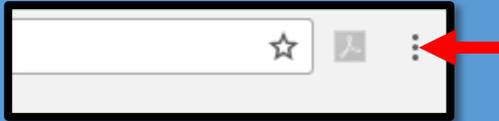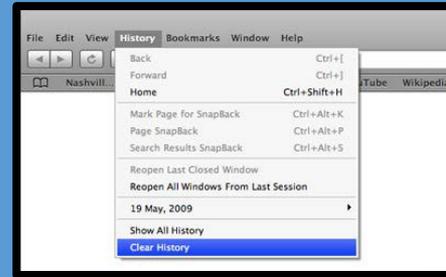# Before proceeding it is advised to clear the cookies/cache from the internet browser you will be using.

Chrome: Click on the three vertical dots to the right of the URL window.

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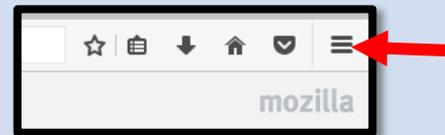2. **Select History from the sub-menu**
3. **Clear browsing data**

Safari:

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

Microsoft Edge: Click on the three horizontal dots in the top right corner of the browser page.

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: Click on the three hash marks to the right of the URL window.

1. Select History
2. Select Clear Recent History
3. Choose "Everything" from the drop down menu

Before logging into EBB, log into **OPUS** and click the **PROFILE** tile, then select **Email and Phone Numbers** from the side menu to locate your full Emory email address and student ID as you will need both in order to log into EBB.

Electronic Blue Book (EBB) Student Portal

1. **Turn off all pop-up blockers in your internet browser.**
2. **Go to https://emory.ebbexams.net**
3. **The EBB portal has already been configured with your unique log-in credentials.**
   (EBB and OPUS are not integrated so your OPUS credentials will not match to EBB)
   - a. **The log-in is your full Emory email address** *(the NetID shortcut will not work).*
   - b. **The password is established as your Student ID number.**
   - c. **Click the "Remember me" box to avoid having to input your credentials each time.**

Example: First name.Lastname@EMORY.EDU
(Be sure to check OPUS for your correct email address!)

7 DIGIT STUDENT ID NUMBER

☐ Remember me

Sign in

Portal Dashboard

Emory Law

No notifications

The Law Registrar will use this section to provide updates, changes, or additional information pertaining to exams here.

Always be sure to review any messages posted here.

In Class Software Download

You do not need to download anything in order to access and submit the Take Home exam. (see bottom right corner of screen)

PC ~~Download Bluebook~~

Mac ~~Download Bluebook~~

Fall 2018

Course	Number	Section	Professor
Civil Procedure	505	SHLF	Shalf
Contracts	520	PIND	Pinder
Legislation/Regulation	510	VOL	Volokh
Torts	550	VAN	Vandall

These are **NOT** the anonymous number to use on <u>any</u> of your exams!!

☰ Anonymous Numbers ❗

These **ARE** the anonymous number to use on <u>all</u> of your exams!!

The exam numbers for all EBB exams/projects/papers will be listed here. You will need to provide your assigned anonymous number on each page of your submitted take home exam.
(Helpful Tip: Insert the examination number into the header or footer section of your document for it to populate on every page.)

🖵 Take Home Exams ❗

All of the exams/projects/papers being administered through EBB will appear in this section. *If you have more than 3 exams, use the scroll bar to view all of your courses.*

Click on the hyperlinked course title to access the exam.

After clicking on the hyperlinked course, you will be taken to the exam information page. This page will provide you with the exam administration details—official exam deadline, imposed time limit *(if applicable),* objective questions, how many times you can submit your file, etc.

Student Exam Page

PRACTICE EXAM 100.001   Marshall

Course information and professor

Current day & time in Eastern Standard Time (EST)   Wednesday, April 8th 2020, 4:08 PM EST

🖥 Exam: PRACTICE TAKE HOME

Exam Available: 03/19/2020 12:04 PM EST

Exam Due Date: 05/08/2020 11:59 PM EST

Specific exam availability and all applicable deadlines.

Time From Checkout: 24 hours and 0 minutes

Click to access multiple choice

When an exam file is downloaded the due date will adjust to reflect your due date.

Exam Files	Description
[Download]	Exam File

You can submit as many separate files as required. If you wish to replace a file, first remove it from the files list.

Choose file to upload	Browse

[Submit Exam]

View	Submitted Files	Upload Time

📝 Exam Notes

This section will include any additional information pertinent to the exam that are not included in the exam materials.

