

# Login instructions for an off-campus digital exam with Schoology for professionals

This article will explain how to start a off-campus digital exam with Schoology enabled.

## Before you start

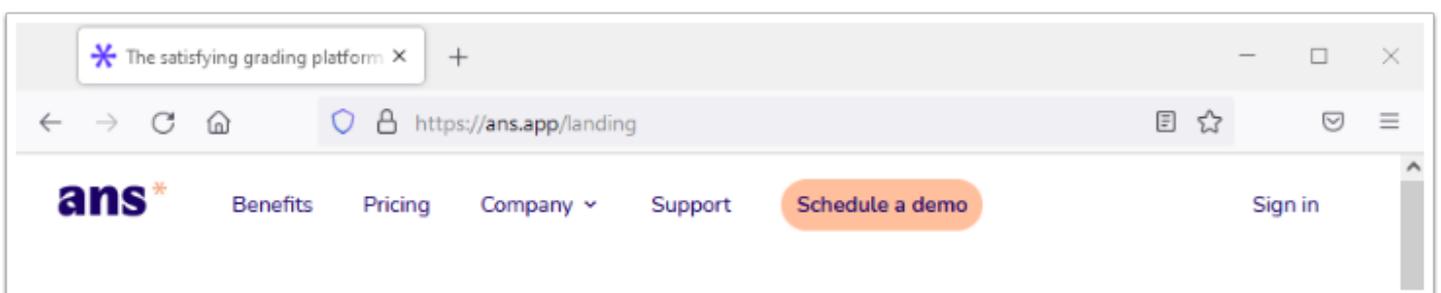
1. You have received an e-mail from **support@ans.app**. With this e-mail you can create your own Ans password with which you can start the exam later in this login procedure.
2. [Prepare yourself and your laptop](#)

## Steps to login into an off-campus digital exam

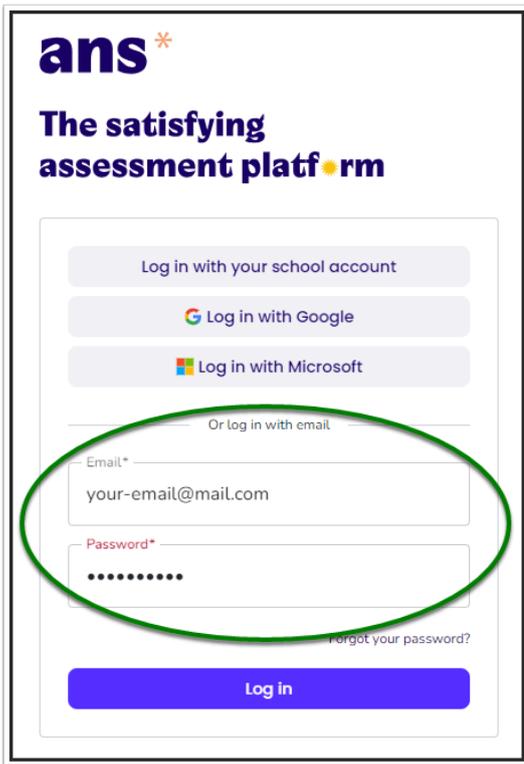
### 1. Open your exam in Ans

**i** When you start the exam, Schoology will close all programs and documents that are currently running on your laptop so make sure to save any important documents first.

