

EBB Student Interface

Fall 2020



EMORY | LAW

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

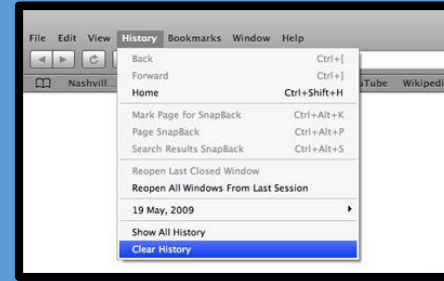
Chrome:



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

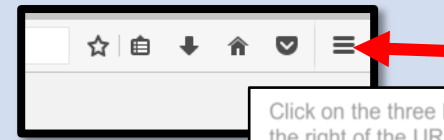
Microsoft Edge:



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.

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.




EBB and OPUS are not integrated so your OPUS credentials will not match to EBB. If you do not know your full Emory email address or student ID, then you can locate the information under the Profile tile→Email and Addresses in OPUS.

The screenshot shows a dark-themed login page. At the top, there is a white input field with a yellow circle containing the number '1' to its left. The text 'Student.Name@emory.edu' is entered in the field. Below this is a yellow input field with a yellow circle containing the number '2' to its left. The text '7 DIGIT STUDENT ID NUMBER' is displayed in red within this field. Underneath the yellow field is a checkbox labeled 'Remember me'. At the bottom of the form is a large blue button with the text 'Sign in' in white.

EBB Student Portal Dashboard

1. 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.

2. 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 all of the download prompts. For returning Mac users, you no longer need to drag and drop to the application folder. The prompts have become more streamlined and are similar to that of a PC.

 After following the download prompts, you will be prompted to activate the software by entering the activation code [emory09](#) to finish the installation process.

3. All take home 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 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.

5. 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 that the Law Registrar was notified about.)

Electronic Bluebook Student Portal Main Page

Home

1


No notifications

2

In Class Software Download

PC Electronic Bluebook

Mac Electronic Bluebook



School Code: emory09

3

Take Home Exams

100.001 - Sample Take Home Exam (Option C)

Release: 09/25/2020 02:27 PM EST

Due:12/25/2020 11:59 PM EST

200.001 - Option B (TH-W)

Release: 10/23/2020 10:00 AM EST

Due:10/30/2020 01:06 PM EST

200.001 - Option C (TH-T)

Release: 10/23/2020 10:00 AM EST

Due:10/30/2020 01:36 PM EST

200.001 - Option A (TH-E)

Release: 10/23/2020 10:00 AM EST

Due:12/31/2020 11:59 PM EST Or 0:10 hours from checkout, whichever comes first.

4

Anonymous Numbers

Exam Mode Demo (Test Numbers 3): 70633

Exam Mode Demo (Test Numbers 2): 88351

PRACTICE EXAM (Sample Exam ID): 948863


Exam Mode Demo (Test Numbers): 97549

5

Courses

| Course | Number | Section | Professor |
|----------------|--------|---------|-----------|
| Exam Mode Demo | 200 | 001 | Marshall |
| PRACTICE EXAM | 100 | 001 | Marshall |

Option A (Built-in take home)

1. In order to view the exam, simply click on the hyperlink “[Click to access quiz](#)” for the page to refresh and display the exam.
2. All multiple choice, multiple answer, true/false, or short answer responses will be entered directly onto the exam screen. **BE SURE** to click on the Finalize Multiple Choice button to receive a confirmation email for successful submission
3. Long 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.
4. Imposed Time Limit—a professor will set a window of time in which a take home 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 take home exam to be accessed by you at a time that is convenient for your schedule, but once you access the take home 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.

