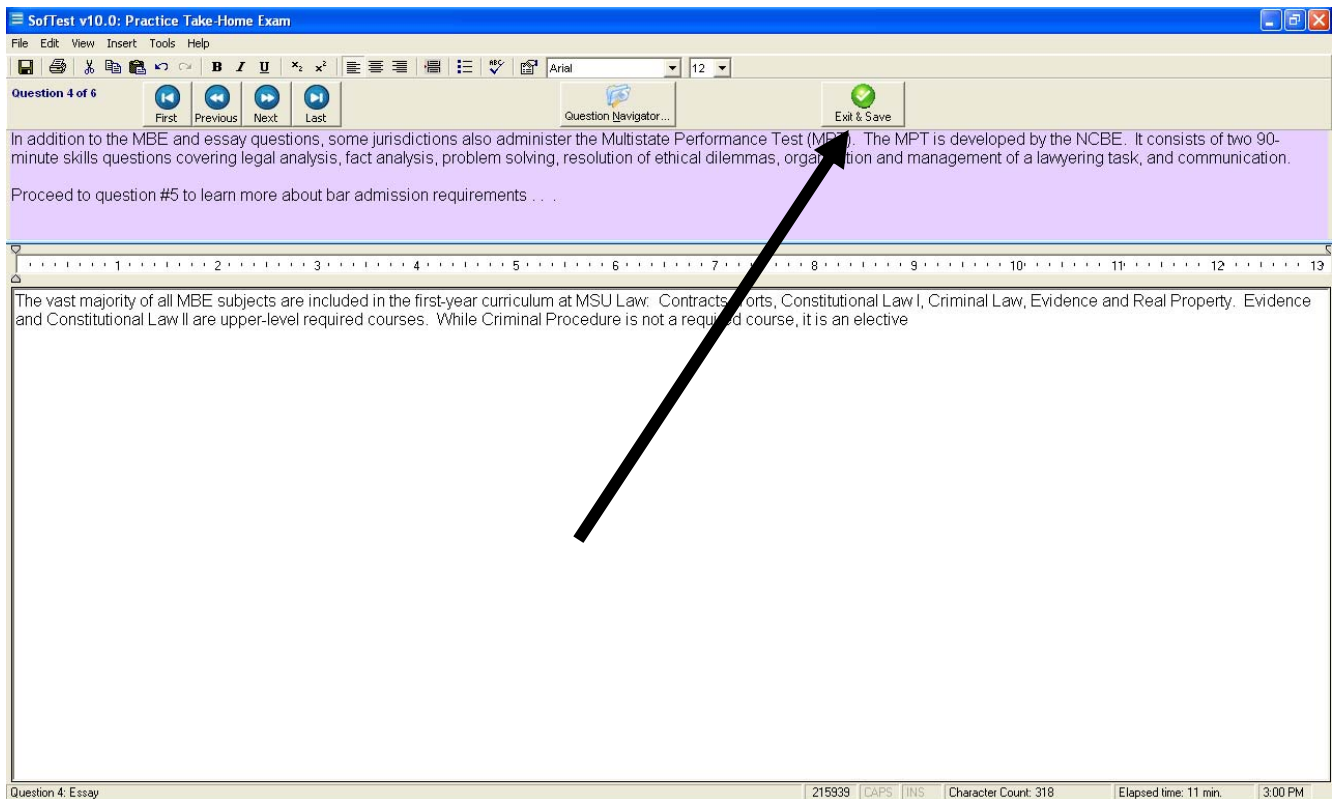
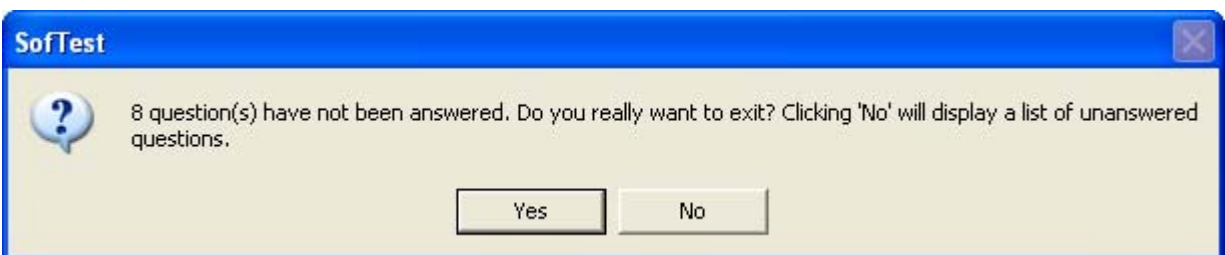


