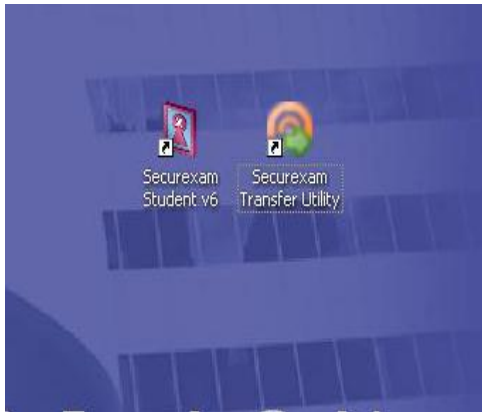


PC and MAC SecurExam User Guide

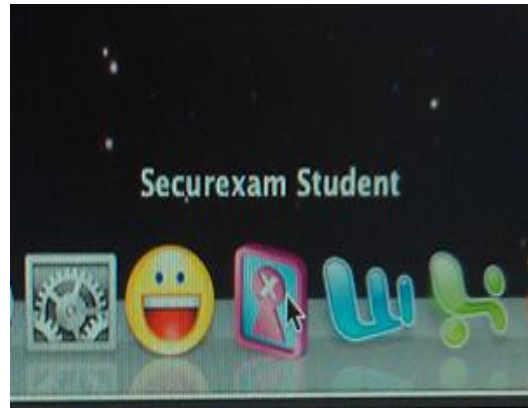
After logging into PlanetSSI and downloading, extracting, and installing the software to your desktop, please do the following:

1. Close down ALL software applications, leaving only your Desktop.
2. Verify that you are connected to the Internet **AND HAVE AUTHENTICATED** if you are inside of the Law School.
3. Double-click on the Securexam Student icon on your desktop (PC) or from your icon dock (MAC).

**IMPORTANT!!!! DO NOT DRAG THE SECUREXAM FOLDER TO THE DESKTOP FROM YOUR “APPLICATIONS” FOLDER ON YOUR MAC!!!
SIMPLY CREATE THE SHORTCUT ICON ON YOUR DOCK AT THE BOTTOM OF YOUR SCREEN!**



PC

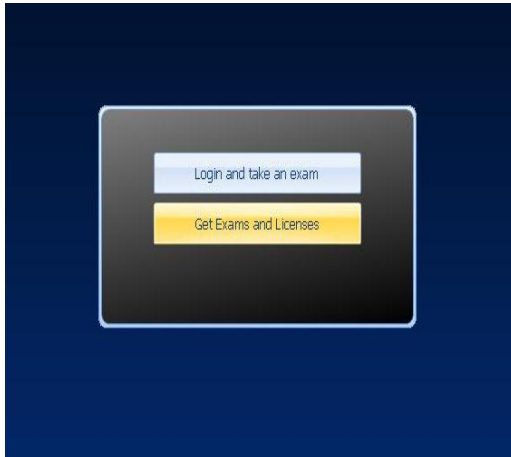


MAC

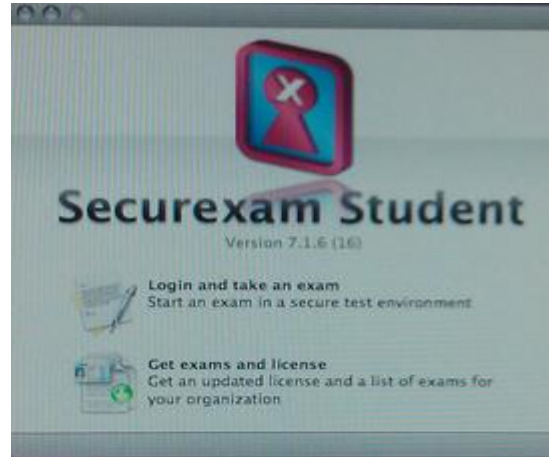
4. If you are running a Windows 64 bit OS, you will receive the following message (N/A for MAC)



