Planet SSI Overview
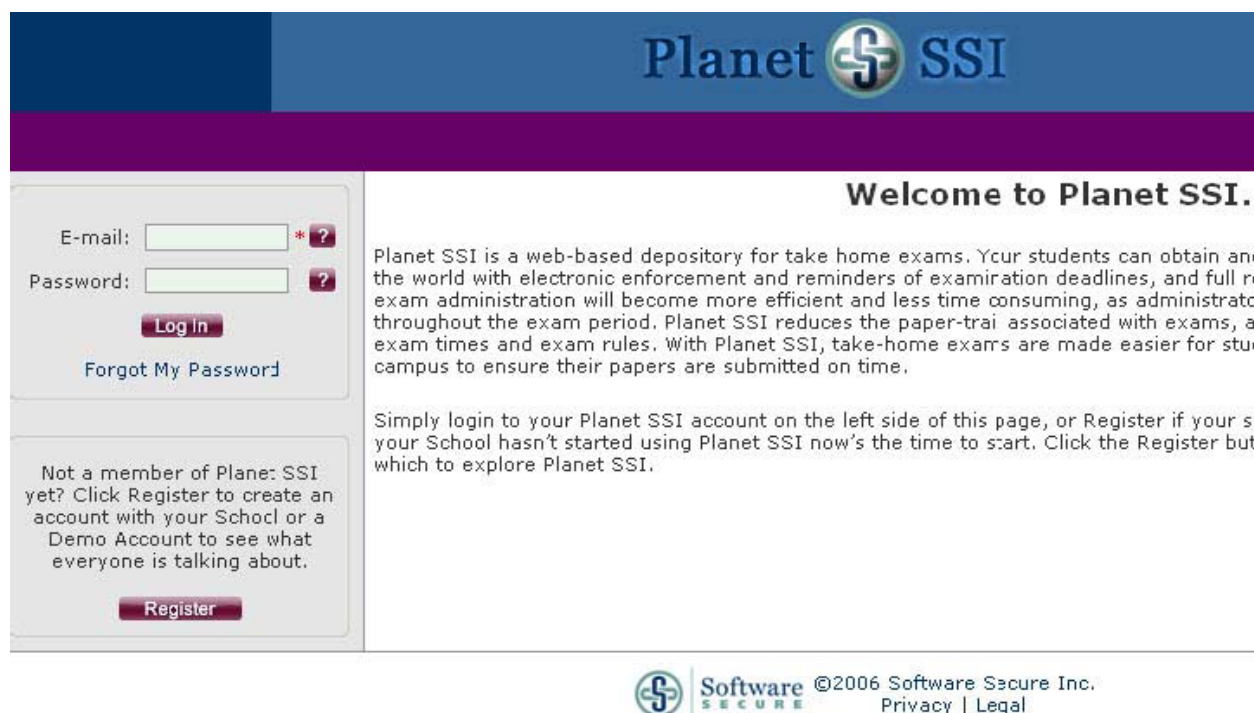
Planet SSI is a web-based exam management system. It is used to customize your usage of Securexam software and to electronically distribute take-home exams and obtain the software and to see reports for your in class exams. Planet SSI will be your primary web site for everything related to your computer-based testing experience.

Getting Started

Your school administrator has already set up your account. There is no need to register at Planet SSI to create your own account. You will be provided with your username (which will be your full SHU email address. ex. john.test@student.shu.edu) and password (your 8 digit SHU Student ID#). Once you receive this information, you may go to www.planetssi.com to log into your account. We highly encourage that you change your password once you successfully log into PlanetSSI for the first time.

Log In

When you first visit Planet SSI, you will see a **Log In** button on the left side of the main page. Use the login fields to enter the email address and password that your school administrator provided to you and then click the **Log In** button.


Fig. 1- Log In

As a side note, you will notice **?** boxes next to each login field and elsewhere throughout Planet SSI. If at any point you are uncertain about a field or section, click on the accompanying **?** box for an explanation.

