

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

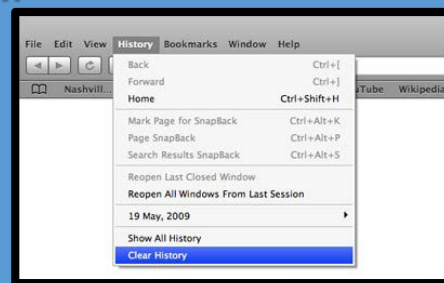
### Chrome:



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

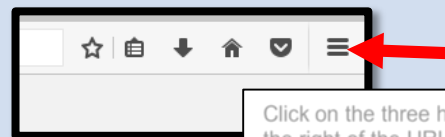
### Microsoft Edge:



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

# Electronic Blue Book (EBB) Student Portal



<https://emory.ebbexams.net>

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*)

1. The log-in is your **full** Emory email address (*the NetID shortcut will not work*).
2. The password is established as your Student ID number.

**STUDENT . NAME@EMORY.EDU**

**7 DIGIT STUDENT ID NUMBER**

☐ Remember me

Sign in

# Don't remember your full Emory email address or student ID?

- Log into **OPUS** and click the **PROFILE** tile, then select **Email and Phone Numbers** from the side menu.

The screenshot displays the Emory OPUS system interface. At the top, the 'EMORY' logo is on the left, and a 'Student' dropdown menu is in the center. On the right of the header are icons for home, search, and a menu. The main content area is divided into several sections:

- Student Announcements:** Contains a blue banner for 'Find Enrollment tile.' and a link to 'Explore the new OPUS to locate features you normally use. More details at OPUS How To's.'
- Course Planning and Enrollment:** Features a calendar icon with a graduation cap.
- Financial Account:** Features an icon of a classical building with a money bag.
- Financial Aid:** Features an icon of a student with a graduation cap and a document.
- Profile:** Features an icon of a person with a pencil.
- Health:** Features an icon of a document with a red cross.
- Guest Access:** Features an icon of a group of people.

On the right side, there is a 'Tasks' section with a 'Student ID' tile. This tile shows a student's profile picture, ID number '0022', and a list of options: 'Personal Details', 'Addresses', 'Email and Phone Numbers' (highlighted in yellow), 'Parent/Guardian Addresses', and 'Forwarding Address'. A red arrow points from the 'Email and Phone Numbers' option to the 'Student Email' section on the right.

The 'Student Email' section displays the email address 'james.dooley@emory.edu' under the heading 'Student Email'. A red arrow points from the 'Email and Phone Numbers' option in the 'Tasks' section to the 'Student Email' section.

No notifications

The Law Registrar may 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 exams require the download of the EBB application. Click on the appropriate link for the type of computer you are using and follow the download prompts.

In Class Software Download

[PC Electronic Bluebook](#)

[Mac Electronic Bluebook](#)

Fall 2018

All of your registered courses will be listed here, regardless if an exam is/is not being given. *(If you do not see an exam listed in either the Exam Number box or Take Home Exam box, then you do not have an exam for that course.)*

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

### Anonymous Numbers

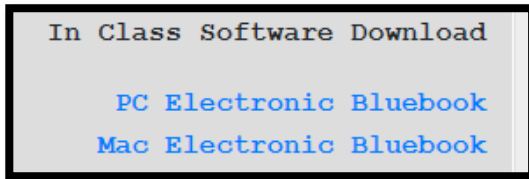
The exam numbers for your all exams/projects/papers will be listed here. \*\*Exam numbers for in-class exams will auto-populate in the in-class exam app.\*\* *If you do not see an exam number for a confirmed in-class exam, contact Law Registrar.*

