

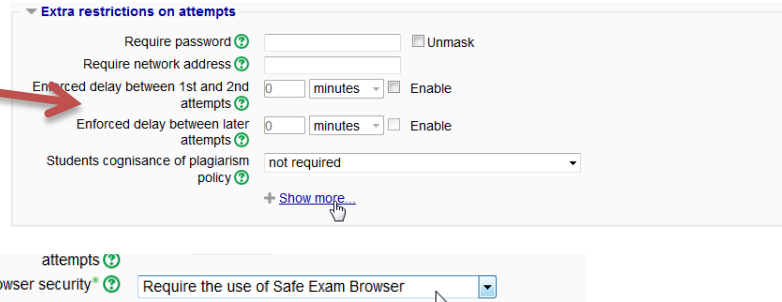
How to Create Exams Using the Safe Exam Browser

This will be a guidesheet on how to successfully create an exam used for the Safe Exam Browser.

Creating a Test

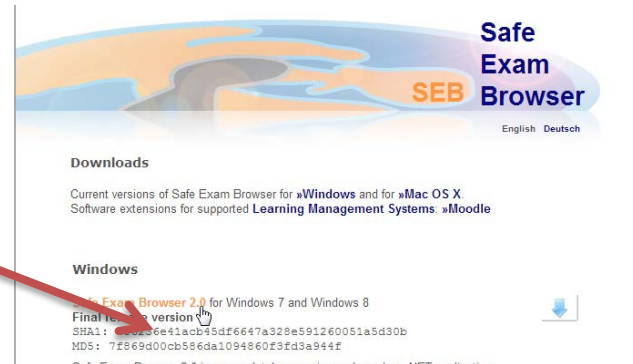
- First, you should create the test like your normally would on Moodle. While you are creating the settings for the exam click on **Extra Restrictions on attempts** then click on **Show More**.

- Once you click on show more a new option will appear titled "Browser Security". Make sure that it has "Require the use of Safe Exam Browser" selected.



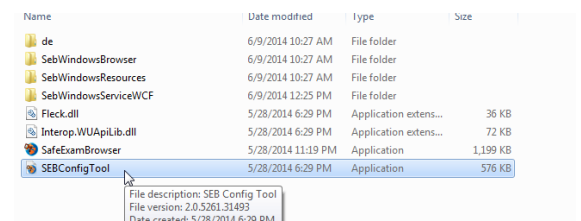
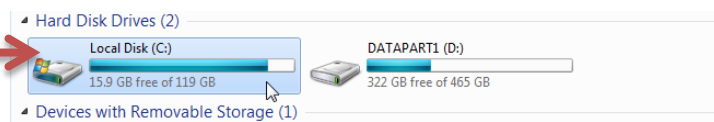
Downloading the Software

- Once the quiz is set up in Moodle, you will go to http://www.safeexambrowser.org/download_en.html and download either "Safe Exam Browser 2.0 for Windows" or "Safe Exam Browser 2.0 pre3 for Mac".
 - Go through the download process and the time could vary depending on the connection speed.

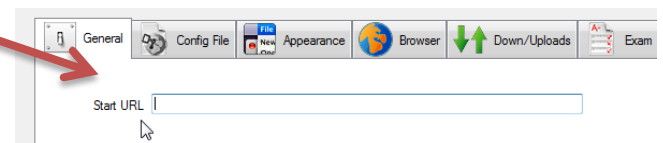


Setting up the Safe Exam Browser Settings

- Once downloaded, open up "My Computer" and click on your C-Drive (or Local Disk).
 - In the local disk, go to "Program Files (x86)" then find the folder titled "SafeExamBrowser".
- Click on the folder and there should be a file titled "SEBConfigTool", which you should click on.
- Once that is open you can begin to create a file that students will need to take the exam.
- The first thing you will see is a tab that is titled "General" and a heading of **Start URL**.



- This is where you will paste the link of the exam so students can take it. The URL you need will be located by going to the homepage of the course and clicking on the link to the exam you created. Once you're on that page where the option to take the exam is located, you need to copy that URL and paste it in **Start URL**.



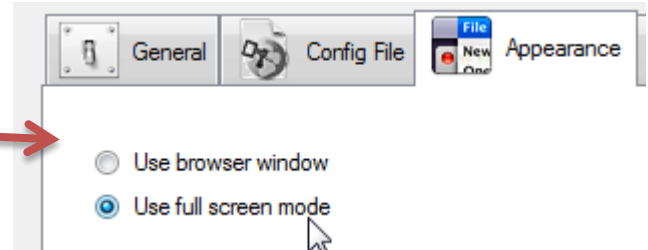
<https://learning.semo.edu/mod/quiz/view.php?id=31092>

5. Where it says **Administrator Password** you should create a password and enter it again in **Confirm Administrator Password**. This is **VERY IMPOTANT** when creating this file.