Student Exam Page

Exam Mode Demo 200.001 Marshall

Friday, October 30th 2020, 12:31 PM EST

Exam: Option A (TH-E)

Exam Available: 10/23/2020 10:00 AM EST

Exam Due Date: 12/31/2020 11:59 PM EST

Time From Checkout: 0 hours and 10 minutes

[Click to access quiz](#)

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

| Exam Files | Description |
|----------------------|-------------|
| no files to download | |

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

Choose file to upload

Submit Exam

| View | Submitted Files | Upload Time |
|------|-----------------|-------------|
|------|-----------------|-------------|

Exam Notes

No notes

Instructions

1. By accessing and/or submitting this exam, you acknowledge that in this, as in all other Emory Law School activities, you are bound by the Emory Law School Professional Conduct Code.

Exam Mode Demo

100%

Make sure you hit save at the bottom before going anywhere

NR: Question 1

NR: Question 2

NR: Question 3

NR: Question 4

NR: Question 5

NR: Question 6

NR: FACTS FOR QUESTION 7

NR: Question 7

NR: Question 8

NR: Question 9

NR: Question 10

NR: Question 1

1. In "The Farmer In The Dell", what did the cat take?

☒ a. The Farmer

☐ b. The Rat

☐ c. A Wife

☐ d. The Cheese

NR: Question 2

2. What did the Itsy Bitsy Spider climb up?

☐ a. The Water Spout

☒ b. A Fence Post

☐ c. My Leg

☐ d. A Tree

NR: Question 3

3. In "Bingo", who owned the dog named Bingo?

Option B (Web based take home)

1. In order to view the exam, 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.*

2. 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 to receive a confirmation email for successful submission.

3. Imposed Time Limit—a professor will set a window of time in which a take home 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 take home exam to be accessed by you at a time that is convenient for your schedule, but once you access the take home 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.

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.

The screenshot displays the 'Student Exam Page' for 'Exam Mode Demo 200.001' by 'Marshall'. It includes a 'PRACTICE EXAM' section with instructions and a 'PART I: MULTIPLE CHOICE (15 minutes, 2 pts. per answer)' section. A table of multiple choice questions is shown, with columns for question numbers and answer options (A, B, C, D, E). A 'Finalize Multiple Choice' button is at the bottom right.

1. Callout pointing to the 'View Exam' button.

2. Callout pointing to the 'Click to access multiple choice' link.

3. Callout pointing to the 'Exam: Option B (TH-W)' header.

4. Callout pointing to the 'Submit Exam' button.

Exam Available: 10/23/2020 10:00 AM EST
Exam Due Date: 12/31/2020 11:59 PM EST
Time From Checkout: 0 hours and 10 minutes

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

Exam Files Description

no files to 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

Multiple Choice Answers


Multiple choice are saved as you click them. You will receive a green checkmark on an answer is saved. You can exit and come back to your multiple choice until the valid period is complete.

| Question | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. |
|--------------|-----|-----|-----|-----|-----|----|----|----|----|-----|-----|-----|
| Question 1. | AcA | BoB | CoC | DoD | EoE | | | | | | | |
| Question 2. | AcA | BoB | CoC | DoD | EoE | | | | | | | |
| Question 3. | AcA | BoB | CoC | DoD | EoE | | | | | | | |
| Question 4. | AcA | BoB | CoC | DoD | EoE | ✓ | | | | | | |
| Question 5. | AcA | BoB | CoC | DoD | EoE | ✓ | | | | | | |
| Question 6. | AcA | BoB | CoC | DoD | EoE | | | | | | | |
| Question 7. | AcA | BoB | CoC | DoD | EoE | ✓ | | | | | | |
| Question 8. | AcA | BoB | CoC | DoD | EoE | ✓ | | | | | | |
| Question 9. | AcA | BoB | CoC | DoD | EoE | ✓ | | | | | | |
| Question 10. | AcA | BoB | CoC | DoD | EoE | | | | | | | |
| Question 11. | AcA | BoB | CoC | DoD | EoE | | | | | | | |
| Question 12. | AcA | BoB | CoC | DoD | EoE | | | | | | | |

Finalize Multiple Choice

Option C (Traditional take home)

1. In order to view the exam, simply click on the **Download** button for the exam to download to your computer.

2. 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 to receive a confirmation email for successful submission.

