

EBB TRAINING GUIDE & FAQs

ACCESSING THE EBB STUDENT PORTAL

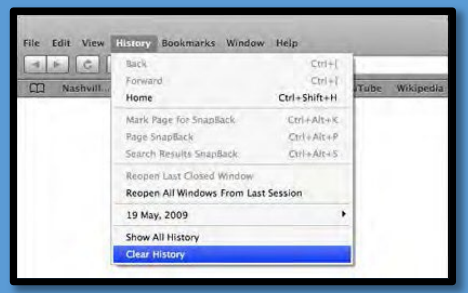
Before proceeding you will need to clear the cookies/cache from your internet browser or use a browser that you do not commonly use.

Chrome:



1. Select History from the settings menu
2. Select History from the sub-menu
3. Clear browsing data

Safari:



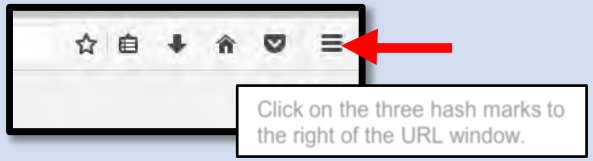
1. Choose History
2. Clear History
3. Click Clear

Microsoft Edge:



1. Select Settings
2. Scroll down to Clear Browsing Data
3. Select “Browsing history” “Cookies and saved website data” and Cached data and files.

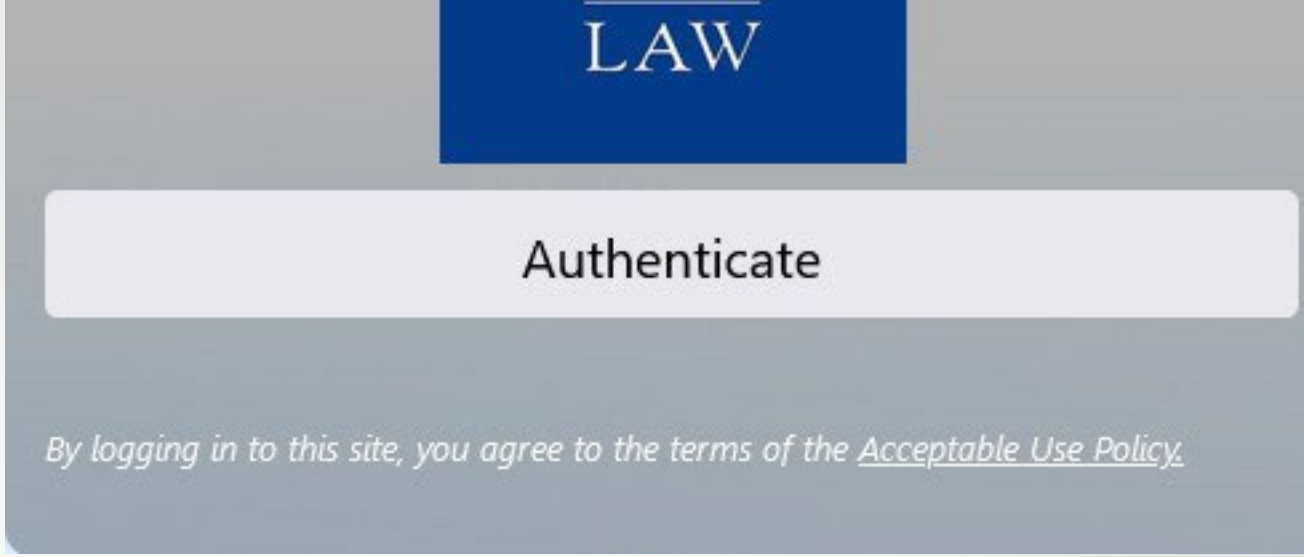
Firefox:



1. Select History
2. Select Clear Recent History
3. Choose “Everything” from the drop-down menu

Electronic Blue Book (EBB) Student Portal

https://exams.law.emory.edu



The EBB portal has already been configured with your unique log-in credentials.

1. The log-in is your Emory student NetID (ie: JSmith1).

2. The password is your login password that you use for OPUS.



EBB Student Portal Dashboard

1. The Law Registrar may use this section to provide updates, changes, or additional information pertaining to exams.
    - Be sure to review any messages posted here.

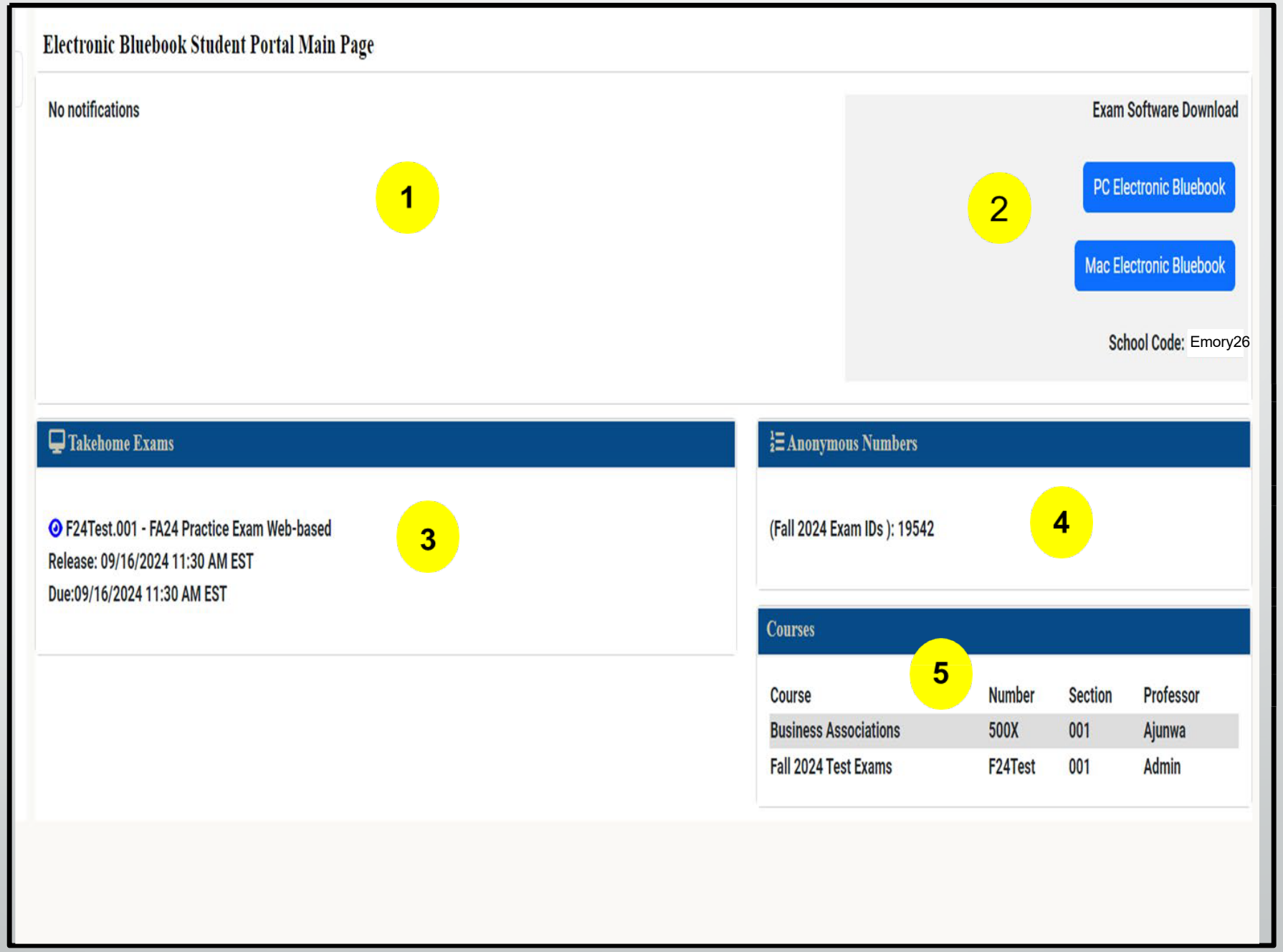
2. Exams where students submit their answers through exam software require downloading of the EBB software.