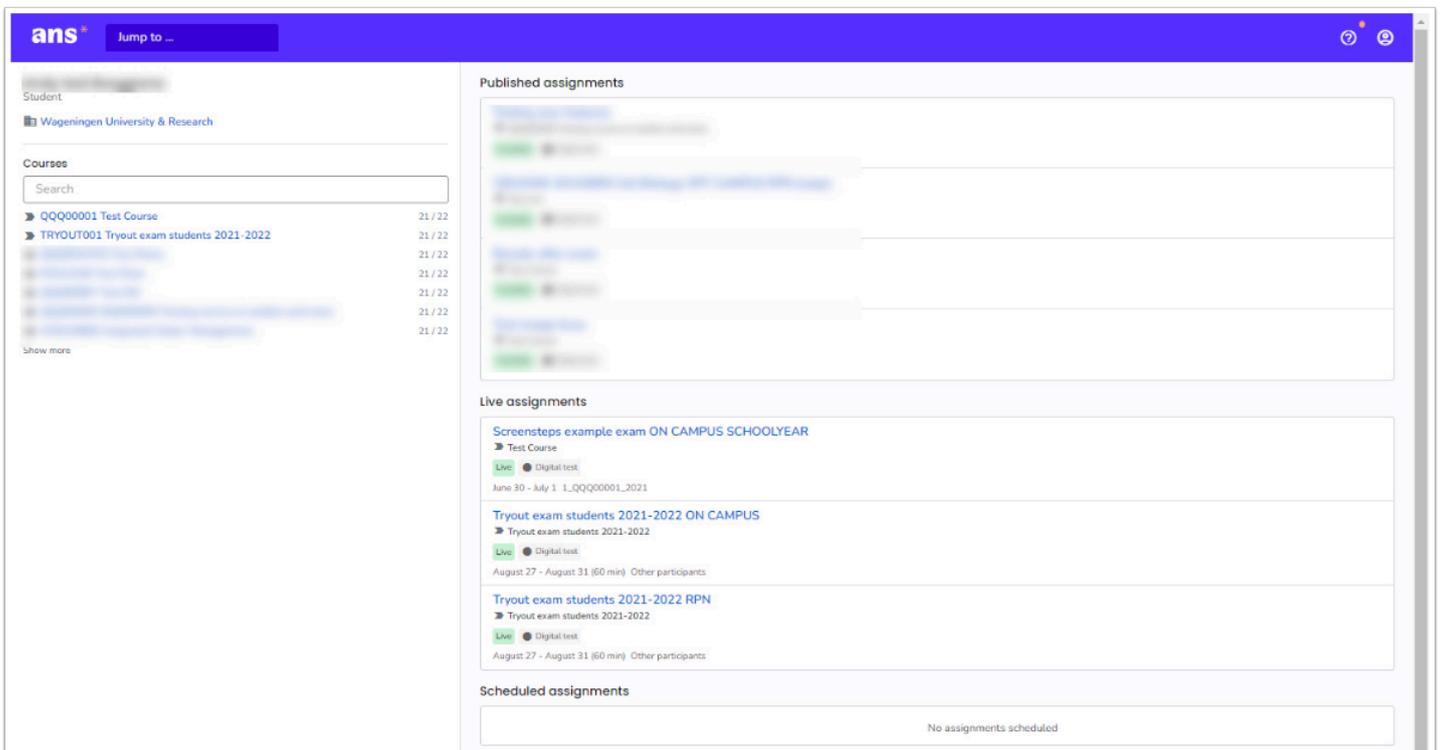
- a. Save open documents and close all programs
- b. Open a webbrowser (Chrome, Firefox or Edge). On a Macbook, the Safari browser is not supported. In that case install one of the three mentioned browsers.
- c. Go to <https://ans.app> and click on 'Sign in' in the upper right corner of the page.



- d. Under Log in with email, use your own e-mail address and previous made Password.



e. The Ans homepage opens. You can see your available exams under 'Live assignments'.



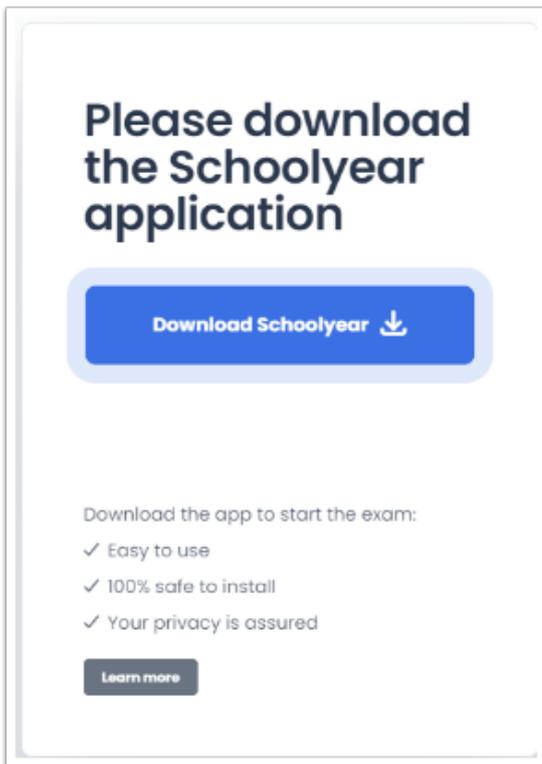
f. Click on your exam under 'Live assignments'.

g. The exam opens on the instruction page of the exam. Read the text carefully and click 'Start'.

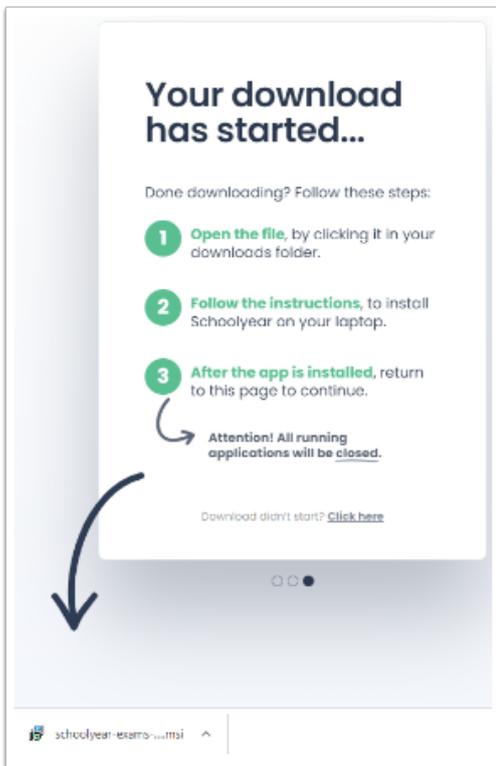
## □ 2. You will be automatically redirected to Schoolyear.

