

Securexam pour l'enseignant

Avril 2017

TOUT sur *Securexam*
www.UQTR.ca/Securexam

- Pour l'enseignant
- Pour l'étudiant

Création d'un compte enseignant

- Demande à la secrétaire de département:
madeleine.lemire@uqtr.ca
- Compte enseignant créé (fictif):
 - *E-Mail*: formateur@uqtr.ca
 - *Password*: formateur
- Compte étudiant créé (fictif):
 - *E-Mail*: harnois8@uqtr.ca
 - *Password*: harnois8@uqtr.ca
- Connexion au compte: <http://www.planetssi.com>

Création d'un compte enseignant



formateur@uqtr.ca - You are logged in as a Teacher

If you are not formateur@uqtr.ca [click here](#)

UQTR

Planet SSI has been created to help you with every aspect of managing exams as well as managing the users of your Institution's Planet SSI account. 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.

Licensing: This is the engine for acquiring one or more licenses for Software Secure products and managing those licenses. Demonstration software may be downloaded from here.

Registration: This is the engine for associating or Registering Classes and Sections to specific Teachers as well as Registering specific Students to those Classes.

Exam Setup: Use this engine for setting up exams and their unique restrictions.

Exam Retrieval: This is the engine for retrieving student's completed exams.

Communications: Use this engine to send emails to Students based on their Class or where they are in the exam process.

Reports: Engine for obtaining various reports regarding Students and their activity.



Software
SECURE

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Mise à jour de la *Class*

Sciences comptables

- Une « *Class* » nommée **Sciences comptables** est générée lors de la création de votre compte
- Vous devez y ajouter l'ensemble des étudiants inscrits en sciences comptables
- Ajouter des nouveaux étudiants à votre *Class* **Sciences comptables**
 - Au début de chaque trimestre
 - Nouveaux étudiants sur *Securexam*



formateur@uqtr.ca - You are logged in as a Teacher
If you are not [formateur@uqtr.ca](#) [click here](#)

- Licensing
- Registration**
- Exam Setup
- Communications
- Exam Retrieval
- Reports

UQTR

This Registration Page is the place where you can associate or Register Classes and Sections to specific Teachers as well as Registering specific Students to those Classes. School Administrators can create Classes and Sections for any Teacher in their School. Teachers can only create classes and sections that are registered to them. If you're adding multiple sections for a particular class, you will need to register them one at a time.

Once classes are registered, School Administrators and Teachers have the ability to register students for those classes, provided those students are registered Users of Planet SSI.

There are two ways to register: A.) upload a data file or B.) enter in the information manually. The file must be formatted in a very specific way, which we explain in the next paragraph.

A pre-built template can be download by clicking [here](#).

How to set up your spreadsheet: beginning with Column A, the columns in the spreadsheet must contain the following fields with only the **bold** fields being required: **Teacher Email**, **Class Title**, Class Password, Enroll Class (Open or Closed), Section Title, Section Password, Enroll Section (Open or Closed) and Student Email. Non-required columns can be eliminated as a column in the upload data file.

Teachers/Classes/Sections Currently Registered:

Search

Teacher: Class: Section:

Teacher	Class	Section	Students					
+ Boivin, Formateur	Sciences comptables	N/A	0	Open	<input type="button" value="Edit"/>	<input type="button" value="Export"/>	<input type="button" value="Add Student"/>	<input type="button" value="Export All"/>

Items In List:

Register:

Add Students

Students: [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)<#>

- A. LAFORME, GUILLAUME
guillaume.a.laforme@uqtr.ca
- A. SOUCY, JESSYCA
jessyca.a.soucy@uqtr.ca
- ABBOTT-GUITE, ERIC
eric.a.abbott-guite@uqtr.ca
- ABIASSI, MESSIAH
messian.abiassi@uqtr.ca
- ACHARID, KARIM
karim.acharid@uqtr.ca
- ADAM, MELISSA melissa.adam@uqtr.ca
- ADAM, ALEX alex.adam@uqtr.ca
- ADAM, KIM kim.adam@uqtr.ca
- ADAM, KARINE karine.adam@uqtr.ca
- ADAM, BENJAMIN B.
benjamin.b.adam@uqtr.ca
- ADAME, ALEXANDRE
alexandre.adame@uqtr.ca
- ADAMOU, HAMOUSA
hamousa.adamou@uqtr.ca
- ADAMS, BORAN
boran_2000@hotmail.com
- ADEPO, SERGE ALAIN