When your Login is complete, you will be taken to your account's Home page.
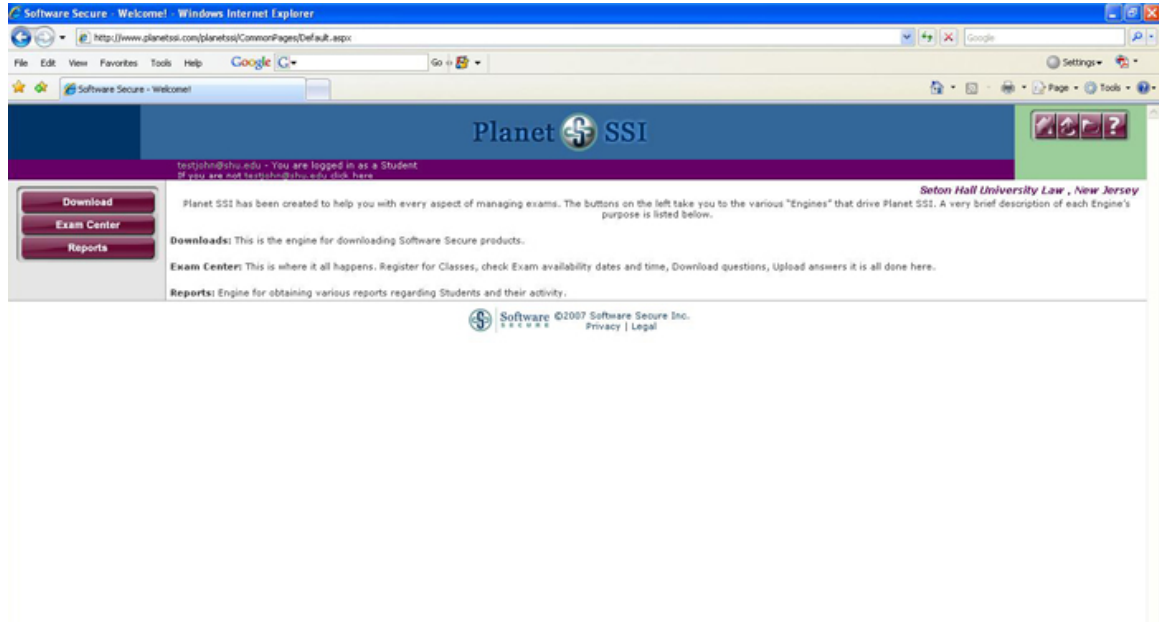
Use the buttons on the left of the page to access the resources available on Planet SSI.
Each button takes you to a different "Engine."

Download: The engine for downloading Software Secure products.

Exam Center: The engine for registering for classes, checking exam availability, downloading exam questions, and uploading exam answers.
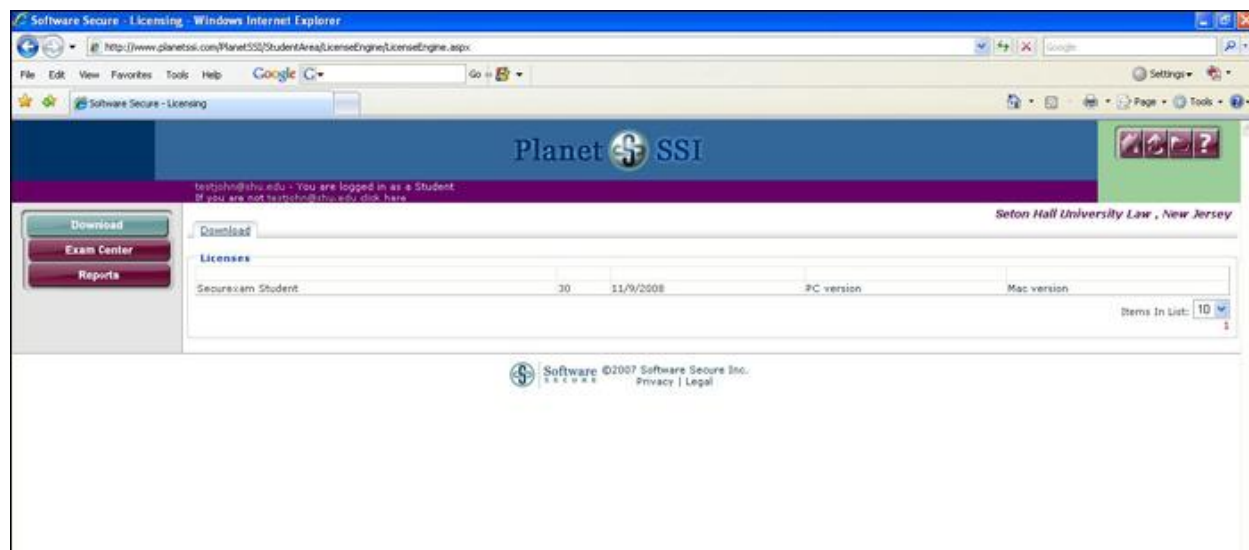
Reports: The engine for obtaining reports regarding your activity.