Figure 18

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



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.

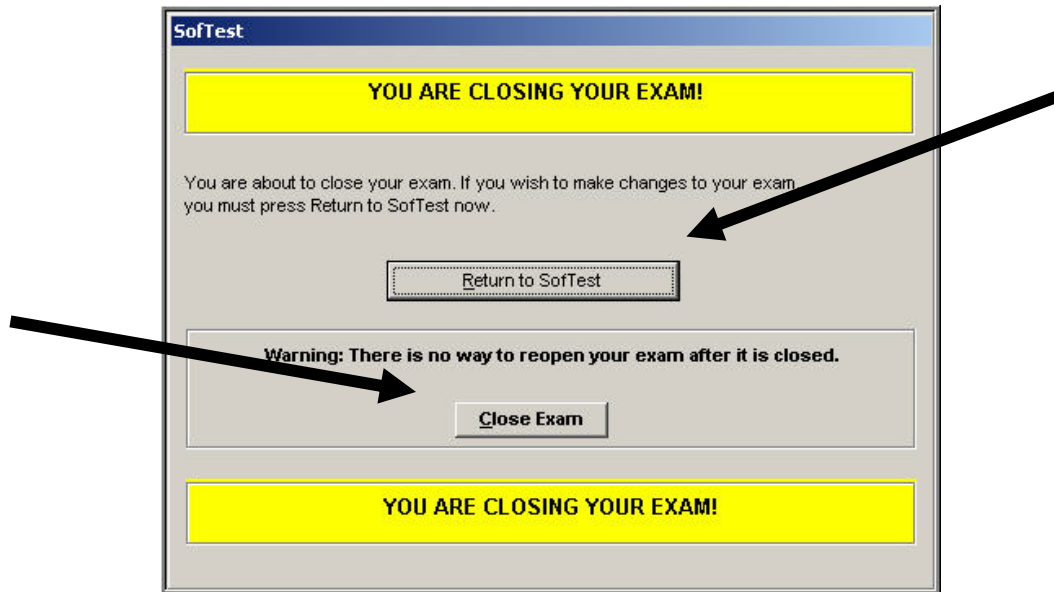


Figure 19

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).

