Title: Adjust text size 1. Students can utilize a zooming feature to make the question stem and answer choice text either smaller or larger. Select the 'Tool Kit' icon from the top right corner of the toolbar. Click the “Tools” tab. Using the slider provided under the “Adjust Text Size” indicator, change the size of the text.

\*a. Got it!

b. I may need more practice.

Title: Navigation 1 of 3 2. One can navigate between questions in 3 different methods within Examplify (as long as backwards navigation is enabled.) Method 1: Navigate to the next question by selecting the ‘Next’ button in the bottom right corner of this question.

\*a. Got it!

b. I may need more practice.

Title: Navigation 2 of 3 3. One can navigate between questions in 3 different methods within Examplify (as long as backwards navigation is enabled.) Method 2: Navigate to the next question by clicking on a question number directly within the navigation pane shown on the left side of the Examplify screen.

\*a. Got it!

b. I may need more practice.

Title: Navigation 3 of 3 4. One can navigate between questions in 3 different methods within Examplify (as long as backwards navigation is enabled.) Method 3: Navigate to the next question by selecting the down arrow located at the bottom of the navigation pane shown on the left side of the Examplify screen.

\*a. Got it!

b. I may need more practice.

Title: Notes and feedback 5. To access the notes feature, click the “Tool Kit” towards the top-right. Next, click the “Notes” tab. You can leverage the notes area to jot down notes while working through certain questions. To submit feedback to your instructor regarding a question, select the “Request Feedback” checkbox below the notes (as long as this is enabled).

\*a. Got it!

b. I may need more practice.

Title: FITB Text 6. This is an example of a Fill-in-the-Blank question in Examplify. Complete the following sentence: ExamSoft's testing platform for students is called \_\_a\_\_.

a. Examplify

Title: Flag 7. Flag this question using the flagging feature within Examplify. Located to the right of the question number, select the "flag question" button. You will notice an orange flag appear within the navigation pane on the left side of your screen. True - I can flag this question. False - I cannot flag this question.

\*a. True

b. False

Title: Alarm 8. To add an alarm, click the “Tool Kit” button on the right side of the top toolbar, click the “Tools” tab and then click “Add Alarm.” Add an alarm during the assessment for 10 seconds ‘from this point in time’. Add another alarm during this assessment for 2 minutes and 30 seconds ‘before the end of exam’. Yes or no, is there any audio associated with alarms within Examplify? \_\_a\_\_ What color does the alarm indicator, located in the middle of the top toolbar of Examplify, turn when an alarm is going off? \_\_b\_\_

a. {Yes, No\*}

b. {Blue. Green, Orange\*, White, I don’t know}

Title: Strikeout 9. This is an example of a Multiple Choice question. Using the 'strike-out' feature, select the eye icon for least likely choices. They should now appear to be greyed out and struck out. Select the correct answer choice by selecting that option. Review the option chosen just above the answer choices. You can also undo the strike out by clicking the eye icon again to make that choice selectable again.

\*a. Correct Answer Choice

b. Not this one

c. Not here

d. Not it

Title: Add Question Attachment 10. On the right side of your screen you should see an image. This is an example of a question-level attachment. Click on the image, zoom in/out, and move it about your screen.

\*a. Got it!

b. I may need more practice.

Title: Highlight 11. This question will ask you to use the highlighting feature within Examplify. Select the “Tool Kit” button from the top toolbar, then click on the “Tools” tab. Next, select a color from the colors provided. Begin highlighting the question stem text.

Which of the color options is your favorite? \_\_\_\_\_

a. yellow|blue|green|red|pink

Title: Calculator 12. In order to view the Calculator within Examplify, select the “Tool Kit” button in the top right corner. Next, select the Calculator tab. Complete the following equation: 5 + 78 + 123 + 92 + 4 + 312 = \_\_a\_\_.

a. 614:614.01

Title: Add assessment attachment 13. This exam has an assessment-level attachment. You can access this attachment throughout the exam. Click on the “Exam Controls” button in the top right corner of the screen and then click “Exam Attachments.” Click on the image to make it larger, zoom in/out, and move it about your screen.

\*a. Got it!

b. I may need more practice.

Title: Filter BACK NAV ONLY 14. Select the filter icon located at the top of the navigation pane on the left side within Examplify. What 3 different characteristics can questions be categorized by within Examplify?

\*a. Unanswered.

\*b. Flagged.

\*c. Answered.

d. Unflagged.

e. I cannot see the question filters.

Title: Hide exam 15. In the event students need to exit the exam room, students can choose to hide their exam. To complete this action, click on the “Exam Controls” in the top right and then select “Hide Exam” – please be aware that this does NOT stop the timer of your exam. When the exam is hidden, what does the green icon prompt the student to do?

a. Submit Exam

\*b. Resume

c. End Exam

d. Quit Exam

Title: Essay Sample 16. For essay questions you can view common items you may be used to in word processing programs. Can you find the word count? What is your favorite feature?

~the word count is in the top left of the text box. You can click this paper icon to see word and character count.

Title: Drag and Drop Sample 17. DD: Look at the list of items in the Options box. Drag each correct answer to the Your Selections box. Don’t guess! There are penalties for incorrect selections.

Title1: Options

Title2: Your Selections

\*a. Correct answer

b. Incorrect answer

\*c. Correct answer

d. Incorrect answer

\*e. Correct answer