Add Selected >>
Add All >>
<< Remove Selected
<< Remove All

Cancel Submit

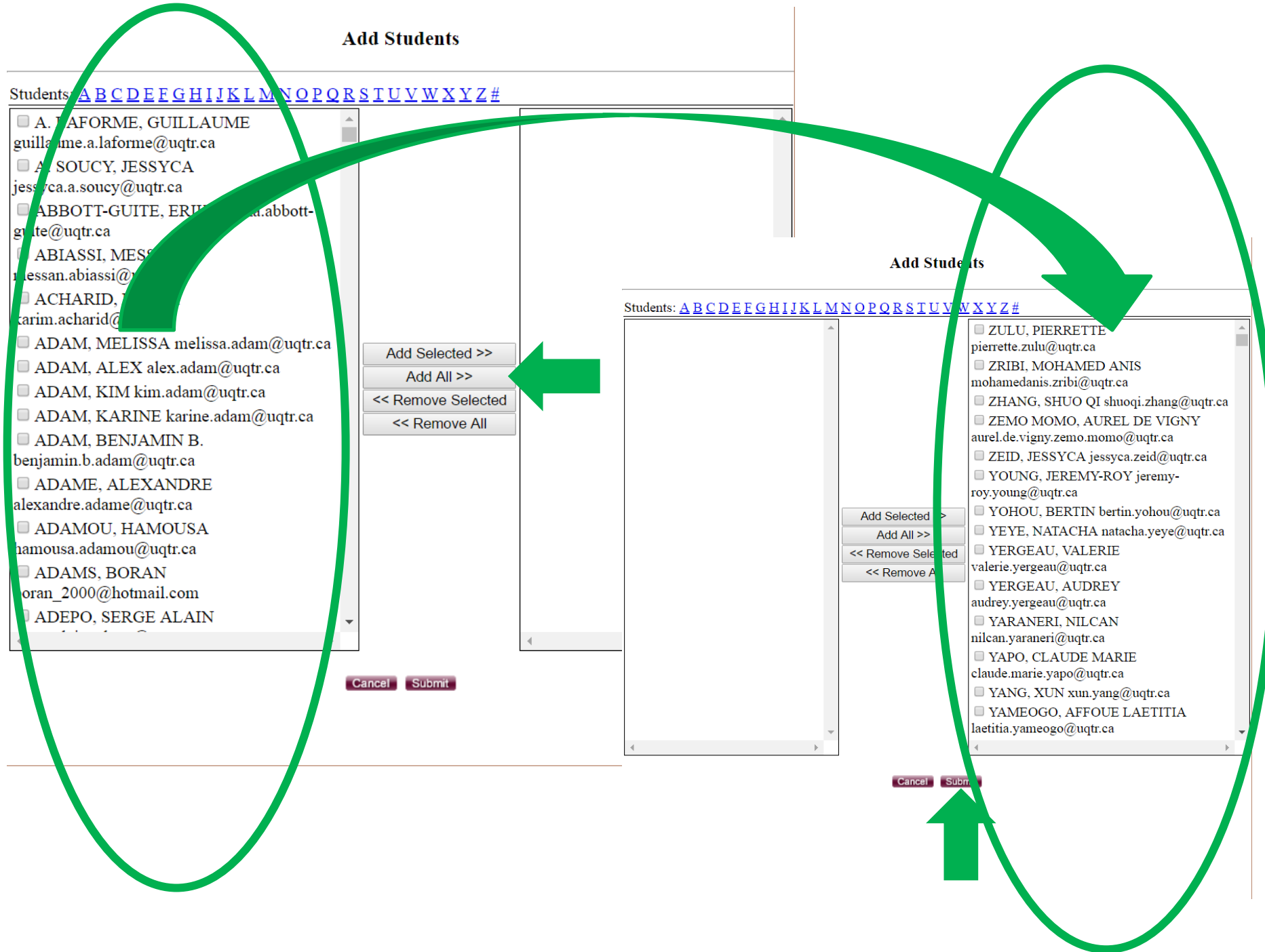
Add Students

Students: [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)<#>

- ZULU, PIERRETTE
pierrette.zulu@uqtr.ca
- ZRIBI, MOHAMED ANIS
mohamedanis.zribi@uqtr.ca
- ZHANG, SHUO QI shuoqi.zhang@uqtr.ca
- ZEMO MOMO, AUREL DE VIGNY
aurel.de.vigny.zemo.momo@uqtr.ca
- ZEID, JESSYCA jessyca.zeid@uqtr.ca
- YOUNG, JEREMY-ROY jeremy-roy.young@uqtr.ca
- YOHOU, BERTIN bertin.yohou@uqtr.ca
- YEYE, NATACHA natacha.yeye@uqtr.ca
- YERGEAU, VALERIE
valerie.yergeau@uqtr.ca
- YERGEAU, AUDREY
audrey.yergeau@uqtr.ca
- YARANERI, NILCAN
nilcan.yaraneri@uqtr.ca
- YAPO, CLAUDE MARIE
claudemarie.yapo@uqtr.ca
- YANG, XUN xun.yang@uqtr.ca
- YAMEOGO, AFEOUE LAETITIA
laetitia.yameogo@uqtr.ca

