

SecurExam Installation Instructions for PC – Fall 2009

Installing the software

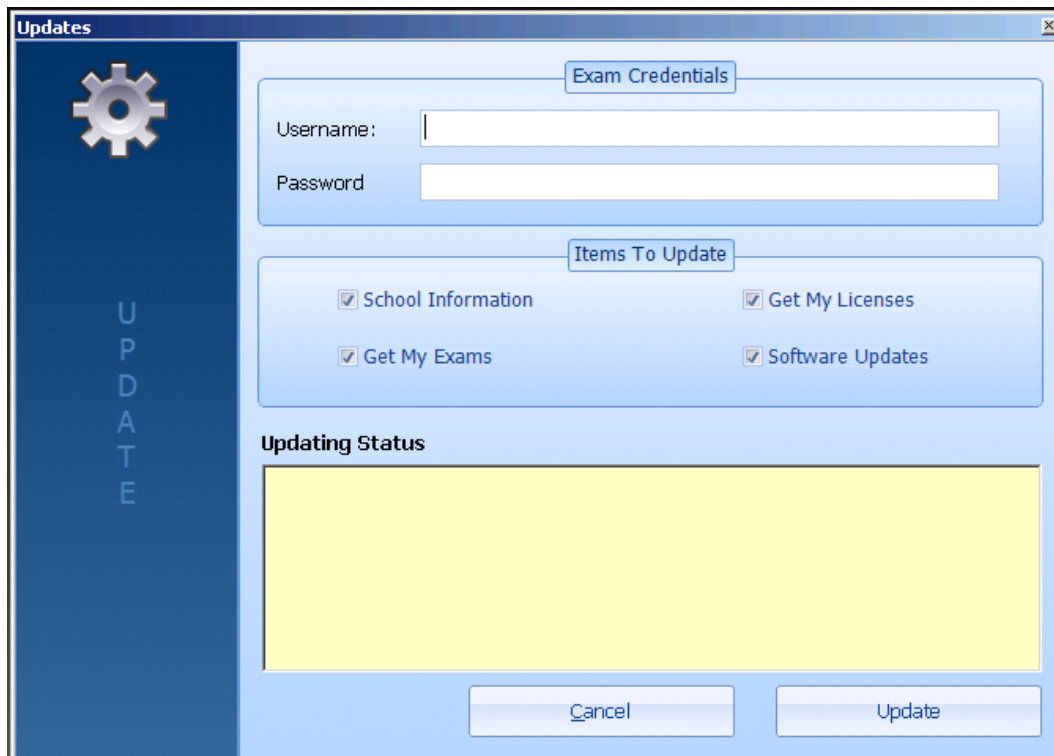
Download the installation file from the WEBoard. Go to the Academic and Student Affairs section, then click on Exam Info, then find the instructions for taking the Fall 2009 exams on your laptop.

Run the installation file and follow the prompts. When the software is finished installing, there will be an icon for SecurExam on your desktop.

BEFORE the day of the exam, you should follow the directions below to obtain the license and run the practice exam.

Obtaining the license

The first time you run the software, you will need to run the “Get Exams and Licenses” feature. First, make sure you are connected to the internet. Double-click on the SecurExam icon on the desktop, then click on the “Get Exams and Licenses” button. You will see this screen:

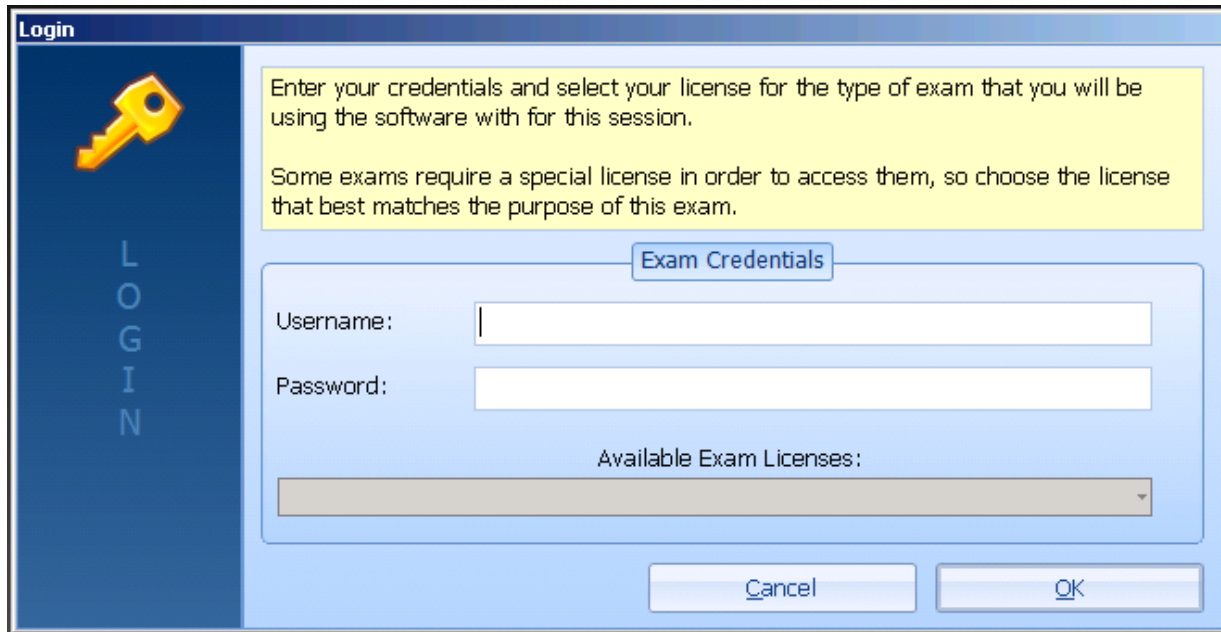


The screenshot shows the 'Updates' dialog box. On the left is a dark blue sidebar with a gear icon and the word 'UPDATE' written vertically. The main area has a light blue background. At the top is a tab labeled 'Exam Credentials' with two text input fields for 'Username:' and 'Password:'. Below this is a tab labeled 'Items To Update' containing four checked checkboxes: 'School Information', 'Get My Licenses', 'Get My Exams', and 'Software Updates'. At the bottom is a section titled 'Updating Status' with a large yellow rectangular area. At the very bottom are 'Cancel' and 'Update' buttons.

Your Northeastern e-mail address is both the username and password. Enter them, then click on the “Update” button. The status window will say “UPDATES COMPLETED” when it’s finished. Click on the “Close” button to exit.

Running the practice exam

First, make sure you are connected to the internet. Double-click on the SecurExam icon on the desktop, then click on the “Login and Take an Exam” button. You will see this screen:



The Login dialog box features a blue sidebar with a yellow key icon and the word "LOGIN" vertically. The main area has a yellow instruction box, a tabbed "Exam Credentials" section, and input fields for Username, Password, and Available Exam Licenses. It includes "Cancel" and "OK" buttons at the bottom.

Login

Enter your credentials and select your license for the type of exam that you will be using the software with for this session.

Some exams require a special license in order to access them, so choose the license that best matches the purpose of this exam.

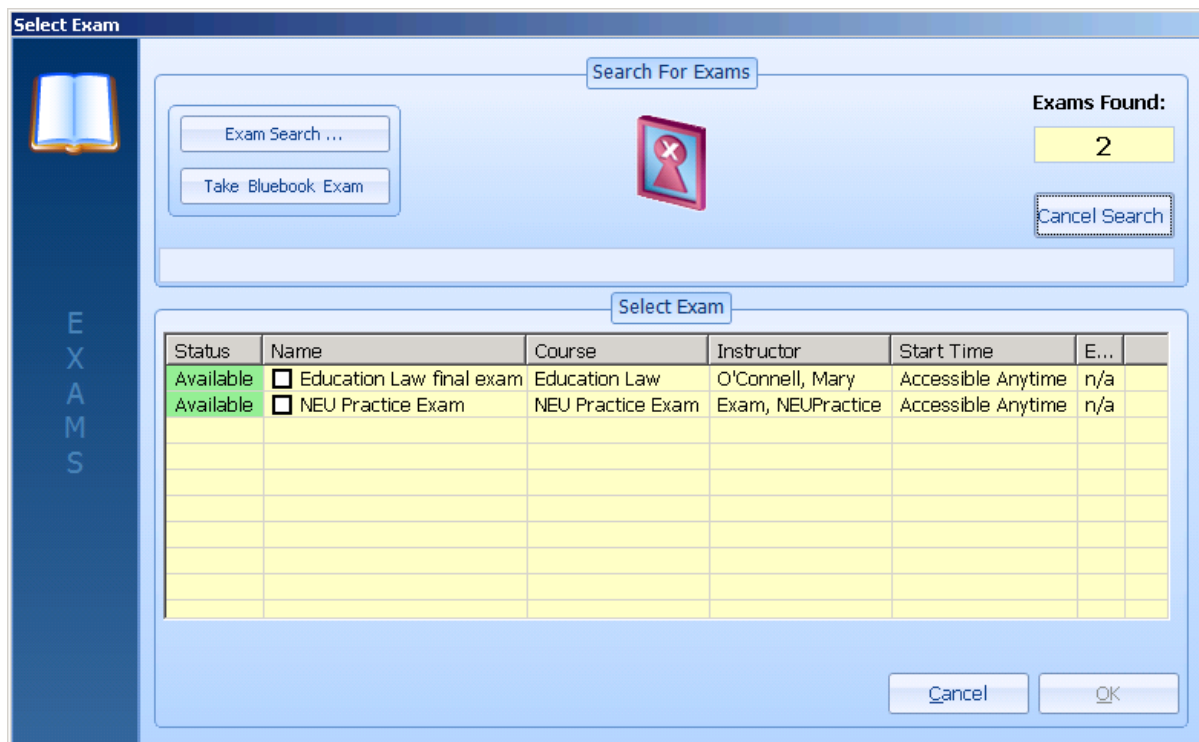
Exam Credentials

Username:

Password:

Available Exam Licenses:

Your Northeastern e-mail address is both the username and password. Enter them, then click on the “OK” button. You will see this screen:



The Select Exam dialog box has a blue sidebar with an open book icon and the word "EXAMS" vertically. It includes a "Search For Exams" section with search and take buttons, a "Select Exam" table, and "Cancel" and "OK" buttons at the bottom.

Select Exam

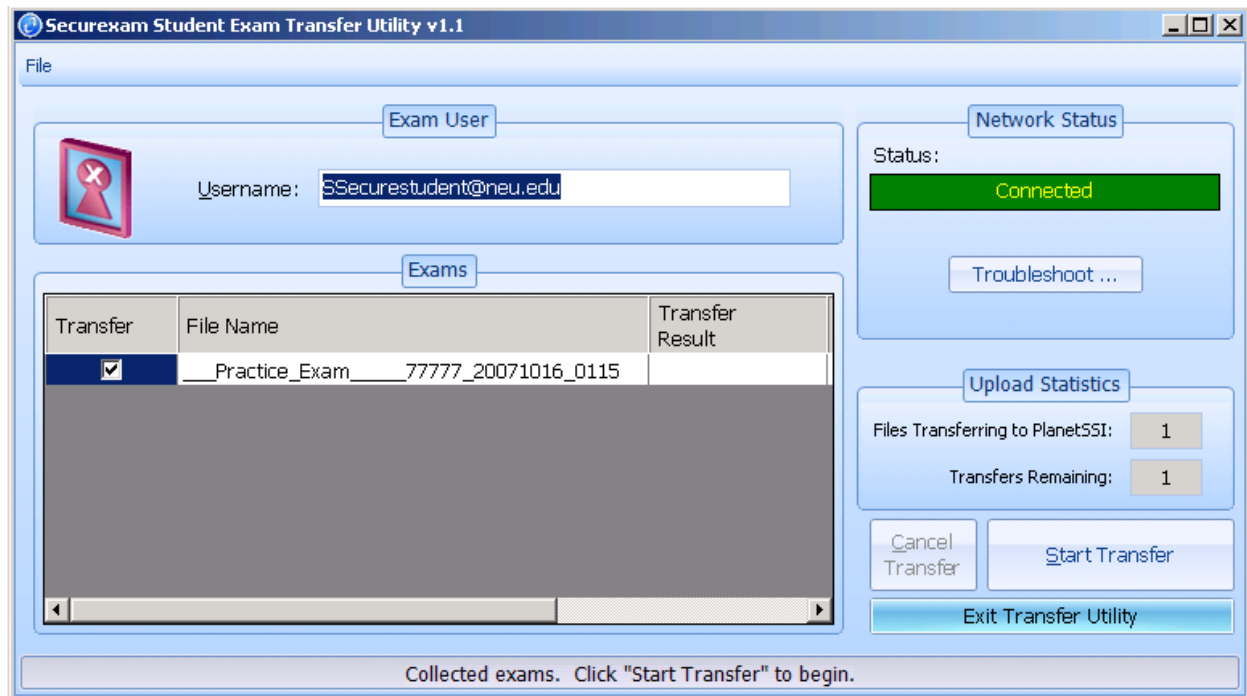
Search For Exams

Exams Found: 2

Select Exam

Status	Name	Course	Instructor	Start Time	E...
Available	<input type="checkbox"/> Education Law final exam	Education Law	O'Connell, Mary	Accessible Anytime	n/a
Available	<input type="checkbox"/> NEU Practice Exam	NEU Practice Exam	Exam, NEUPractice	Accessible Anytime	n/a

Check the box next to “NEU Practice Exam,” then click OK. The practice exam will load. Type some text. You might also want to familiarize yourself with the program and the different toolbar buttons and menu options available for editing. When you are comfortable, save your exam and exit the software. The Exam Transfer Utility will load:



Click on the “Start Transfer” button. When the transfer is complete, the “Transfer Result” box will say “SUCCESS” and the color of the box will change to green. Click on the “Exit Transfer Utility” button to exit.

If you have any questions, please contact Computer Services.