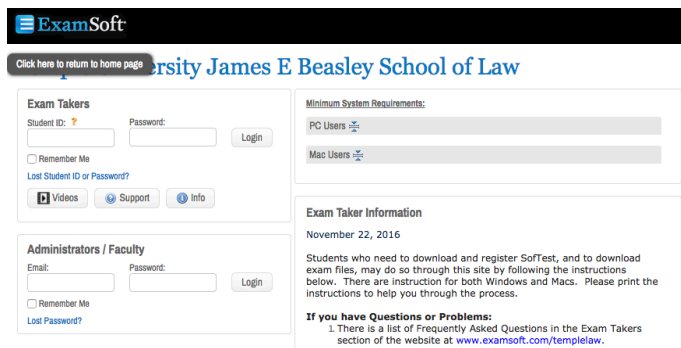


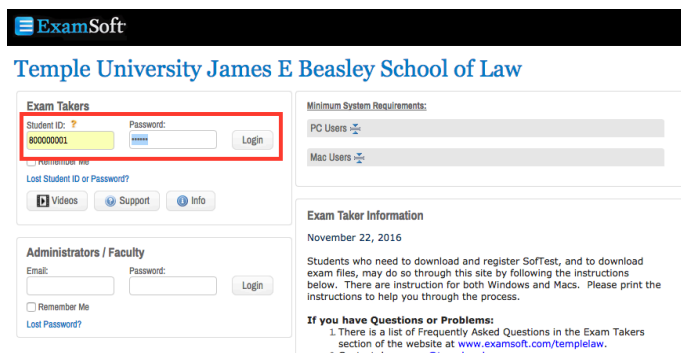
The following instructions will guide you through the process of using Examsoft's website to submit your take-home exams.

**Step 1:** Navigate to [www.examsoft.com/templalaw](http://www.examsoft.com/templalaw) using a supported web browser (eg: Google Chrome or Mozilla Firefox).

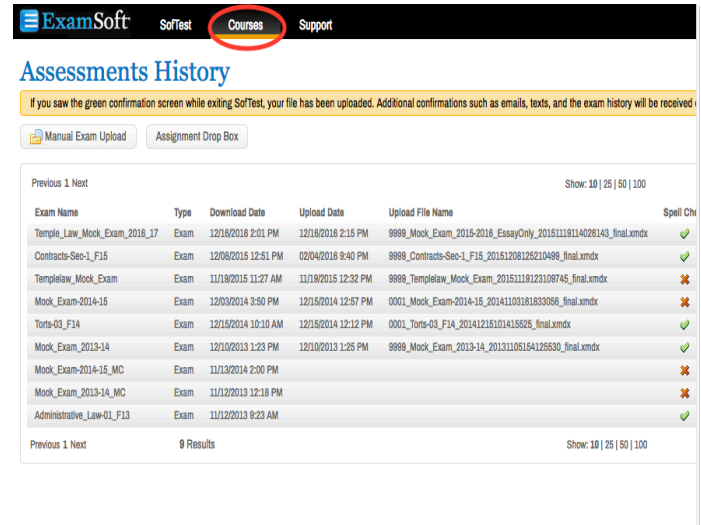


**Step 2:** Log in using your **Student ID** and **Password**.

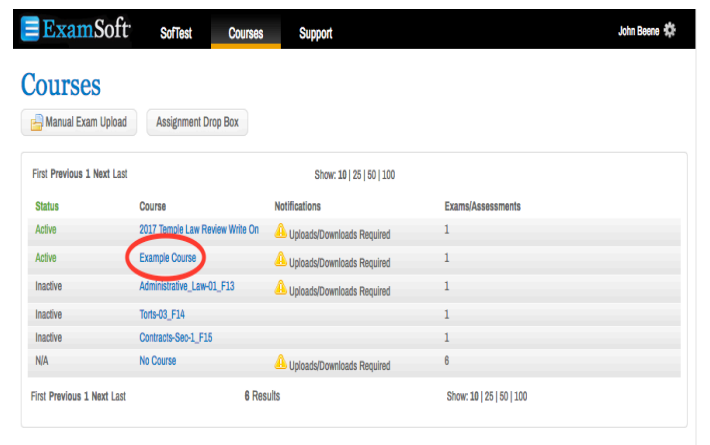
- Student ID is your *9 digit Temple University ID number* - found on the right hand corner of your OwlCard/Temple ID.
- The password is usually the *first letter of your first name, the first letter of your last name and the last four digits of your TUID number*, unless you have changed it.