TO DOWNLOAD THE SOFTWARE:

Click on the Download Button, which will bring you to the following page:
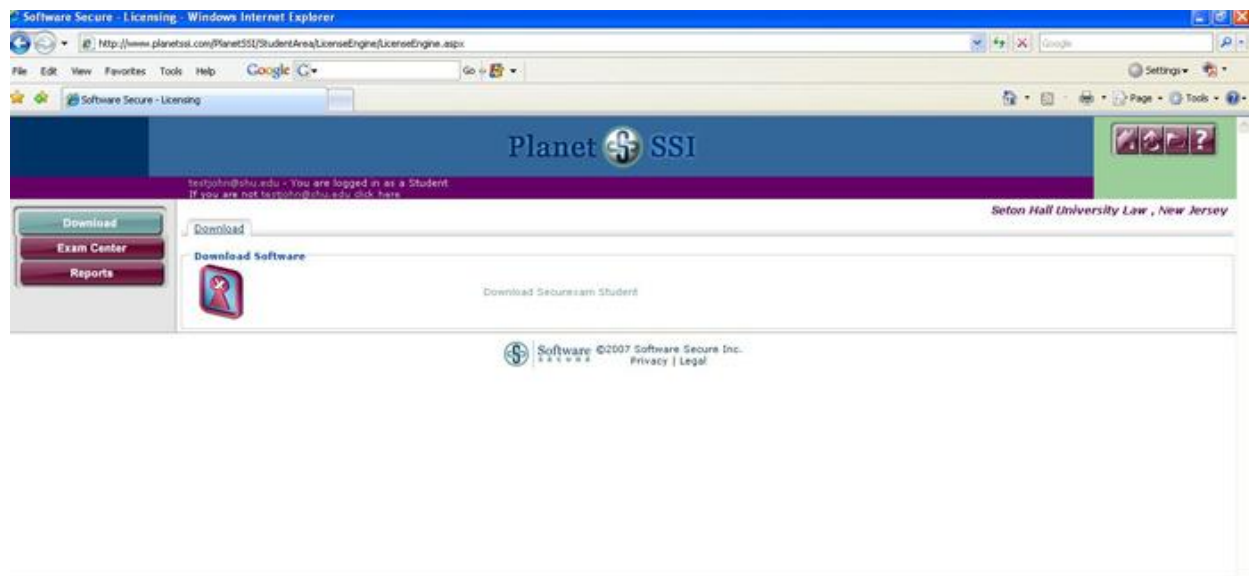
Click on the Download Securexam Student link, and download the applicable version (PC for Windows based machines, MAC for Apples).

You will be prompted to download a .ZIP file (a.dmg for MAC). Save to your desktop and extract the contents of the file.