3. Imposed Time Limit—a professor will set a window of time in which a take home 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 take home exam to be accessed by you at a time that is convenient for your schedule, but once you access the take home 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. .

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.

Student Exam Page

Exam Mode Demo 200.001 Marshall

Exam: Option C (TH-T)

Exam Available: 10/23/2020 10:00 AM EST

Exam Due Date: 12/31/2020 11:59 PM EST

Time From Checkout: 0 hours and 30 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 |

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

Choose file to upload Browse

Submit Exam

| View | Submitted Files | Upload Time |
|------|-----------------|-------------|
|------|-----------------|-------------|

Home

Student Exam Page

Exam Mode Demo 200.001 Marshall

Exam: Option C (TH-T)

Exam Available: 10/23/2020 10:00 AM EST

Your Due Date: 10/30/2020 01:36 PM EST

Time From Checkout: 0 hours and 30 minutes

Click to access multiple choice

File checked out: 10/30/2020 01:06 PM EST

| Exam Files | Description |
|------------|-------------|
| Download | Exam File |

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

Choose file to upload Browse

Submit Exam

| View | Submitted Files | Upload Time |
|------|-----------------|-------------|
|------|-----------------|-------------|

20201023_110938....pdf

Multiple Choice Answers

Multiple choice are saved as you click them. You will receive a green checkmark on an answer is saved. You can exit and come back to your multiple choice until the submission period is complete.

| | | | | | | |
|--------------|-----|-----|-----|-----|-----|---|
| Question 1. | AOA | BOB | COO | DOO | EOE | |
| Question 2. | AOA | BOB | COO | DOO | EOE | |
| Question 3. | AOA | BOB | COO | DOO | EOE | |
| Question 4. | AOA | BOB | COO | DOO | EOE | ✓ |
| Question 5. | AOA | BOB | COO | DOO | EOE | ✓ |
| Question 6. | AOA | BOB | COO | DOO | EOE | |
| Question 7. | AOA | BOB | COO | DOO | EOE | ✓ |
| Question 8. | AOA | BOB | COO | DOO | EOE | ✓ |
| Question 9. | AOA | BOB | COO | DOO | EOE | ✓ |
| Question 10. | AOA | BOB | COO | DOO | EOE | |
| Question 11. | AOA | BOB | COO | DOO | EOE | |
| Question 12. | AOA | BOB | COO | DOO | EOE | |

Finalize Multiple Choice

Option D & E (In-Class Software)

Option D is “unblocked” which means the internet, eBooks, digital files, etc. are accessible.

Option E is “blocked” which means **NO** internet, eBooks, or digital files, etc. are accessible.

1. Launch the EBB software and enter your EBB username when prompted. Click **GET EXAMS**, not Continue. 💡 Your EBB username is your full Emory email address that you used to log-in to the EBB Student Portal.

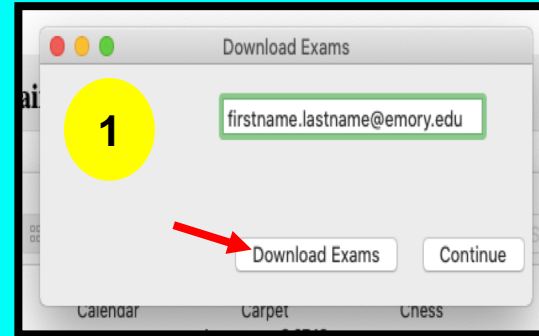
2. Select the course name from the drop down menu that you are scheduled to take. 💡 The assigned exam ID for the course along with the professor name, number of essay questions and number of multiple choice questions will auto-populate. Be sure to confirm the multiple choice questions are accurately reflected before entering the exam!!

3. Once you have entered the exam, you will be able to view the exam packet and provide answers on the appropriate response tabs—essay or objective questions. All answers/responses must be recorded in this software and **not** on a separate document.

4. When it is time to complete the exam, you will 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 next slide for further instruction.

5. 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.

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.