    - Click on the appropriate link for the type of computer you are using and follow all download prompts.
      After completing the download, you may be prompted to activate the software by entering the activation code emory26 to finish the installation process.

3. All web portal exams will be listed and administered from this section.

4. The exam numbers for all of your exams/projects/papers will be listed here, regardless of being administered through EBB or other platform.

    - Exam numbers for software exams will auto-populate in the EBB software.
    - *If you do not see an exam number for an EBB software exam, contact Law Registrar.*



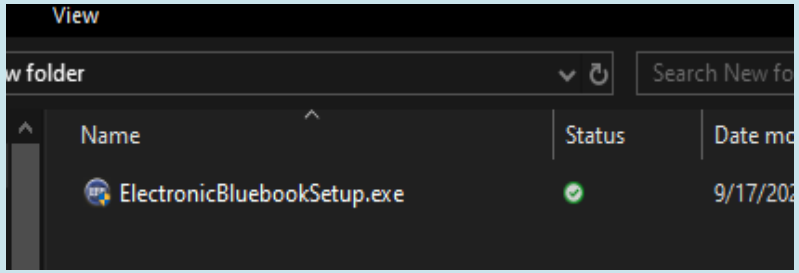
INSTALLING THE EBB EXAM SOFTWARE

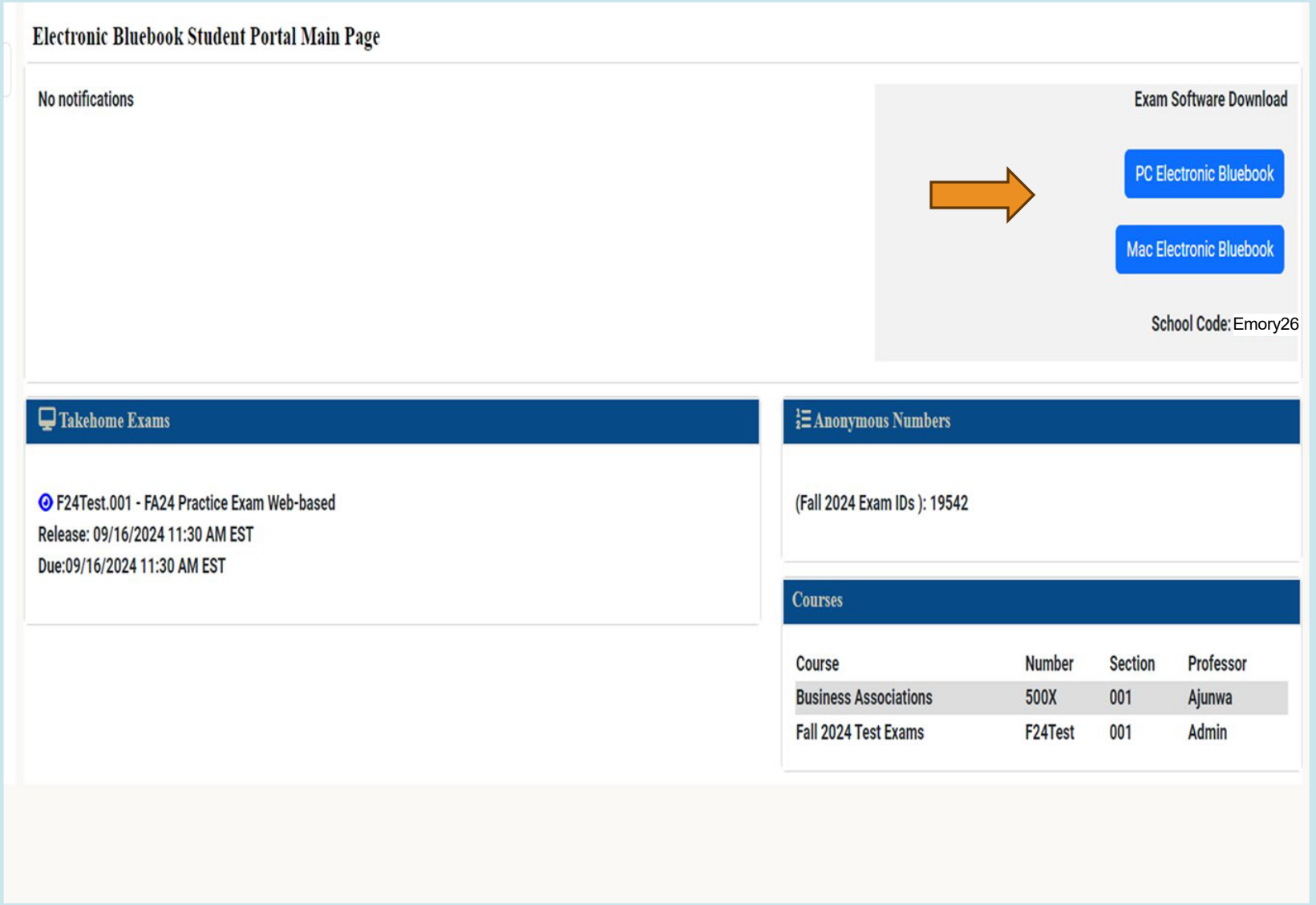


If you have not done so already, you will need to clear the cookies/cache from your internet browser or use a browser that you do not commonly use.

1. Log into the EBB Student Portal via https://exams.law.emory.edu
2. On the main page/ dashboard, select the option for your computer's operating system.
3. The "ElectronicBluebookSetup" file will download. Run the software.

Protip: Be sure that you have enough memory on your device to download the software AND take multiple exams. (If you are not sure, please check with lawregistrar@emory.edu.)





PC Installation Process

1. Software exams require the download of the EBB software. Log into the EBB Student Portal and click on the appropriate link for the type of computer you are using to begin the installation process.

You will need this information to finish the installation process so be sure to keep it available for reference.

2. The download file will appear in the bottom toolbar of the computer screen. Once it has downloaded in full (i.e. there is not a time status showing) then click on the file to begin.