Once extracted, double click on the SecurexamStudentInstaller.exe file to install the program. Once installed, please refer to "SecurExam for PC(or MAC) Users" to ensure you are ready for your in class exams.

EXAM CENTER

This is the location for the exams that you will take through Planet SSI. This is where you will set your location and time zone, download and upload your take-home exams, and see which exams will be taken using Securexam.
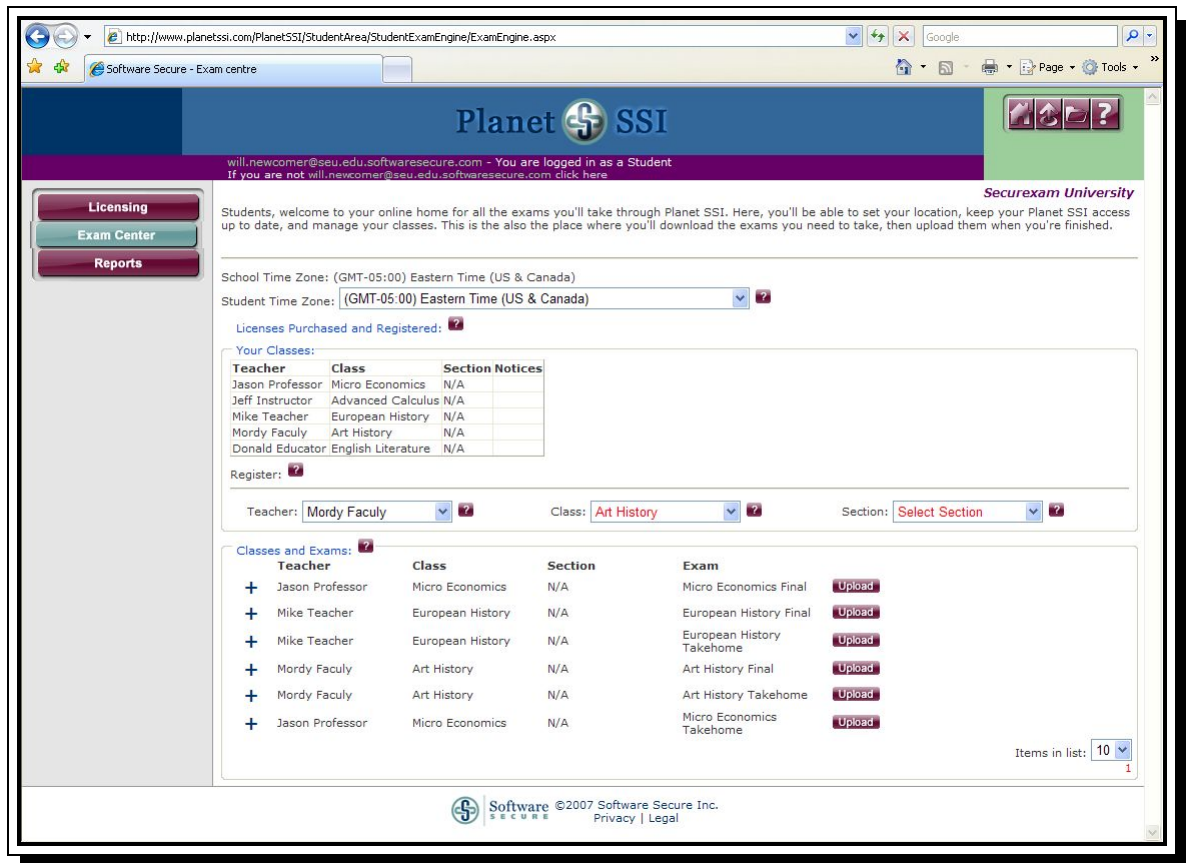

Fig.3 – Exam Center

The first thing you will notice is that you can set your time zone by using the dropdown menu titled "Student Time Zone" underneath the School Time Zone. All exam times are absolute and set according to the school's time zone. This means that if an exam is due on December 15, 2007 at 11:00 AM Eastern Time, it is due at that time no matter what time zone you are currently in. By changing the Student Time Zone, all the exam times will be displayed in your own time zone. For example, if you were to set your time zone to Pacific Time, you would see that the exam mentioned above would be due on December 15, 2007 at 8:00 AM Pacific Time.