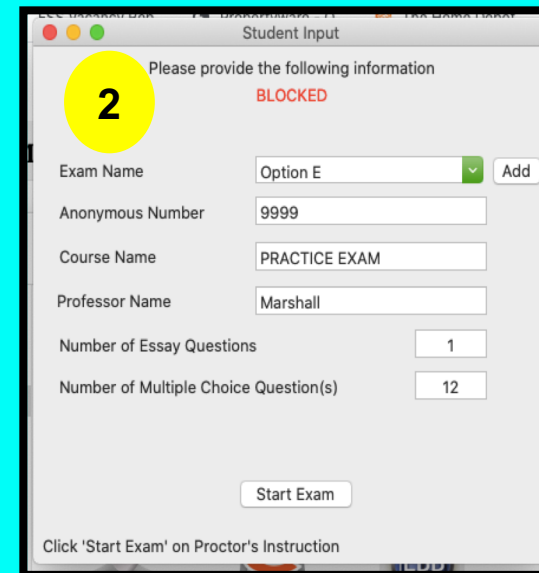


Download Exams

1

firstname.lastname@emory.edu

Download Exams Continue



Student Input

Please provide the following information

BLOCKED

Exam Name Option E Add

Anonymous Number 9999

Course Name PRACTICE EXAM

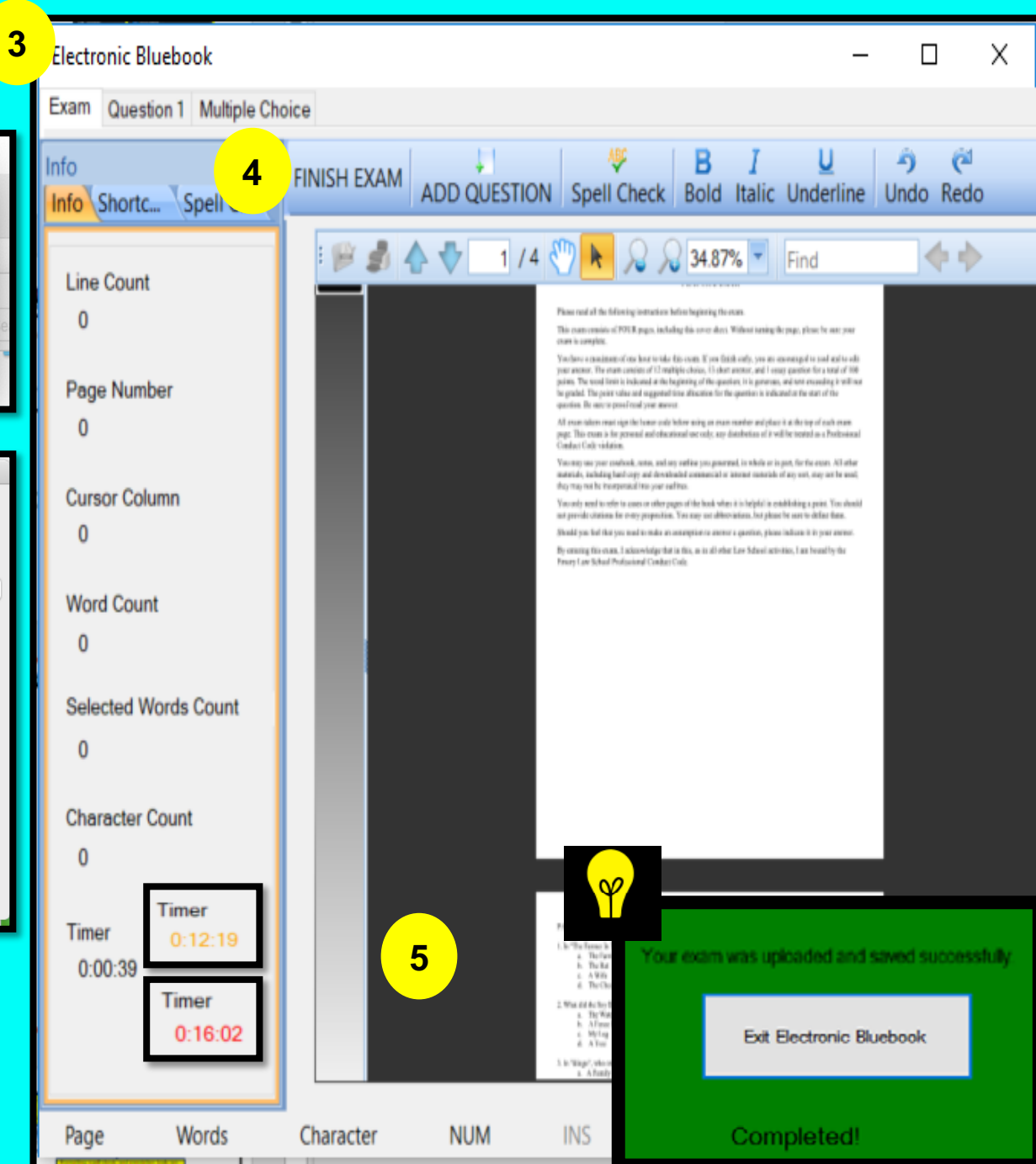
Professor Name Marshall

Number of Essay Questions 1

Number of Multiple Choice Question(s) 12

Start Exam

Click 'Start Exam' on Proctor's Instruction



Electronic Bluebook

Exam Question 1 Multiple Choice

Info Shortc... Spell

FINISH EXAM ADD QUESTION Spell Check Bold Italic Underline Undo Redo