5. Click the “Get Exams and Licenses” button. The Updates window will appear

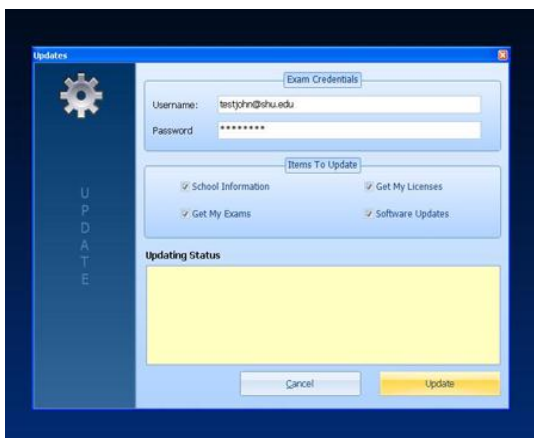


PC

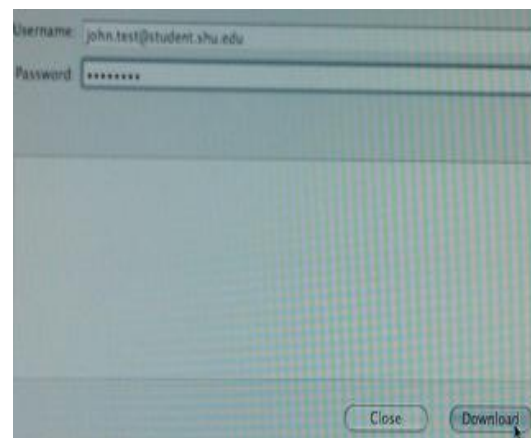


MAC

6. Enter your login and password and click the “Update” (PC) or “Download” (MAC) button in order to download your license and exams. This is the same login and password that you used to log into the Planet SSI web site and download the Securexam software.