3. A dialog box will appear stating the InstallAware Wizard will install EBB with your confirmation of clicking NEXT.

4. The installation will zip through until reaching the EBB License Agreement. Scroll down through the agreement for the NEXT button to become live and proceed by clicking on it.

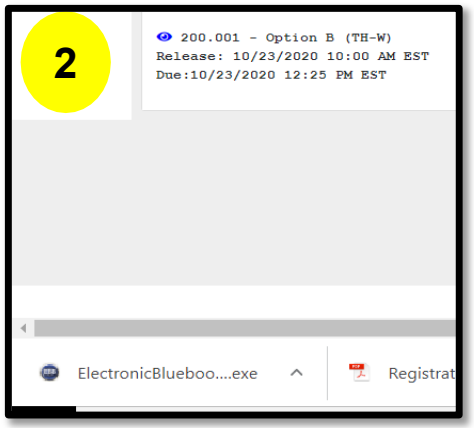
5. The installation process will continue and generate a dialog box to FINISH installing.

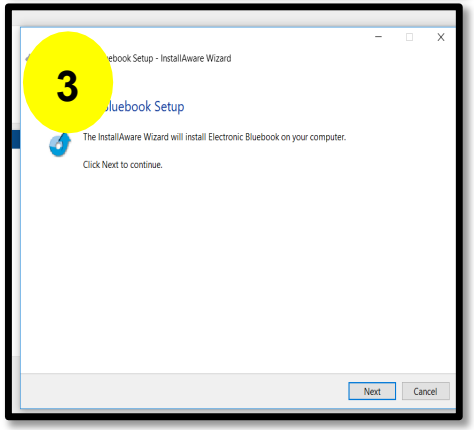
To fully complete the installation process, leave the Run Electronic Bluebook now radio box checked.

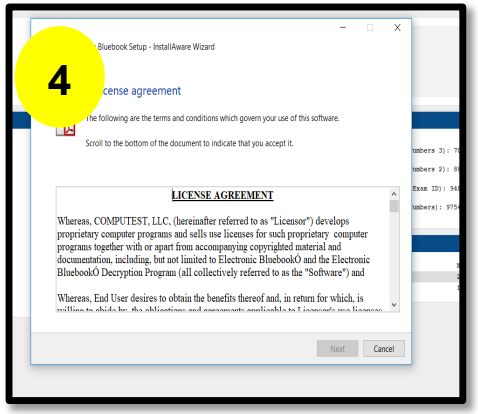
6. To finish installing the software, it will need to be activated. The Activation pop-up will appear at which time emory26 will need to be entered and click on the Activate button.

7. Confirm you are using the current version of the software by verifying the version number in the EBB portal, on the top left corner of the welcome screen under "Notifications".



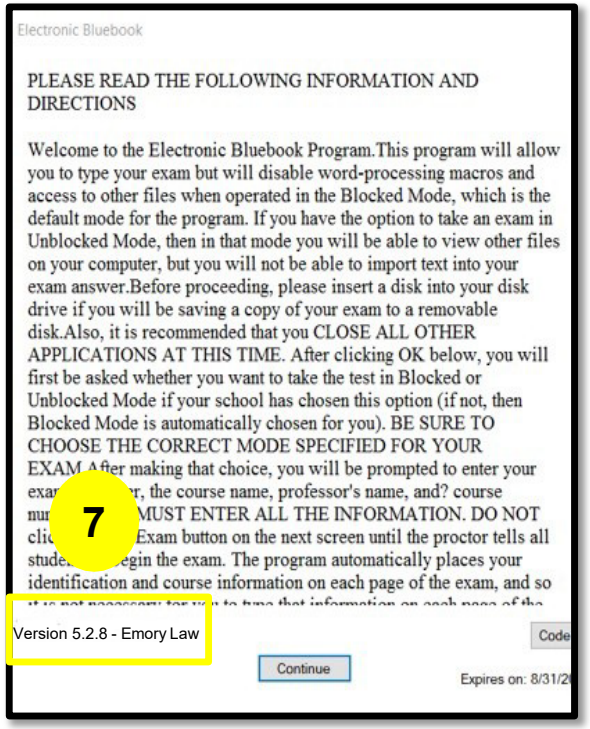












MAC Installation Process

1. Software exams require the download of the EBB software. Log into the EBB Student Portal and click on the appropriate link for the type of computer you are using to begin the installation process.

2. The download file will appear in the bottom toolbar of the computer screen. Once it has downloaded in full (i.e. there is not a time status showing) then click on the file to begin.

3. A dialog box will appear stating the EBB Installer will install EBB with your confirmation of clicking NEXT.

4. EBB will request a destination for the install file to live on the computer, either the default or a different location can be selected. Click CONTINUE when you have made the choice.

5. EBB will alert you to the amount of space the program will consume out of your computer storage/memory which is minimal, proceed by clicking INSTALL.

6. You may be prompted to enter your computer log-in credentials to authorize the installation process to continue.

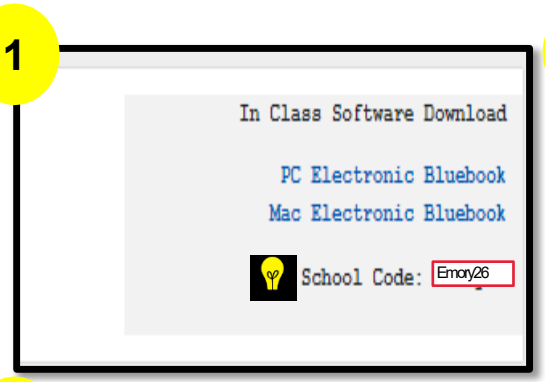
7. A confirmation of a successful installation will appear and you may close the dialog box.

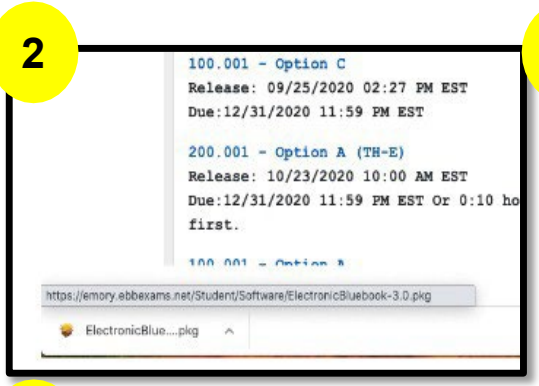
8. Once clicking on close, you will be prompted to select whether you will Keep or Move to Trash the installation files—it does not matter which you select as neither option will affect the performance of the software.

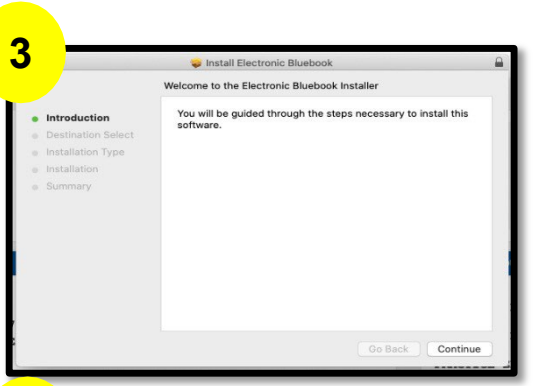
9. After installing the software, go to the Finder icon, locate Applications folder and click on the EBB icon.