Your time zone setting will be retained after you log out, so you must remember to reset it when you travel to a different time zone in order for Planet SSI to accurately display your exam deadlines.

Your Classes

All classes for which you are registered will appear in the section entitled **Your Classes** and will show Teacher, Class, and Section if applicable.

The section entitled **Classes and Exams** lists the exams that exist for your classes by Teacher, Class, Section, and Exam name. At the beginning of the exam row is a "**+**" character. Clicking on it will display additional information for the exam.

For **Securexams**, the additional information will appear as shown in Figure 4.

Fig.4 – Securexam Details

No additional information about a Securexam is displayed. The information can only be obtained by using Securexam Student to download the exam. If your teacher has created an exam for your class to be used with Securexam, you must launch the Securexam software and click on the **Get Exams and Licenses** button. Securexam will then connect to Planet SSI and download your exam information.

For **Non-Securexams** (also known as **take-home exams**), the additional information will appear as shown in Figure 5.

Fig. 5 – Non-Securexam Details

Most exams are set up with an **Available From** and an **Available To** date and time, along with the number of hours you have to complete the exam after downloading it or the specific date and time your exam is due.

The **Available From** date and time is the earliest time that your exam will be available for download.

The **Available To** date and time is the latest time that your exam will be available for download.

The **Due N Hours After Download** field contains the number of hours that you have available to complete the exam once it has been downloaded. If this field has a value, it is important that you do not download the exam until you are ready to work on it because

the countdown will start as soon as the ![Download] button has been pressed. The countdown cannot be reset, even if you download the exam again at a later date or time.

The **Or By** field represents the date and time your exam is due. This deadline is not affected by the date and time that you downloaded the exam.

A ![Download] button next to an exam means that the exam is currently available for download.

An ![Upload] button without a ![Download] button next to an exam means that either a download is not required prior to submitting the exam answers (for example, the teacher handed out the questions in class and you must upload your answers in a Word document), or the time for downloading the exam has expired but the deadline for uploading the exam has not yet passed.