1 / 4 34.87% Find

Line Count 0

Page Number 0

Cursor Column 0

Word Count 0

Selected Words Count 0

Character Count 0

Timer 0:00:39

Timer 0:12:19

Timer 0:16:02

5

Exit Electronic Bluebook

Completed!

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 law-exams@emory.edu and follow the steps in #3.

3. Navigate to DOCUMENTS→EXAMS FOLDER→2020→locate the exam folder→ attach to the email.



If there is not an EXAMS folder here, then...

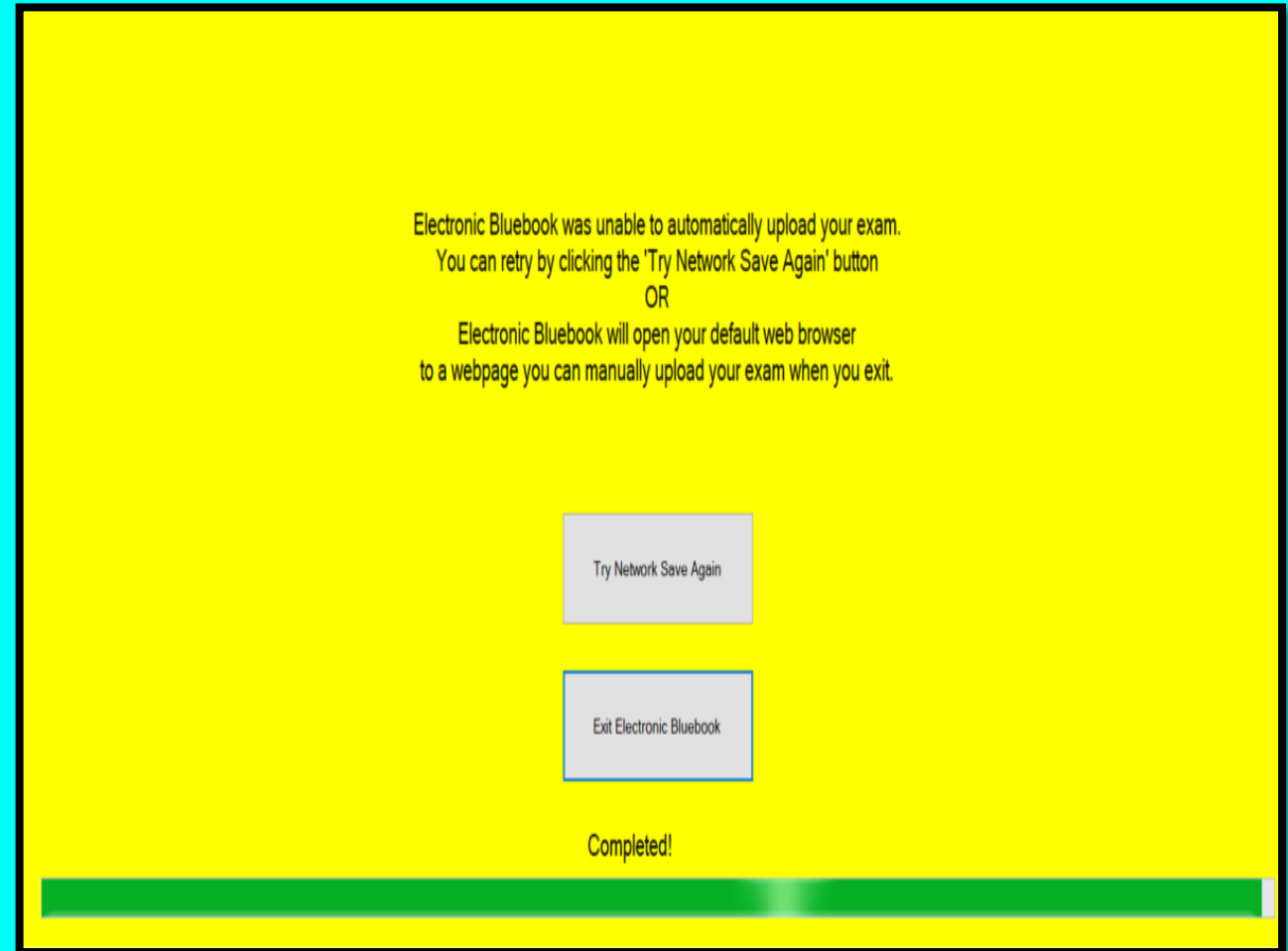
For PC: Navigate to the **C: Drive** on the computer→Program Files (x86)→EXAMS folder→2020→Locate the exam and attach to email.

