Hello, everyone. As you may have noticed, the days are getting shorter, but the sky is not the only thing the sun is setting on quickly these days...the Fall Semester is in it's twilight, too, which means one thing.....no, not the Holidays, silly……but FINALS!!! Once again, it is time to go over with you the procedures on how you will be taking them. As always, **PLEASE READ CAREFULLY AND THOROUGHLY**, as although the process and procedures for using the software are the same as the last few previous semesters...

PC USERS, YOU WILL BE USING THE SAME VERSION OF THE SOFTWARE AS FROM THE SPRING (6.5.1).
SOME OF YOU MAY NEED TO UPGRADE FROM VERSION 6.5.0, AS BOTH VERSIONS WERE OK IN THE SPRING.
PLEASE UPGRADE IF YOU NEED TO!

MAC USERS, YOU WILL BE USING THE SAME VERSION OF THE SOFTWARE AS FROM THE SPRING (6.5.5).
IF YOU NEED THE SOFTWARE, PLEASE OBTAIN IT FROM PLANETSSI.

AS ALWAYS, BOTH MAC AND PC USERS CAN DOWNLAOD AND INSTALL THE LATEST VERSION FROM PLANETSSI.

A QUICK SUMMARY OF THE SOFTWARE:

PC Version 6.5.1:   Windows 7 support (32 and 64 bit).   Also eliminates Transfer Utility errors on 64 bit Vista and Windows 7 machines!

Mac version 6.5.5: Snow Leopard support (OS 10.6.x) AND the Mac software now works similarly to the PC version…including Exam upload capability!!!!
Okay, so everybody take a deep breath and read on!

Again, **PLEASE READ CAREFULLY AND THOROUGHLY**!!!!   I have reorganized all of the exam information you need in one handy landing page on our website!

All of the information, forms, user guides, web links and latest tech news and notes you need for the exam period are all now located there in the Exam Center:

http://law.shu.edu/Students/academics/Exam-Center.cfm

Please note: Any questions regarding the self scheduling exam process should be answered by the following link:

http://law.shu.edu/Students/academics/Self-Scheduled-Exams.cfm

Any further questions about self scheduled exams not answered by the above link should be directed towards the Registrar.

Also, this email contains the instructions/procedures for those students using the software for in class exams (scheduled and self scheduled).

For those students who have take home exams, please refer to the following web page which should answer any questions you may have:

http://law.shu.edu/Students/academics/Take-Home-Exams.cfm

IMPORTANT NOTE!!!!!

EVERYONE'S PLANETSSI ACCOUNT HAS BEEN RESET TO YOUR _NEW_ (ex. john.doe@student.shu.edu) SHU EMAIL FOR YOUR

USERNAME AND 8 DIGIT STUDENT ID# FOR YOUR PASSWORD. USE THESE TO LOGIN INTO YOUR PLANETSSI

ACCOUNT AND DOWNLOAD THE UPDATED SOFTWARE IF YOU NEED IT!!!!

PC VERSION IS 6.5.1 (to check, click Securexam desktop icon to start the software, then select "Help" at top left, then "About").

MAC VERSION IS 6.5.5. (to check, start the software and the version will appear).

Alright, now for some Operating System Specific information:

ALL STUDENTS WITH WINDOWS LAPTOPS:

You will be using a wireless version of the software. What that means is at the end of the examination, when you save and exit, your exam will be transferred via a Transfer Utility through our wireless network to Software Secure's exam server.

Thus, in order to type your exams, you will need:

1.   an internal or external wireless card (802.11 a, g or n). Wireless b is no longer supported in the law school as of August 1, 2009. (if you can access our wireless network you are fine).

2.   **YOU HAVE TO FILL OUT THE REGISTRATION FORM!!!   There are some minor changes to it and you have to make sure your laptop meets the specifications listed (especially Netbooks!)**

Please do so before December 6th. It is located at:
http://law.shu.edu/Students/academics/Registration-Form-for-Laptop-Use.cfm

Login to PlanetSSI: http://www.planetssi.com/planetssi/   to obtain the software (v 6.5.1) **if you need it**.   If you do not need it (most of you should not), you can simply GET YOUR EXAMS AND LICENSES in the exam software.

Please refer to the" Planet SSI User Guide" located on the Exam Center page if you need directions on how to navigate PlanetSSI.

3.   Keep your computers clean by updating and running scans with Symantec Anti-Virus (or other reputable Anti Virus program) and Ad-Aware (or other reputable spyware program). Also keep doing your Windows Updates.

4.   Conduct a practice exam to familiarize yourself with the software. A comprehensive guide on how to do so can be found via the "Securexam for PC User" PDF located in the Exam Center Page (http://law.shu.edu/Students/academics/Exam-Center.cfm).

MAC USERS

Securexam for MAC now uploads your completed exam to Software Secure's exam server via our wireless network similar to the PC Version.   Thus, in order to type your exams, you will need:

1.   It only runs on MAC OS X 10.4 (Tiger), 10.5 (Leopard) and 10.6 (Snow Leopard). So you will need to update your OS to that level if below.

2.   an internal Airport wireless card. All Mac's come with them so if you can access our wireless network you are fine.

3.   It uses the text editing functions to type exams (similar to Word Pad in Windows).

4.   **YOU HAVE TO FILL OUT THE REGISTRATION FORM!!!**

Please do so before December 6th. It is located at:
http://law.shu.edu/Students/academics/Registration-Form-for-Laptop-Use.cfm

You then need to login to PlanetSSI: http://www.planetssi.com/planetssi/   to obtain the software (v 6.5.5) **if you need it.** If you do not need it (most of you should not), you can simply GET YOUR EXAMS AND LICENSES in the exam software.

Please refer to the" Planet SSI User Guide" located on the Exam Center page if you need directions on how to navigate PlanetSSI.

5.   Conduct a practice exam to familiarize yourself with the software. A comprehensive guide on how to do so can be found via the brand new "Securexam for Mac User" PDF located in the Exam Center Page (http://law.shu.edu/Students/academics/Exam-Center.cfm).

Good luck to everyone **and REMEMBER YOUR POWER CORDS!!!**   It is now part of the laptop policy that if you do not have your power cords with you, the proctor will ask you to handwrite your exam due to the technical difficulty of retrieving the exam and the disruption it will cause other students during it when your battery runs out!

Finally, if you have any laptop issues prior to, during, or upon exit of an exam, notify the proctor immediately as per our Laptop Policy and Code of Conduct During an Exam!!!

Regards,

Michael J. McBride, Esq.
Director of PC Support
Seton Hall University School of Law
Class of '00