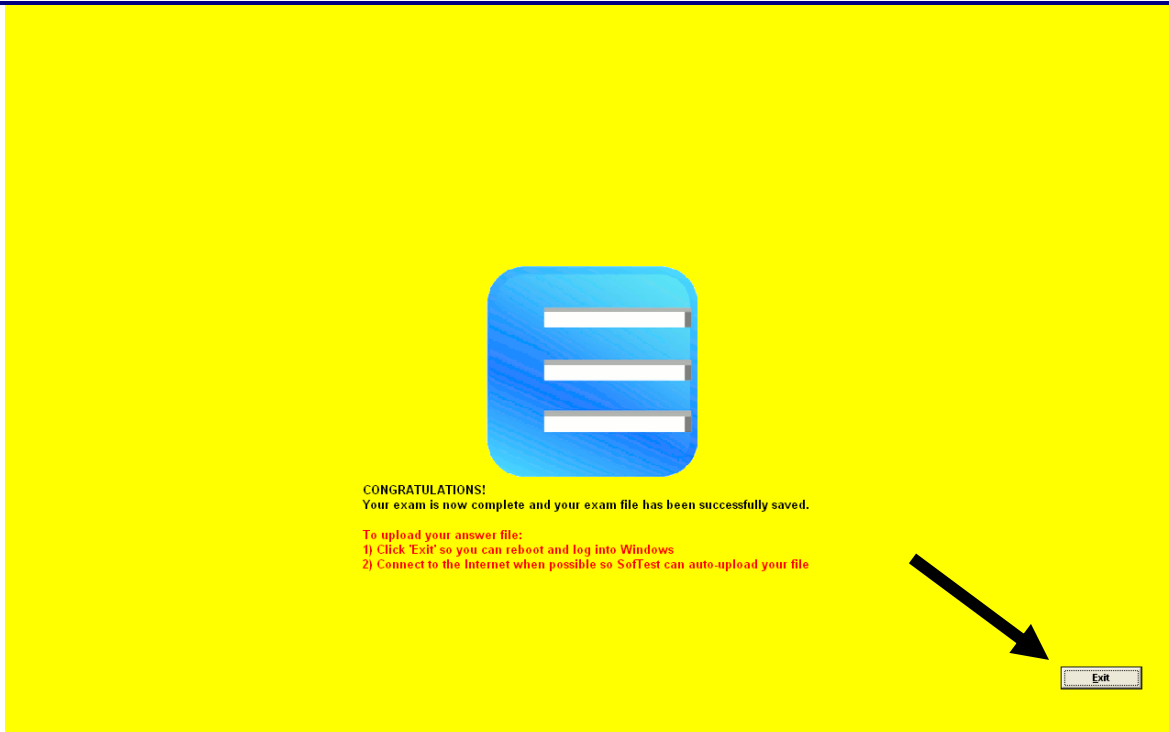


Figure 20

Step 5 - If connected to the Internet, SofTest automatically uploads your answer file. If not connected to the Internet, connect and click "Yes" when prompted as shown in Figure 21 below.



Figure 21

Step 6 – Upload 'status' messages are displayed as shown in Figure 24 below.