**i** If you already have Schoolyear installed, then the following steps only appear when there is a newer version available.

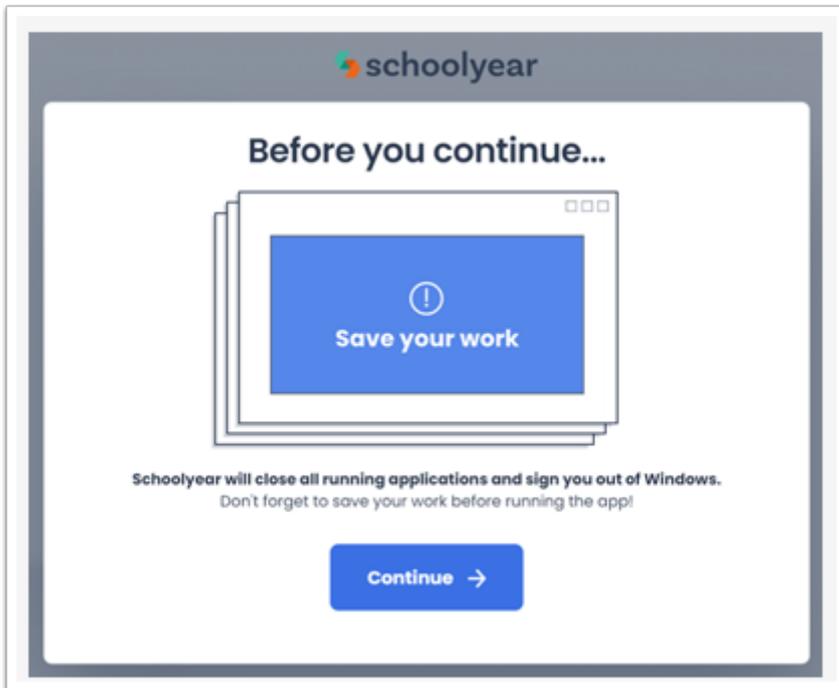
a. Click on 'Download Schoolyear'.



b. When Schoolyear has finished downloading, open and install the installation file.



c. Schoolyear will ask for confirmation before signing you out of Windows.

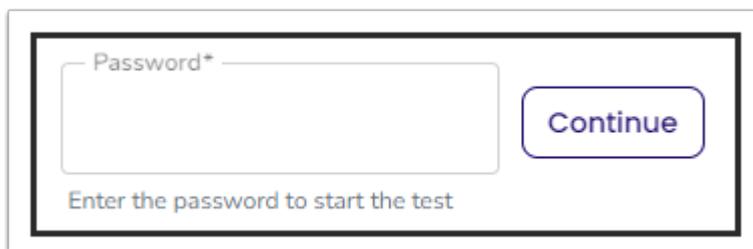


d. Click on 'Continue' and Schoolyear will log you off. Log back in with your Windows password (if you have one) and Schoolyear will automatically launch.

### 3. Continue to the exam

You will automatically be redirected back to your exam in Ans. You can now start the exam.

1. Enter the password given by the invigilator in the password field below.
2. Click on 'Continue' to start the exam.



A screenshot of a digital exam interface. It features a text input field labeled "Password\*" with a small eye icon to its right. To the right of the input field is a blue button with the text "Continue". Below the input field, there is a prompt: "Enter the password to start the test".

#### 4. Answer the questions in the exam.

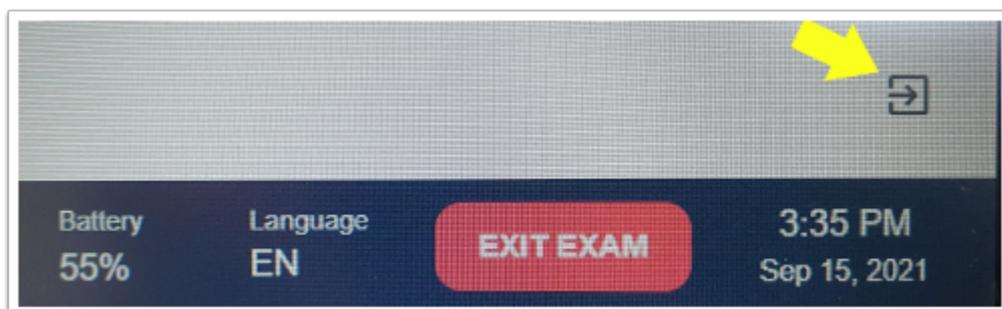
 You can see the amount of time left in the upper right corner of the screen.

 When you are allowed to use a dictionary in the exam you can translate words or parts of the text via Readspeaker. See [Using a dictionary in a digital exam](#).

 It is important to know that even if an error occurs during your exam, all your given answers are saved regularly.

#### 5. Submit the exam

 Make sure you submit your exam first by clicking on the submit icon in the lower right corner of the exam before you click on the 'EXIT EXAM' button!



#### 6. Close Schoologyear

- a. Click on the 'EXIT' button
- b. Confirm that you want to exit the exam environment.