ℹ Instructions

This section will include any additional information pertinent to the exam that are not included in the exam materials.

Review the next several slides to learn how it all works…

Things to look for **BEFORE** you begin your Take Home Exam…

1. No "imposed" time limit vs. "Imposed" time limit

Exam: PRACTICE TAKE HOME

Exam Available: 03/19/2020 12:04 PM EST

Exam Due Date: 05/08/2020 11:59 PM EST

Click to access multiple choice

NO "IMPOSED" TIME LIMIT:
The only deadline is the official exam deadline listed. This means you must submit your final document by the day and time listed or the system will mark you as being late. Some professors may deduct points for late submissions.

Exam: PRACTICE TAKE HOME

Exam Available: 03/19/2020 12:04 PM EST

Exam Due Date: 05/08/2020 11:59 PM EST

Time From Checkout: 24 hours and 0 minutes

Click to access multiple choice

"IMPOSED" TIME LIMIT:
In addition to the official exam deadline, professors may choose to enforce an additional timed deadline. An imposed time limit supersedes the official exam deadline and the timer will begin once you have downloaded the exam file. **HOWEVER**, if the official exam deadline expires <u>before</u> the imposed time limit is finished, then the official exam deadline supersedes.

In this example, the official exam deadline is 5/08/2020 at 11:59PM, however once the exam has been downloaded you must submit your exam within 24 hours and <u>before</u> the official exam deadline expires to not be marked as late. **DO NOT** wait until the last few hours of the exam period to start the exam!!

Things to look for BEFORE you begin your Take Home Exam…
2. Are there objective questions?
(i.e. multiple choice or true/false)

In the event of objective questions being included in the exam, the "Click to access multiple choice" hyperlink will generate an answer grid as a pop-up window. *(Helpful Tip: Pop-up blockers may need to be turned off in your internet browser for the answer grid to appear)*

3. How many files can you submit??

a.   **You can submit only one file, once. This means you need to be absolutely certain that the file you are uploading is the complete and final version because no additional submissions will be permitted.**

```
You are only able to submit one time. After your first submission your exam will be complete.

Choose file to upload                                                      Browse

Submit Exam
```

b. **You can replace a previously uploaded file, only one file will be submitted to the professor. This means that if you submit a version of your file, then decide you need to make edits, you may upload a revised version of your file so long as the applicable deadline (official or imposed) has not expired.**

```
Only one file will be submitted; however, you can continue to submit until your due date. Only your final
submsission will be considered.

Choose file to upload                                                      Browse

Submit Exam
```

c. **You can upload multiple files and each one will be submitted to the professor. This means that if your exam/project/paper requires multiple parts OR if you decide to submit revised versions, so long as the applicable deadline (official or imposed) has not expired, that all files submitted will be retained and sent to the professor for review.**

```
You can submit as many separate files as required. If you wish to replace a file, first remove it from the
files list.

Choose file to upload                                                      Browse

Submit Exam
```

4. How to access the exam

When you are 100% ready to download (a.k.a. "access", "check/checked out") the exam, then click on the blue "Download" button. *(The exam will download to either a pop-up task bar or folder depending on how you have your computer set up.)*

IMPORTANT: Do not click on the download button unless you are absolutely certain you are ready—you **cannot** change your mind after this point.*

🖥 **Exam: PRACTICE TAKE HOME**

Exam Available: 03/19/2020 12:04 PM EST

Exam Due Date: 05/08/2020 11:59 PM EST

Time From Checkout: 24 hours and 0 minutes

Click to access multiple choice

When an exam file is downloaded the due date will adjust to reflect your due date.

Exam Files	Description
Download	**To view the exam questions, which can include multiple choice questions and essay questions, click the download button. You can print the questions, toggle between screens, have side by side browser windows, etc.**

*Once you have downloaded the exam, the page will refresh to show at what time you accessed the exam and when you must submit your file.