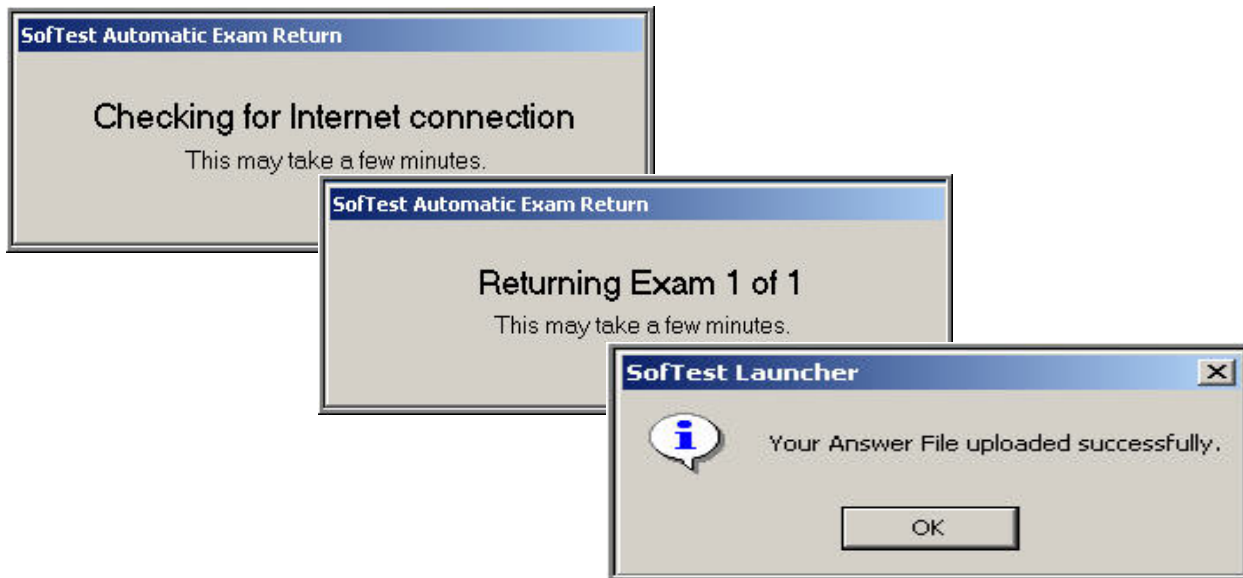


Figure 22

Step 7: After your answer file has been successfully uploaded the SofTest Launcher panel (Figure 23) will