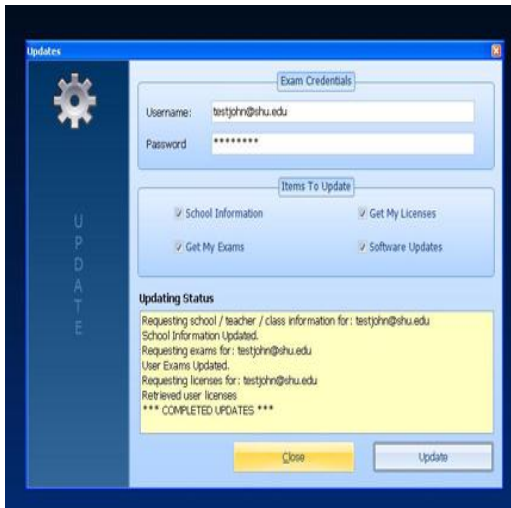


PC

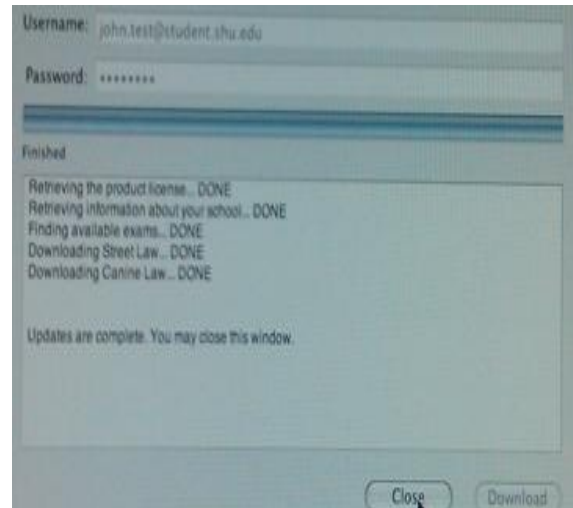


MAC

7. After the updates have been completed, click the “Close” button. The Updates window will close.

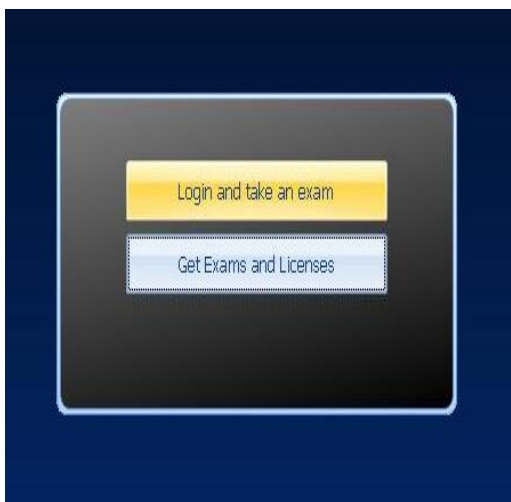


PC

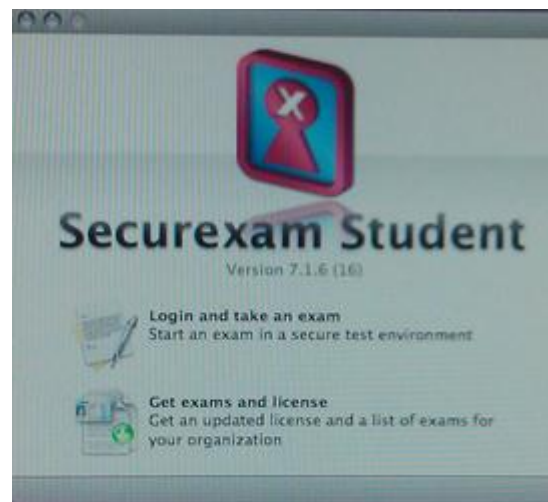


MAC

8. Click the “Login and take an exam” button. The Login window will appear.

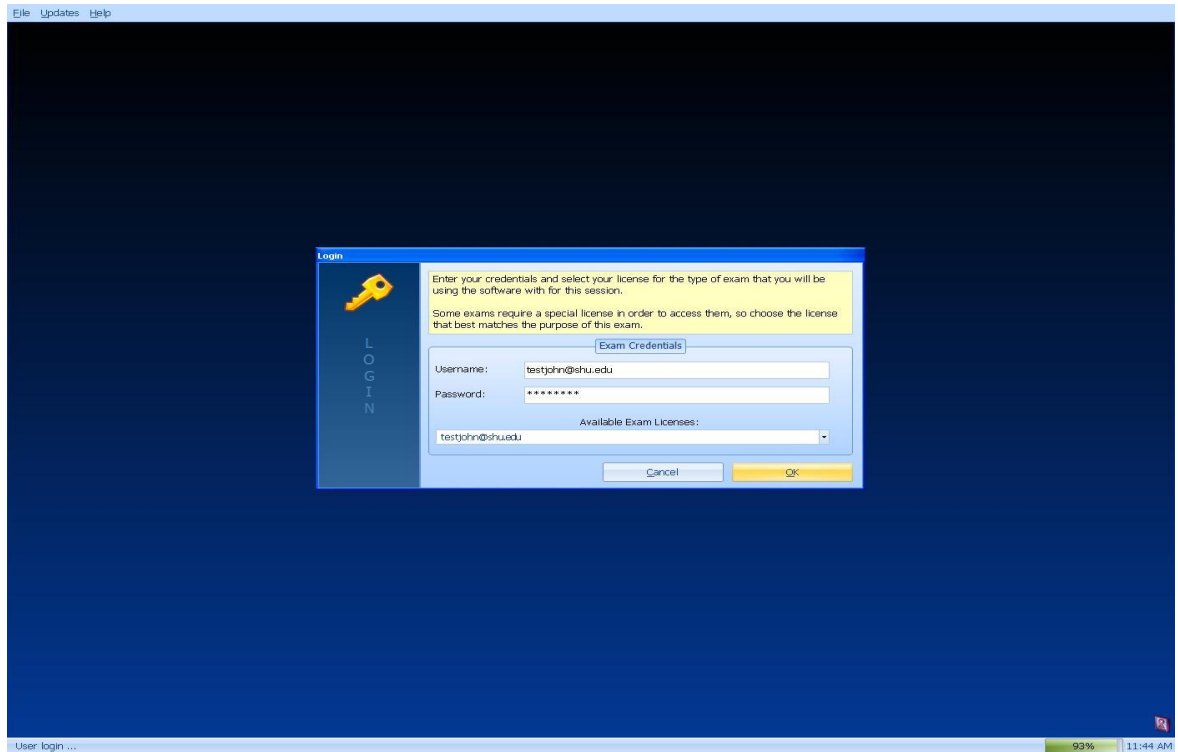


PC



MAC

9. Enter your login and password. Verify that your email address (PC) or Seton Hall Law (MAC) appears in the box underneath “Available Exam Licenses”
Click OK.