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



FAQ

- 1. I do not know my full Emory email address and/or student ID! What do I do?** Log into OPUS with your normal credentials. Log into OPUS with your normal credentials. Click on the profile tile on the OPUS landing page then click on Email and Addresses—this will include all of the required information.
- 2. How can I view the take home exam questions at the same time I am trying to answer them?** The web based and traditional take home 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. Only the traditional take home will allow you to print the exam.
- 3. 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.
- 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. The exam software download is either quoting hours to download or is not downloading at all?** You may need to temporarily disable any anti-virus software you have on your computer. Conduct an internet search on how to disable or uninstall your particular brand of anti-virus software.
- 6. I had a previous version of EBB in-class software on my computer, but I installed the newer version. When I click on the icon I saved to my toolbar, EBB it errs 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.
- 7. I lost internet connectivity while I am taking my exam.** The 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.
- 8. I was in the middle of my in-class 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, select yes and when prompted enter the recovery password “[emory](#)”.
- 9. My take home 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 take home 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.
- 10. I entered my multiple choice responses in the take home 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.

FAQ Continued

- 11. The take home web page timed out and I had to log back in which used some of my time.** The take home 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. In order 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.
- 12. My take home exam had multiple choice, how do I know that my answers were submitted?** Once you have clicked “FINALIZE AND SUBMIT” to submit your multiple choice responses, you will receive an email confirming the submission. If you do not click “FINALIZE AND SUBMIT” then you will not receive a confirmation email.
- 13. I clicked on view exam Option B and it’s not popping up.** You may need to turn-off your pop-up blockers in the internet browser you are using.
- 14. I launched the software, entered my email address, and clicked Continue. I don’t see any of my exams in the “Exam Name” drop down menu?** The Continue button is misleading. Instead of clicking on Continue, click on “Get Exams”. This should generate your upcoming exam in the “Exam Name” drop down menu. Once you have selected the exam, the anonymous number, course name, professor name, number of essay questions, and number of multiple choice question(s) will auto-populate.
- 15. For the in-class 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, 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.