

Manual Upload Instructions

Manual Upload of the Answer File

If you are connected to the Internet and your answer file does not automatically upload, follow the following steps.

Step 1 – Open up SofTest and click “Download History”, as shown in Figure 1.



Figure 1

Step 2 – Type in your User Login information, as instructed in Figure 2, and hit “Enter” or click “Next.” Note: You must be connected to the Internet at this point.



Figure 2

Step 3 – If you are connected to the Internet a history of your exam download and upload history will appear. Confirm that an “Uploaded Date” for the exam in question is showing. If the “Uploaded Date” is blank, click “Manual Upload”, as shown in Figure 3.

Download/Upload History

The following provides a history of all exam downloads & uploads. If you have been unable to upload your answer file via SofTest, you may do so now by clicking [Manual Upload](#). To Refresh this list, [Click Here](#)

Downloaded Exam File	Download Date	Uploaded Answer File	Upload Date
PracticeTake-HomeExam1.xmz	10/7/2008 9:07:00 PM	9990-PracticeTake-HomeExam-081007.xmd	10/7/2008 5:15:00 PM
PracticeIn-ClassExam1.xmz	10/7/2008 5:17:00 PM	9990-PracticeIn-ClassExam1-081007.xmd	10/7/2008 5:43:00 PM
PracticeIn-ClassExam1.xmz	11/30/2007 5:53:00 PM	9980-PracticeIn-ClassExam1-071130.xmd	11/30/2007 5:58:00 PM
	11/30/2007 5:48:00 PM		
PracticeTake-HomeExam.xmz	11/30/2007 3:02:00 PM	9980-PracticeTake-HomeExam(Alsup)-071130.xmd	11/30/2007 3:00:00 PM
PracticeIn-ClassExam(Alsup).xmz	11/30/2007 3:01:00 PM	9980-MSULawTestExam_Alsup_Oct-2006-071130.xmd	11/30/2007 3:31:00 PM
TestExam.xmz	12/3/2006 7:08:00 PM	9999-TestExam-061011_secondcopy.xmd	10/11/2006 4:00:00 PM
TestExam-TakeHome.xmz	12/3/2006 5:42:00 PM	9999-TestExam-TakeHome-060422.xmd	4/22/2006 10:36:00 AM
TestExamAlsup042206.xmz	12/3/2006 5:38:00 PM	9999-Take-HomeTest042206-061203.xmd	12/3/2006 5:39:00 PM
TakeHomeExam-Alsup.xmz	4/22/2006 10:37:00 AM	9999-TakeHomeExam-Alsup-060422.xmd	4/22/2006 10:56:00 AM
TestExam-Non-Secure.xmz	4/22/2006 9:24:00 AM	9999-TestExam-Non-Secure-051211.xmd	12/11/2005 9:43:00 AM
TestExam-TakeHome.xmz	10/18/2005 5:47:00 PM	9999-TestExam-TakeHome-051017.xmd	10/17/2005 5:33:00 PM
TestExam.xmz	10/17/2005 5:37:00 PM	9999-TestExam-051017_secondcopy.xmd	10/17/2005 6:21:00 PM
Prob-SolvApprtoConfRes(ADRSurvey).xmz	10/17/2005 3:55:00 PM	9999-TestExam-051017_secondcopy.xmd	10/17/2005 3:57:00 PM
TestExam.xmz	10/17/2005 3:10:00 PM	9999-TestExam-051017.xmd	10/17/2005 3:51:00 PM
	10/10/2005 3:28:00 PM	9999-TestExam-051010_secondcopy.xmd	10/10/2005 12:38:00 PM

All dates/times are Eastern Standard Time

Figure 3

Step 4 – Follow the instructions that are found on the “Upload Answer File” screen, as shown in Figure 4.

