

STUDENT CLASSES.PACE.EDU EXAM INSTRUCTIONS

1. Go to your course on Classes.pace.edu.
2. On the Blue Navigation Bar Click on “Activities”.
3. Then Click on “Assignments”.
4. You will see your exam.
5. Click on your exam to open it.
6. When you have completed your exam, save the file in Word:
 - a. Include your anonymous ID number as part of the file name and on every page of the document.
 - b. Do not include any identifying information anywhere in your document, including your name.
 - c. Make sure to remove any identifying properties in your document. For instructions, go to <http://libraryanswers.law.pace.edu/faq/164905> These instructions are also covered in the accompanying video tutorial.
 - d. **Do not submit a pdf.** Doing so could interfere with and delay the grading of your exam.
7. When you are ready to submit your exam, go back to Assignments.
8. Click on Your Final Exam to Submit
9. Scroll down and click on “Add file”.
10. Click on “My Computer”.
11. Click on “Upload”.
12. Browse through your files to find and upload your saved exam with your answers.

13. Click “Add”.

14. You will then see your exam listed under

15. Click “Submit”

16. If you encounter problems submitting your exam on Classes.pace.edu, you can always contact the Registrar to have them forward your exam to your professor.

The screenshot shows a web browser window with the URL <https://classes.pace.edu/d2l/home/291313>. The page header includes the PACE UNIVERSITY logo and the course name 'Sandbox - Antonio Soares'. On the right side of the header, there are icons for a grid, email, chat, and a notification bell. Below the header is a dark blue navigation bar with the following menu items: 'Course Home', 'Content', 'Activities', 'Achievement', 'Tools', 'Video', and 'Help'. The 'Activities' menu item is highlighted with a red box, and a dropdown menu is open below it, showing 'Assignments', 'Discussions', and 'Quizzes'. The 'Assignments' option is also highlighted with a red box. Below the navigation bar, the main content area features a large banner with the text 'Sandbox Soares' and a background image of a building. At the bottom of the page, there are two sidebars. The left sidebar is titled 'D2L Visual TOC' and contains a video player with a play button. The right sidebar is titled 'Announcements' and contains an announcement titled 'Zoom Class Connection' by Antonio Soares, posted on Jan 15, 2021, at 3:51 PM.



Assignments

[View History](#)

Assignment	Completion Status	Score	Evaluation Status
No Category			
Final Exam	Not Submitted	- / -	

Assignments > Final Exam

Final Exam

▼ Hide Assignment Information

Start Date

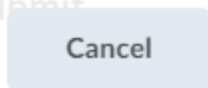
Mar 25, 2021 12:01 AM

End Date

Mar 30, 2021 11:59 PM

Submit Assignment

Files to submit *



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Submitting, you must click Submit to complete th

Final Exam

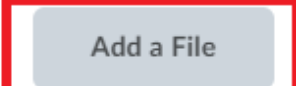


 [Show Assignment Information](#)

Submit Assignment









Files to submit *

(0) file(s) to submit

After uploading, you must click **Submit** to complete the submission.


  

Comments

    Paragraph  **B** *I* U   

Add a File - Sandbox - Antonio Soares - paceu 


 My Computer 

 My Locker 

 Group Locker 

Add a File - Sandbox - Antonio Soares - paceu ✕

Drop files here, or click below!

 Upload


You can upload files up to a maximum of 1 GB.

Open

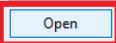
← → ↑ ↓ This PC > Desktop > Exam

Search Exam

Organize New folder

Name	Date modified	Type
 Word Document for Exams on Classes.d...	3/25/2021 10:45 AM	Microsoft Word

File name: Word Document for Exams on Classes.docx All files (*.*)

 Open Cancel

Assignments > Final Exam

Final Exam

▶ Show Assignment Information

Submit Assignment

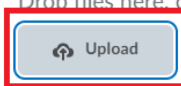
Files to submit *

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After uploading, you must c

Add a File - Sandbox - Antonio Soares - paceu ✕

Drop files here, or click below!

 Upload

You can upload files up to a maximum of 1 GB.

 Word Document for Exams on Cl... (11.24 KB) ✕

After uploading, you must click **Submit** to complete the submission.

Add a File




Record Audio

Record Video

 [Word Document for Exams on Classes.docx](#) (11.24 KB) ✕



Source: My Computer

Comments

   ▼

Paragraph ▼

B *I* U ▼

Submit

Cancel

Review Assignment Submission

File submission successful

Submission ID

141084

Submission(s)

 [Word Document for Exams on Classes.docx](#) (11.24 KB)

Comments

Assignment

Final Exam

Submission Date

Done

View History

Upload More Files

Assignments

Help

View History

Assignment	Completion Status	Score	Evaluation Status	Due Date
No Category				
Final Exam	1 Submission, 1 File	- / -		Mar 30, 2021 11:59 PM