PC



MAC

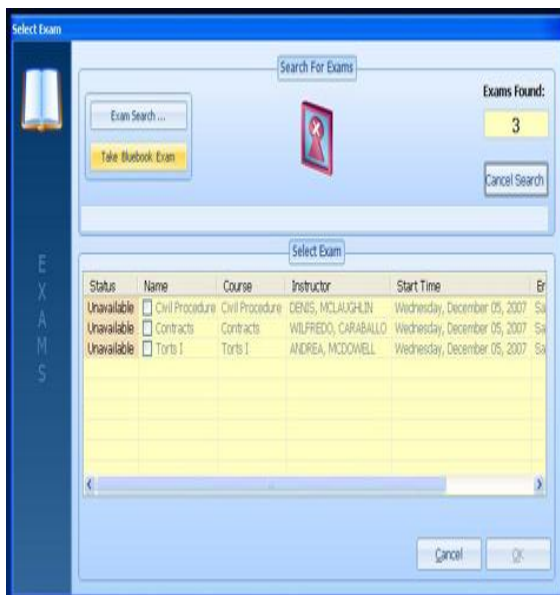
10.

IN THE NEXT DIALOG BOX THAT APPEARS, YOU WILL SEE A LIST OF YOUR EXAMS FOR THE SEMSTER. CURRENTLY THEIR STATUS IS “UNAVAILABLE”. WHEN THE EXAM PERIOD BEGINS, THEIR STATUS WILL CHANGE TO “AVAILABLE”. ON THE DAYS OF YOUR EXAMS, YOU WILL CHECK THE BOX OF THE EXAM YOU ARE TAKING THAT DAY.

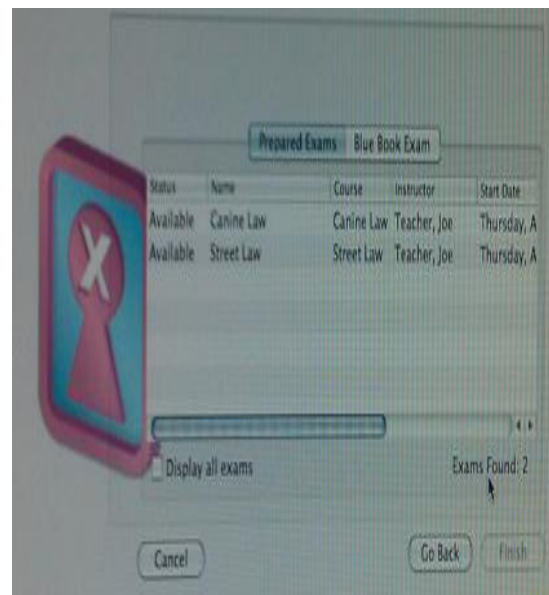
PLEASE MAKE SURE YOU CHECK THE RIGHT BOX (PC) OR SELECT THE RIGHT EXAM (MAC) !!!!

ONCE YOU CHECK THE BOX AND CLICK OK, YOU WILL COME TO THE SCREEN WHERE YOU WILL WAIT TO TYPE IN “START” TO BEGIN THE EXAM.

TO CONDUCT A DUMMYTEST/PRACTICE EXAM, PLEASE CLICK ON TAKE A BLUEBOOK EXAM (PC) OR CLICK ON THE BLUE BOOK TAB (MAC):