reappear to allow you to verify that the upload by clicking “Exam History”.

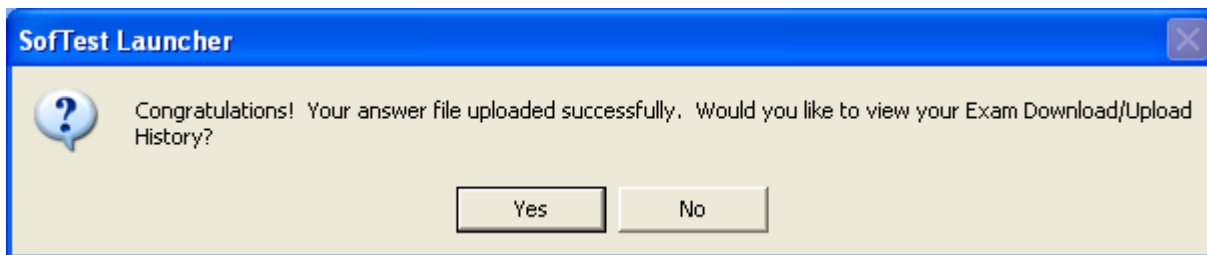
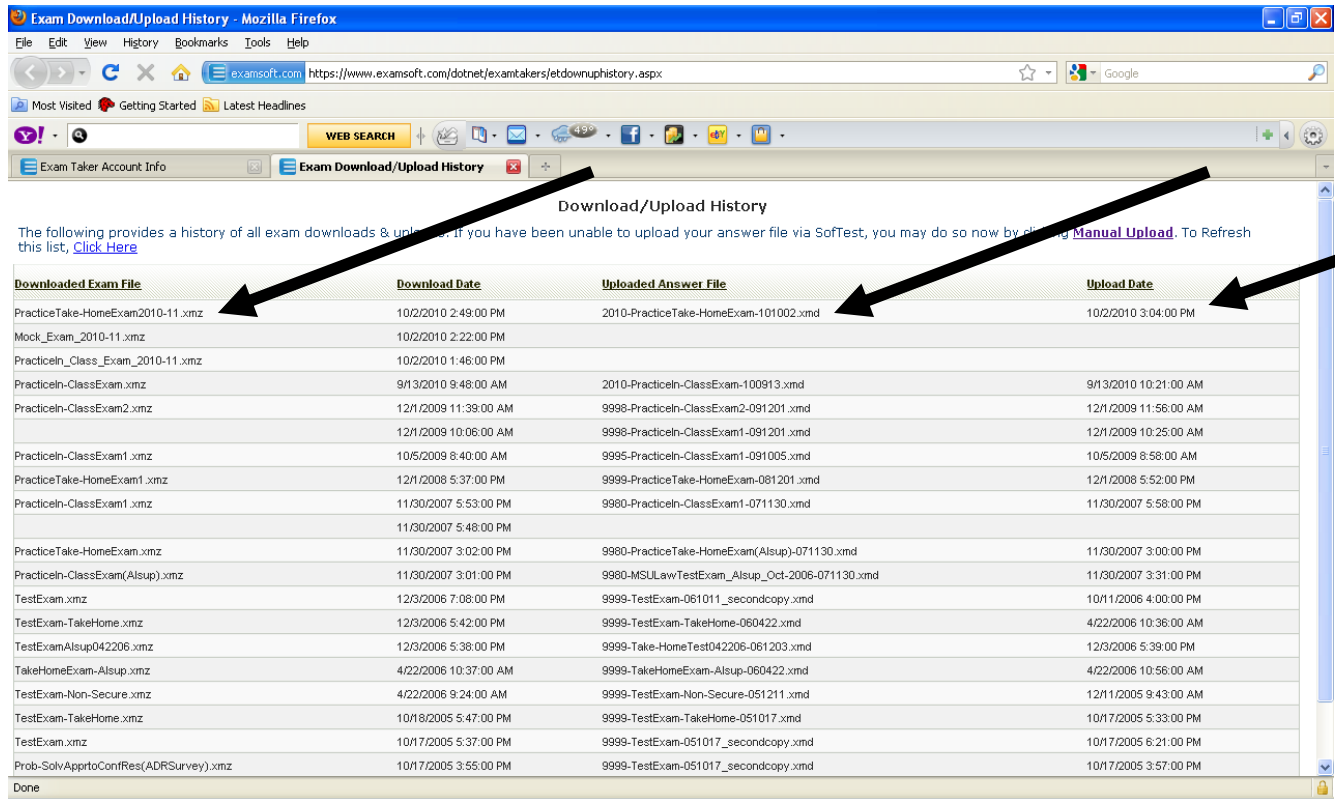


