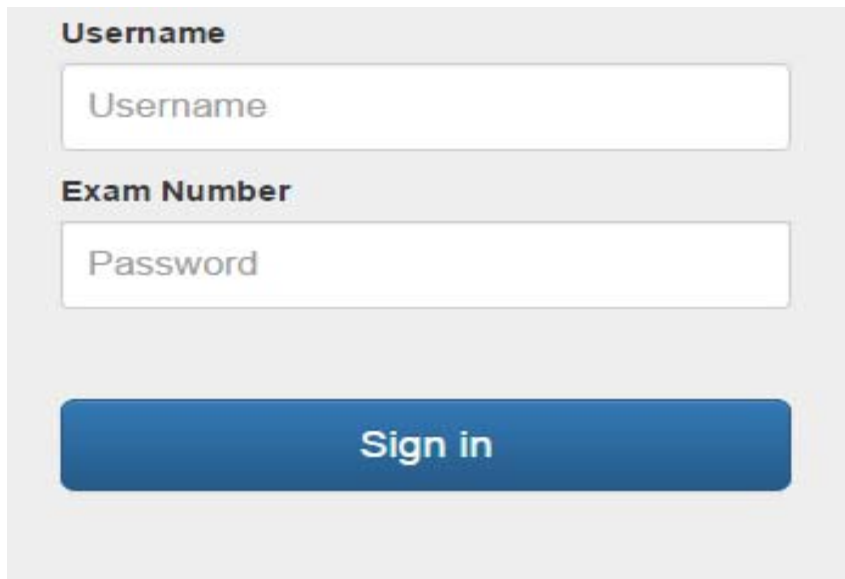# ELECTRONIC BLUE BOOK
CHECKOUT EXAM INSTRUCTIONS

Please note that you do not need to download any special software to access the EBB Checkout (formerly Take-Home) exam web site. All you will be doing is downloading an exam, saving it as a Word file on your desktop, and uploading that file when you are finished. Nothing will lock out any programs or software on your computer.

All Checkout exams will be administered through this site. There is no written option.

The URL for the EBB web site is: http://gsulaw.ebbexams.net/EBBLogon.aspx

When you go to this web site you will see this screen:

Username

Username

Exam Number

Password

Sign in

The top box is your **User Name,** which is your GSU-issued e-mail address
(EX: alastname1@student.gsu.edu).
The box below it is where you put in your **Password,** which is your exam number, including leading zeros. For example:

If your exam number is 333, your password is 333.

If your exam number is 033, your password is 033.

If your exam number is 003, your password is 003.

Click the Sign In button, which will take you to this screen:

Roy Sobelson - Spring 2016

Courses

ADMINISTRATIVE LAW 7010.13978 Professor Fuse Brown

ARTS AND ENTERTAINMENT LAW 7079.16601 Professor Landau

INTERGALACTIC TRANSPORT LAW 8000.89999 Professor Heled

UNINCORPORATED BUSINESS ASSC 7100.16579 Professor Taylor

Take Home Exams

8000.89999 - INTERGALACTIC TRANSPORT LAW
Release: 04-21-2016 01:38 PM
Due:04-21-2016 02:56 PM

7010.13978 - ADMINISTRATIVE LAW
Release: 04-28-2016 12:01 AM
Due:05-12-2016 11:59 PM Or 48:00 from checkout, whichever comes first.

7079.16601 - ARTS AND ENTERTAINMENT LAW
Release: 04-28-2016 12:01 AM
Due:05-12-2016 11:59 PM Or 24:00 from checkout, whichever comes first.

7100.16579 - UBA
Release: 04-28-2016 12:01 AM
Due:05-12-2016 11:59 PM Or 4:00 from checkout, whichever comes first.

Anonymous Numbers

No Anonymous Numbers Reported

In-Class Exam Software

Software
PC Electronic Bluebook
Mac Electronic Bluebook

Under **Courses** is a list of your exams.

