Using Examplify: Features and Tips

The following is a quick guide to installing and using Examplify In order to make your exam experience as smooth as possible, please be familiar with these functions. For a complete set of Examplify training materials and videos, please visit: <u>http://examsoft.com/support</u>

1) Installing Examplify

Please go to <u>https://ei.examsoft.com//GKWeb/login/lavernelaw</u> and prior to logging in, please review the "Minimum System Requirements" section to make sure your laptop's operating system meets the standards necessary for Examplify. Then, within the Exam Takers section, please enter your assigned User ID and password (this will be emailed prior to the exam) and press 'Login'.

		-			
2	-ya	ms	A 1		

Exampon

University of La Verne Colleg	e of Law
Exam Takers	Minimum System Requirements:
Student ID: ? Password:	PC Users 🛣
Remember Me	Mac Users 😤
Lost Student ID or Password?	
Videos Support Info	Exam Taker Information
Administrators / Faculty	Soffest can be used on virtually any modern computer (i.e. purchased within the last 3-4 years). For specific system requirements, please click on the icon above (Minimum System Requirements).
Email: Password: Login	
Remember Me	

2) Completing Installation and Logging into Examplify

After the installation is complete, you will be asked to agree to the Software License Agreement. Please scroll to the bottom of the agreement and click, "I Agree". In addition, the first time you open Examplify, you will be prompted to enter the Institution ID code. This ID code "**lavernelaw**"

If this is not your first time logging into Examplify, you can open the Examplify application by clicking on the Examplify icon on your laptop:

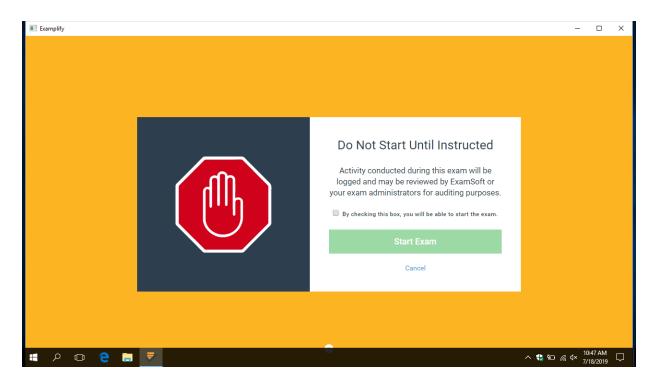


Once you login, please feel free to download any available exams, including the mock exam. For regular exams, you can complete the download days, or sometimes weeks, prior to arriving on exam day. Or you can download your exam just before the exam begins. We recommend the former.

Please do not worry; you cannot start an exam without first being given the exam password (other than for the mock exam, we give you the exam password when you arrive in your exam classroom).

To download an exam, please click on the exam name on the left-hand side of your screen (any exam with the message "Ready For Download"). Then click the blue "Download Exam button".

Once you have downloaded an exam, you will be prompted to enter an exam password. After the password is entered, click on the green "Start Exam" button. Examplify will now close all other applications on your laptop. You will not have access to your hard drive or the internet during the duration of the exam. Once Examplify "secures" your laptop, you will see the following message:



If this were a real exam situation, you would not check the box or enter the exam until instructed to do so by your proctor. Once the exam opens, you will see the following window:

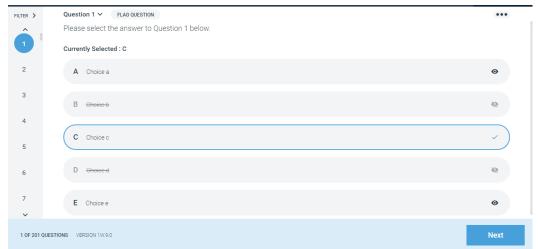
Examplify			- 0 ×
🕏 Examp	ify Spring_19_0pen_Examplify_Mock NAQTALIE PUCILLO (pucillo), Exam ID #: 984	EXAM CONTROLS 🗸	TOOL KIT
FILTER >			
Â	Question 1 Y FLAG QUESTION		•••
	Please select the answer to Question 1 below.		
2	Answers A - E		
3	A Choice a		۲
4	B Choice b		ø
5	C Choice c		ø
6	D Choice d		٥
~	E Object		~
1 OF 201 QUESTIC	NS VERSION 1W.9.0		Next

3) Answering multiple choice questions

Please know that during an actual exam, all of your exam questions will be given to you

within a paper question booklet; the questions will not appear in Examplify. Unless otherwise specified within your question booklet, all multiple choice questions will be answered within Examplify. You have the option of completing these questions at any point during the exam. In other words, you can skip to the essay portion and then come back to the multiple choice section. There is space for 200 multiple choice answers, although your exam is likely to have significantly fewer multiple choice questions. If you have, for example, 15 multiple choice questions, please answer these questions within the first 15 multiple choice answer spaces. You can use the "Next" and "Previous" buttons to navigate between questions, or you can pull down (or up) the scroll bar on the far left hand side and select the question you are looking to answer (hover over the question number and click).