10. To finish installing the software, it will need to be activated. The Activation pop-up will appear at which time emory26 will need to be entered and click on the Activate button.

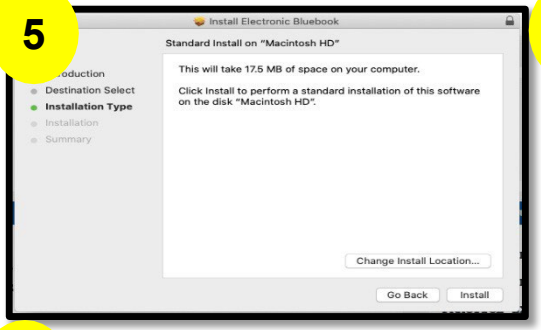
11. Confirm you are using the current version of the software by verifying the Version number on the EBB web portal welcome screen.

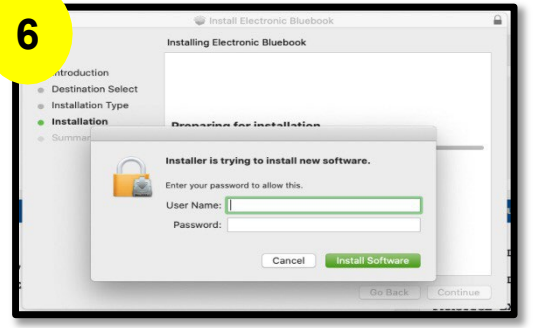


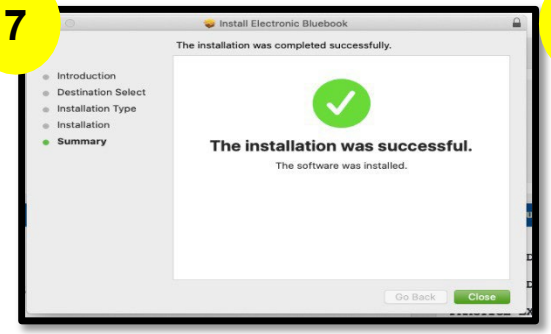


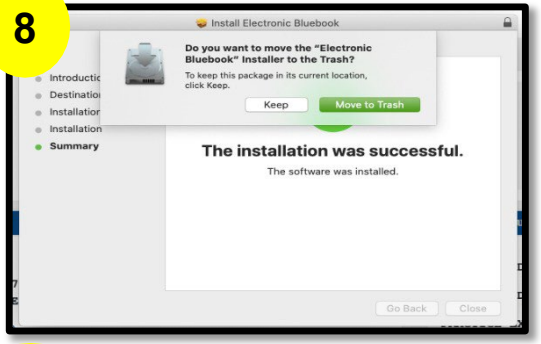


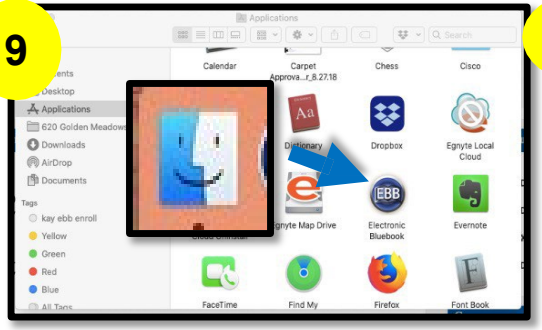


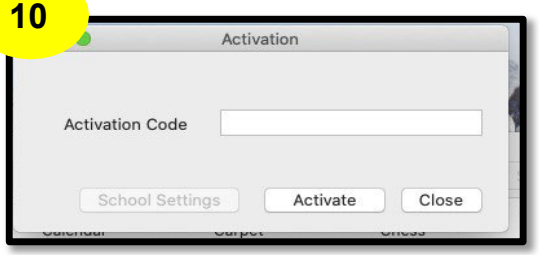


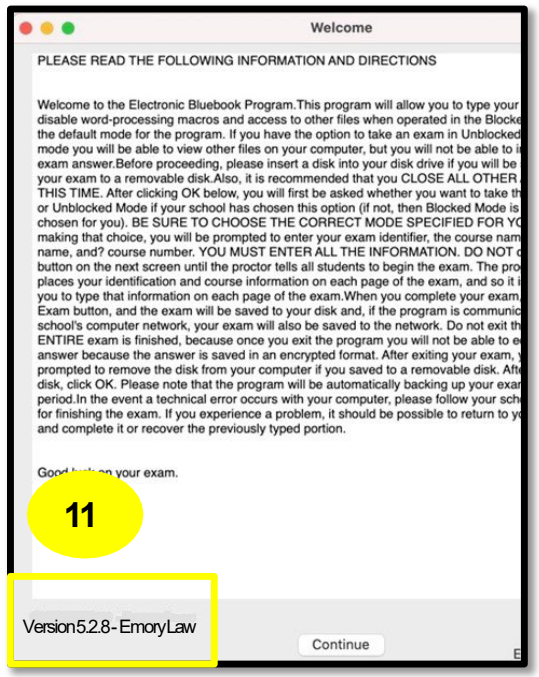












EBB EXAM SOFTWARE

Taking your exam in the downloaded software installed as an application on your computer

EBB Exam Software

***An "unblocked" exam** means the internet, eBooks, digital files, etc. are accessible.*
***A "blocked" exam** means **NO** internet, eBooks, or digital files, etc. are accessible.*

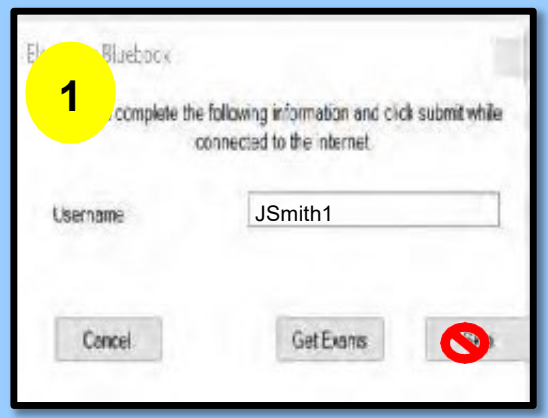
1. Launch the downloaded EBB software and enter your EBB username when prompted.
   - *Your EBB username is your Emory NetID that you used to log-in to the EBB Student Portal.*
   - ! *Click on GET EXAMS or DOWNLOAD EXAMS to proceed. DO NOT click on Skip.*

2. Select the course name from the drop-down menu that you are scheduled to take.
   - *All other fields will auto-populate. For paper exam packets, be sure to confirm the multiple-choice questions are accurately reflected before entering the exam!!*
   - ! *DO NOT manually type information into the fields.*

3. Once you have begun the exam, provide answers on the appropriate response tabs—essay or multiple choice questions. All answers/responses must be recorded in the software and not on a separate document.

