

ExamSoft Instructor Tip Sheet

Login at:

- examsoft.com/umassdnursing
- Enter your full email address as a username.

To see if students started/finished an exam:

- Go to “Assessments” tab, click the (+) next to the current term, and then click on your course.
- Click on the name of the Assessment.
- Go to the “Exam Taker Activity” tab.

To review the results of the exam:

- Go to “Assessments” tab, click the (+) next to the current term, and then click on your course.
- Click on the name of the Assessment.
- Place your mouse over the “Reporting/Scoring” tab.
- Choose “Item Analysis” or “Exam Taker Results.”

To adjust acceptable answers: (Instructors only)

- Go to “Assessments” tab, click the (+) next to the current term, and then click on your course.
- Click on the name of the Assessment.
- Click on the “Adjust Scoring” tab.
- Click the pencil to the far right of a question to edit it.