Take Home Exams lists the classes for which you have downloadable checkout exams and the dates they are available (Release date). The latest date you can submit your exam during the exam period is the Due date. The due date for most exams is the last day of the exam period at 11:59 PM. Individual professors may have earlier due dates. Check with your professor for details.

Anonymous Numbers is a list of your exams and your exam number.

In-Class Exam Software is where you can download the software to take in-class exams. **You don't need this software to take check-out exams, only in-class exams.**

When the time is open for an exam to be available, click on the title of the class of the exam you wish to download under **Take Home Exams**, which will take you to this screen:

Friday, November 20th 2015, 5:01 PM

Refresh   Auto Refresh

INTERGALACTIC TRANSPORT LAW FINAL

Exam Available: 11-18-2015 12:01 AM
Exam Deadline: 12-15-2015 11:59 PM
Time From Checkout: 4 hours and 0 minutes
Time Used: 10

Checkout Exam

Choose File No file chosen   Submit Exam

Downloading, Saving, Exam Numbers and Word Counts

1. Download the exam and save your exam and answers to a file on your desktop using an easily-identifiable title. This makes it easier to find the correct document when it is time to upload your exam. Do not download the exam until you are ready to work on it as this will start the exam clock.
2. There is a re-download option but this will not re-start the exam clock.
3. Answer your exam in Word, not .pages or anything weird. We can't open .pages documents and if we can't open an exam, it doesn't get printed and sent to the professor for grading.
4. Include your exam number on every page of your uploaded exam.
5. Include the word count on the exam if requested by your professor.
6. Exam numbers and word counts cannot be added after your final exam submission, nor will we add them for you.
7. The system will accept repeated exam submissions until the deadline. Only the last submission uploaded before the deadline will be given to the professor.
8. If you are unable to upload your exam, immediately email it to Tricia Rackliffe at prackliffe@gsu.edu.

This screen will tell you when the exam is available, the length of time you have to work on it, and the dates/times they are due. By the way, the Time Used: portion will have a percentage number and part of a green bar even before you check out the exam. This is for artistic purposes only and does not mean your exam has started. It will reset once you have downloaded the exam.

Click the Checkout Exam button to download the exam. IMMEDIATELY SAVE IT TO YOUR DESKTOP. The downloaded exam will be identified by a string of numbers like 2015112124257-ExamTitle (you may want to write it down just in case). Name it something you can remember so you can upload the correct file. Once it's saved to the desktop, it's easy for you to access and it doesn't get lost in the dreaded "hidden files" wasteland. You can answer the exam on the file itself or create a new one for answers only. Just save it to the desktop and name it something that you can easily find.

Answer your exam in Word*. Save your answers to the file on your desktop. **Make sure you put your exam number on each page of your exam answers <u>and</u> include the word count at the end if required by your professor. These elements cannot be added (nor can we add them for you) after the exam time has expired, so make sure you do this at the time of submission.** The exam will not be printed and submitted to the professor if there is no identifying exam number.

Once you download the exam, the due date and time on the Checkout Exams portion of the screen changes to the time/date your exam is due (see below). The release date will remain the same as it is the date the exam became available. For example, the ITL Final was check out at 11:30 AM on 11-25-2015. The time it is due is 11-25-2015 at 3:30 PM.

Checkout Exams

TORTS FINAL
Release: 12-03-2015 06:00 AM
Due:12-04-2015 06:00 AM Or 6:00 from checkout, whichever comes first.

INTERGALACTIC TRANSPORT LAW FINAL
Release: 11-18-2015 12:01 AM
Due:11-25-2015 03:30 PM

*Not .pages or anything weird. I can't open .pages documents and if I can't open an exam, it doesn't get printed and sent to the professor for grading.

If you have already downloaded your exam, this screen will tell you when you downloaded your exam and when it is due. This screen has the current time and date. There is also a Redownload Exam button. Redownloading the exam does not reset the checkout date and time the exam is due.

