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Uploading an Assignment for Performance Assessments

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.

1. Navigate to your Exam Taker Portal and log in with the ID and Password provided by your institution.
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.

Status	Course	Notifications
Active	Prime Time	Uploads/Downloads Required
Active	Contracts I	Uploads/Downloads Required

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.

Title	Type	Notifications/Actions Required
Assessment Test	28th Nov Patch	ACTION Download Instructions/Assignment ACTION Upload Assignment

4. If your professor has provided instructions for you to download, you can do so by clicking **Action** next to "Download Instructions/Assignment".
5. If you are ready to upload your assignment, click **Action** next to "Upload Assignment".
6. 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.

Upload Exam/Assignment

Browse ⓘ

Cancel Upload

04/14/2016 10:16 AM - 04/14/2016 10:20 AM

7. 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.
8. 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.