Faculty Orientation
Before the Exam:

New Exam Format

Submitting and Previewing an Exam
After the Exam:
Grading Essay Questions
Updating the Answer Key
Uploading the Scores to ECO
## New Exam Format:

<table>
<thead>
<tr>
<th>Old System - XAM</th>
<th>New System - ExamSoft</th>
</tr>
</thead>
<tbody>
<tr>
<td>? at the start of each question</td>
<td>Number each question followed with a period or parenthesis followed by a space</td>
</tr>
<tr>
<td>Use html for Word effects</td>
<td>Use Word effects (bold, underline, etc.)</td>
</tr>
<tr>
<td>Use <code>&lt;br&gt;</code> to indicate a carriage return</td>
<td>Use a carriage return to indicate a new line</td>
</tr>
<tr>
<td>*after the correct multiple choice answer</td>
<td>*before the correct multiple choice answer</td>
</tr>
<tr>
<td>Use @ before multiple choice answers</td>
<td>Use a., b., c. to indicate multiple choice answers</td>
</tr>
<tr>
<td>Indicate “Text” at the end of a question for an essay question</td>
<td>Indicate Type: E before a question to indicate it is an essay question</td>
</tr>
<tr>
<td>Save as <code>.txt, .doc, .docx</code></td>
<td>Save as <code>.rtf</code></td>
</tr>
</tbody>
</table>
1. To save on bandwidth, I need to power OFF all other electronic devices besides my laptop, such as phone and/or ipad/tablet.
   *a. True
   b. False
Type: E 3. After taking this exam do you have any questions about SofTest.
Submitting an Exam:

- Save document as an .rtf file

- Upload to the intranet’s XAM Manager

(https://apps.dental.ufl.edu/intranet/ZF/XamManager/Index/upload/)
How to Preview an Exam

- Email notification exam is ready to preview

- Go to ExamSoft’s Web Page
  (https://www.examsoft.com/ufdental)
Log in under “Administrators/Faculty”

- Email: dental.ufl.edu account
- Password: your ExamSoft password
Using the navigation bar, click “Assessments.”
From the files on the left, select your course.
Click on your exam from the list on the right side of the screen.

Assessments 📊

![Screen shot of the Assessments tab in ExamSoft, showing a list of exams including 'First-Draft Final Exam', 'Resume Code Test - secure', 'Resume Code Test - non-secure', 'Scaution Test', and 'Mock Exam'. The 'First-Draft Final Exam' is highlighted with details such as 'Course: Training', 'Status: Posted', 'Post: 1 of 4', 'Uploads: 4 of 4', and 'D/L Close: 12/03/2013 02:15 PM'.]
Select the link in the ID/Rev column.

NOTE: **DO NOT** select the “Preview” button
Your first exam question with answer will be displayed.

- To see the next question use the navigation arrows
If you need to edit the question, click the “Create New Revision/Edit” button.
When completed click the “Approve” button.
Exam Completed

- When done previewing, email Christina Haskins the exam is ready.

Christina will:
- activate the exam
- 48-hours before the exam, email the students the exam is ready for downloading.
NEW Deadlines!

- Exams need to be uploaded to the XAM Manager at least 5 days prior to the exam.
- Students are given 48 hours prior to the exam to download it.
After the Exam: Grading Essays

- Log into ExamSoft
- Locate exam in “Assessments”
- Click “Grade Essays”
• Select “Question #” from the drop down menu
• Click on the StudentID# you want to grade.
• A blue window will open with the student’s answer displayed on the right.
• Award the points earned in the top box.
• Click “Save” at the bottom of the screen.

• After saving, the points are automatically added to the student’s exam score.
Changing the Answer Key

• From the exam’s tool bar select “Adjust Scoring.”
• Click the ‘pencil’ icon next to the answer you want to update.
• Click the box(es) next to the answer(s) you will accept as correct.
• From the “Scoring Options”, you can “Throw Out Question” or “Give Full Credit to All Exam Takers.”
• Click “Update” to change the answer key.

• The exam scores are automatically updated.
From the exam’s tool bar select “Reporting/Scoring.”
• Select “Exam Taker Results” from the drop down menu.
• Create a report by selecting how you want the scores displayed in ECO, and click “View Report”
• A report will be created in ExamSoft like the one below.

<table>
<thead>
<tr>
<th>StudentID</th>
<th>%</th>
<th>Raw</th>
</tr>
</thead>
<tbody>
<tr>
<td>23170800</td>
<td>100.00</td>
<td>11</td>
</tr>
<tr>
<td>52184440</td>
<td>85.72</td>
<td>9</td>
</tr>
<tr>
<td>96401080</td>
<td>82.88</td>
<td>10</td>
</tr>
</tbody>
</table>

• To export the scores, click the CSV icon and save them to your desktop
• Open your ECO Grade Book

• Select the icon in the grade book column

• If there isn’t an icon, click the and the will appear.
• Locate the .csv file on your desktop by clicking “Browse”

• Click “Upload” to load scores into ECO
• Your scores will automatically populate in ECO

• Click “Save Grade Book” to save your changes
Questions?
Contact Christina Haskins at the Office of Education, D3-11, chaskins@dental.ufl.edu