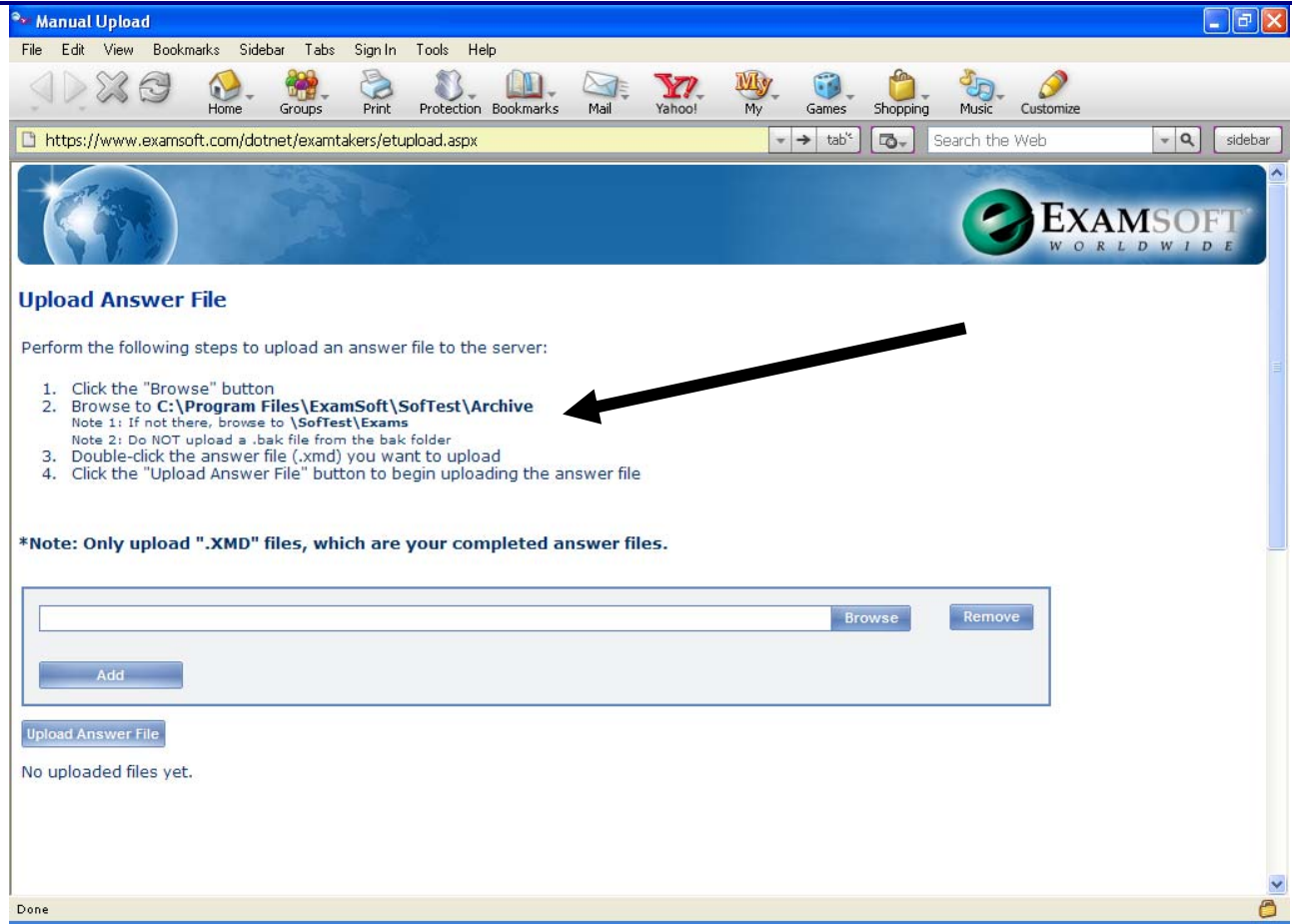


Figure 4

Step 5 – Wait about 10 minutes or so and you will be able to confirm whether the exam file in question was successfully uploaded by repeating steps 1 through 3 in Section 4. You will also receive a confirmation email from ExamSoft, as shown in Figure 5.

