

ExamSoft Expo: Hands-On Feature/Function Overview for Computer-Based Exam Software
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This session aims to familiarize faculty interested in exploring the use of ExamSoft (computer-based exam software) for course exams. Participants will view the various components of the system from the student perspective in a practice exam, and the faculty perspective in web-based tools for scoring and analyzing results, creating and storing questions and exams, and tracking students. Features such as the security option (which locks down access to browsers and files) as well as navigation through the student and faculty portals will be reviewed. Because ExamSoft is a participating vendor this year, the Director of Operations will be available during our session for questions, comments, and feedback. Participants will have the opportunity to get hands-on in the system from all portals.

Target Audience: Faculty and staff who would like to understand the basics about ExamSoft

Rationale: With more BUSM courses due to come on board next year, and others thinking about use in other schools/divisions, this will be a low-key way to provide a comprehensive overview of the system and allow participants the opportunity to interact with it in a hands-on way before attending more formalized training after making an implementation decision. Even those who are not planning to use ExamSoft in the next academic year, may be interested in seeing it in action.

Learning Objectives:

By the end of the session, participants should be able to:

- Describe the various components/portals for ExamSoft: SofTest, SoftScore, SofTeach, and the Custom Home Page.
- Recognize and explain the different users and functions for each of the above components: student testing, faculty scoring & analyzing exams, creating & storing questions and exams, and tracking students and courses.
- Apply basic skills by practicing hands on within the software (this can continue outside of the session for those coming on board this fall)
- Evaluate which quizzes or exams might be appropriate for ExamSoft, and plan for potential implementation.

Outline: (breakdown for didactic parts of sessions)

Overview (10 minutes): brief introductions, review Learning Objectives and ask for participant input on what they hope to gain from the session, set up the four software components we will visit.

Visiting each component of the Software:

- SofTest: take a brief practice exam using a test student account to experience student perspective and get a hands on overview of all navigation features (20 min)
- SoftScore: review scoring and analyzing options available – review statistics and output options (15 min)
- SofTeach: review of the portal used by faculty or coordinators to create exam questions and exams (15 min)
- Customized Home Page: review of student portal for downloading exam software (Softest) and faculty/staff portals for managing students, assigning courses, reviewing exam status (upload download history) and more. (15 min)

Wrap Up (15 minutes): Pedagogical discussion time and Q & A.

Note: We will need a computer lab classroom (such as R107 or L1105) for this session.