



## Creating ExamSoft Exams for the First Time

*Please note that Firefox is the preferred browser for ExamSoft.*

This guide is intended to get you started using ExamSoft and walk you through the basic processes. Not all ExamSoft features are covered here. You will learn about:

1. ExamSoft account setup.
2. Selecting the correct database.
3. Creating questions.
4. Creating a new assessment (test).
5. Previewing.
6. Posting your test.

It is strongly recommended that you complete a mock test with your 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 as features may be updated since you last used the system.

### Account Setup

1. At least one week prior to using ExamSoft for the first time, you must email the Center for Teaching, Learning and Technology at [ctl@su.edu](mailto:ctl@su.edu) to request an account. In your email, please include the entire course ID.
2. Your associated course must be synchronized with ExamSoft before students may take exams. To sync the course with ExamSoft use the [Online Work Order Request Form](#) and follow the instructions below. As you progress through the form, new fields will be displayed.
  - a. Log in to the **Request Form** using your SU credentials.
  - b. The **Request Type** is Canvas. SU Canvas. Faculty.
  - c. Select **ExamSoft Sync**.
  - d. Enter the **Entire Course ID** in the request detail box. You may enter more than one.
  - e. Submit the request by clicking **Save** in the lower right-hand of the page.

**Continue to Selecting the correct ExamSoft Database.**

### Selecting the correct ExamSoft Database

Once your account has been setup, an email will be sent to let you know the correct database to access.  
The databases are:

- [SU Nursing](#)
- [SU Pharmacy](#)
- [SU Health Professions](#). Alternately you may access the health professions database directly by going to: <https://ei.examssoft.com/GKWeb/login/sushp>  
(Not yet available from the ExamSoft main page) .

**Note:** You can also login from the ExamSoft main page: <http://learn.examssoft.com/>

**Enter your SU Network credentials in the Administrators/Faculty field.**

**Select User Login** (upper right) and begin typing the name of the university to find your school, and the correct database.

### Creating Questions

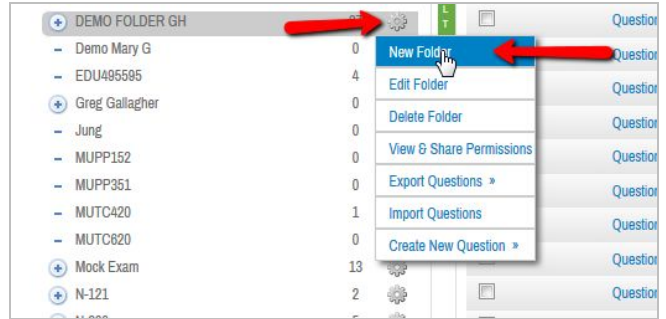
Select the Questions tab (top left).



If a folder has been created for you in the Questions field or if you have been given access to an existing folder, you should see it on the left.

You can create sub-folders in that folder by clicking the gear icon adjacent to that folder title, and selecting **New Folder**.

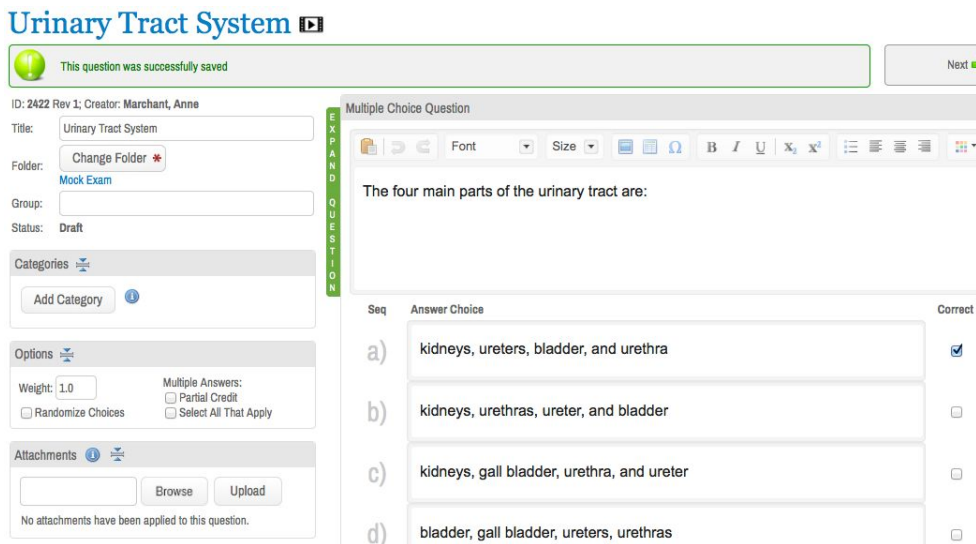
**Give each new question a title and select the folder in which it belongs.**