### Take Home Exams

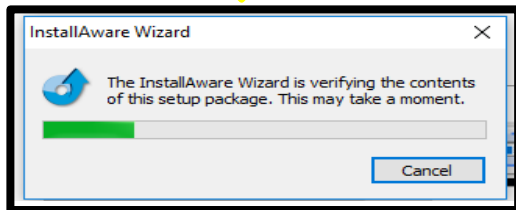
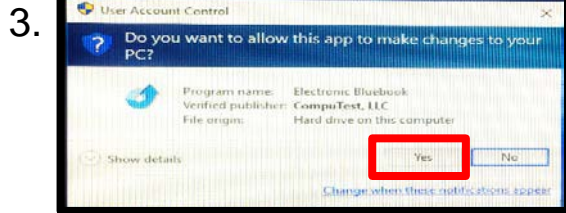
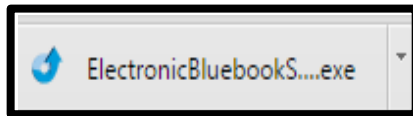
All take home exams will be listed and administered from this section. *(You will need to provide your unique exam number on each page of your submitted take home exam.)*

# Downloading the EBB app (PC)

1. Click the hyperlink for the type of computer you will be using at exam time.

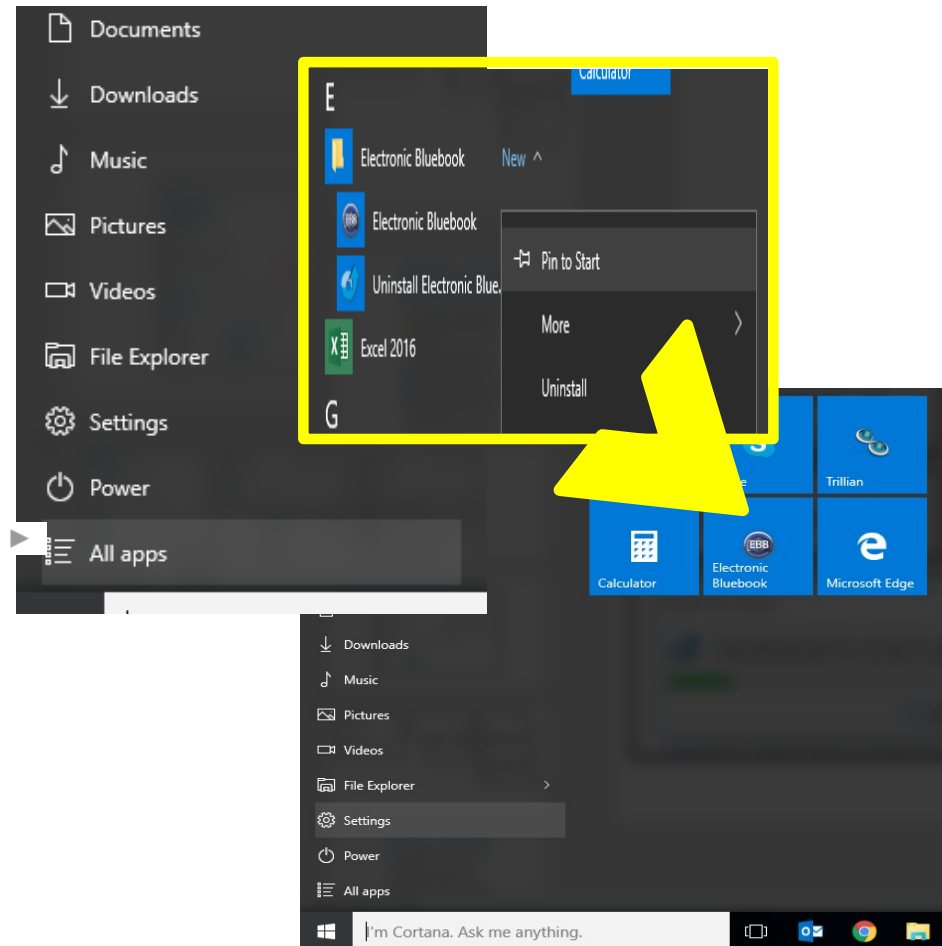


2. After clicking the link you will see the following appear in your download bar at the bottom of the screen. Once finished downloading, click on the button to start the installation.



