

TUTORIAL

VIEWING A LIST OF STUDENTS
THAT HAVE UPLOADED EXAMS

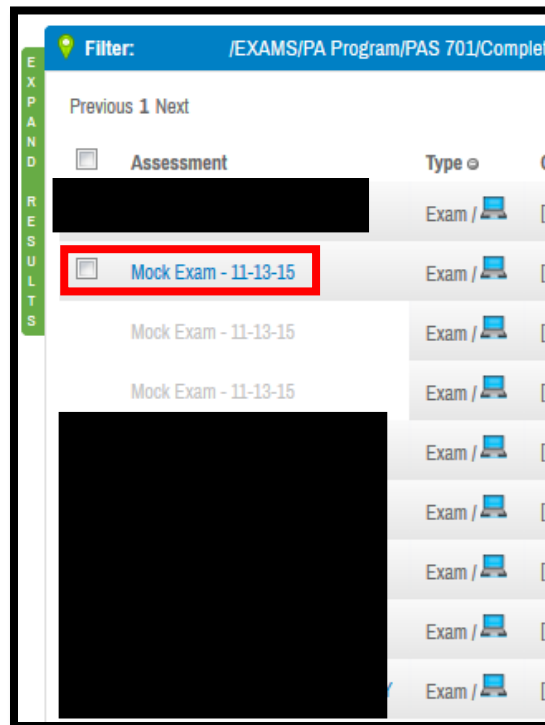
This tutorial shows how to view a list of the students that have completed and uploaded their exams to ExamSoft. This tutorial can be found on the Blackboard page of the Digital Toolkit under the ExamSoft Faculty Tutorials section:

www.pace.edu/digitaltoolkit

Log in to examssoft.com/pace to get started.

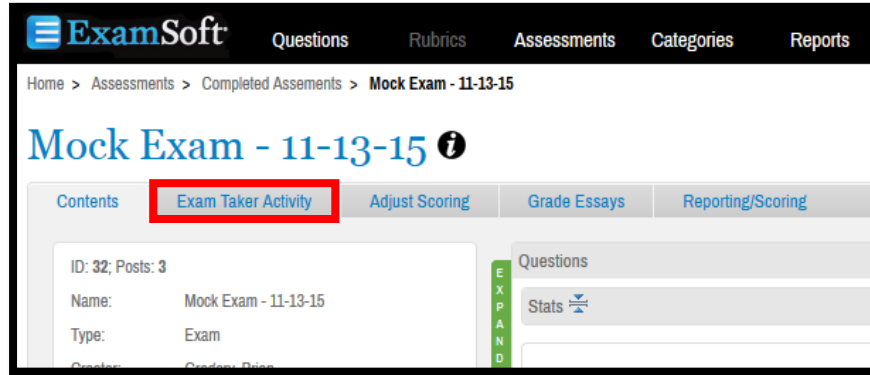
<http://help.pace.edu/> PLV: 914 773 3338 NYC: 212 346 1661

1. Log in to ExamSoft. Click **Assessments** and the assessment you would like to view.

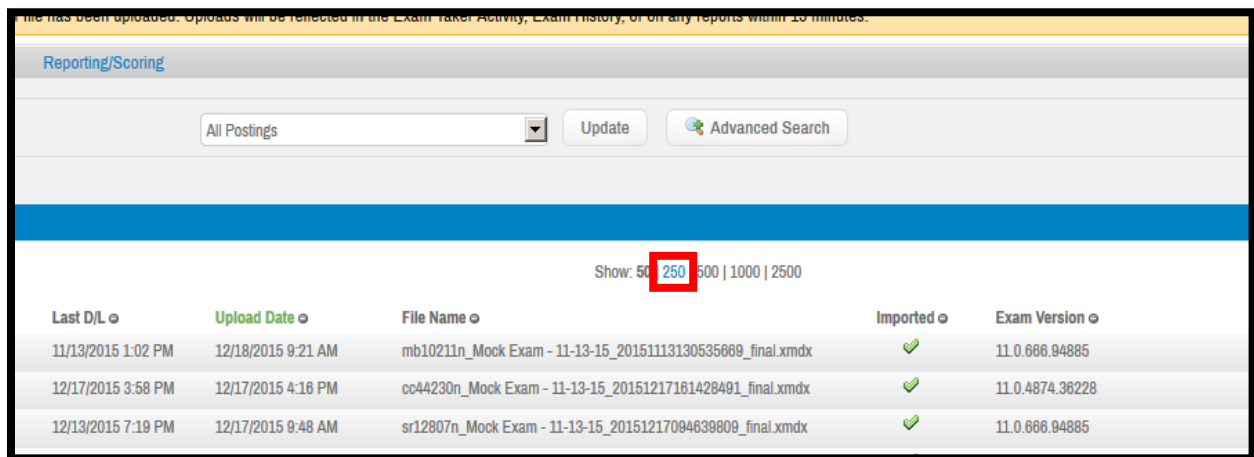


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- Click **Exam Taker Activity** to view the list of students.



- Click on the number at the top of the page to show all the students in the class.



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- Click on **Upload Date** twice to sort by the students that have uploaded their exams.

Student Taker	StudentID	D/Ls	Max D/Ls	Last D/L	Upload Date
Stein, Megan	mb10211n	1	1 ↑	11/13/2015 1:02 PM	12/18/2015 9:21 AM
Clarence	cc44230n	1	5 ↑	12/17/2015 3:58 PM	12/17/2015 4:16 PM
ler, Samantha	sr12807n	1	5 ↑	12/13/2015 7:19 PM	12/17/2015 9:48 AM
a, Shawn	sd45687n	1	1 ↑	12/09/2015 12:03 AM	12/09/2015 12:09 AM
rone, Anna	at21482n	1	1 ↑	12/03/2015 10:00 AM	12/03/2015 10:01 AM
arious, Marina	mm50439n	1	5 ↑	11/26/2015 10:16 AM	11/26/2015 10:37 AM
i, Merav	md98867n	1	5 ↑	11/24/2015 11:18 AM	11/24/2015 11:25 AM
el, Eiyahu	ef32135n	1	1 ↑	11/13/2015 1:00 PM	11/13/2015 1:22 PM
s, Christina	cj67614n	1	1 ↑	11/13/2015 12:54 PM	11/13/2015 1:17 PM
Dao Feng	dl28070n	1	1 ↑	11/13/2015 12:40 PM	11/13/2015 1:17 PM
Eric	em20043n	1	1 ↑	11/13/2015 1:04 PM	11/13/2015 1:15 PM
gan, Ross	rm05201n	1	1 ↑	11/13/2015 12:36 PM	11/13/2015 1:15 PM
a, Ali	aa12166n	1	1 ↑	11/13/2015 1:03 PM	11/13/2015 1:14 PM
Alyssa	ap32158n	1	1 ↑	11/13/2015 1:05 PM	11/13/2015 1:14 PM

- Scroll down the page to see a list of the students who have not uploaded their exam in the **Upload Date** column.