

Student Guide to Take-Home Exams

Instructors at the Earle Mack School of Law have the option of giving their final exams in the traditional in-class format or in take-home format. While in-class exams typically make use of the Secureexam Student software, take-home exams require only a web browser (Internet Explorer, Firefox, or Safari) and Microsoft Word. While no special software is needed, there are some specific instructions that must be followed to insure that you are able to access and complete your take-home exam and submit it for grading.

- [General Information about Take-Home Exams](#)
- [Download Your Exam](#) – Log in to the PlanetSSI website and download the exam question(s).
- [Complete Your Exam](#) – Answer the exam questions in Microsoft Word.
- [Prepare Your Exam For Uploading](#) – Remove your non-anonymous information from the exam response, insert your anonymous exam ID, and save it in an appropriate format.
- [Upload Your Exam](#) – Log in to PlanetSSI and upload your file to the appropriate class.
- [Check Your Exam Status](#) – See exactly when you downloaded or uploaded an exam.
- [Troubleshooting Tips and Getting Help](#) – If you have problems with any of the above, check here first.

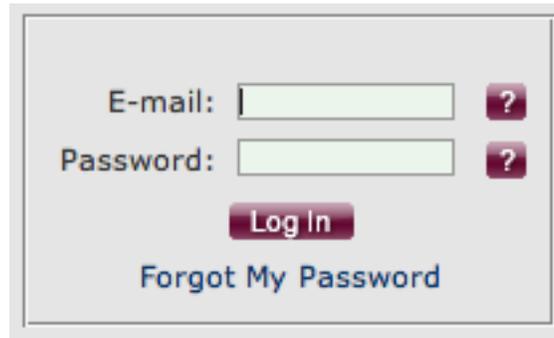
General Information about Take-Home Exams

There are a few significant differences between in-class and take-home exams. Specifically:

- You do not use Secureexam Student for take-home exams; you'll type your exam answer into Microsoft Word. Since Word lacks the integrated anonymity features of Secureexam Student, you need to take specific steps to ensure that all personally-identifiable information (***other than your exam ID***) is removed from your document before uploading it to PlanetSSI. See [Prepare Your Document For Uploading](#) for specific instructions.
 - **NOTE:** While you are not specifically required to use MS Word, you *are* required to save your document in MS Word format before you submit it. Also, we can only provide specific instructions and support for MS Word.
- Pay close attention to the time limit. The clock begins ticking the moment you download the exam questions from PlanetSSI. If your instructor has specified an 8-hour limit, and you downloaded the exam at 8:00 AM, you must upload it by 4:00 PM to avoid having it marked "Late". See [Check Your Exam Status](#) for details on how to view your exam download & upload times.
- You will need internet access only to download the exam questions and upload your responses. Be sure that you will be in a location with a reliable connection for both of these processes.
- Most students will outline their response or create multiple versions of the document as they refine and edit their answers. Please make sure that you select the appropriate (final) version of your response when you upload it. The [Prepare Your Document For Uploading](#) section contains specific suggestions on how to name and save the final version of the document to minimize possible problems.
- Even though take-home exams are not proctored, you are still bound by the conditions of the [Code of Conduct](#) and any specific restrictions or requirements set forth by your professor in the exam instructions that they provide.

Download Your Exam

1. Log into Planet SSI at www.planetssi.com with your username and password. Your username is your Drexel e-mail address (example: abc123@drexel.edu) and your password is your 5-digit anonymous exam ID (example: 12345).



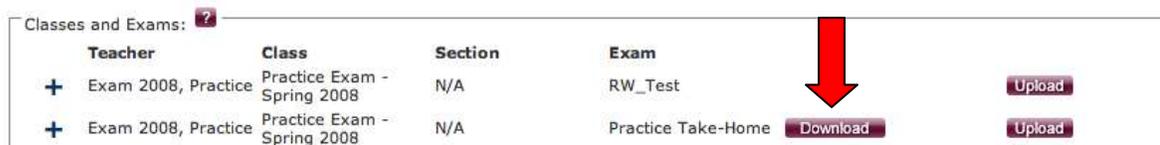
A login form with two input fields: "E-mail:" and "Password:". Each field has a small red question mark icon to its right. Below the fields is a "Log In" button and a "Forgot My Password" link.

2. Once you have logged in, you will be taken to a console page. Click on **Exam Center** in the left-hand pane.



The console page shows a navigation pane on the left with three buttons: "Download", "Exam Center", and "Reports". A red arrow points to the "Exam Center" button. The main content area shows the user is logged in as a student and provides instructions on how to use the "Downloads" and "Exam Center" features.