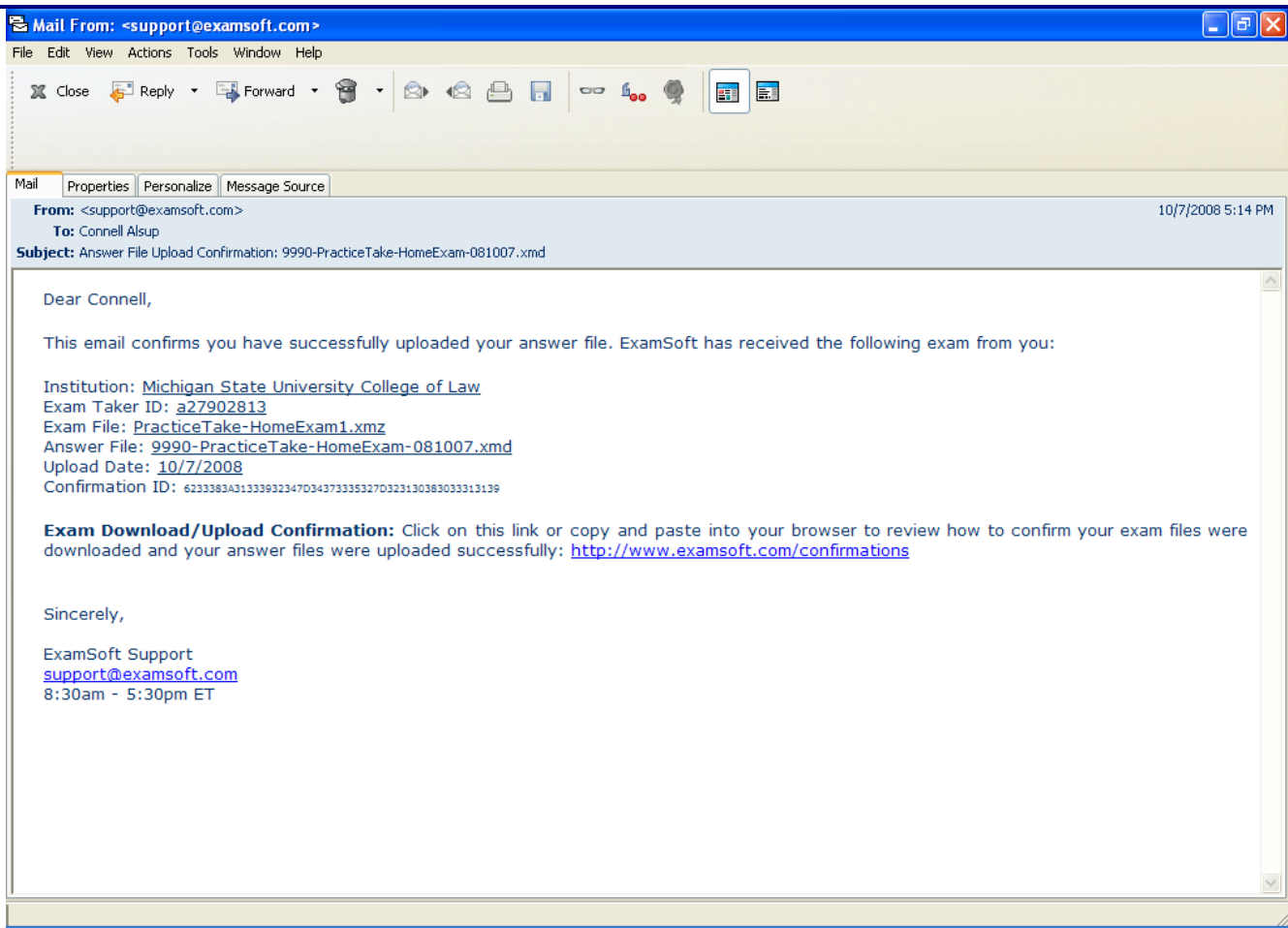


Figure 5

Step 6 – If the answer file does not either automatically or manually upload, your laptop is to be brought to the Registrar’s Office in room 309.



UNLESS YOU HAVE CLOSELY FOLLOWED STEPS
5 AND 6 ABOVE, YOU ARE NOT DONE!!!!!!!!!!