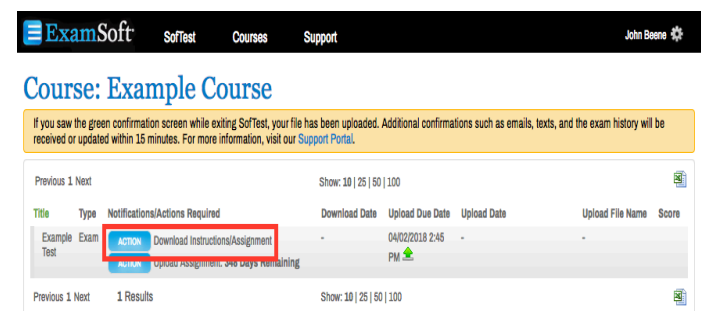
**Step 3:** Navigate to the 'Courses' tab.



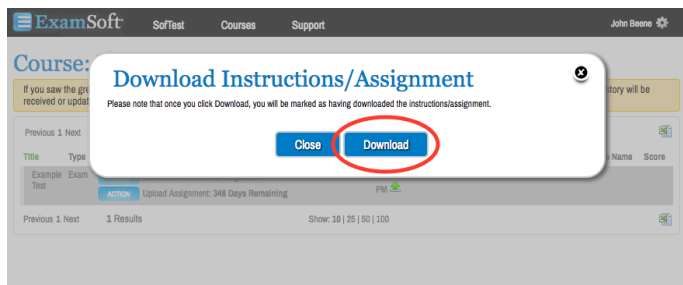
**Step 4:** Select the course for your exam.



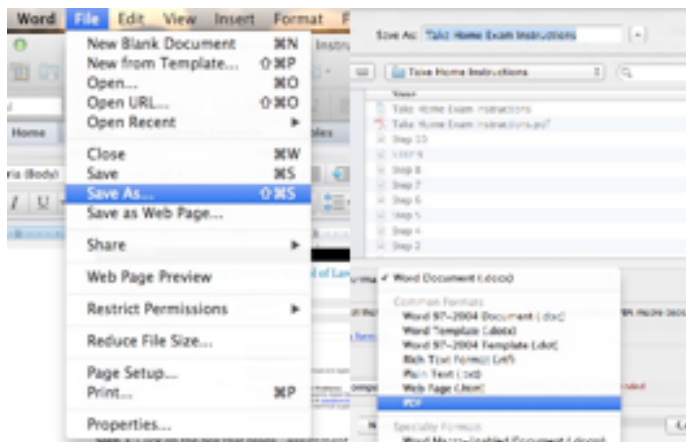
**Step 5:** Click the **“Action”** button with the the label **“Download Instructions/Assignment.”** This file contains your essay questions.



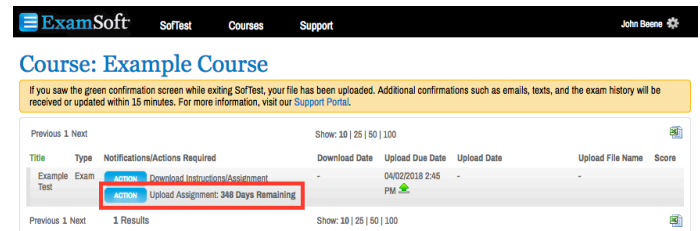
**Step 6:** Click on the “Download Assignment” button, and confirm that you have successfully downloaded your exam. Open the file to ensure that it has downloaded correctly. In most cases, your downloaded file should be in your “downloads” folder. Please note that your available time to complete the exam starts when you download your exam file.



