



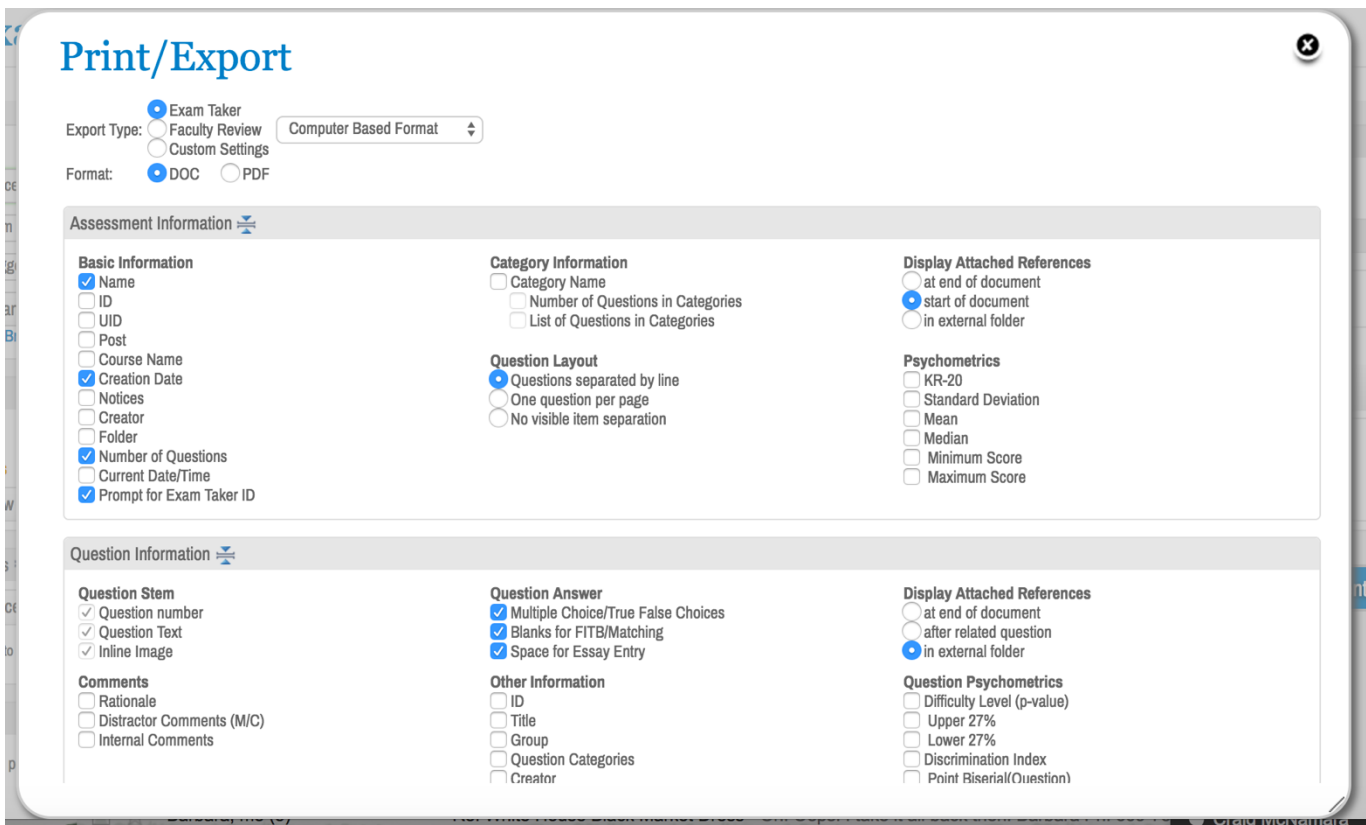
### Exporting ExamSoft Assessments

**Step 1.** Navigate to an assessment.

**Step 2.** Click **Print/Export Exam**.



**Step 3.** The **Print/Export** window will appear.



**Step 4.** Select the desired options.

**Step 5.** The assessment information will be pre-selected based on the export type chosen. Any of these selections can be customized.

**Step 6.** Click **Print/Export**.



**Step 7.** This will begin the process of downloading the exported exam, which will be in a compressed Zip file. Open the zip file to open your exam as either a **Word Document** or **PDF**.

*NOTE:* Selecting **Exam Taker** will pre-select options to print an assessment ready for Exam Takers to take. Selecting **Faculty Review** will pre-select options to optimize faculty review for the assessment.