4. After the installation is complete, you will be able to locate the EBB application under your start menu.

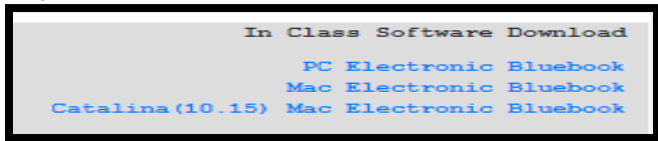
Click on "All apps" → locate the Electronic Bluebook folder and expand → right click on the Electronic Bluebook icon to pin to the start menu



# Downloading the EBB app (Mac)

**\*If having to install the most recent Mac OS, Catalina 10.15, then you MUST uninstall the previous Mojave version of EBB first and empty the recycling bin, BEFORE downloading the Catalina version.**

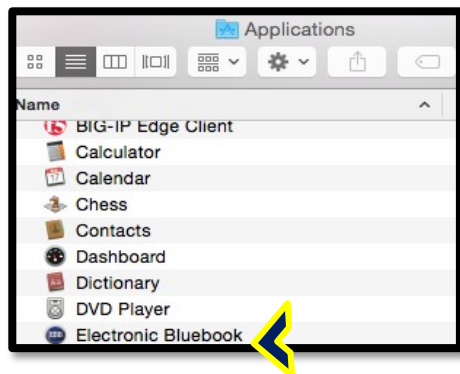
1. Click the hyperlink for the correct version of the Mac OS you will be using at exam time.



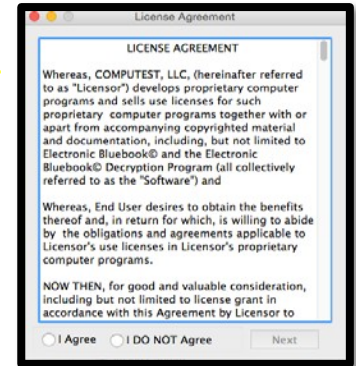
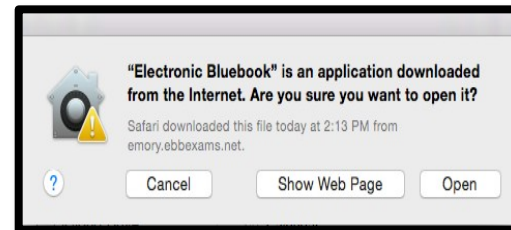
2. Click on your Downloads folder and locate the ElectronicBluebook dmg file. Double-click on it to open it. Drag & drop the EBB icon to the Application folder icon to install EBB. (Locating the app in the Download folder will vary based on which internet browser you are using.)



3. Electronic Bluebook is now installed in the Applications folder. Close the installer window and navigate to your Finder application → Application folder → double click the EBB icon to launch.



4. The first time that you launch it, you will be asked if you are sure you want to open it. Click "Open". Accept the license agreement, if prompted.

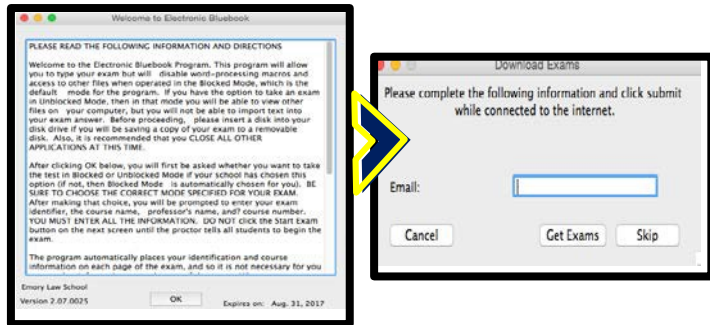


5. In the future, you can always launch EBB from the Applications folder. Once EBB is running, you can also see its icon in the Dock. If you want to keep a permanent shortcut to EBB in the dock, click on the EBB icon → Options → Keep in Dock.