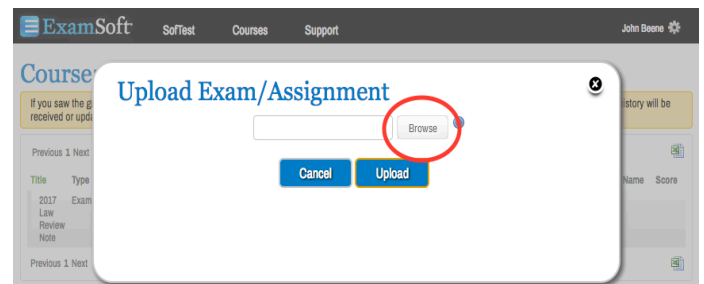
**Step 7:** Complete your take home essay using Microsoft Word or another word processing program. When you have completed the exam, save the file as a PDF file. Please name your answer file using the name of the file you downloaded in step 5, with “\_answer” added to the end of the file name.



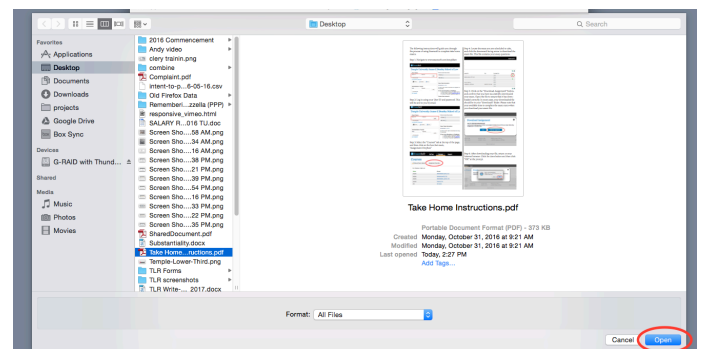
**Step 8:** When you have finished with your exam, and are ready to upload your exam answer, repeat steps 1-4, then click on the click the “Action” button with the label “Upload Assignment: X Days Remaining.”



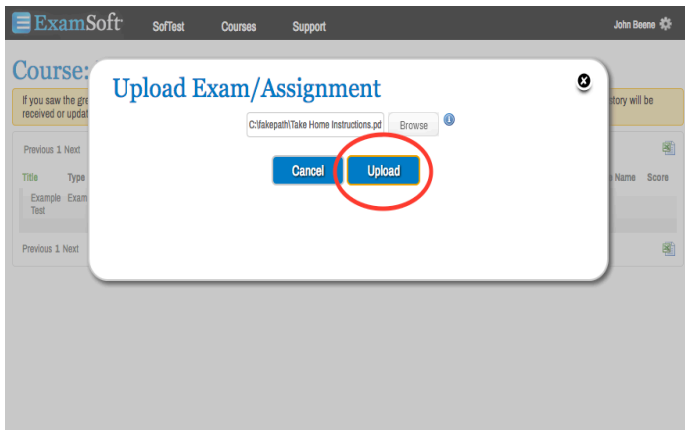
**Step 9:** Click the “Browse” button in the prompt box to select the corresponding file from your computer.



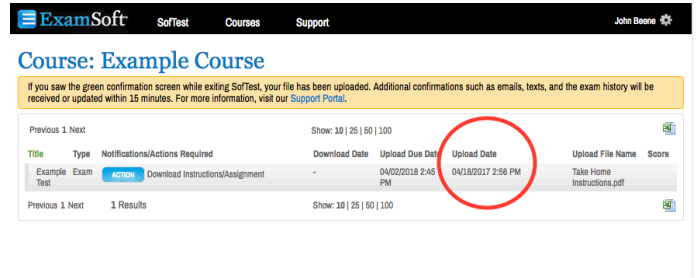
**Step 10:** Select the correct file with the correct name and click “Open.”



**Step 11:** After you have confirmed that you have selected the correct file, click the **“Upload”** button in the prompt box.



**Step 13:** You can confirm the time of your upload by checking the **“Upload Date”** column of the course.



**Step 12:** Congratulations! You have successfully uploaded your exam.