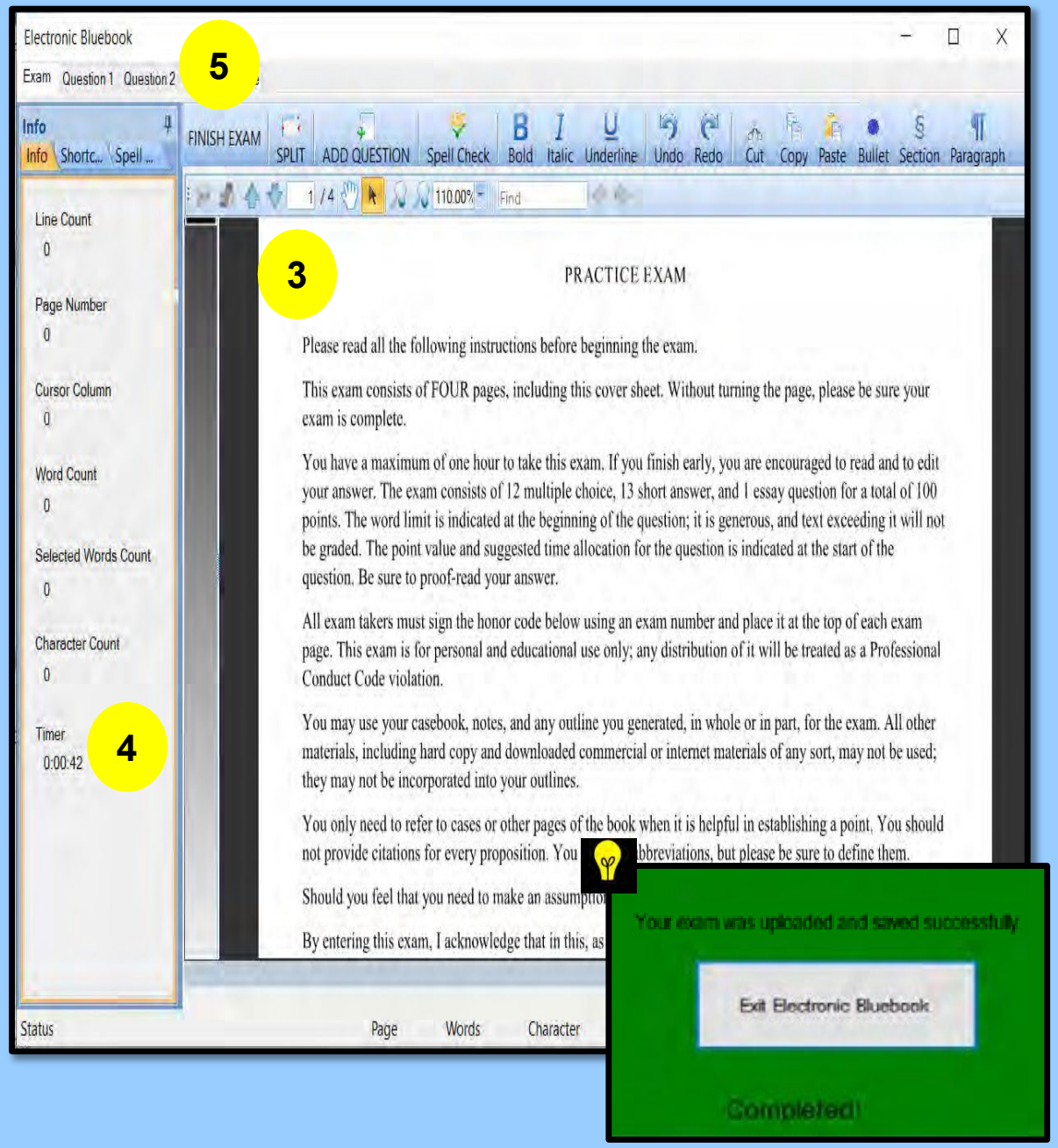
4. Depending on the length of the exam, the Timer will turn orange when the remaining 5 minutes of the allotted exam time and will turn **red** when a full minute past the allotted time period has expired.

5. When it is time to complete the exam, click on the Finish Exam button.
   - *After clicking Finish Exam, you should be presented with a "green screen" confirming the successful submission of your exam. If you do not receive a green screen, then go to the Troubleshooting a Yellow Screen for further instruction.*





! Exams will not be available in the software until 5 minutes before the official start time. Until that time you will receive a message stating "No exams are currently available". Starting the exam before the official time is an honor code violation.



Troubleshooting a “Yellow” screen

This is a result of an internet disruption. Once internet is restored proceed with the steps below. All work entered prior to clicking on “Finish Exam” will be captured and can be recovered.

1.Click TRY NETWORK SAVE AGAIN. *Proceed to step 2 if this does not work.*

2.Click EXIT ELECTRONIC BLUEBOOK. The page should refresh to a web browser page where you can upload a file, click BROWSE. Click the SUBMIT button. The student should receive a SUCCESSFUL confirmation message when uploading the exam on the web browser page.