Add Selected >>
Add All >>
<< Remove Selected
<< Remove All

Cancel Submit





formateur@uqtr.ca - You are logged in as a Teacher

If you are not [formateur@uqtr.ca](#) [click here](#)

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Teachers/Classes/Sections Currently Registered:

Search

Teacher: Class: Section:

Teacher	Class	Section	Students	
+ Boivin, Formateur	Sciences comptables	N/A	4916	Open <input type="button" value="Edit"/> <input type="button" value="Export"/> <input type="button" value="Add Student"/> <input type="button" value="Export All"/>

Items In List:

Register:




Création d'un examen

- Un examen consiste en un fichier sécurisé mis à la disposition des étudiants et contenant un traitement de texte (+/- Word) et un tableur (+/- Excel) vierges par question
- Contient aussi le *Manuel de CPA Canada* et la *Loi de l'impôt sur le revenu* (pdf)
- Ce fichier est téléchargé par tous les étudiants de la « *Class* » Sciences comptables
- L'ouverture de ce fichier est protégé par un mot de passe fourni en classe
- Les étudiants produisent leur solution d'examen sur ce fichier (logiciel *Securexam*)

Création d'un examen (suite)

- La fermeture de ce fichier est protégé par un mot de passe fourni en classe
- Le fichier est enregistré par défaut sur le bureau de l'étudiant
- Le fichier est encrypté et donc inutilisable par l'étudiant
- Les étudiants téléversent (*upload*) leur fichier solution complété après l'examen

Création d'un examen (suite)

Planet  SSI

formateur@uqtr.ca - You are logged in as a Teacher
If you are not [formateur@uqtr.ca](#) [click here](#)

UQTR

Exam Setup will be the hub of your online exam management. Use this page to upload your exams and designate the parameters by which students will take them. School Administrators can view and manage exams posted by all Teachers in their school. Teachers can view and manage the exams they've posted for their own classes.

Exam Setup


[Add New Exam](#) [Secureexam](#) [Upload Nonsecureexam](#)

Search ?

Teacher: Class: Section:

Exams Currently Setup:

Items In List: [1](#)

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Création d'un examen (suite)

UQTR

You're ready to add an online exam for your class. Use the boxes below to designate which class the exam is for, determine exam availability, and upload the actual exam content. You can upload a semester's- or year's-worth of exams now. Your students will only be able to access them during the times you designate.

School Time Zone: (GMT-05:00) Eastern Time (US & Canada)
Exam Setup: Add New Exam

Teacher: Boivin, [?] Class: Sciences comptables [?] Section: Select Section [?]

Exam: Examen_Final_18avril [?] Create a: Securexam Non-Securexam

Securexam Properties [?]

Type: Closed book [?] Spell Check: Yes No [?] Use Anonymous Grading

Exam Entry Password: pomme [?] Exam Exit Password: orange [?] Proctor Password: alice [?]

Able to be Opened from: 04/11/2017 08:00 AM [?] To: 04/19/2017 08:00 AM [?] Location: [?]

Build

Ensuite:
Enter the number of questions to be in the exam

Création d'un examen (suite)

UQTR

Exam Setup will be the hub of your online exam management. Use this page to upload your exams and designate the parameters by which students will take them. School Administrators can view and manage exams posted by all Teachers in their school. Teachers can view and manage the exams they've posted for their own classes.

Exam Setup

[Add New Exam](#) [Upload Secureexam](#) [Upload Nonsecureexam](#)

Search ?