🖥 **Exam: PRACTICE TAKE HOME**

xam Available: 03/19/2020 12:04 PM EST

Your Due Date: 04/09/2020 04:17 PM EST

Time From Checkout: 24 hours and 0 minutes

Click to access multiple choice

File checked out: 04/08/2020 04:17 PM EST

Things to look for **AFTER** you begin your Take Home Exam…
1. How to submit your exam

Ready to submit your exam?

a. Do not use any other number than the examination number assigned to you for the exam you are submitting.
   (Helpful Tip: Insert your examination number into the header or footer of your document for it to auto-populate on each page.)

b. Make sure you save your exam file in either Microsoft Word or Adobe PDF format. *(No other file types are supported.)*

c. Do not put your name on the document or in the name you save the file under. *Important: If you include your name in the document or file path name, it will be submitted to the professor as is and your anonymity will be compromised.*

💻 **Exam: PRACTICE TAKE HOME**

Exam Available: 03/19/2020 12:04 PM EST

Exam Due Date: 05/08/2020 11:59 PM EST

Time From Checkout: 24 hours and 0 minutes

Click to access multiple choice

When an exam file is downloaded the due date will adjust to reflect your due date.

Exam Files	Description
	Exam File
Download	

You can submit as many separate files as required. If you wish to replace a file, first remove it from the files list.

Choose file to upload   Browse

Submit Exam

View	Submitted Files	Upload Time

When you are ready to submit your exam, and after you have followed the tips above, then:

1. Click the BROWSE button to access the stored files on your computer.
2. Locate and double click on the exam file you need to submit.
3. Click the SUBMIT EXAM button to upload your exam.

Things to look for **AFTER** you begin your Take Home Exam…

2. How to review your submitted files

a.   One time only: you will receive the following message and you can download and view the file you submitted.

b. Replacement only files: you will have the following message and be able to upload a replacement file until the official or imposed deadline, whichever applies. You will have the ability to download and view the file you submitted.

c. Upload multiple files: you will receive the following message and have the ability to delete any previously uploaded files or continue uploading files until the official or imposed deadline, whichever applies. You will have the ability to download and view the file you submitted.

Things to look for AFTER you begin your Take Home Exam…
3. Submitting objective answers
(i.e. multiple choice or true/false)

1. **"Click to access multiple choice" hyperlink to generate the answer grid as a pop-up window.** *(Helpful Tip: Pop-up blockers may need to be turned off in your internet browser for the answer grid to appear)*

2. **As you fill in your answers a green checkmark will appear.**
   a. Once you click an answer, you can change it to another option, but you cannot uncheck it to be as if you never answered it.
   b. You can exit out of the multiple choice screen without losing or finalizing your answers by clicking the house icon in the top left corner of the window.

3. **Click the "Finalize Multiple Choice" button when you are finished.** *Important: You can submit your objective answers only once! Be sure you are submitting answers that are correct to the best of your knowledge, there are no do-overs!*
   a. You will receive a prompt message requesting confirmation that you indeed want to finalize your answers.
   b. You cannot review the objective answers submitted at a later time.

FAQ

1. **How can I view the take home exam questions at the same time I am trying to answer them?** The take home exams do not block your computer like the in-class exams are designed to do. To view the questions while submitting answers simultaneously you can print, minimize screens to be side by side, toggle between each page, or some other tech savvy way that best fits your needs—you have options.

2. **I do not know my full Emory email address and/or student ID! What do I do?** Log into OPUS with your normal credentials. Click on the "Profile" tab→Click on "Email and Phone Numbers" to view your full Emory email address. Your student ID will be located in the header of the page.

3. **What do I do if I see an exam but I do not see a corresponding anonymous exam ID?** Contact law-exams@emory.edu for further assistance.

4. **Can I download the EBB app as I am about to start my exam?** Yes, BUT why would you? This is a take home exam that must be accessed and submitted through the web-based EBB Student Portal. Thus, there is nothing to download.

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

6. **I'm logged in, but it says "OOPS! This page cannot be found."** For the most part you can ignore this message and click on the house icon located in the top left corner. However, if that does not work it is recommended that you clear the cookies and cache (internet browsing history) from the browser you are using. Close the browser and relaunch.

7. **What happens if my session times out and I am logged out of the EBB Student Portal while I am taking my exam?** Nothing. Log back in and all of the information, including the deadline counter, will refresh.

8. **I uploaded my exam file and noticed in the file path name it says "fake path". Does this mean the correct file failed to upload?** You can disregard the "fake path" portion of the file path; it is a generic setting the developer uses. As long as you uploaded your file from your designated location on your computer, it will load the correct file. You can always verify the correct file was submitted by clicking view next to your submitted file. *(see slide 11)*

9. **My professor said I could use digital files on my computer to use during my exam. Will I be able to access them while I'm taking the exam?** Yep. Unlike in-class exams, take home exams allow access to all features of your computer. However, based on your professor's direction, you may not be permitted to use all features of your computer—don't forget you are still held to the honor code.