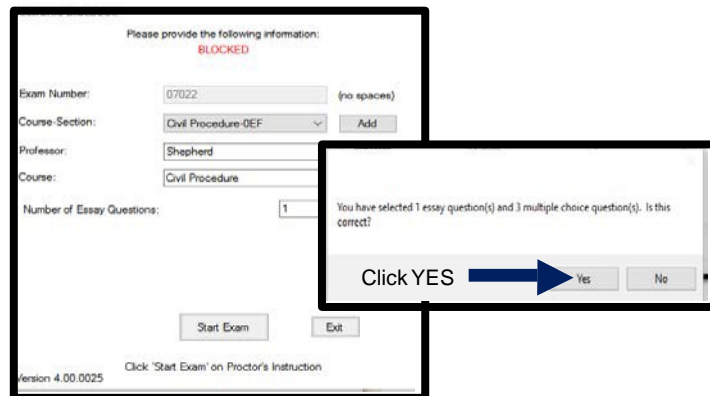


# Launching the EBB app to begin in-class exam (PC and Mac)

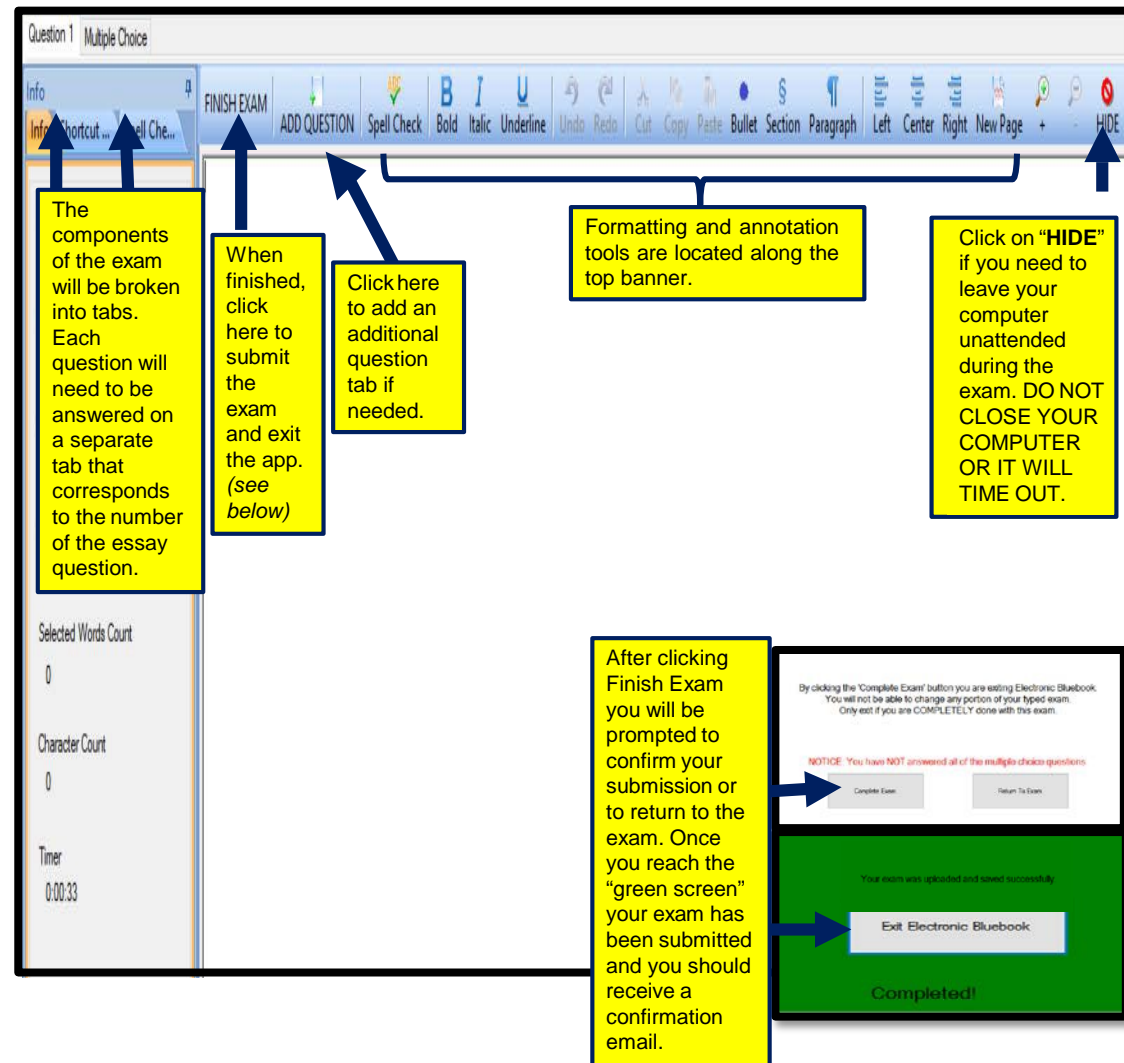
1. Launch the EBB app from your start menu. A dialogue box will appear providing directions on how to use the app for your exam(s). Click OK to proceed to the log-in page where you will be prompted for your **full** Emory email address.