Figure 23

Step 9 – Verify that the Download/Upload History contains an “Uploaded Answer File” and “Upload Date”, as shown in Figure 24, 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 & 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-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-Take-HomeTest042206-061203.xmd	12/3/2006 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-SolvApprotoConfRest(ADRSurvey).xmz	10/17/2005 3:55:00 PM	9999-TestExam-051017_secondcopy.xmd	10/17/2005 3:57:00 PM

Done

Figure 24

Step 10 - Confirmation will automatically be emailed to you in approximately 10 minutes after you have successfully uploaded your answer file, as shown in Figure 25.

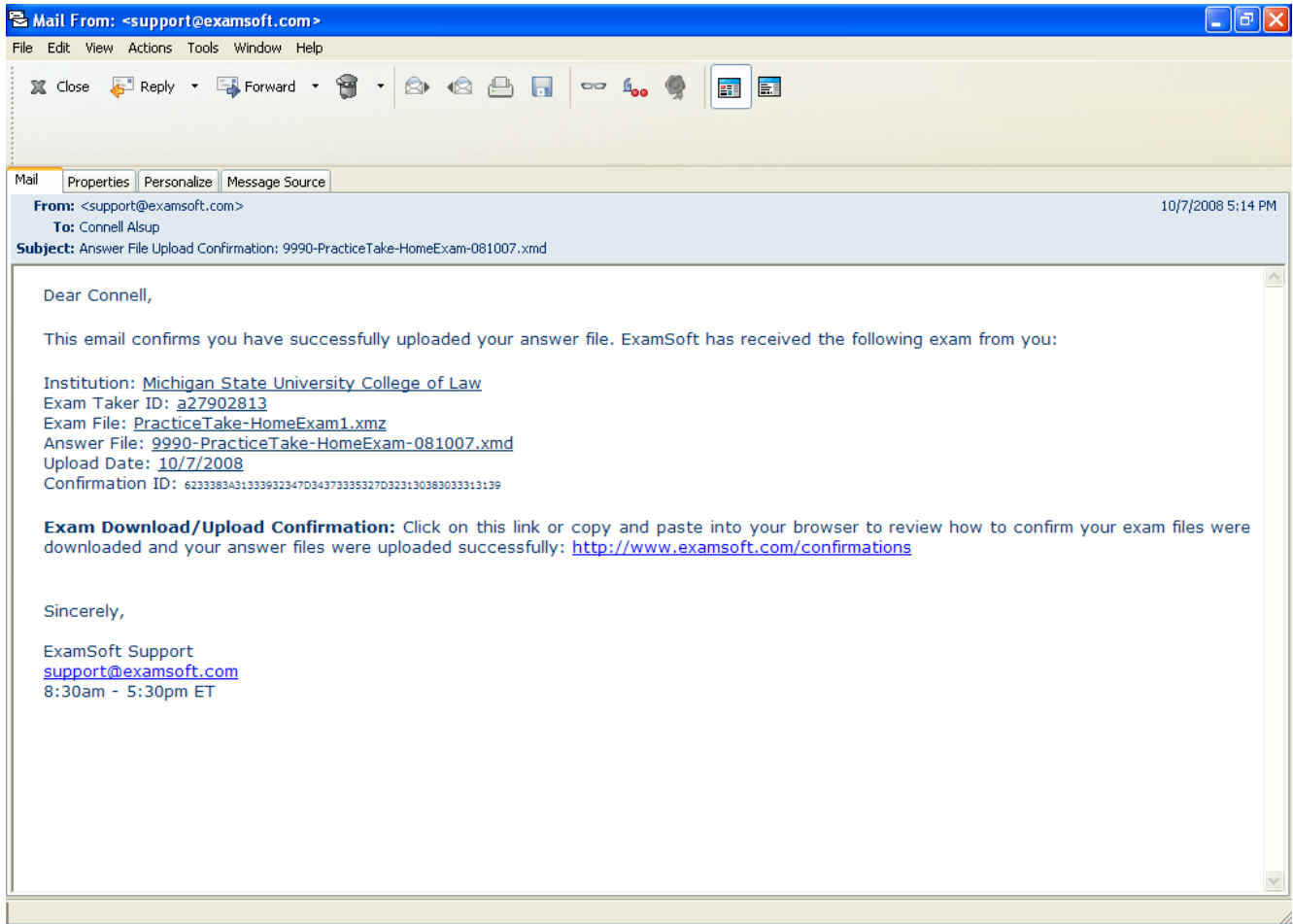


Figure 25



IF YOU CANNOT VERIFY THAT YOUR ANSWER FILE UPLOADED EITHER BY REVIEWING THE "DOWNLOAD/UPLOAD HISTORY", AS SHOWN IN FIGURE 24, OR A CONFIRMATION IS NOT RECEIVED WITHIN 10 MINUTES AFTER LEAVING THE EXAM ROOM, AS SHOWN IN FIGURE 25, 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 – Open up SofTest and click “Download History”, as shown in Figure 26.

