

## STUDENT [CLASSES.PACE.EDU](http://CLASSES.PACE.EDU) EXAM INSTRUCTIONS

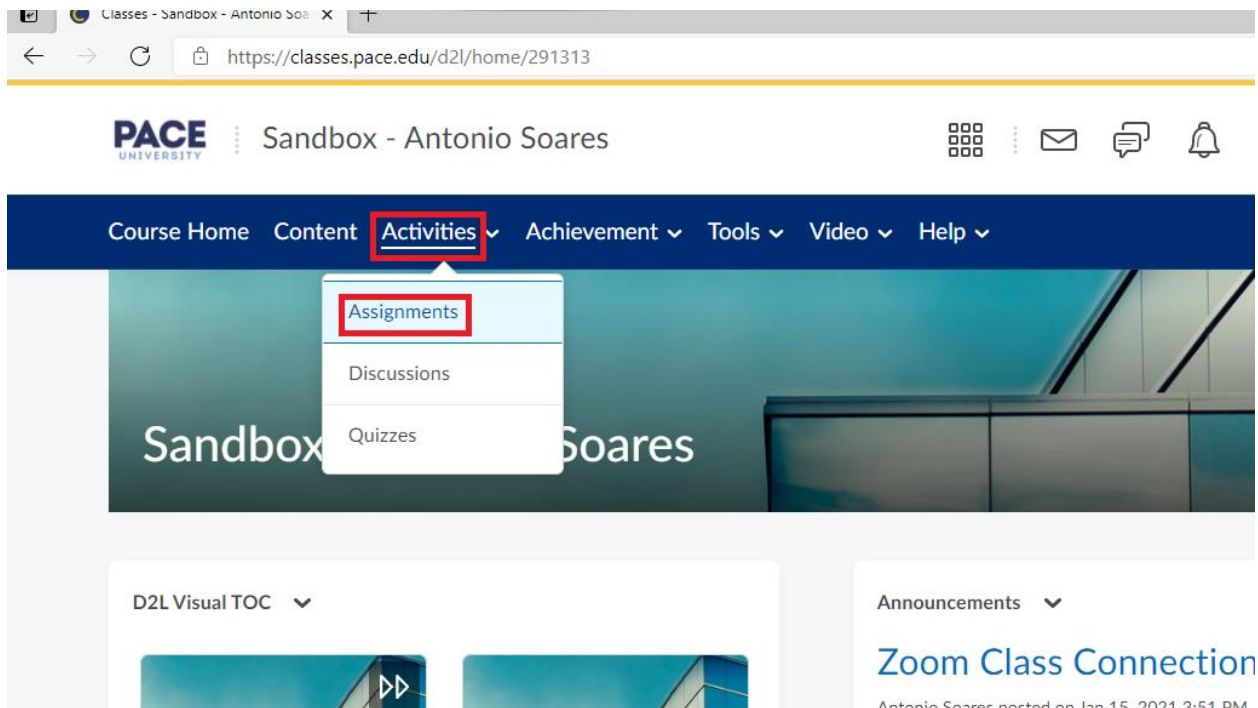
1. Go to your course on Classes.pace.edu.
2. On the Blue Navigation Bar Click on “Activities”.
3. Then Click on “Assignments”.
4. You will see your exam.
5. Click on your exam to open it.
6. When you have completed your exam, save the file in Word:
  - a. Include your anonymous ID number as part of the file name and on every page of the document.
  - b. Do not include any identifying information anywhere in your document, including your name.
  - c. Make sure to remove any identifying properties in your document. For instructions, go to <http://libraryanswers.law.pace.edu/faq/164905> These instructions are also covered in the accompanying video tutorial.
  - d. **Do not submit a pdf.** Doing so could interfere with and delay the grading of your exam.
7. When you are ready to submit your exam, go back to Assignments.
8. Click on Your Final Exam to Submit
9. Scroll down and click on “Add file”.
10. Click on “My Computer”.
11. Click on “Upload”.
12. Browse through your files to find and upload your saved exam with your answers.

13. Click “Add”.

14. You will then see your exam listed under

15. Click “Submit”

16. If you encounter problems submitting your exam on Classes.pace.edu, you can always contact the Registrar to have them forward your exam to your professor.





# Assignments

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Assignment	Completion Status	Score	Evaluation Status
No Category			
<a href="#">Final Exam</a>	Not Submitted	- / -	

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# Final Exam

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Start Date

Mar 25, 2021 12:01 AM

End Date

Mar 30, 2021 11:59 PM

## Submit Assignment

Files to submit \*

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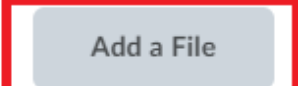
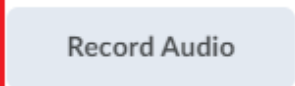

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## Submit Assignment









Files to submit \*

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Comments

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Open

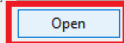
This PC > Desktop > Exam

Search Exam

Organize New folder

Name	Date modified	Type
Word Document for Exams on Classes.d...	3/25/2021 10:45 AM	Microsoft Word

File name: Word Document for Exams on Classes.docx All files (\*.\*)

 Open Cancel

Assignments > Final Exam

# Final Exam

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## Submit Assignment

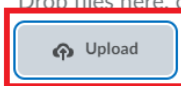
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Source: My Computer

Comments

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File submission successful

Submission ID

141084

Submission(s)

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Comments

Assignment

Final Exam

Submission Date

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**Done**

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# Assignments

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Assignment	Completion Status	Score	Evaluation Status	Due Date
No Category				
Final Exam	1 Submission, 1 File	- / -		Mar 30, 2021 11:59 PM