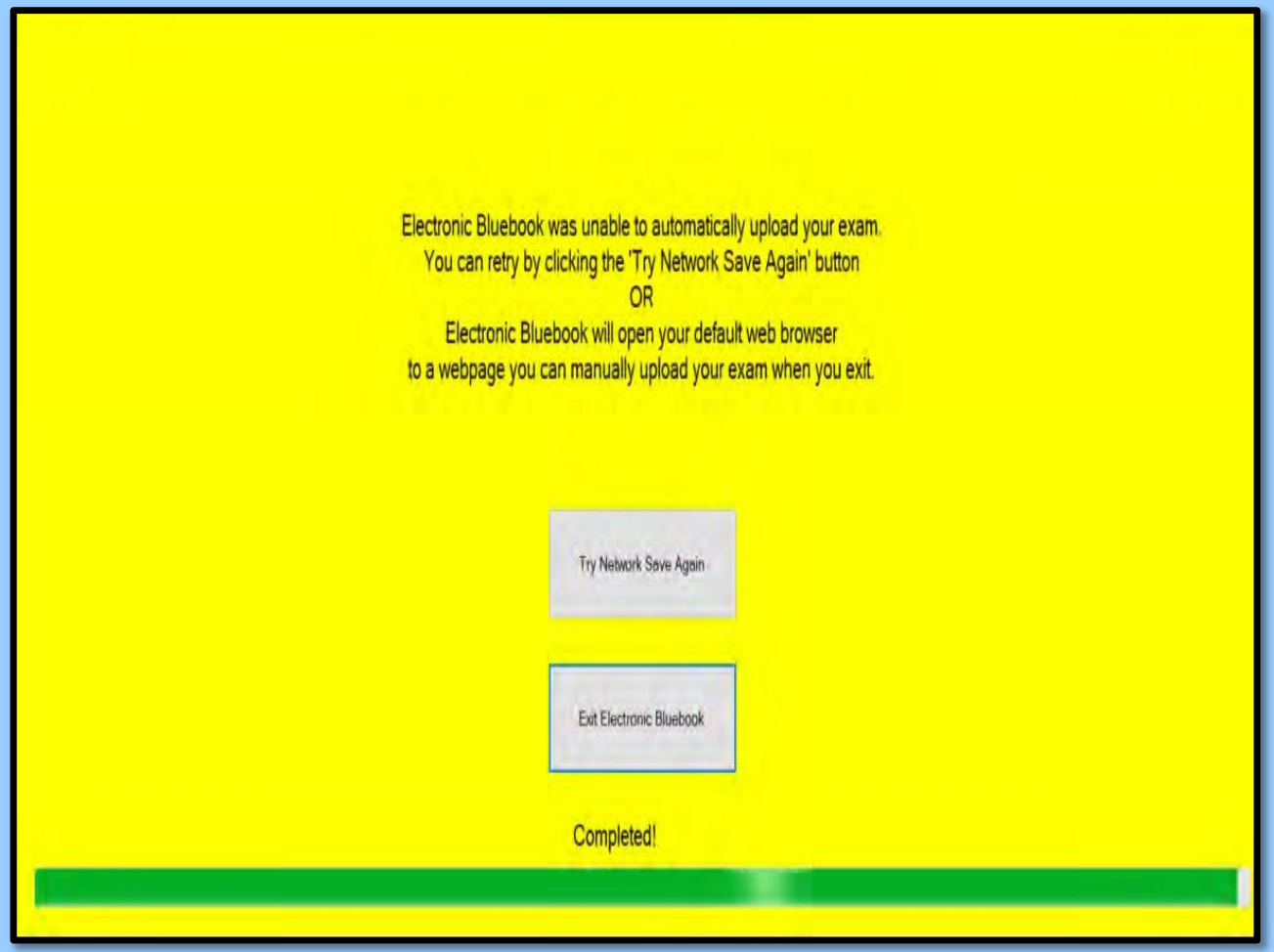
- If this does not happen, then open a new email correspondence to send to lawregistrar@emory.edu and follow the steps in #3.

3.Navigate to DOCUMENTS→EXAMS FOLDER→2024→locate the exam folder→ attach to the email.

- If there is not an EXAMS folder here, then…
  For PC: Navigate to the **C: Drive** on the computer→Program Files (x86)→EXAMS folder→2024→Locate the exam and attach to email. This is a sample of what the file format will look like:

- For Mac: Go to Folder→type **~/Library**→Application Support folder→EBB folder

  Students emailing the exam will not receive a confirmation message, only an email should we **not** receive their exam



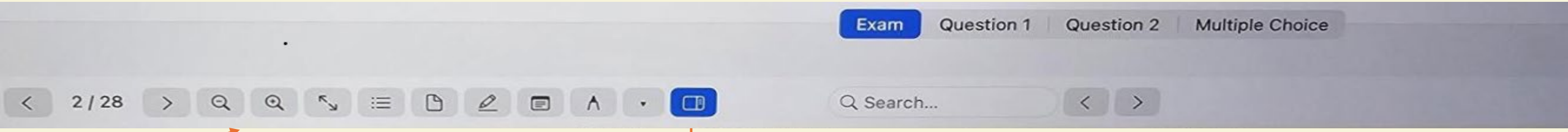
EBB SOFTWARE PRO TIPS:

Once you are logged in, select the exam you are sitting for, the other information will auto-populate. If your exam has multiple choice, verify that the number of multiple-choice questions is listed properly on the EBB login screen.

DO NOT SHUT YOUR LAPTOP during the exam as this will cause your exam to time-out. You can click on the HIDE button located within the software to disguise your screen.

Test out the tools!

MAC USERS:



Zoom in and out

Highlighter

Sticky Notes

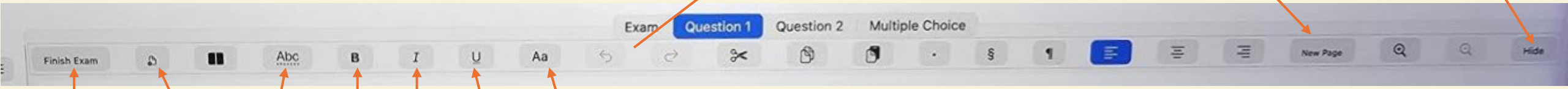
Pen

Notes Panel

Undo and Redo Buttons

Page Breaks

Hide (Temporarily hides text on screen)



Press Finish Exam to submit exam answers

Add a question tab

Spell Check

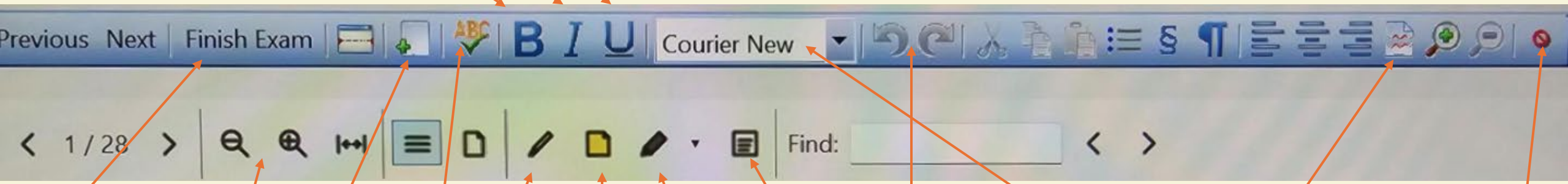
Bold

Italicize

Underline

Font

PC USERS:



Press Finish Exam to submit exam answers

Zoom in and out

Add a question tab

Spell Check

Highlighter

Sticky notes

Pen

Notes Panel

Undo and Redo Buttons

Change the font

Page Breaks

Hide (Temporarily hides text on screen)