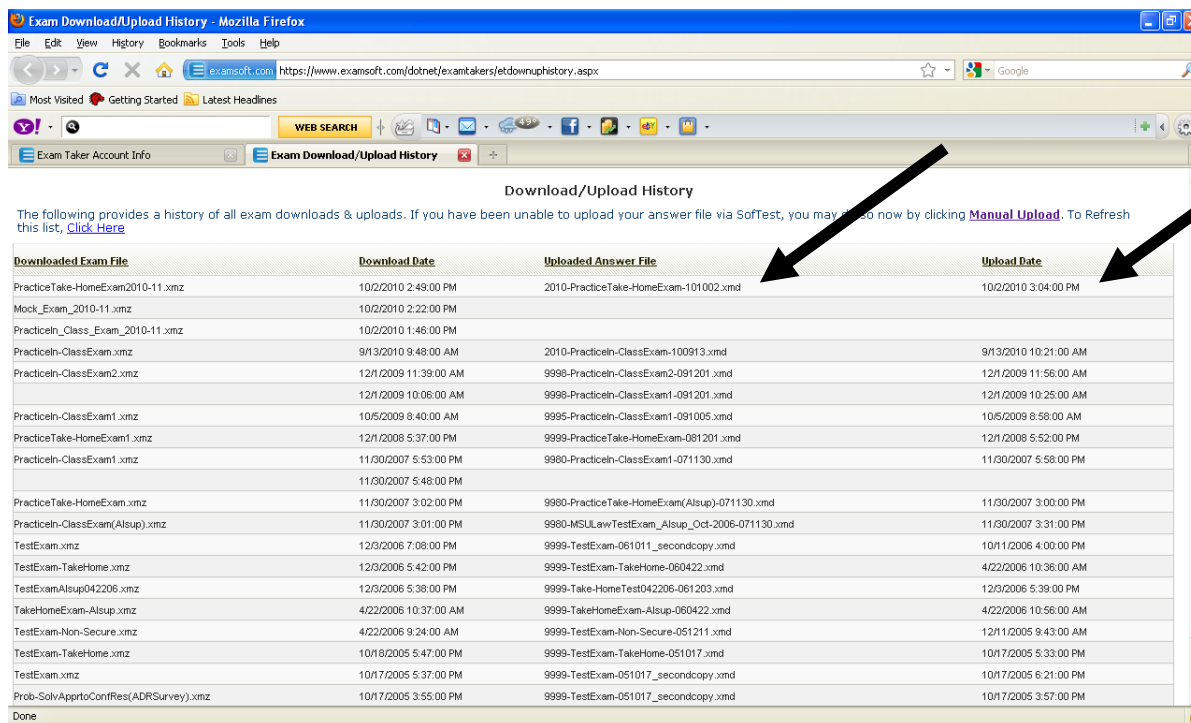


Figure 26

Step 2 – Type in your User Login information, as instructed in Figure 27, and hit “Enter” or click “Next.” Note: You must be connected to the Internet at this point.

Figure 27

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 28.