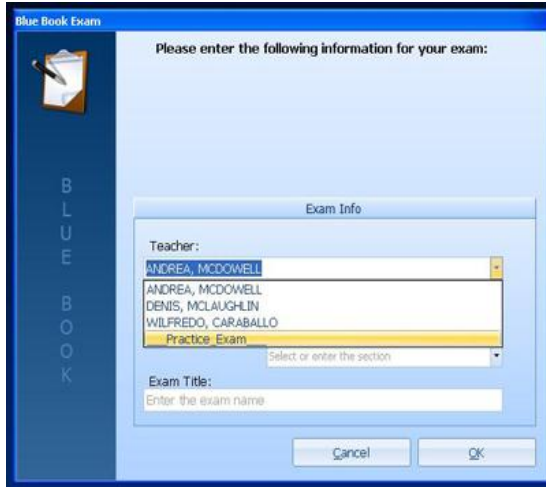


PC

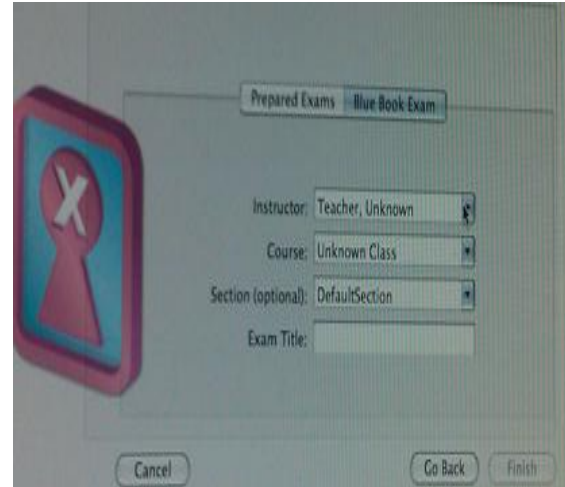


MAC

11. Click on the drop down arrow for the Teacher field and select ___Practice Exam___.

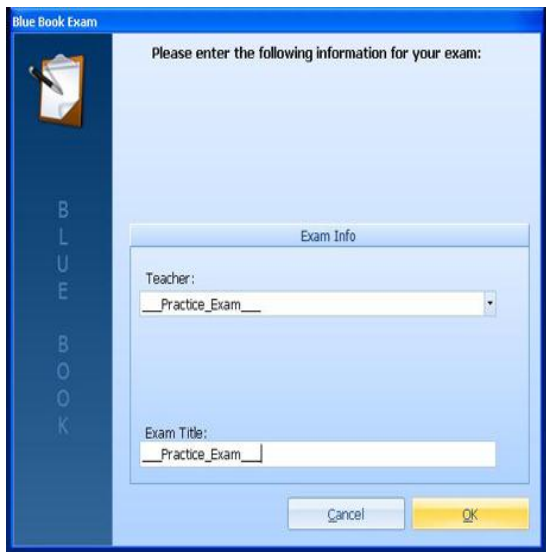


PC

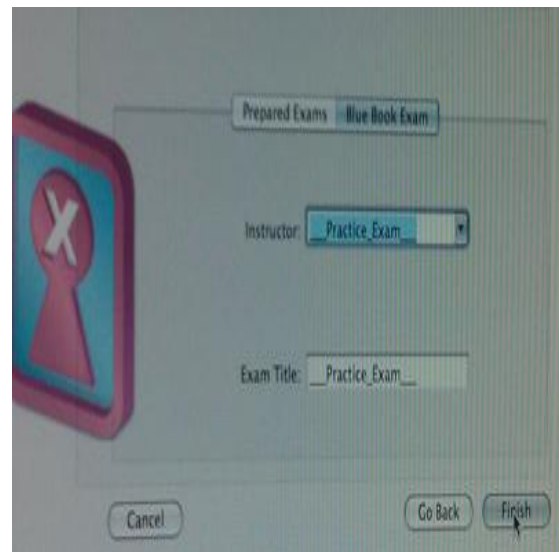


MAC

12. Click OK.



PC



MAC

13. AT THIS POINT YOU WILL COME TO THE SCREEN WHERE YOU NEED TO TYPE IN “START”. THIS SHOULD BE FAMILIAR TO ALL OF YOU AS IT IS SIMILAR TO THE OLD VERSION OF THE SOFTWARE. ONCE IN THE SOFTWARE, TEST AND PLAY AROUND WITH THE EDITING AND WORD PROCESSING TASKS AVAILABLE (ALSO VERY SIMILAR TO THE OLD VERSION).

YOU WILL ALSO NOTICE THAT YOUR HEADER AUTOMATICALLY POPULATES WITH YOUR EXAM ID#, THE COURSE, PROFESSOR NAME AND DATE.