3. Click on the **Download** button to the right of the name of the exam to download your take-home exam questions (in PDF format). **As soon as you click on the Download button, the time limit will begin to elapse.**



Classes and Exams: ?					
	Teacher	Class	Section	Exam	
+	Exam 2008, Practice	Practice Exam - Spring 2008	N/A	RW_Test	Upload
+	Exam 2008, Practice	Practice Exam - Spring 2008	N/A	Practice Take-Home	Download Upload

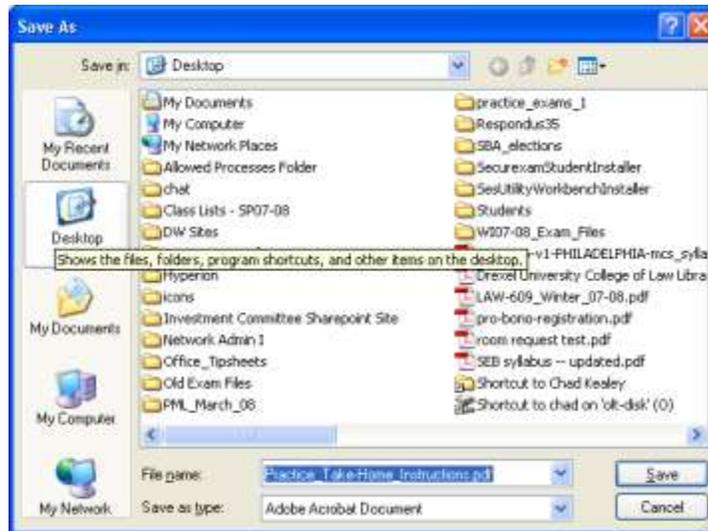
NOTE: If you're using Internet Explorer, the integrated "download blocker" may prevent the file from downloading. In this event, you should see the Internet Explorer "Information Bar" appear just below the address bar. If this happens, click on the Information Bar and then click "Download File".



4. You should then see a “File Download” dialog box:



5. Click “Save”. You will then see the “Save As” dialog. You can save the file to either the “Desktop” or the “My Documents” folder; just remember where you saved it so you’ll be able to find it later!



6. Once you’ve downloaded your exam file, **you must logout of the Planet SSI website** by clicking the “logout” icon (circled in red below). Failing to do so may lead to problems uploading your exam later!!



Complete Your Exam

As stated earlier, you’ll use Microsoft Word to complete your take-home exam. You all know how to use Microsoft Word, so we won’t get into that right here, but there is one thing you need to do to insure that the grade for your exam is properly credited to *you*. You need to insert your Anonymous Exam ID in the document. To avoid problems, you must put your exam ID, along with the name of the course and the instructor, into the “header” of the document so that it appears on each page. Please use the following format:

Exam ID: *insert your 5-digit exam ID here, e.g.: 12345*

Class Name: *insert the name of the class, e.g.: Con Law II*

Instructor Name: *insert the instructor's name, e.g.: Prof. Jones*

Most of you have had to use the header or footer in Word before (e.g., to insert page numbers), so you may already know how to do this. If not, see the instructions below for your version of Microsoft Word.

In Word 2003 for Windows:

1. Click the "View" menu
2. Click "Header and Footer"
3. Enter the appropriate information in the "Header" field at the top of the page
4. In the "Header and Footer" toolbar, click "Close"

In Word 2007 for Windows:

1. Click "Insert" at the top of the window to open the Insert tab in the ribbon
2. Click the "Header" icon and then click "Blank"
3. Enter the appropriate information in the "Header" field at the top of the page
4. Click "Close Header and Footer" at the far right end of the ribbon

In Word 2004 for Mac OS:

1. Click the "View" menu
2. Click "Header and Footer"
3. Enter the appropriate information in the "Header" field at the top of the page
4. In the "Header and Footer" toolbar, click "Close"

In Word 2008 for Mac OS:

1. Click the "View" menu
2. Click "Header and Footer"
3. Enter the appropriate information in the "Header" field at the top of the page
4. Click "Close" below the header

Prepare Your Exam For Uploading

Before uploading, to ensure anonymity, you must remove your personal information from your exam file before uploading it.

In Word 2003 for Windows:

1. Open your document in Word 2003.
2. Click "Tools."
3. Click "Options."
4. Click on the "Security" tab towards the top of the box.
5. Under "Privacy options," check the box next to "Remove personal information from file properties on save."
6. Save your file and close it before uploading it.

In Word 2007 for Windows:

1. Open your file in Word 2007 and click on the "Office" button in the upper left-hand corner.
2. Select "Prepare," then "Inspect Document."

3. If prompted to save the document before inspection, click “Yes.”
4. **Uncheck** the box next to “Headers, Footers, and Watermarks”.
5. Click the “Inspect” button.
6. On the next screen, click any “Remove All” buttons that appear.
7. As a final check, click the “Reinspect” button.
8. Repeat steps 4-6 until no more items are found.
9. Click the “Close” button in the Document Inspector window.
10. Save your file and close it before uploading it.