If both the ![Download] and ![Upload] buttons are present next to an exam, then the exam has already been downloaded but can still be downloaded again since the available period has not yet expired.
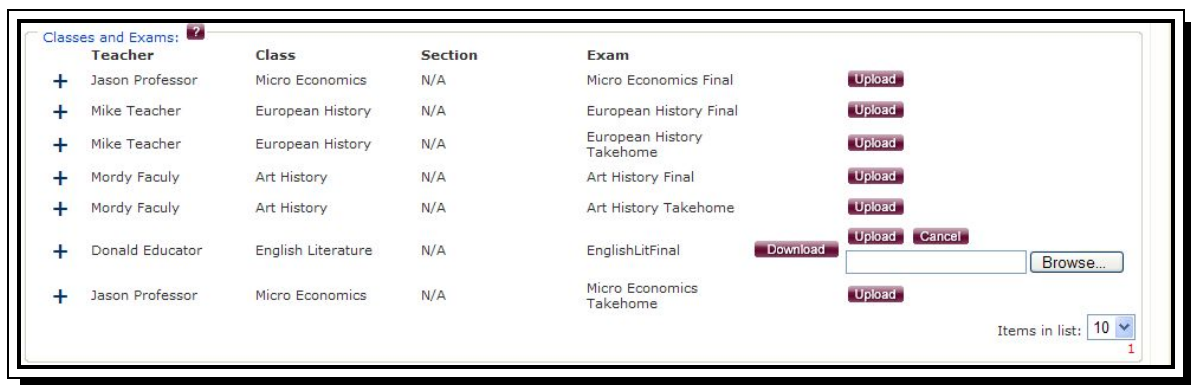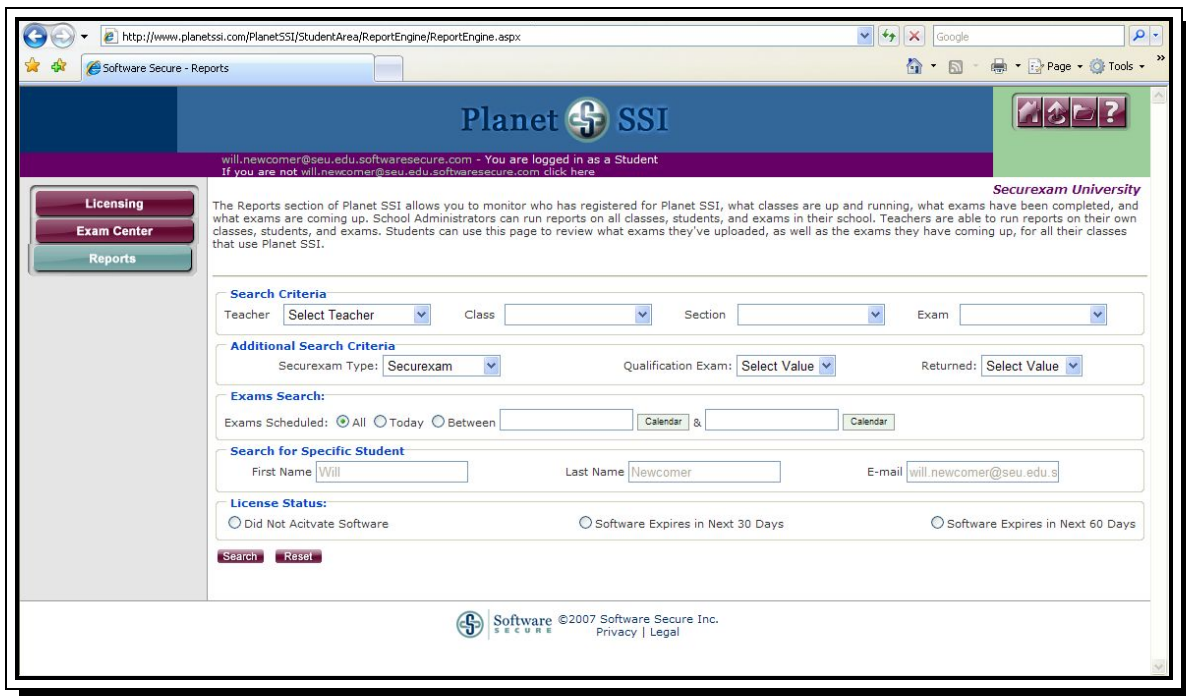
Fig.6 – Upload Exams

To upload a Non-Securexam (or take-home exam), press the ![Upload] button to display a blank box with a ![Browse...] button to the right. Click on the ![Browse...] button to locate the file you would like to upload. After the file has been selected and displayed in the box to the left, click the ![Upload] button to upload the exam file. An email will be sent to your account's email address to confirm that Planet SSI has received your exam file.

To upload a Securexam on the PC, use the Securexam Transfer Utility which was installed with your Securexam Student software. The Securexam Transfer Utility will upload your completed Securexam file to Planet SSI.

Reports

The Reports engine of Planet SSI will allow you to view exams posted by teachers for your classes as well as results for the exams that you have uploaded.

Fig.7 - Reports

You may also search the list of available exams using the Exam Search function. Use the calendars to search for exams according to specific dates. Your search results will appear as a list below the Exams Search box as shown in Figure 8.

Figure 8 – Reports listing

Planet SSI gives you the ability to preserve and share Reports either by printing them or by exporting them to a CSV file for use in Microsoft Excel. Select the checkbox next to the exam that you would like to print or export, and then click the appropriate button below the list.