WEB PORTAL EXAMS

Taking your exam located in the EBB Student Portal

https://exams.law.emory.edu

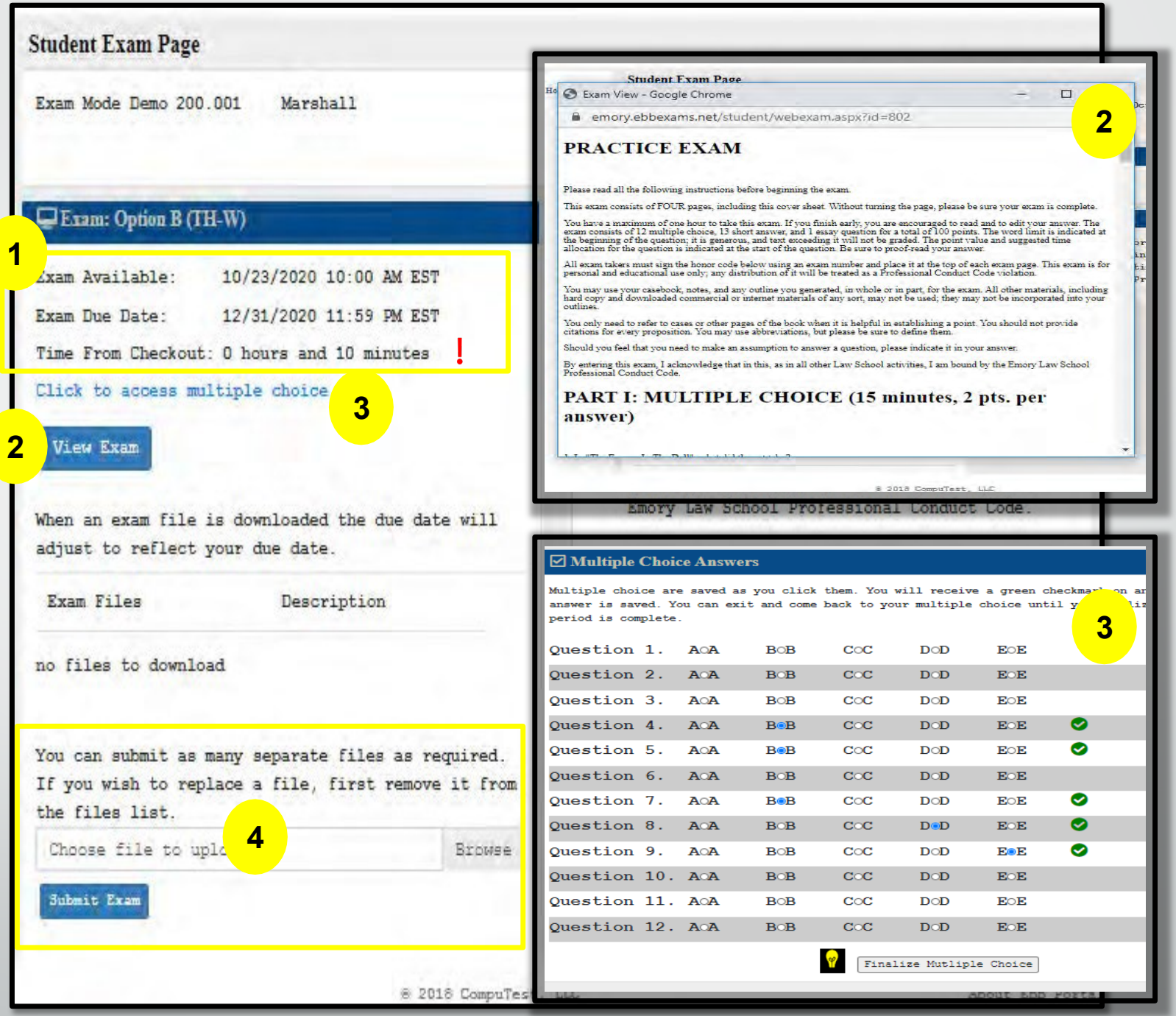
Web Portal Exams

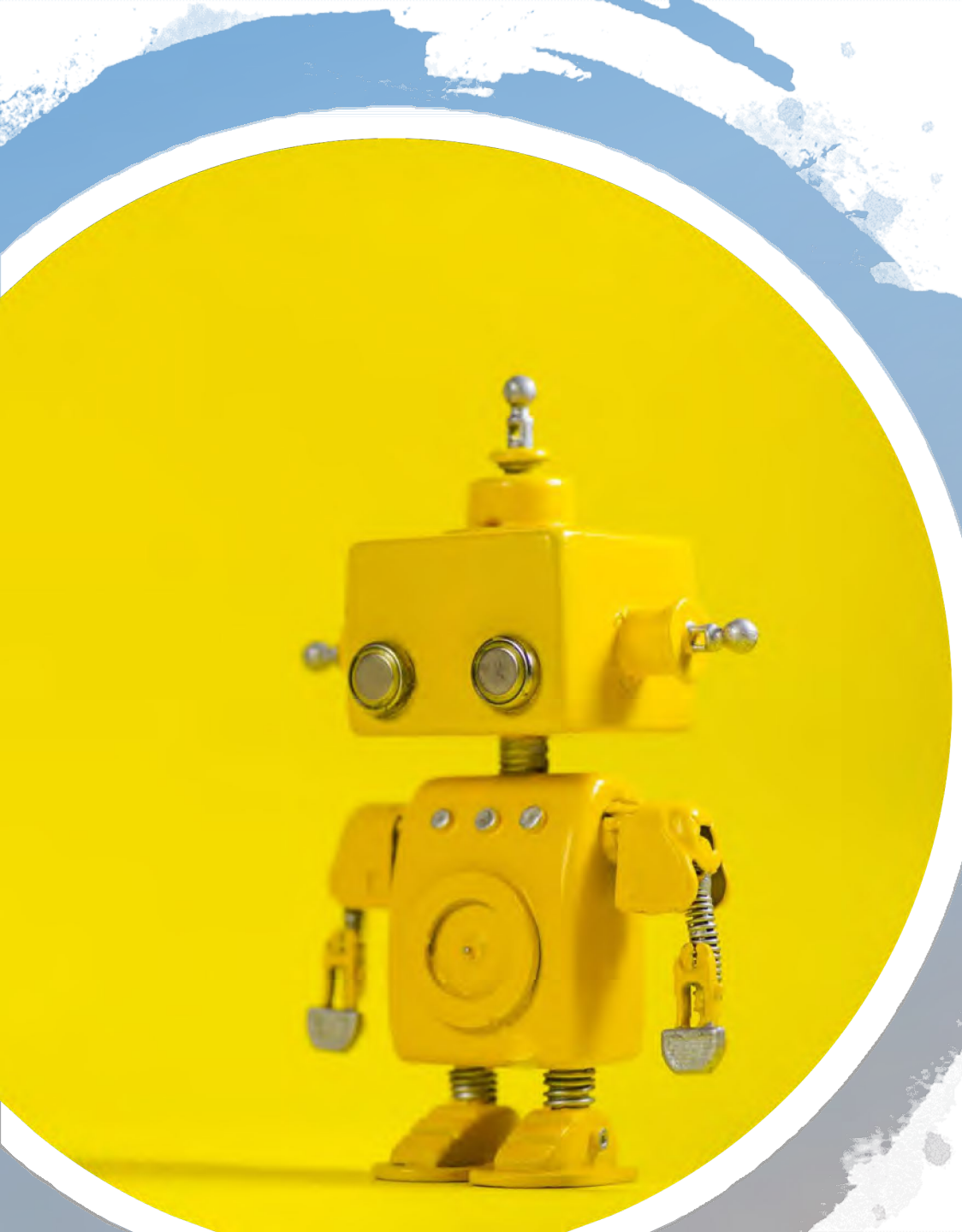
1. **Imposed Time Limit**—a professor will set a window of time in which a web portal exam is available and when the submission deadline is. Professors can also narrow the window in which the exam must be submitted.
    - For example, a professor is allowing 24hrs. for the exam to be accessed by you at a time that is convenient for your schedule, but once you access the self-scheduled exam you will only have 3 hrs. in which to submit your responses.