Once you are within a question, if you would like to cross out answers which you know are not correct, you can do so by clicking the "view" symbol buttons to the right of each answer. Once you do this, a line will go through these answers and these answers will turn gray. To undo a removed answer, all you have to do is re-click the symbol. To select the answer which you believe is correct, click on that answer. In the below case, Answers B & D have been crossed out and Answer C has been selected:



You can also flag certain questions to remind yourself to come back to this question later in the exam. All you have to do is click on the flag icon within the question. The flag will turn orange and you will see the orange flag along the scroll bar (see next picture), reminding you to return to this question later in the exam. There is a filter button at the top of the scroll bar which allows you to filter flagged, answered or unanswered questions. Please know your multiple choice answers are not final until you submit your Examplify exam.

	Question 4 V UNFLAG QUESTION Please select the answer to Question 4 below.
2	Answers A - E
3	A Choice a
4	B Choice b
5	C Choice c
7	D Choice d
~	E 01-11-1

4) Answering essay questions

When you first begin your exam within Examplify, the first area you will encounter is the multiple

choice question area (200 multiple choice questions). Regardless of whether your exam has multiple choice questions or does not, you can choose to bypass the multiple choice questions and get to the essay area by scrolling down the scroll bar until you reach question 201. Click on the '201' number and you are now in the essay area. This is where you type answers for your short answer and essay questions. To separate answers, label each answer within the essay area; e.g., Question 2, Part A. All of your essay or short-answer answers, regardless of the question number, will be written in the Examplify

"Question 201" area. Please know Examplify automatically saves and backs-up your answers every 30 seconds.

🕏 Exan	nplif	Y [™] Spr	ing_19_1	Open_Examp	ify_Moc	k NA(QTAL	IE PUC	ILLO	(pucill	o), Exa	ım IC	D #: 984	I							EXA	M CON	ITROL	s 🗸	4	то	OL KIT	:
FILTER >																												
^	c	uestion	201 ~	FLAG QU	ESTION																						•••	
196	F	Please ty	ype the	e answer to	Ques	tion 1	l bel	OW.																				
150	E	ssay An	swer	147 /10	0000 cl	naract	ers																					
197		Arial	•	9pt	•	В	U	I	\times^{i}	×,	E	Ξ	. 3		Ω	₩	ж	D	Ô	łΞ	ŧΞ	1	逦	+	¢	H		
198		This is whe	ere you ty	pe yo <mark>ur</mark> answer	s to short	answer	r and e	essay q	uestior	ns. Plea	ise labe	al you	ir answe	rs.														
		Essay 1, P	art A																									
199		This exam	is uncons	stitutional.																								
200																												
200																												
201																												
~																												
201 OF 201	QUESTIC	INS VER	ISION 1W.	9.0																		Prev	vious			N	ext	

5) Spell-check

Spell-check is automatically available for all of your exams. When you misspell a word, a red line will appear under the word. Right click on the misspelled word and you will be given correctly spelled options. Select your preferred option and your misspelled word will be replaced by the correctly spelled word.

^	Question 201 🗸	FLAG QUESTION																			••
95	Please type the	answer to Que	stion 1 b	elow.																	
96	Essay Answer	175 /100000 c	haracters	5																	
50	Arial	Did you mean:	ן ר	! <u>I</u>	ײ	×	E 3	E	3 8	Ω	¥	ж	Q	Ô	łΞ	ŧ≡	▣	⊡	•	\$ H	
97	This is where you	misspelled miss spelled	ver an	d essay	question	is. Please	abel yo	ur an	nswers.												
98	Essay 1. Part A. This exam is unco	miss spelled misspelling misspell																			
99		Cut Copy Paste																			
00	This is a missspelled	Select All																			
	This is a missionation	word.																			

6) Word Counts

In order to view the word count statistics, please click on the paper icon to the left of the character count number. The "This Essay" line will give you the word count for all words written within

question area 201. If you would like to get a word count for just a portion of what you have written in question area 201 (for example, Essay #1, Part A), "highlight the words you want counted and then select the word count icon. On the "Selection" line, you will see the word count for just the words you have selected.