Teacher: Class: Section: [Show All](#)

Exams Currently Setup:

Exam	Teacher	Class	Location	Actions
Examen_Final_18avril	Boivin, Formateur	Sciences comptables	N/A	Edit Download ? Delete

Exam

Type: Spell Check: Yes No Use Anonymous Grading

Exam Entry: Exam Exit Password: Proctor Password:

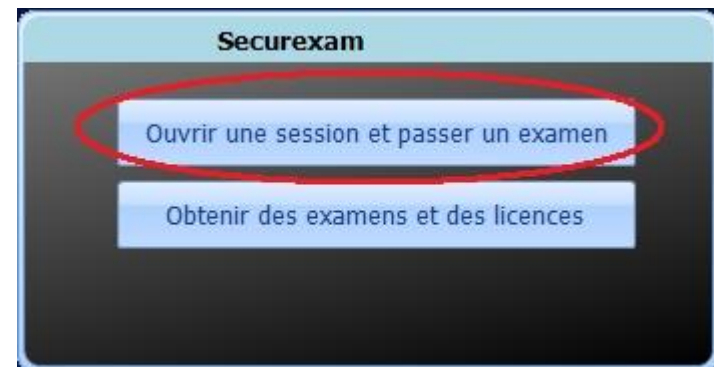
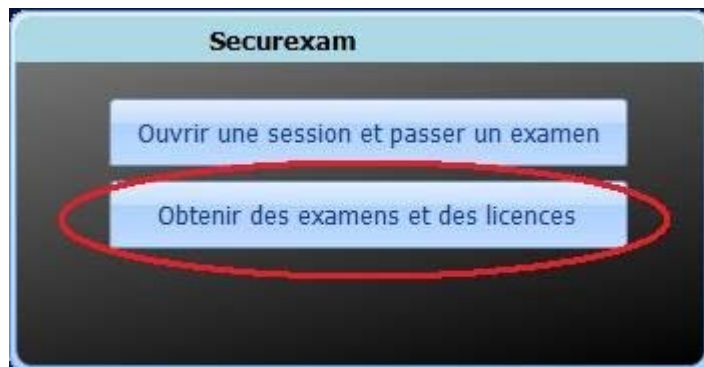
Able to be Opened from: To: Location:

Number of questions to be in the exam:

Items In List: 1

Avant et pendant l'examen

- Rappel pour l'étudiant: TOUT sur *Securexam*
www.UQTR.ca/Securexam
 - L'étudiant installe le logiciel *Securexam* et s'y connecte avec ses informations de connexion
 - L'étudiant télécharge les examens préparés par les enseignants (bouton « Obtenir des examens et des licences »)
 - L'étudiant ouvre l'examen pertinent pour lui (bouton « Ouvrir une session et passer un examen »)



Avant et pendant l'examen (suite)

- L'ouverture de ce fichier est protégée par un mot de passe fourni en classe (pomme)
- L'enseignant fournit le questionnaire d'examen imprimé
- L'étudiant produit sa solution d'examen sur ce fichier (logiciel *Securexam*)
 - Environnement sécurisé
 - Impossible d'en sortir pendant la durée de l'examen

Avant et pendant l'examen (suite)

- La fermeture de ce fichier est protégé par un mot de passe fourni en classe (orange)
- Le fichier est enregistré par défaut sur le bureau de l'étudiant (à conserver)
- Le fichier est encrypté et donc inutilisable par l'étudiant

Avant et pendant l'examen (suite)

- L'étudiant téléverse (*upload*) son fichier solution complété après l'examen. Deux situations peuvent survenir:
 - 1) L'étudiant réussit à se connecter à Internet dans la salle de classe:
Un module de transfert va procéder au téléversement

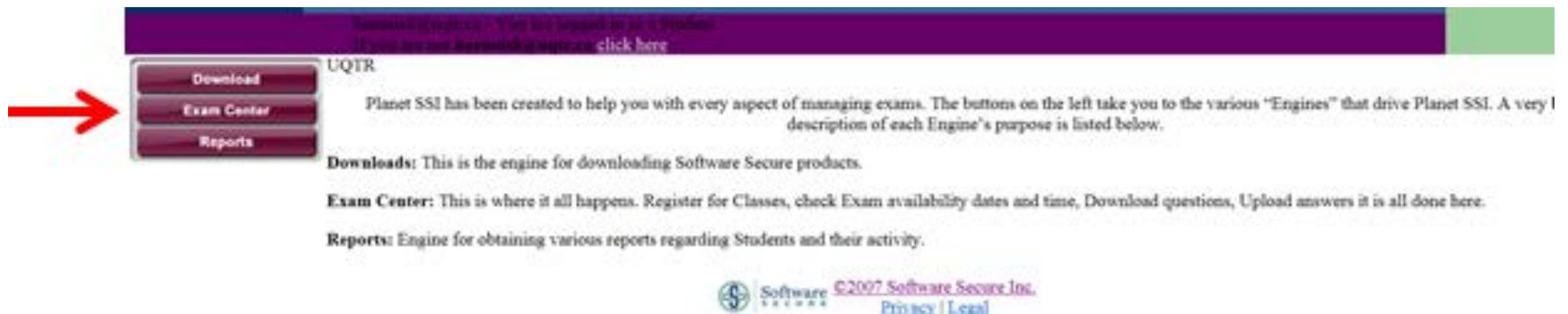
Transfer	File Name	Transfer Result	Transfer to USB Key	USB Transfer Result
<input type="checkbox"/>	Boivin, Nicolas_Sciences comptables_...	Success	<input type="checkbox"/>	