In Word 2004 for Mac OS:

1. When in your file, click the “Word” menu near the top right corner of the screen.
2. Click on “Preferences.”
3. Click on the “Security” tab on the side.
4. Check the box that says “Remove personal information from this file on save.”
5. Click on “OK.”
6. Save your file and close it before uploading it.

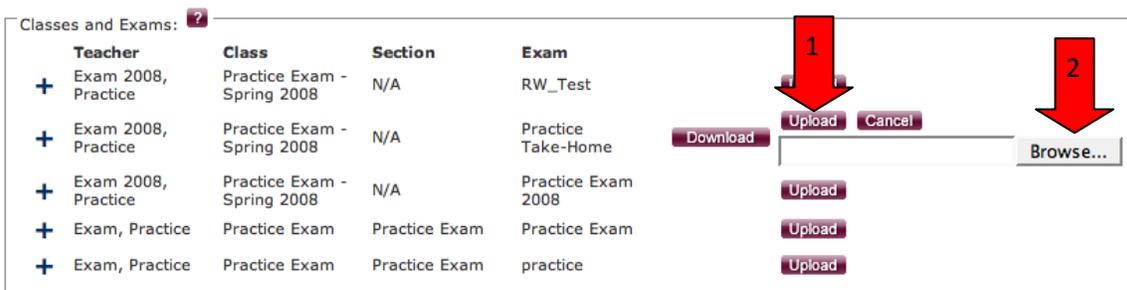
In Word 2008 for Mac OS:

1. When in your file, Click the “Word” menu in the upper left corner of the screen
2. Click on “Preferences”
3. Click on “Security” under “Personal Settings” at the bottom of the window
4. Check the box next to “Remove personal information from this file on save”
5. Click “OK”
6. Save your file and close it before uploading it.

Finally, to avoid confusion when you have to select a file to upload, you should name the final version something unique. Click the File menu (or the Office button, if you have Office 2007) and click “Save As...” and then name the document something short and easily recognizable, like “Con Law Exam – FINAL”. This is **extremely** important because when you’re browsing for the file you want to upload, you may see only a shortened version of the name (e.g., instead of “Con Law Exam Winter 2007.doc”, you might see “Con Law Ex~.doc” or “Con Law Ex...”). Also, save it somewhere that you’ll be able to find it easily, such as your Desktop or My Documents folder.

Upload Your Exam

1. Before the end of the prescribed time period, log into PlanetSSI at www.planetssi.com to upload your exam file (in Word 2003 format).
2. Click on **Exam Center** in the left-hand pane.
3. Click the **Upload** button (1) to the right of the exam, then click **Browse** or **Choose File** (2) to open the “Choose File” dialog:



4. Navigate to the location where your completed exam file is located, then click the file and click "Open."
5. Finally, click the **Upload** button (1, shown above)
6. A dialog box will appear confirming that the file was successfully uploaded and within a few minutes, you should receive an email from support@softwaresecure.com as further confirmation – it's a good idea to save that at least until the exams have been graded in the event you need to provide "proof of submission". If you don't get a confirmation message, see [Check Your Exam Status](#) below.

Check Your Exam Status

You can use the "Reports" tool in Planet SSI to see when you actually downloaded or uploaded an exam or to simply confirm that your exam has been correctly uploaded.

1. Click on **Reports** in the left-hand pane:



Drexel University College of Law

Planet SSI has been created to help you with every aspect of managing exams. The buttons on the left take you to the various "Engines" that drive Planet SSI. A very brief description of each Engine's purpose is listed below.

Downloads: This is the engine for downloading Software Secure products.

2. Under "Additional Search Criteria," select **Non-Secureexam** as the Secureexam Type.

Additional Search Criteria	
Secureexam Type:	<input type="text" value="Non-Secureexam"/>
Exams Search:	

3. Leave all other search fields blank and click the **Search** button at the bottom of the screen.
4. In the "Download Exam" (1) column, you will see the date and time when you downloaded the exam.
5. In the "Upload Exam" (2) column, you will see the date and time when you uploaded the exam (if you have not already uploaded the exam, this field will be blank).

Ident	Student email	Download Exam	Upload Exam	Version	On Time
t1,	lawtest1@drexel.edu	4/28/2008 4:26:50 PM	4/28/2008 4:31:59 PM	1	Yes

ays Software Expires in Next 60 Days

Troubleshooting Tips and Getting Help

Assuming the instructions shown above are followed completely and carefully, you should not run into any issues with your exam. However, in the event that you *do* have a problem, please consult the information below *before* contacting any Law School staff for assistance.