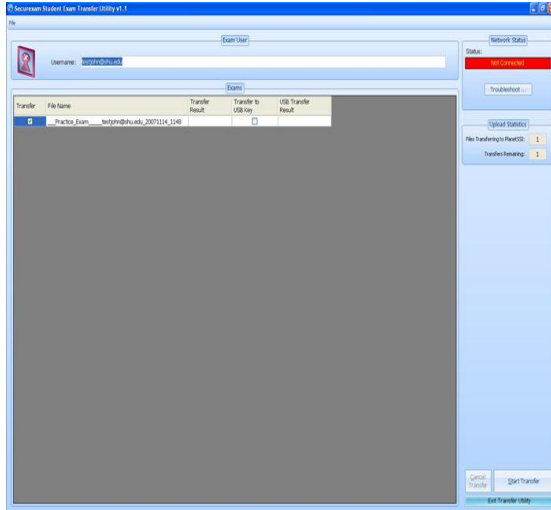
AS IN THE OLD VERSION, IT SAVES A BACKUP OF YOUR EXAM EVERY 60 SECONDS, SO THERE IS NO NEED TO CONSTANTLY TO CLICK ON “FILE-SAVE”.

WHEN YOU ARE DONE, CLICK ON “FILE-END EXAM” (PC) OR “SECUREXAM STUDENT – END EXAM/SESSION” (MAC).

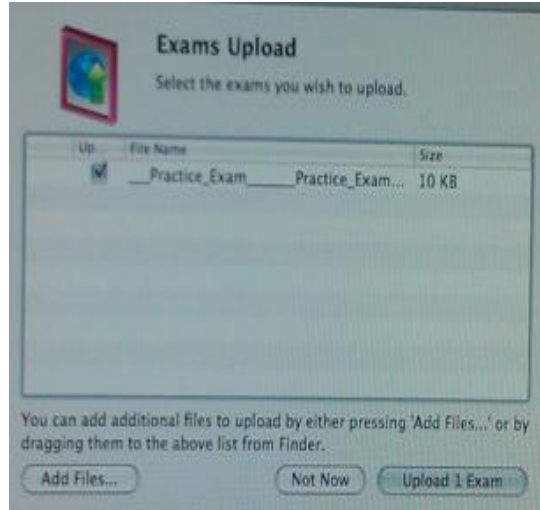
YOU WILL BE PROMPTED TWICE TO MAKE SURE THAT YOU WANT TO EXIT THE EXAM. CLICK “OK” TO BOTH OF THESE MESSAGES.

PLEASE READ ON FOR THE UPLOAD PROCEDURE.

14. Upon exit of the software, the Transfer Utility will automatically start up.

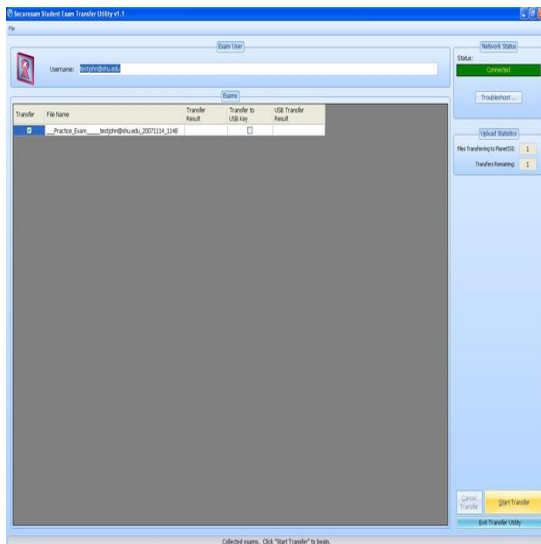


PC

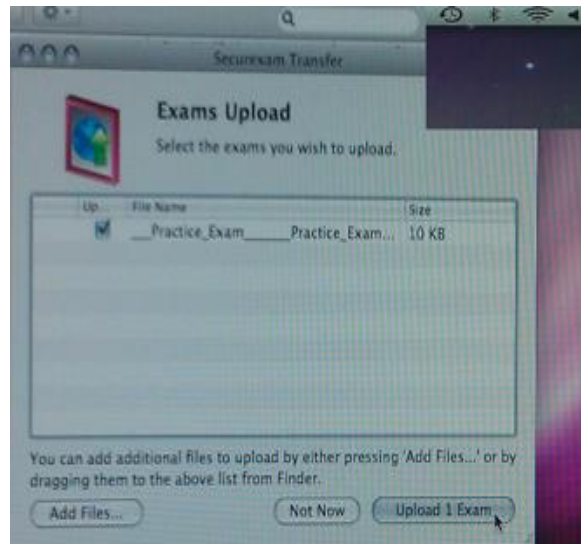


MAC

15. Wait for your Network Status in the upper right hand corner to say “Connected” (PC ONLY). For MACs, please make sure your Airport Card is Connected in the upper right hand corner. Once it does, please click on “Start Transfer” (PC) or “Upload 1 Exam” (MAC) at the bottom right.