Administrator password
Confirm administrator password

- a. This password gives only the creator of the password the option to change the settings in the file, instead of anyone who has access to the SEBConfig Tool. So be sure to set this password.

6. The next tab to go to is the **Appearance** tab. Once on that tab you will change the setting of “Use browser window” to “User full screen mode”.

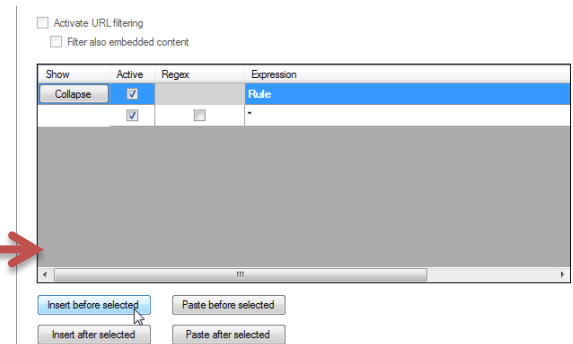


- a. This allows for the exam to take over the full size of the screen allowing for task bars to be hidden from students on their computers.

7. The next tab to go to is the **Network** tab. Here is where you can add websites that can be blocked or allowed on if the student happens to get around the fullscreen option of the safe exam browser.

- a. The first recommendation to add is any site related to google searching.

8. To add a URL to block click on “Insert before selected” and that will create a new Rule in the grey box above.



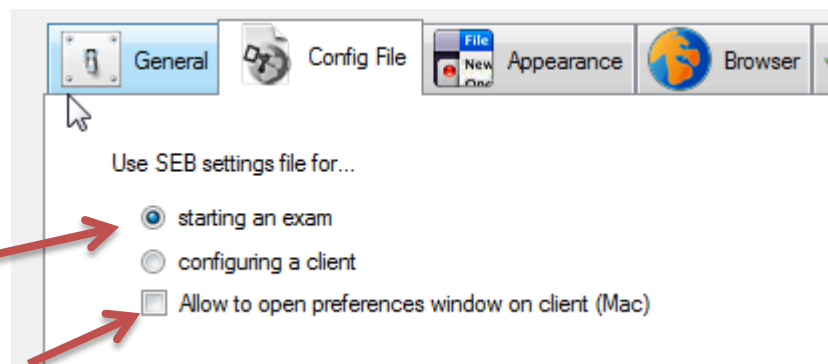
- a. Under where it says Rule there should be something with an asterisk (*) there. If you click on that area with the asterisk you will find that it's editable.

Expression	Action
Rule	
google.	block

- i. Here you can write “*.google.*” and that will block any google websites from being used.

- ii. If you use the bottom scroll bar to the right you can see a drop down menu under an option called “Action” and the initial setting is block. You can add whatever other websites you wish to block by repeating this step until you're satisfied.

9. Now the settings for the exam are done and you will go to the **Config File** tab. Here is where you save the file that you are going to give your students to take the file.



- a. When looking at this tab the first thing that appears is “Use SEB settings file for...” and the option selected is “starting an exam”. This setting does not need to change.

10. Under this option a box is checked labeled “Allow to open preferences window on client (Mac)”, you should uncheck this because it is not needed for the student to take the exam.

11. The next option is “Choose identity to be used for encrypting SEB settings file...”. The default option is None and this can stay the same as well.

Choose identity to be used for encrypting SEB settings file...
None
Use either a cryptographic identity or a password or both

12. The last option is “settings password”. This is another place to add a password that students would have to enter before they can open the file to take the exam.

- a. You do not have to put a password here, unless you want to do so.

13. After all of these settings are configured you’re going to click on the button that says **Save Settings As...** and title/save the file where you would like.



Settings password

Confirm settings password



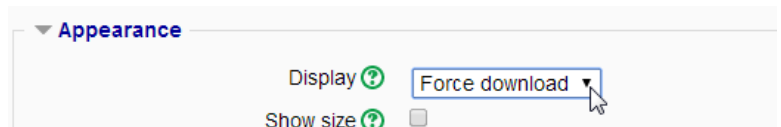
Open Settings... Save Settings As...

14. Once this file is saved you will need to upload it to Moodle as a normal file. We have discovered though that you need to change a setting when adding the file to cause a forced download.



- a. If you don’t have this setting the students may have trouble downloading the file correctly.

15. To make it a forced download you need to click on **Appearance** after adding a resource and selecting File.

- a. Where it says “Display” change it from “Automatic” to “Force download”. This will make the students download the file automatically and they can use it.



▼ Appearance

Display  Force download 

Show size 