School of Law
Barco Law Building
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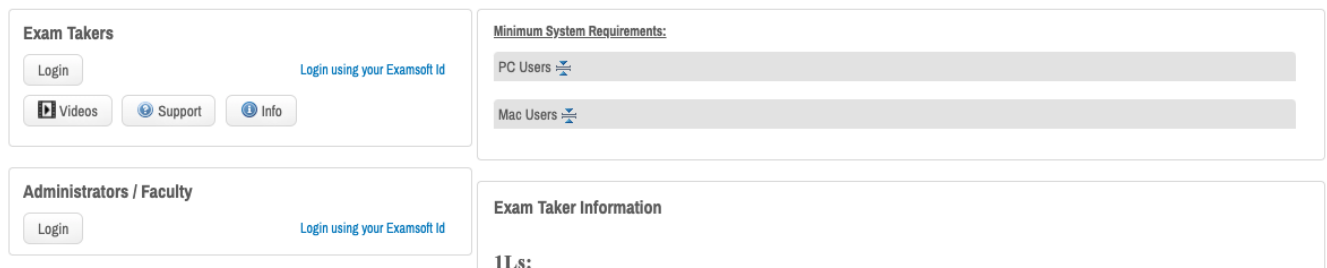**INSTRUCTIONS FOR DOWNLOAD/UPLOADING A TAKE-HOME EXAMS**

In the event that your professor has set up a Performance Assessment for you, you may be required to download instructions and upload an assignment via your student portal. The below instructions will walk you through how you can submit your assignments.

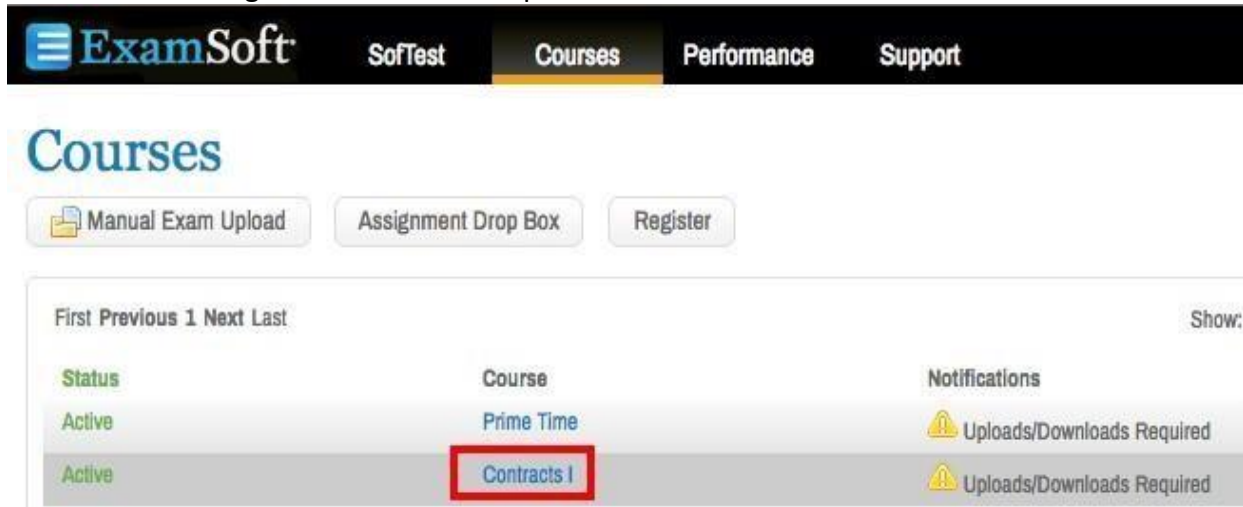Note that Assessment, Assignment and Take-Home are all the same terminology.

Downloading the Exam

1. Navigate to your Exam Taker Portal at examsoft.com/pittlaw. Click on Login under Exam Takers. Authenticate via Pitt Passport.

2. **Click Courses**. This will show a list of active courses in which you are enrolled. Find the course for the assignment and click to open it.

3. The following screen will show a list of Assessments assigned to that course. Locate the assessment. Under the **Notifications/Actions Required** column, you will find any items needed to be completed by you.
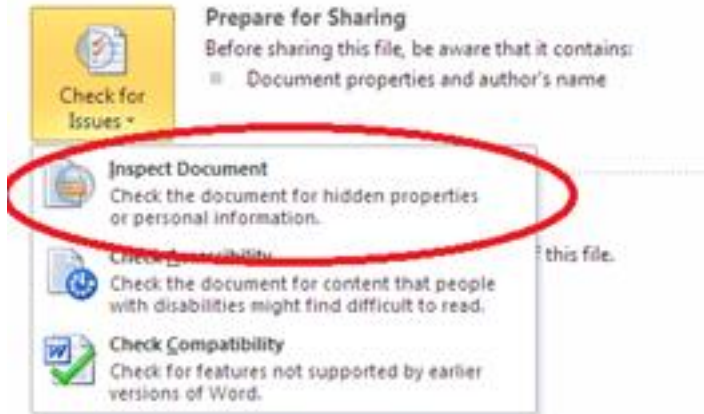
4. If your professor has provided instructions for you to download, you can do so by clicking **Action** next to "Download Instructions/Assignment".