2. **First, select the course you are taking the in-class exam for from the “Course-Section” dropdown menu.** The remaining informational fields should auto-populate. Click “Start Exam” when you are ready to begin. *(If your exam number does not populate, you will need to retrieve it from your EBB portal.)*



3. This is the screen you will see to enter in your essay answer(s) and/or multiple choice answer(s).





Question 1 Multiple Choice

The components of the exam will be broken into tabs. Each question will need to be answered on a separate tab that corresponds to the number of the essay question.

Info

Info Shortcut ... Spell Che...

Line Count

0

Page Number

0

Cursor Column

0

Word Count

0

Selected Words Count

0

Character Count

0

Timer

0:00:33

ADD QUESTION

Spell Check

Bold

Italic

Underline

Undo

Redo

Cut

Copy

Paste

Bullet

Section

Paragraph

Left

Center

Right

New Page

+

-

HIDE

Formatting, spell check, and annotation tools are located along the top banner.

Monitor your progress and watch your time in the info panel.

Shortcut Key Legend

Info Shortcut ... Spell Che...

Shortcut Keys:

Use Ctrl + the following key:

Z = Undo  
Y = Redo  
B = Bold  
U = Underline  
I = Italic  
L = Align Left  
E = Align Center  
R = Align Right  
N = New Page  
X = Cut  
C = Copy  
V = Paste  
S = Spell Check  
F = Finish Exam

Spell Check

Info Shortcut ... Spell Che...

Misspelled Word

Replacement Word

Spell Check Status:

Change

Ignore

Change All

Ignore All

Start

Stop



Question 1 Multiple Choice

Info  
Info Shortcut ... Spell Che...

Lasted Marked  
4

Total Answered  
1-3,5

Not Answered  
4

Marked  
2

Timer  
0:10:10

FINISH EXAM

ADD QUESTION

Spell Check

Bold

Italic

Underline

Undo

Redo

Cut

Copy

1. A ☒ A B ☐ B C ☐ C D ☐ D E ☐ E ☐ Mark For Review

2. A ☐ A B ☐ B C ☐ C D ☒ D E ☐ E ☒ Mark For Review

3. A ☐ A B ☒ B C ☐ C D ☐ D E ☐ E ☐ Mark For Review

4. A ☐ A B ☐ B C ☐ C D ☐ D E ☐ E ☐ Mark For Review

5. A ☐ A B ☐ B C ☒ C D ☐ D E ☐ E ☐ Mark For Review

Monitor the questions you have answered, marked for review, or have not answered. Also, watch your time in the info panel.

# Launching the EBB portal take home exam (PC and Mac)

In-class exams are administered through the EBB software download, and Take Home exams can be administered through the EBB portal based on professor preferences. To access your take home exam, log into the EBB portal and click on the hyperlinked course title to begin the exam.

Take home exams vary by instructor and all will have a submission deadline, but some instructors will impose a time limit on completion from the point of checking out the exam. To determine the submission deadline and/or an imposed time limit exists, check the information located under the course hyperlink (see examples).

Thursday, September 27th 2018, 4:21 PM EST

[Refresh Exam Information](#) [Auto Refresh Exam Information](#)

## Exam

### BETA Test

Exam Available:  
09/18/2018 04:43 PM  
EST

Exam Deadline: 12/31/2018 11:59 PM EST

[Click to access multiple choice](#)

File checked out at 09/18/2018 04:43 PM

Exam Due Date: 12/31/2018 11:59 PM

#### Exam Files

Download	Description
<a href="#">Download</a>	
<a href="#">Download</a>	
<a href="#">Download</a>	Exam File

Only one file will be submitted. Your submission will be checked for plagiarism.