Avant et pendant l'examen (suite)

2) L'étudiant ne réussit pas à se connecter à Internet dans la salle de classe:

L'étudiant quitte alors la salle de classe et va compléter le téléversement plus tard à même son compte d'étudiant

Rappel: Le fichier est encrypté et donc inutilisable par l'étudiant



The screenshot shows the Planet SSI user interface. At the top, there is a purple header with the text "You are logged in as: Student" and "If you are not logged in, click here". Below the header, there is a navigation menu with three buttons: "Download", "Exam Center", and "Reports". A red arrow points to the "Download" button. To the right of the buttons, there is a section titled "UQTR" with the following text: "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." Below this text, there are three sections: "Downloads: This is the engine for downloading Software Secure products.", "Exam Center: This is where it all happens. Register for Classes, check Exam availability dates and time, Download questions, Upload answers it is all done here.", and "Reports: Engine for obtaining various reports regarding Students and their activity." At the bottom of the page, there is a footer with the text "Software ©2007 Software Secure Inc. Privacy | Legal" and a logo.

Après l'examen

- L'enseignant peut valider les examens qui ont été téléversés par les étudiants
- Quelque temps après la fin de l'examen, l'enseignant demande l'impression des copies d'examen à la secrétaire de département:
madeleine.lemire@uqtr.ca
- L'enseignant corrige!

- Licensing
- Registration
- Exam Setup
- Communications
- Exam Retrieval**
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UQTR

When students have completed and uploaded their exams, this is where they will go. Administrators are able to retrieve exams from any of the teachers, classes, and class sections in their school. Teachers are able to retrieve exams from their own classes and class sections. Because Planet SSI accepts uploaded exams after deadlines, you're able to search according to which students met, and which did not meet, the requirements for that exam. You'll then be able to select and download exams you'd like to view and/or grade.

If you cannot find a Securexam Student Bluebook exam response using the Search Criteria features below, click on the Lost and Found button.

Search Criteria

Teacher: Class: Section: Exam:

Additional Search Criteria

Securexam Type: Qualification Exam: Returned:

Retrieval Options

Retrieve Exams Already Printed/Downloaded: Yes No

Select individual exam files:

<input type="checkbox"/>	<u>Student Name</u>	<u>Document Name</u>	<u>Downloaded</u>	<u>Time Upload</u>	<u>Requirement</u>
<input type="checkbox"/>	ALARIE, BEATRICE	Boivin, Nicolas_Sciences comptables_test_20140217_2031.ssi-response	17/02/2014 20:31:36	17/02/2014 20:32:18	Passed requirement
<input type="checkbox"/>	ALARIE, BEATRICE	Boivin, Nicolas_Sciences comptables_test_20140217_2031.ssi-response	17/02/2014 20:31:36	17/02/2014 20:33:21	Passed requirement
<input type="checkbox"/>	ALARIE, BEATRICE	Boivin, Nicolas_Sciences comptables_test_20140217_2031.ssi-response	17/02/2014 20:31:36	17/02/2014 20:31:36	Passed requirement

Caprices de *Securexam*

- Lors de la création d'un examen (saisie des dates), les heures ne sont pas considérées
- L'étudiant doit écrire dans son fichier solution à l'intérieur d'une période de 15 minutes suivant l'ouverture de l'examen
 - Sinon un message d'avertissement apparaît
 - Il suffit de cliquer sur « OK » pour le faire disparaître

Caprices de *Securexam* (suite)

- L'étudiant doit respecter la consigne inscrite dans le tableur (+/- Excel) à l'effet de n'utiliser que les colonnes A à N
 - Sans quoi la solution imprimée sera plus petite (difficile à lire)
- Le tableur utilise les fonctions en anglais [somme = SUM()]
 - Liste des fonctions disponibles ici:
http://ocag.qc.ca/pdf/fra/7_devenir/7_5_2_astuces.pdf

Soupir...

