

## FHS Archaeology & Anthropology 2019 Guidelines for using secure WebLearn to upload draft exam papers

*Preliminary note: you will need a Single Sign-On account with Oxford University and a mobile phone that has been registered with Weblearn, in order to access the secure WebLearn site. An SMS text message will be sent to your phone each time you access the secure site.*

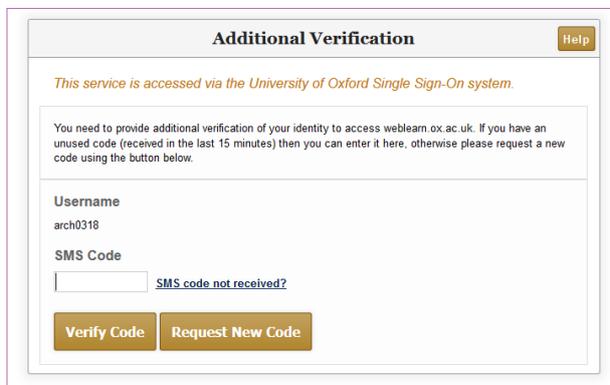
### 1. Register your mobile phone with WebLearn (if you have not already done this previously):

- Make sure your mobile is on and has a signal
- On your phone or PC go to [https://webauth.ox.ac.uk/register\\_mobile](https://webauth.ox.ac.uk/register_mobile)
- Fill in the requested information
- You will receive a text with an 8-letter code. Enter this in in ALL CAPS and click 'Finish'
- Please be aware it can take up to 24hours for registration to complete.

### 2. Log into the School of Archaeology's Examination Draft Paper pages using this link: <https://weblearn.ox.ac.uk/portal/site/:socsci:archinst:secure-exams>

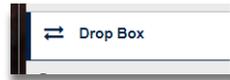
You will be required to enter your Single Sign-On credentials and an additional verification code will be required as set out below.

### 3. Select **Request New Code**. A text message will shortly be sent to your mobile phone, giving the code. Enter the code in the SMS Code box (using ALL CAPS), and click on **Verify Code**:



### 4. This will take you to the following page:

dropbox link (see menu on the left hand side)'. A left-hand navigation menu includes 'Leave access role', 'Overview', 'Drop Box', 'Resources', 'Site Info', and 'Help'." data-bbox="117 723 786 881"/&gt;



5. Click on the Drop Box (located on left hand menu)  
You should now see your personal folder, listed according to your surname/forename.

Click on the **Actions** button and click on Upload Files

6. Click in the shaded box near the top of the page to upload your draft paper, or simply drag and drop the file icon into the box. There is a function part-way down the page which allows you to choose whether to send an automated e-mail notification to all users of the site to show that the file has been deposited (but the default is that no notification will be sent, which is fine). Then press **Continue** at the bottom of the page.

Please ensure that the filename of your document is not very long, or WebLearn may not be able to upload it.

Please delete any files stored outside Weblearn once they have been uploaded successfully.

Once a document has been uploaded, you can return to modify it by re-accessing the secure site (using the steps above), clicking on the file to open it, and pressing Save once you have finished your modifications. There is also an option (under Actions) to 'Upload New Version', which replaces the existing file if the new version being uploaded has the same name.

## **SECURITY INSTRUCTIONS**

The confidential material stored on a secure website is only as secure as the people using the website allow it to be. Processing of examination material offsite, on home computers, or on mobile devices presents a potentially greater risk of loss or breach of security. Staff should thus be aware of both the institutional and the personal liability that may accrue from their off-site use of this material. Staff should take particular care when laptop computers or personal machines are used to process examination material at home or in other locations (e.g. in public places, or on public transport) outside the institution. Laptops containing examination material should have properly implemented security measures that are proportionate to the anticipated risks. These may include passwords, biometric security mechanisms and encryption.

### **4.1 - Security Guidance from the Weblearn team:**

Before accessing an AV (Additional Verification) protected site in Weblearn participants should fully logout of both Weblearn and Webauth and close all open tabs in their browser, then close their browser down and make sure there are no other instances of that browser still open elsewhere on the desktop.

Then browser should then be restarted and the AV protected site accessed.

It is recommended that participants use any private/incognito browsing option that their web browser offers:

Internet Explorer: InPrivate (accessed via the 'Tools' Menu or ctrl+shift+p)

Firefox: Private Browsing (accessed via the 'Tools' Menu or ctrl+shift+p)

Google Chrome: Incognito (accessed via the options menu or ctrl+shift+n)

Participants should not access any other websites other than Weblearn AV-protected sites whilst the user is connected to an AV-protected site. After work on the AV site, the user should fully logout of both Weblearn and Webauth and the tab containing the AV-protected site must be closed and the browser shut down making sure there are no other instances of that browser still open. No other websites should be visited until the browser has been restarted.

### **4.2 – Security Guidance from the Proctor's Office:**

The User shall not release his or her access password or log-in details to any other person and must take all reasonable steps to ensure that these details remain confidential and secure at all times.

The User shall log out of Weblearn or lock his or her computer if leaving his or her desk.

The User shall ensure that a password-protected screensaver is applied to his or her computer which will be triggered after ten minutes of inactive use.

If the User becomes aware of any unauthorized or unlawful access to the examination papers the User shall report the incident to the Proctors Office immediately, so they can act accordingly.

Any material saved from the system (whether in electronic or printed form) shall be held in a secure and confidential manner and shall only be held for as long as is needed.

Where it is necessary to download material, to be held in electronic form, it shall, at a minimum, be password protected.

If material is downloaded from the system to be held in paper form, the data shall be stored in locked filing cabinets.

Security of participants' mobile phones will be important and any losses or theft should be immediately reported so that IT Services can ensure no further passwords are sent to that mobile phone.

Confidential papers should not be stored on networked machines. If a user has downloaded a paper to work on it then once it has been uploaded onto the Weblearn site then the copy stored on the computer should be fully deleted.

Examination papers should not be printed unless necessary, and any printed copies must be securely destroyed immediately after use.