[Choose file to upload](#)

[Submit Exam](#)

#### Exam Notes

This section will include any additional information not included on the exam materials.

#### Instructions

#### Multiple Choice

Multiple choice are saved as you click them. You will receive a green checkmark when the exam period is complete.

1.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
2.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
3.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
4.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E
5.	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D	<input type="radio"/> E

[Finalize Multiple Choice](#)

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


**Click here to access the multiple choice answer sheet. (If you do not see this link, then there are no multiple choice questions.)**

**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.**

**Your essay answers will need to be saved in a MSWord or PDF document and uploaded. Click browse to locate your file and submit exam. NO OTHER FILES TYPES ARE SUPPORTED.**

**DO NOT PUT YOUR NAME IN YOUR DOCUMENT OR A PART OF THE FILE NAME.**

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

 Exam

BETA TEST

Exam Available  
09/27/2018 04:  
EST


Exam Deadline: 12/31/2018 11:59 PM EST

Time From Checkout: 5 hours and 0 minutes

Multiple Choice has been finalized and submitted.

**\*Professors may choose to enforce an additional timed deadline. The imposed time limit will begin once you have downloaded the exam file.**

**Imposed time  
limit vs.  
No imposed  
time limit**

 Exam

BETA Test

Exam Available  
09/27/2018 04:49 PM  
EST

Exam Deadline: 12/31/2018 11:59 PM EST

**The only deadline is the official exam deadline listed.**

## How many files can you submit??

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

**You can upload multiple files and each one will be submitted to the professor.**

Browse

Submit Exam

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

**You can submit only one file, one time.**

Browse

Submit Exam

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

**You can replace a previously uploaded file, only one file will be submitted to the professor.**

Submit Exam

# FAQ

- 1. Will I have to remember all of my exam numbers?!?** No. You do not need to remember/memorize all exam numbers. For the in-class exams, your assigned exam number should auto-populate in the designated field when you have selected the course title from the drop down menu. If it does not auto-populate, you can still locate your exam number from the EBB portal dashboard. (*see the second presentation slide*)
- 2. How do I get my exam number if I plan on handwriting my exam and/or am using a Scantron?** You can retrieve your exam number from the EBB portal dashboard. However, depending on the exam restrictions the professor has placed, you may need to retrieve your exam number in advance and memorize it. Though for convenience, the EBB portal is mobile accessible which you can access from your phone or tablet.
- 3. 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.
- 4. I do not know my full Emory email address and/or student ID! What do I do?** Log into OPUS with your normal credentials. The landing page will include all of the required information.
- 5. Can I download the EBB app as I am walking into my exam?** Yes BUT it is not recommended. It is best to download/install the software at least 24 hours in advance of your exam to ensure you do not encounter any technical difficulties.
- 6. 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.
- 7. 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, 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.
  - 5. Under the Language for non-Unicode programs section, click Change system locale and select English language.
  - 6. Click OK
  - 7. Restart the computer to apply the change.

# Troubleshooting a “Yellow” screen

*All work entered prior to clicking on “Finish Exam” will be captured and can be recovered.*

1. Click EXIT ELECTRONIC BLUEBOOK
2. The page should refresh to a web browser page where you can upload a file, click BROWSE.
  - If this does not happen, then have the student open an email to send to [kmarsh8@emory.edu](mailto:kmarsh8@emory.edu) and do a file attachment following the steps in #3.
3. Navigate to DOCUMENTS→EXAMS FOLDER→2019→LOCATE THE EXAM and either click open or double click to attach.
  - If there is not an EXAMS folder here, then navigate to the **C: Drive** on the computer→Program Files (x86)→EXAMS folder→2019→Locate the exam→continue the process of uploading or emailing
4. Click the SUBMIT button. The student should receive a SUCCESSFUL confirmation message when uploading the exam on the web browser page.
  - Students emailing the exam will not receive a confirmation message, only an email should we not receive their exam.