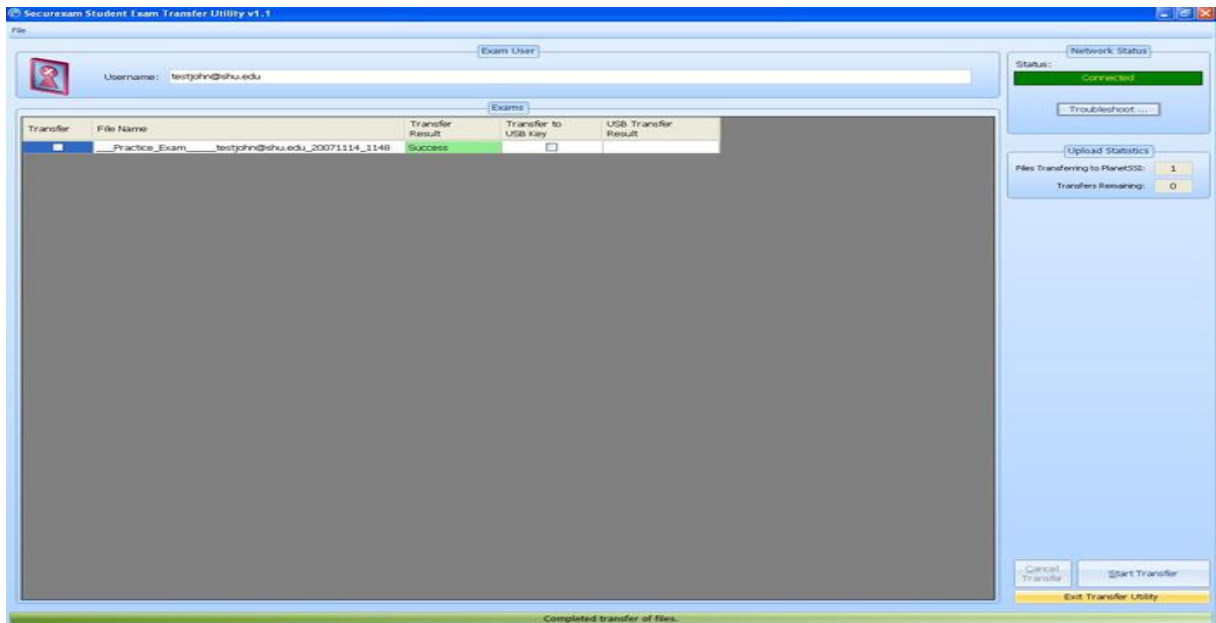
PC



MAC

16. Once it uploads, you should see the message “Success” under the Transfer Result Field in the middle of the screen. **THIS IS FOR PC ONLY!!!**

MACs DO NOT GET A SUCCESS MESSAGE UPON UPLOAD. THEY ARE WORKING TO INCORPORATE THIS BUT IT MAY NOT BE AVAILABLE FOR MAY FINALS. MACs DO, HOWEVER, GET AN ERROR MESSAGE ON AN UNSUCCESSFUL UPLOAD, SO IF YOU DO NOT GET AN ERROR MESSAGE AS A MAC, YOU HAVE SUCCESSFULLY UPLOADED!



At this point your exam is uploaded, you can click on “Exit Transfer Utility” button located at the bottom right (underneath the Start Transfer button) and you will check out of the exam room as you have done so in the past.

IF YOU CANNOT UPLOAD YOUR EXAM OR YOUR NETWORK STATUS STAYS RED AND “NOT CONNECTED”, PLEASE CLICK ON “THE EXIT TRANSFER UTILITY” BUTTON, RAISE YOUR HAND, AND THE PROCTOR WILL RETRIEVE YOUR EXAM VIA THE USB KEY FROM YOUR DESKTOP.