    ! IMPORTANT: The official deadline for the exam is whichever deadline—submission deadline or imposed time limit—comes first. For example, the submission deadline is 11:59PM and you accessed the exam at 10:00PM, the exam is due by 11:59PM despite time remaining for the imposed time limit.

2. In order to start the exam and see exam questions, click on the **View Exam** button for a pop-up window to appear displaying the exam.
    - *You may need to disable any pop-up blockers you have turned on in your internet browser.*
3. All multiple choice or true/false answers will be entered on the MC answer grid located under the **Click to access multiple choice** hyperlink.
    After entering all of your answers into the MC answer grid, BE SURE to click on the Finalize Multiple Choice button.

4. Essay responses will have to be constructed in Microsoft Word and uploaded separately. A professor can limit or expand the number of files you are allowed to upload. There are 3 options a professor can select from:
    - **One time only—**you can only upload 1 file, one time despite if it is the wrong file or if you notice an error and regardless of if the deadline has expired or not.
    - **Replacement file—**you can swap out the original file with a replacement file if need be until the deadline expires.
    - **Multiple Files—**you can submit as many files as needed and each file will be delivered to the professor until the deadline expires.





FAQ

FAQ

1. **How do I access my exams?** If you are taking an exam in EBB software, you must launch the program from your computer. Your NetID is your username. If you are taking a web-portal exam, log into https://exams.law.emory.edu with your single sign on information.

2. **How can I view the web portal exam questions at the same time I am trying to answer them?** The web-based exams will allow you to view the exam simultaneously with the screens needed to input your answers by either minimizing screens to be side by side or toggle between each page.

3. **I receive a "403 error" when I try to go to the https://exams.law.emory.edu website?** You will need to clear the cookies and cache (internet browsing history) from the browser you are using. Close the browser and relaunch.

4. **Can I download the EBB app as I am about to start my exam?** No. You should download/install the software at least 24 hours in advance of your exam to ensure you do not encounter any technical difficulties.

5. **I had a previous version of EBB exam software on my computer, but I installed the newer version. When I click on the icon I saved to my toolbar, EBB it errors out and closes?** Though you installed the new version, it does not necessarily update the shortcut icon saved on your toolbar. Delete the icon and then re-add the shortcut.

6. **I lost internet connectivity while taking my exam in the exam software. What do I do?** The EBB software is designed to continue operating without internet while taking the exam. The internet is only needed to enter the exam and to submit the exam. If you are unable to regain internet connectivity when it is time to submit, go ahead and submit anyways because the file will be saved to your hard drive with a time stamp of when you tried to submit. The file will be saved as an encrypted file and will need to be emailed to the Law Registrar—contact lawregistar@emory.edu for further instruction.

7. I **was in the middle of my EBB software exam, and it crashed, how do I get my exam back?** Relaunch EBB and you should be prompted with a message stating you have an exam open that wasn't properly submitted and if you like to recover your session, please see an exam proctor, or the registrar in room G114a.

8. **My web portal exam was multiple choice only. When I finalized my answers, I received a message stating my exam would be marked late, but I was still within my allotted time?** The self scheduled exams are built to recognize an uploaded file as a final submission even though the exam is only multiple choice. You may disregard the message so long as you were still within the allotted time. If you exceed the allotted time, then be sure to click on the FINALIZE and SUBMIT button for all of your answers to be recorded. Otherwise, answers entered after the time expired may not be counted in scoring.

FAQ Continued

9. **I entered my multiple-choice responses in the web portal and left the page or the page timed out!** So long as the time has not expired, your answers should be saved and returned to without incident.

10. **The portal web page timed out and I had to log back in which used some of my time.** The web portal is a secured site like Amazon, or your bank would be. If the web page sits idle for 17 minutes, then it will time out and log you out for security purposes, much like Amazon or your bank would do. To keep the webpage current, a simple movement of the mouse within the 17-minute window will keep you logged in. Otherwise, you will be logged out and required to log back in when it is time to submit your responses. If working on multiple choice and the webpage times out, your answers will be saved from the point you timed out.

11. **For the EBB Exam software, if you have a computer that was purchased in a foreign country, you may need to adjust your Language & Region settings for the software to install correctly:**

View the System Locale settings for Windows

1. Click Start, then Control Panel
2. Click Clock, Language and Region
3. Windows 10 or Windows 8: Click Region Windows 7: Click Region and Language
   Windows XP: Click Regional and Language Options *The Region and Language options dialog appears.*
4. Click the Administrative tab or "Advanced" button
   a. On Windows XP, click the Advanced tab
   b. If there is no Advanced tab, then you are not logged in with administrative privileges.
4. Under the Language for non-Unicode programs section, click Change system locale and select English language.
5. Click OK
6. Restart the computer to apply the change.

Glossary

Anonymous Exam ID: A five-digit number assigned at random each semester to ensure anonymity and reduce grading bias during the final exam process. Note: this number **must not** be shared with faculty as that will void anonymity.

Conflicts: Two or more exams that are scheduled to start within a 24-hour time frame.

EBB Student Portal: The exams website (exams.law.emory.edu) where students can locate their anonymous exam ID number, take practice and web portal exams, and download the EBB software.

EBB Software: Software application downloaded from the exams website.

Exam Modalities:

Scheduled vs. self-scheduled exams: (when is the exam taken?)

Self-Scheduled: Exams where the student chooses when to start within a time frame set by the instructor. The instructor determines the length of time students have to complete the exam. However, once the exam is started, it must be completed within the allotted time allowed for the exam. (i.e. The instructor allows students from Monday morning at 8 am until Friday at 5 pm to take the exam. Once students download the questions, they must upload their answers within 3 hours or by 5 pm on Friday, whichever comes first.)

Scheduled: Exams taken on the same day at the same time for all students.

Glossary cont.

Web portal vs. Exam Software (how are answers submitted?)

Web portal: Exam answers submitted through upload via the EBB exam portal. Answers should be submitted in Microsoft Word or PDF unless otherwise specified. MAKE SURE TO SAVE YOUR WORK OFTEN WHILE COMPLETING THE EXAM. You must retain a time-stamped, unopened copy of your answers until the end of the exam period.

Exam Software: Exam answers written and submitted through the downloaded EBB software.

Questions available online vs. Hard-Copy only (where is the exam taken?)

Questions available online: Students may access the exam questions from anywhere, whether in the exam software or through the web portal (will coincide with where the exam answers should be submitted). All copies of exam questions must be destroyed upon completion of the exam. Failure to do so constitutes a violation of the honor code.

Hard-Copy only: Students must come in to the building to pick up the exam questions. They must sign them out and sign them back in when finished. Retaining a copy of the exam questions in any format consitututes a violation of the honor code.

Glossary cont.

Open Book vs. Modified Open/Closed vs. Closed Book (what materials can I reference during the exam?)

Open Book: The use of hard copy and digital materials is permitted and access to the internet is unrestricted.

Modified Open/Closed: The instructor determines what materials may be consulted during the exam. Any materials consulted other than those deemed appropriate may result in a failing grade.

Closed Book: The use of hard copy and digital materials is prohibited and access to the internet is restricted.