Creating ExamSoft Exams for the First Time
(Please note: FireFox is the preferred browser for ExamSoft)

Please Note:
There is a form to request enrollment export from and integration with your Blackboard Course available when you login to the Web Help Desk and request a Blackboard work ticket.

1) Login: (Hint: be careful about which slashes you use!)
Go to https://examsoft.com/SUPharmacy
In the field under Exam Takers, login as follows:
  Login: SUPharmacy\yoursuloginname (for example: amarchan)
  Password: the password you use for Blackboard

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Note that you can also login from the ExamSoft main page: http://learn.examsoft.com/
Click the Admins button in the upper right and choose SUPharmacy from the drop down menu.

3) Creating Questions. Once logged in, select the Questions Menu.
Begin by creating a folder for your questions.
Click the “gear” icon to the right of Items and select New Folder and name it.
  Example: Midterm Questions.
You will need to give each new question a title and indicate the folder it belongs to.

As a beginner, it is not recommended that you make “Categories” now. Categories are used to help run assessment reports. Once you have more experience with the system, you can add categories later.

See the ExamSoft Quick Reference Guide for help with creating each type of question. Save and Approve each question. (A question that is not approved is considered a “draft” question and cannot be used in a test yet.) You can add attachments if you need to add illustrations.

4) Creating an Assessment (test). Select the Assessments Menu
Then, make a new folder. Select the “gear” icon on the line that is labeled EXAMS.
IMPORTANT: Please follow this naming convention:
Use your Course ID and Name to label your folder. Example: OT 505 or EDU 595
You may then wish to make sub-folders in which to store questions.
Example: Midterm Exam

Then click the Create New Assessment button:

In the pop-up window, choose From Question Bank:

Next, you’ll need to give the Assessment a title (example: Midterm) and then indicate the folder to store it in. You may wish to create a notice that can be emailed to your students prior to the exam using the Add Custom Notice button.

Now you are ready to add questions to the Assessment. Click the Add Questions to Assessment Button, select the question you wish to add, then Add Selected to Assessment. You can always click the red button next to a question to remove it later if you want to.

5) Preview your test. Click the Preview Button at the bottom of the screen (you may need to scroll down.) Note that you will need to have installed the SofTest app to do this. There will be a link to download it if you haven’t done this previously.
Launch SofTest and then click login as Exam Taker. Login with the same credentials you used in step 1. Then choose your exam to preview from the drop down menu and follow the on screen instructions to try your test. You can then go back and edit your questions or test as need be (remember that you will have to go under the Questions menu to edit test your questions) and then preview it again until you are happy with it.

5) Now you are ready to Post your Assessment.
From the Assessments screen, click Post Assessment. Take care with this next screen and see the screen shot below.

Important hints:

Create an assessment password, but DON’T use a download password. Leave that blank.

Fill in the dates and times CAREFULLY. Allow for downloads at least 15 minutes into your class to handle latecomers who don’t read email.

Click the button for Secure Review. THIS CANNOT BE DONE LATER. You control when students can review it because they can’t see it until you give them the password.
ExamSoft has a lot of features that are not covered here. This guide is intended just to get you started. You’ll be able to experiment with more features after you have successfully deployed a test a few times. Please note, however, that at this time, we are not implementing the Rubrics feature as there is a significant extra cost for this feature.

**Final note:** it is **strongly recommended** that you try a mock test with you students at least a week prior to a real test so that both you and your students have a chance to learn the system. Do this at least once each term.