**Note:**

- As a beginner, it is not recommended that you make Categories. Categories are used to help run assessment reports. Once you have more experience with the system, you can add categories.
- See the ExamSoft Quick Reference Guide for help with creating each type of question.

**Save and Approve each question.** Unsaved questions are considered “draft” questions and cannot be used in a test yet. You can add attachments if you need to add illustrations.



**Step 5. CREATING AN ASSESSMENT (TEST)**

**Select the Assessments tab.** Use an existing Assessment folder or make a new folder, as described above. You may create sub-folders within your own folders, if needed. 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: EDU595
- You may then wish to make sub-folders in which to store questions. Example: “Midterm Exam”.

Then click the **Create New Assessment** button.



## Create New Assessment

ID: 40 Posts: 0

Title: Practice Test ✓

Type: Exam

Creator: Marchant, Anne

Folder: Change Folder \*  
Marchant Mock Exam

Blueprint

None of the questions selected have been assigned to a category.

Pre-Assessment Notices

Add Custom Notice OR Select Template

Next, you'll need to **give the Assessment a title** (example “Practice Test”) and then indicate the folder in which to store it. 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.



Add Questions to Assessment

Stats

Previous 1 Next Show: 10 | 25 | 50 | 100 | 250

Order	Question Title	ID/Rev	Creator	Type	Weight	Actions
1	President of SU	13 / 1	Marchant, Anne	T/F	1	
2	Shortest month	12 / 1	Marchant, Anne	M/C	1	
3	Matching question	15 / 2	Marchant, Anne	FITB	1	
4	Urinary Tract System	2422 / 1	Marchant, Anne	M/C	1	

Reorder First Question #

Previous 1 Next 4 Results Show: 10 | 25 | 50 | 100 | 250

Cancel Save Duplicate Preview Export/Print Post Assessment

## Step 6. PREVIEW YOUR TEST

Click the **Preview Button** at the bottom of the screen. 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.

**Preview An Assessment**

A single use non-secure assessment was generated to allow you to preview this assessment. This could take up to 15 minutes to be ready for viewing. Instructions on using this feature can be found in this [Quick Reference Guide](#).

You may also follow these steps below:

1. SofTest must be installed on your computer in order to preview.
  - [Download SofTest for Mac Installation Instructions](#)
2. Launch SofTest, enter your Institution ID, and login with your exam manager credentials.
 

**Username:** sunursinglrbrugger2  
**Password:** Please use your institution's log-in credentials for your username and password.
3. Select the exam preview from the exam list and click "Download Exam Preview"

This preview will only be available for 48 hours.

OK

**Launch SofTest and then click login as Exam Taker.** Login with your SU Network and Canvas credentials. 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.

## Step 7. POST YOUR ASSESSMENT

From the Assessments screen, click **Post Assessment**. Take care with this next screen and see the screen shot below. Be sure to choose your course and do not select Available to all Exam Takers or this will go to all students in the database, not just your course.

The image shows two screenshots of the 'Post Assessment' form. The left screenshot, labeled '2', shows the 'Settings' section with a dropdown menu for 'Course' open. The dropdown menu lists several courses, with 'Available to ALL Exam Takers' highlighted in blue. A red circle and the word 'NO' are placed next to this option, and a green arrow points to the 'Please select a Course...' option. The right screenshot, labeled '1', shows the same form with the 'Course' dropdown closed and 'Mock Test with matching' selected. The 'Assessment Password' is 'fruitbat1' and the 'Instructor' is 'Marchant'.

### IMPORTANT TIPS

- 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.
- 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.

### FINAL NOTES

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.

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.