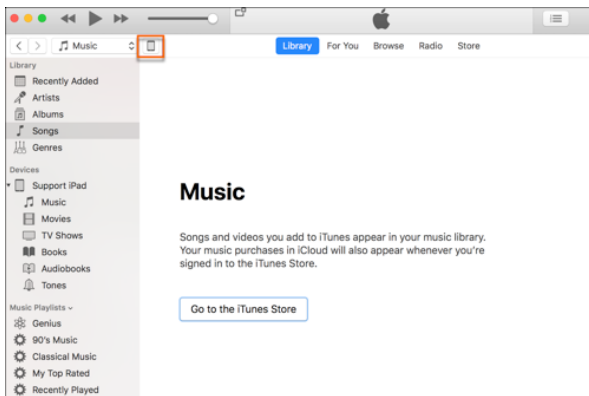


Manually Upload Exams From iPads to ExamSoft for Students

FIND AND SAVE THE FILES

1. Connect your device to your PC using the cable that came with your device.
2. If asked for your device passcode or to Trust This Computer, follow the onscreen steps.
3. Select your device within iTunes and navigate to File Sharing.

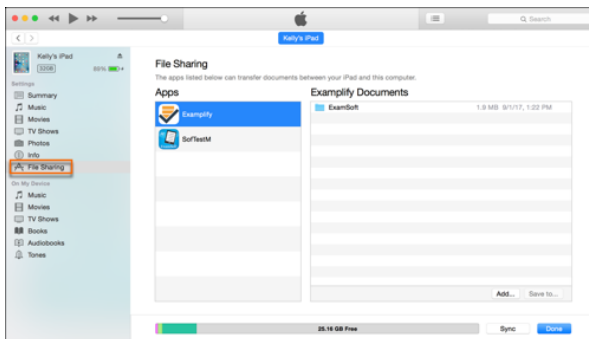


UPLOAD THE FILES TO EXAMSOFT

The most efficient method is for students to log into their portal and upload their answer file. However, if that's not possible, the following process outlines how to submit files directly to ExamSoft. Please note that this method may take an additional day, as it requires processing by ExamSoft's Tier 2 support.

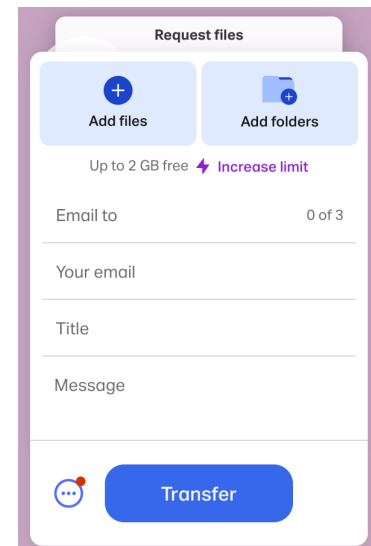
1. Contact ExamSoft Support (888-792-3926) to get a Support Ticket Number.
2. Go to <https://wetransfer.com/> (this is the file transfer service for ExamSoft and the parent company, Turnitin) and submit the files in the little window on the left side of the screen.

4. Select **Examplify** from the list.



5. Select the **ExamSoft** folder and drag it to the desktop.
6. Open the **ExamSoft** folder.
7. Follow this folder path to find the answer file: **ExamSoft**> {School ID}> {Exam Taker ID}> **AnswerBundle** > **Exam Posting ID**
8. Within the **Exam Posting ID** folder, look for the **XMSL** file, and proceed with the manual upload.

Note: If you do not see an XMSL file in the above folder, please contact ExamSoft Support at 888-792-3926.



3. Click on **Send File**
4. **Email To:** examsoft-support@turnitin.com
5. **Your Email:** BCM email (sender)
6. **Title:** ExamSoft Support Ticket Number
7. **Message:** ExamSoft Support Ticket Number
8. Browse to find the files and upload.
9. **Click Transfer**
10. A verification code will be sent to your BCM email and will need to be input into the next window to submit the files.
11. Updates will be sent to Ed-Tech and we will let you know what the status is.