^	Question 201	FLAG QUEST	ION																			
95	Please type th	he answer to Q	uestio	n 1 bel	OW.																	
96	Essay Answer	175 /100000	charac	ters		1																
90	Arial	v	vords	chars	w/o spaces	×₂	E	Ξ	Ξ	Ω	₩	ж	D	Đ	Ξ	ŧΞ	•	Ē	•	è	H	
97	This is where you	This Essay	30	175	146	3. Pleas	e label	your a	inswers													
98	Essay 1, Part A. This exam is unco	Selection	17	99	83																	
99	This is a missspel	led word.																				
00																						

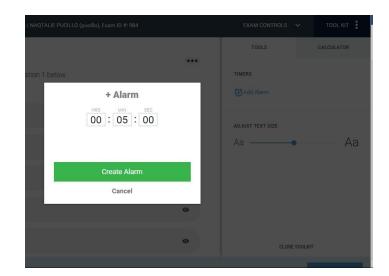
7) Changing your font size

~

If you prefer to type with a larger (or smaller) font size, please adjust the font size number on the Examplify tool bar. You can choose a font size between 8 and 72. Please know all exams are printed by the registrar using a standard font size. Thus, even if you are typing your answer using a '20px' font size, your professor will receive your answers in a standard 12 point font size.

8) Alarm

To activate an alarm, click on the "Tool Kit" at the top right of your screen. Click on "Tools", then "Add Alarm". Then select "Add Alarm". The alarm box will appear and you can set the hour or minutes as you would like. Click the green "Create Alarm" button and the countdown will begin at the top of your page. You may set multiple alarms at the same time. Please know that when the alarm goes off, no sound will be made. Rather, an orange notification will appear at the top of your screen, notifying you that the time you set has reached its end. You can then dismiss the alarm.



9) Calculator

A scientific calculator is available within Examplify. Please click on "Tool Kit" at the top right corner of your screen, and then "Calculator".

EXAI	M CONTRO	ls 🗸	тос	L KIT				
т	00LS		CALCUL	ATOR				
DEG				Ans= 0				
Rad	lian	IN	IV	AC				
sin	cos	tan	π	n!				
log	In	√	1/x	xy				
7	8	9	()				
4	5	6	×	÷				
1	2	3	+	-				
0	C	CC CLOSE TOOLK		_				

10) Highlighting Text

You can use the highlight tool in Examplify to highlight portions of question-text.

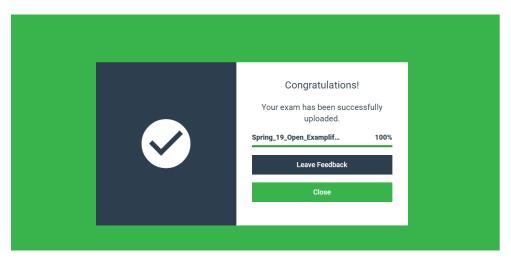
1. Navigate to the Toolbar at the top and select the Highlight feature.

Exam Controls 👻	Û ()	© 00:22:43
2. Click on the colour drop-down menu t	nat appears at the top left of thescree	en.
Exam Controls 💌	0 1	© 00:22:38
•		

- 3. Select the colour you would like to highlight the text from the drop-down selection.
- 4. Select the text that you wish to highlight by clicking and dragging your mouse acrossit. The selected text should now be highlighted whichever colour you have chosen.

11) Submitting your exam and confirming a successful submission.

Your exam is automatically saved every 30 seconds. Once you have completed your exam, please go to the "Exam Controls" area on the top left corner of your screen. Click "Submit Exam". You will immediately see a warning message stating you are about to close the exam and will not be able to get back into the exam once it is closed. If you are truly finished with your exam, please click on the "I am ready to exit my exam" box. This will activate the 'Exit' button. If you have inadvertently entered this exit area, click "Return to Exam". Once you have clicked the 'Exit' button, Examplify will begin the exam upload process. The upload process normally takes 20-30 seconds. Once it is complete and your exam has uploaded, you will receive the following message:



Please do not leave the exam room until you receive this green "Congratulations" message. Successful submission of your exam will result in you receiving a confirmation e-mail. Please click the 'Close Exam' button. On the left hand side of your window, you can see that you successfully submitted your exam.

	sucillo - The C	stholic University of America Columbus School of Law	Home Menu 🗸	NOTIFICATIONS 🛕
My Exams		Spring_19_Open_Examplify_Mock		
READY FOR DOWNLOAD		You have completed this exam and successfully uploaded the exam file.		
CSL_Mock_Exam Ready For Download	±	Leave Feedback		
Spring_19_0pen_Examplify_Mock Ready For Download Last Uploaded On: 7/18/2019, 11:49:44 AM	±			
COMPLETED				
Spring_19_Open_Examplify_Mook Exam uploaded: 7/18/2019, 11:49:44 AM	~			
Refresh Exem List		© 1998-2019 ExamSett Worldwide, Inc. All Rights Reserved	Version 1	1.10.0 Expiration 05/31/2020

Please note that you have 12 hours to upload