

Posting an Assessment in Examssoft

1. Enter exam name
2. Create a unique password
3. Select the course folder
4. The *Download Start* time should be 2 hrs before the start of the exam
5. The *Download End* time is ½ hr after the exam starts
6. *Max Download* is always 1.
7. Enter the date and time for the exam
8. Leave *Review Type* as 'None'
9. Check the *Remote Assessment* box

The screenshot shows the 'Post Assessment' form with the following fields and callouts:

- 1**: Post Assessment title
- 2**: Posting Name field (2019 Spring NURS 4314)
- 3**: Assessment Password field (RESSP19)
- 4**: Course dropdown menu ([H_20191_NURS_4314_19318])
- 5**: Instructor field (Varghese)
- 6**: Download Start field (2/21/19 8:00 am)
- 7**: Download End field (2/21/19 8:30 am)
- 8**: Max Downloads field (1)
- 9**: Scheduled on field (2/21/19 8:00 am)
- 10**: Suppress Exam Emails checkbox (checked)
- 11**: Review Type dropdown menu (None)
- 12**: Remote Assessment Deletion checkbox (checked)
- 13**: Remote Deletion Date field (2/21/19 9:00 am)

Buttons: Cancel, Post Assessment

10. Enter your name here
11. Check the *Suppress Exam Emails* box
12. *Remote Deletion Date* should be set to the date of the exam and ½ hr after the *Download End* time.
13. Once all these fields are completed, you can *Post Assessment*.