Securexam Browser

| The first time you use Securexam Browser: | 1. Request access to Securexam Browser in WebCT. Contact Lea Mabry, e-mail lamabry@uams.edu or phone 296-1087, to request access to the course. Please provide your WebCT ID to expedite the process.  
2. Create a quiz/test/exam in WebCT following the normal procedures.  
3. Login to WebCT and select Securexam Browser Faculty from the course listing  
4. Download Securexam Browser to your computer (optional, but recommended)  
5. Download the Faculty Guide and Student Guide (optional)  
6. Return to WebCT course listing and access Securexam Browser Students course. Add students. (Do this once per course, students are only entered once.) |
|---|---|
| Each time Securexam Browser is to be used with a quiz/exam | 1. Login to WebCT; Access course with the quiz and copy title  
2. Return to WebCT course listing and access Securexam Browser Faculty course; generate password  
3. Return to course with the quiz and paste password into course settings.  
4. Log into WebCT as a student and open the exam to test for problems |

Access your course and go to the Quizzes/Surveys page, highlight the title, right click, choose Copy
At the top of the page, click on myWebCT

From the course listing, select Securexam Browser Faculty

At the Homepage, click on the View tab

Click on Create Securexam Password
Select Run

If you get this message, select Run

Right click in the Exam Title box and select Paste to place the EXACT title of WebCT quiz/test/exam in the box.
Select [Create Password]

A password will appear

Select [Copy Password]

Select [Close]

At the top of the page, click on myWebCT to return to the course listings.

Enter the course with the quiz and return to the Quizzes/Surveys page. Click on the appropriate quiz.
Select
Edit quiz settings

In the Security Section:

Right click inside the Proctor Password box, paste the password from Securexam Browser.

Scroll to the bottom of the page, select Update

The WebCT test is now set to allow entrance to only those students who enter using Securexam Browser.
Adding Students

Return to myWebCT and select Securexam_Browser_Students, add your students to this course through the Manage Students area under the Control Panel.

Your students may already be in the course if another instructor has used the Securexam browser. The students only need to be entered into the course once.

Please do not enter your faculty “student” WebCT ID into the student course. UAMS is billed for the number of students in this course. As a faculty member, you can download the Securexam Browser from the Faculty course. Please only add your students only if you use the Securexam Browser.

Thank you!