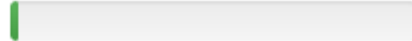**Wednesday, November 25th 2015, 11:35 AM**

Refresh   Auto Refresh

INTERGALACTIC TRANSPORT LAW FINAL

Exam Available: 11-18-2015 12:01 AM

Exam Deadline: 11-25-2015 03:30 PM

Time From Checkout: 4 hours and 0 minutes

Time Used:

Click to access multiple choice

Redownload Exam

Exam checked out at 11-25-2015 11:30 AM

Exam Due Date: 11-25-2015 03:30 PM

Choose File No file chosen   Submit Exam

Once you upload your exam your screen will look like this:

Friday, November 20th 2015, 5:55 PM

Refresh   Auto Refresh

INTERGALACTIC TRANSPORT LAW FINAL

Exam Available: 11-18-2015 12:01 AM

Exam Deadline: 11-20-2015 06:44 PM

Time From Checkout: 4 hours and 0 minutes

Time Used: 79%

Redownload Exam

Exam checked out at 11-20-2015 02:44 PM

Choose File HELED INTER...AW (1).docx   Submit Exam

View Exam Submitted at 11-20-2015 05:55 PM

You can view the exam you submit up until the time it is due. The exam cannot be viewed after the time it is due has passed. If you have any questions or concerns, you can contact me at prackliffe@gsu.edu.

Instructions for Exams with Multiple Choice Questions

Some professors have an electronic multiple choice option (some do not and prefer the multiple choice questions to be answered on the exam itself and will not use the electronic option). Here are the steps for completing an exam with the electronic multiple choice option:

If your exam has an electronic multiple choice option, the screen will look like this:

Monday, November 23rd 2015, 1:06 PM

Refresh   Auto Refresh

INTERGALACTIC TRANSPORT LAW FINAL

Exam Available: 11-18-2015 12:01 AM

Exam Deadline: 12-15-2015 11:59 PM

Time From Checkout: 4 hours and 0 minutes

Time Used: 20%

Click to access multiple choice

Checkout Exam

Choose File No file chosen   Submit Exam

Note the "Click to access multiple choice" option above the Checkout Exam button. Click on this and it will take you to the electronic OPSCAN screen, which looks like this:

1.	A○A	B○B	C○C	D○D	E○E
2.	A○A	B○B	C○C	D○D	E○E
3.	A○A	B○B	C○C	D○D	E○E
4.	A○A	B○B	C○C	D○D	E○E
5.	A○A	B○B	C○C	D○D	E○E

Finalize Mutliple Choice

1) Download your exam and by clicking the Checkout Exam square save it to your desktop for easy retrieval. Keep the EBB web site open (or close it and go back to it when finished with the written portion of the exam, if there is one).

2) Open the OPSCAN screen to record your multiple choice answers by clicking on "Click to access multiple choice" (see above). This will bring up an electronic "OPSCAN" screen.

3) You must download the exam to make the multiple choice OPSCAN screen work properly.

4) Record your answers by clicking on the A, B, C, D, or E circles. When you are finished with the OPSCAN portion, click the "Finalize Multiple Choice" button at the bottom and your answers will be recorded. Recorded answers will have green check marks next to them (see below). You can change your answers up until the time your exam is due.

1.	A⦿A	B⦾B	C⦾C	D⦾D	E⦾E	✅
2.	A⦿A	B⦾B	C⦾C	D⦾D	E⦾E	✅
3.	A⦿A	B⦾B	C⦾C	D⦾D	E⦾E	✅
4.	A⦾A	B⦾B	C⦾C	D⦾D	E⦾E	
5.	A⦾A	B⦾B	C⦾C	D⦾D	E⦾E	

Finalize Mutliple Choice

5) After a period of inactivity you may be logged off of the system. Just log back in. Your answers should have been automatically saved.

6) Upload the written portion of your exam that you saved to your desktop. When you are ready to upload the written portion of your exam, make sure your exam number is on the exam, click the Choose File button and click Submit Exam.

7) **Keep a copy of your multiple choice answers in case there is an issue.**