Remove Personally Identifiable Information

Windows:

1. Click the "File" tab, then "Info," then "Check for Issues," then "Inspect Document."


2. When the Document Inspector dialog box opens, click the "Inspect" button at bottom right.

3. Word examines the document and then displays the results in a list. The second item in the list is "Document Properties and Personal Information." To the right of "Document Properties and Personal Information" is a button labeled "Remove All." Click that button. Next click "Close" then save your document.
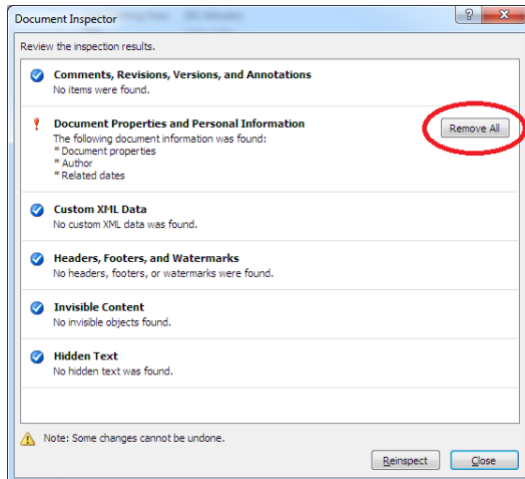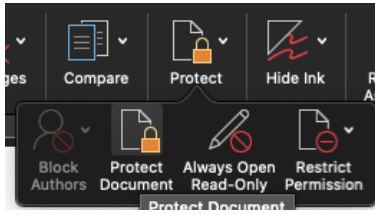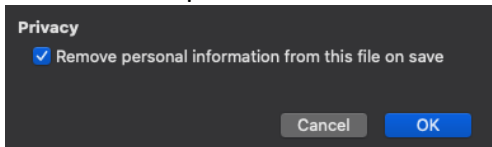

Mac Users:

1. Go to the Review tab.
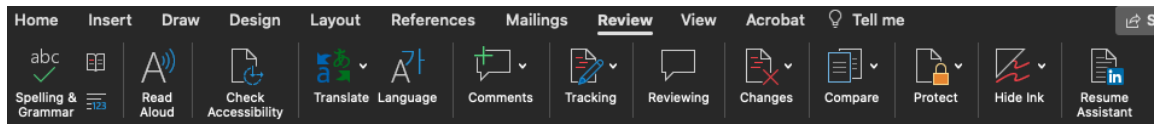
2. Click Protect and select the Protect Document tool.

3. Click Remove personal information from this file on save.

Add Your Exam ID

1. Please save the document as [Course Name]-[Exam ID].docx (example, LegReg-1234.docx). Note that MSLs should put MSL before the Exam ID. (Do not use special characters in your file name.)

2. Add a header to your document that includes the Course Name and your Exam ID. Note that MSLs should put MSL before the Exam ID.

Note: The exam ID number is the only identifying information you should put on your exam. Do not use your name, email, PeopleSoft ID, etc.

Uploading the Exam

1. Once you are ready to upload your assignment, go back to your Exam Taker Portal at examsoft.com/pittlaw and log in.

    Note: If you have a blank page or a spinning wheel, you will need to clear your cache.

2. **Go back to Courses**. This will show a list of active courses in which you are enrolled. Find the course for the Take-Home exam and click to open it. Click **Action** next to "Upload Assignment".

3. On the pop-up window, you can select to **Browse** your computer for the correct file. Once you have located it, click **Upload** to upload your assignment.
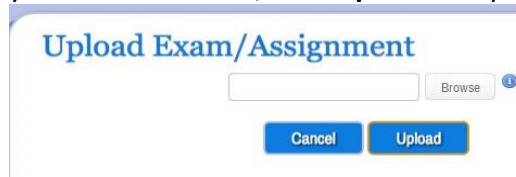
4. Once uploaded you will see a green confirmation and the uploaded file. If you are allowed for multiple revisions, you will see the opportunity to upload the file again.

5. You can confirm your upload by reviewing the **Upload File Name** column in the list of Assessments.

If you upload your exam after the upload deadline set by your institution, your assignment will upload successfully, however your professor will be notified that it is late.