Question/Problem: “I can’t log in to Planet SSI...what should I do??”

Answer/Solution: The username and password you need to use for the Planet SSI website are the same as those you use for Secureexam. That is, the username is the “short” form of your Drexel e-mail address – this is your initials followed by 2 or more numbers and ending with “@drexel.edu” (for example: “ck76@drexel.edu” is correct, just “ck76” is **not** correct). The password is your 5-digit Anonymous Exam ID for the current term. If you don’t know what your 5-digit Anonymous Exam ID is, you can retrieve it by logging into Bb Vista at <http://learning.drexel.edu> and going into the Law School’s Virtual Community. Once you’re in the Virtual Community, click on the “My Grades” link on the left side of the page. The **(Quarter) Exam ID:** is what you need (e.g., Quarter=“Fall 2009-10”, “Winter 2009-10”, etc.)

Question/Problem: “I go to the ‘Exam Center’, but I don’t see my class listed!”

Answer/Solution: The class lists were entered into Planet SSI just a few weeks ago and should be complete and accurate. Therefore, you should see your correct classes listed, but if you do not, please contact the Law School Exam Team (see below for contact info) with your Drexel username (the first part of your “short” e-mail address, described above) and the name(s) of the class(es) which are not appearing.

Question/Problem: “I’m trying to download my exam, but when I click ‘Download’, nothing happens!”

Answer/Solution: This can happen if you’re using Windows XP or Vista and Internet Explorer 6 or newer. There is an integrated “download blocker” which prevents the automatic download of potentially dangerous files. When you try to download something and this blocker is activated, you should see the Internet Explorer “information bar” appear below the Address bar in the Internet Explorer window. It will look something like this:



If you see this, click on the information bar and a small menu will appear. Click on “Download File” in the menu, then click Save and choose a location to save the file.

Question/Problem: “I’ve downloaded the exam file, but can’t open it!”

Answer/Solution: All of the exam question files are in Adobe PDF format, so you need to use the Adobe Reader to open them. If you do not have this installed, you can download it free from

<http://www.adobe.com/products/acrobat/readstep2.html>. Once you've installed Adobe Reader, you should have no trouble opening your exam file.

Question/Problem: "I uploaded my exam, but didn't see the confirmation dialog or get an e-mail"

Answer/Solution: First, click on "Reports" in the Planet SSI website to, select "Non-Secureexam" next to "Secureexam type:" and click Search. If your file was successfully uploaded, you'll see the date & time of the upload in the "Upload Exam" column. If there is a date & time there (and it matches the date & time that you uploaded your exam), but you haven't gotten the confirmation e-mail, it may just be delayed. Remember, too, that this confirmation message is sent to your Drexel e-mail address, so be sure that you're looking there. If you forward that mail to another account or address, the chances of "delayed delivery" are much greater.

If the "Upload Exam" field is blank, then the file was **not** uploaded successfully. In that case, try uploading it again, and remember that the upload process is a bit repetitive. You need to click "Upload", then "Browse" or "Choose File" to select the file to upload, then click "Upload" *again*. If the dialog box *did not* appear, it may have been blocked by a popup blocker. The blocker built into Internet Explorer will not block it, but some others might. Unfortunately, there are so many different blockers out there that it's impossible to document all of them. As a general rule, most popup blockers can be bypassed by pressing (and holding) the control key while clicking the "Upload" button (the 2nd time you click it, when the dialog box should appear). Again, check the "Reports" area again to verify that it was uploaded. If it still doesn't show up, then contact the Law SchoolExam Team for assistance.

Question/Problem: "I'm still having problems! How do I get help?"

Answer/Solution: During normal exam hours (8:00 AM – 5:00 PM Weekdays throughout the exam period), Lawtech staff will be available via e-mail and phone. You can send an e-mail to lawtech@drexel.edu or call Theresa Gallo at (215)571-4716. Theresa will contact technical support staff as necessary.

Outside of normal exam hours, you **must** send an e-mail to lawtech@drexel.edu with a detailed description of your problem and your full contact information (name, e-mail address and a phone number where you can be reached). If you are having a problem uploading your completed exam file, you must also **attach your completed exam file to the message**. One of the Lawtech staff will contact you as soon as possible to assist. Please note that we cannot make any specific guarantees regarding response times or availability outside of the normal exam hours (8:00 AM – 5:00 PM Weekdays throughout the exam period). Please take this into account when planning to take your exam.

Lawtech Staff	Rm. 108	215-571-4800	lawtech@drexel.edu
Theresa Gallo	Rm. 450	215-571-4716	tg337@drexel.edu
Mark Toth	Rm. 450	215-571-4795	Mark.toth@drexel.edu