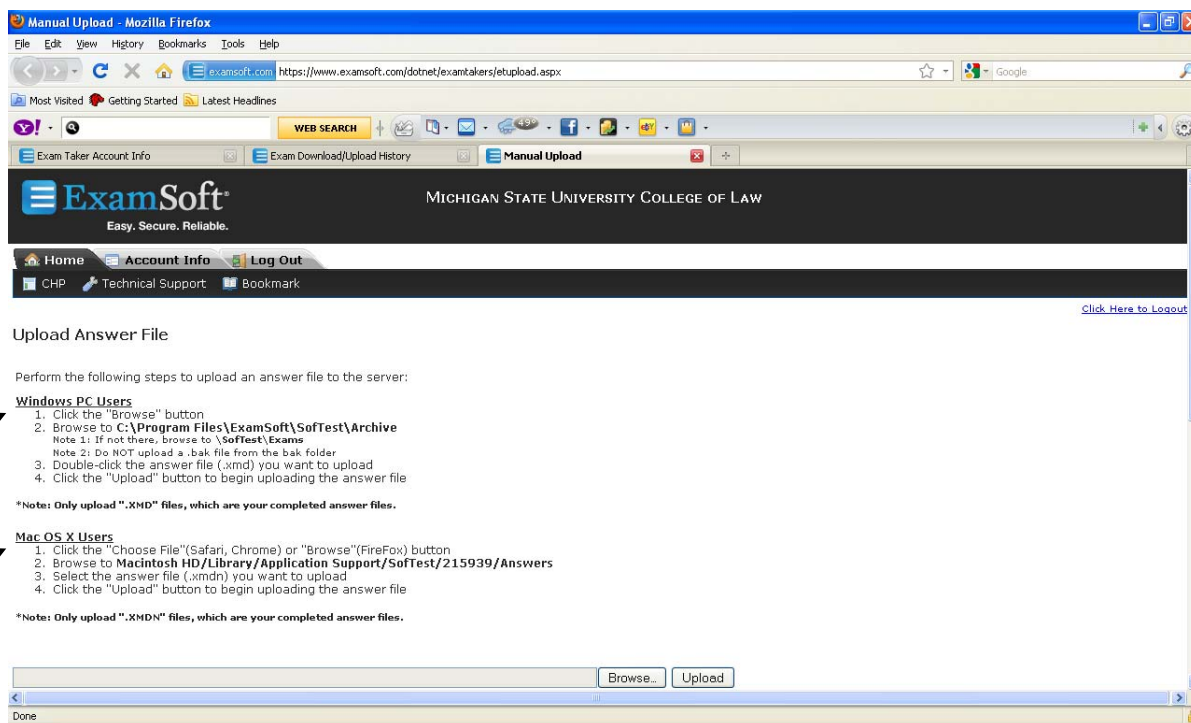


The following provides a history of all exam downloads & uploads. If you have been unable to upload your answer file via SofTest, you may do so now by clicking [Manual Upload](#). To Refresh this list, [Click Here](#)

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
	10/5/2009 8:40:00 AM	9995-PracticeIn-ClassExam1-091005.xmd	10/5/2009 8:58:00 PM
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-Take-HomeTest042206-061203.xmd	12/3/2006 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 28

Step 4 – Follow the instructions that are found on the “Upload Answer File” screen, as shown in Figure 29.



Manual Upload - Mozilla Firefox

File Edit View History Bookmarks Tools Help

examsoft.com https://www.examsoft.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 29

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 30.

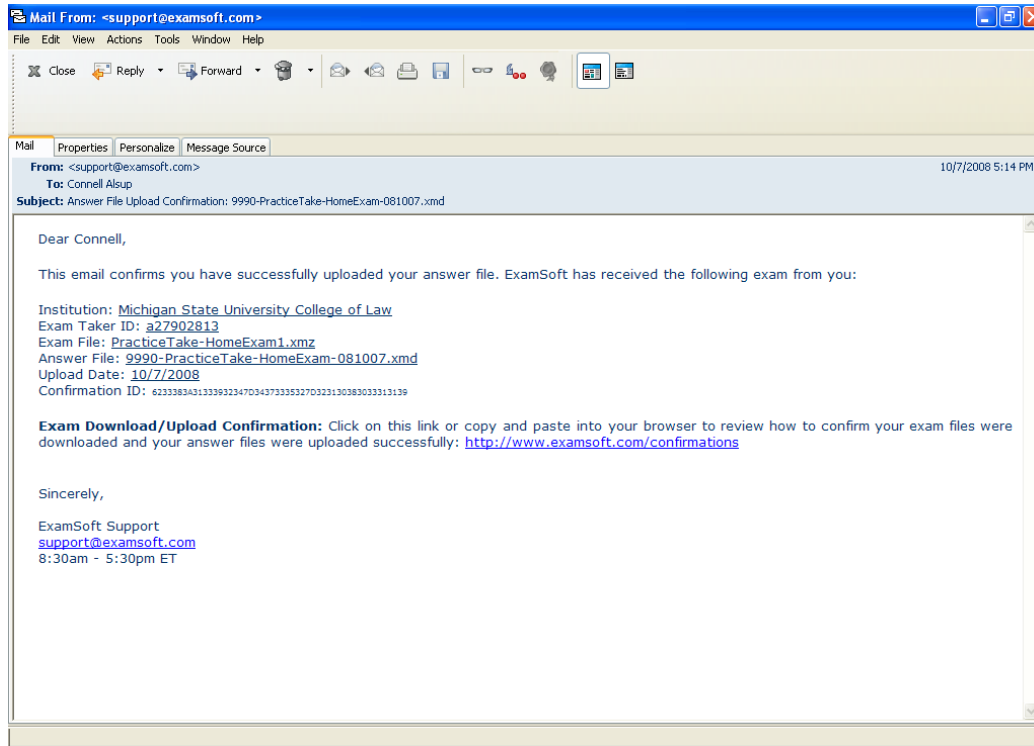


Figure 30

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!!!!!!!!!!