IN-CLASS LAPTOP EXAMS—INSTRUCTIONS AND FREQUENTLY ASKED QUESTIONS
Updated July 11, 2023

BEFORE THE DAY OF THE EXAM—
- **MAKE SURE YOU KNOW YOUR ACCESS ID AND 9 DIGIT BANNER ID #**
- **DOWNLOAD AND TEST EBB**
- **TURN IN YOUR CERTIFICATION OF EBB TRAINING FORM AND OBTAIN YOUR YELLOW LAPTOP EXAM CARD**
- **BOOKMARK THE UPLOAD WEBSITE**
- **PRINT OR SAVE THESE INSTRUCTIONS SOMEWHERE YOU CAN QUCKLY FIND THEM**

Q: What equipment do I need to take a laptop exam?

A: You must have:
- (1) A recent model laptop (either Windows or Mac);
   - a. NO Tablets, Chromebooks or Surface laptops (Surface Pro is ok) may be used, as these are NOT supported by the software.
- (2) An AC power cord (do NOT rely on your battery during an exam)
- (3) A valid, signed yellow Laptop Exam Card

The Law School does not supply the computer equipment.

Q: How do I download the laptop exam software for this Semester?

A: First you must uninstall any previous version of EBB and then delete the EBB folder in the C drive.
To install EBB:
PC users go to:

https://waynelaw.ebbexams.net/Student/Software/ElectronicBluebookSetup.exe

Mac users go to:

https://waynelaw.ebbexams.net/Student/Software/ElectronicBluebook-3.0.pkg

(EBB cannot be installed on Mac OS 10.14 or below)

For both the PC and Mac versions, follow the directions to install the program onto your computer. After installing the program on your laptop, you must run through an initiation sequence, which takes a few minutes. **If you had a previous version of the EBB software on your laptop, when you open the program to initiate the new version, check to confirm that the expiration date in the bottom corner of the welcome**

screen is August 31, 2023.

Q: What must I do after downloading and installing the software?

A: After installing the software, you must initiate a practice exam by running the software as if you were taking an actual exam.

Q: How do I take a practice exam?

A: 1) Make sure you are connected to the internet, then open up the EBB Icon on your desktop, read through the instructions, then click "Continue" to get to the log in screen. **If you are asked for an activation code, the code is wayne (all lower-case.)**

2) Log in with your EBB Username and Password.
Your username is your Access ID@Wayne.edu, ie. za1234@wayne.edu. Make sure you include the @wayne.edu and type the 2 letter, 4 number access ID Not your alias.
Your Password is your 9 digit Banner ID number, including all 0's, i.e.000123456.
(You can find your access ID and Banner ID on your OneCard or by logging into Academica, clicking on Student Resources, then click Student Records, then click on View Personal Info.)

Type in your username and password, then click "Get Exams."(NEVER click on Skip as you MUST log in AND click "Get Exams" to access up-to-date exam links on the next screen.)
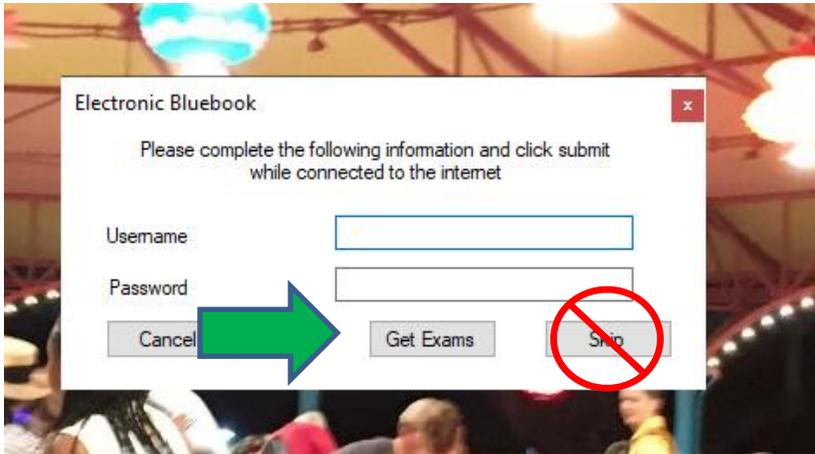
3) The next screen asks you to input information pertaining to the exam:

Electronic Bluebook

Please provide the following information:
BLOCKED

Anonymous Number: 1111 (no spaces)

Course Name: Practice Exam [Add]

Professor Name: Prof. Practice

Exam Name: PRACTICE

Number of Essay Questions: 2

Number of Multiple Choice Questions: 0

[Start Exam] [Exit]

Version 5   Click "Start Exam" on Proctor's Instruction

Anonymous Number:	-For **Practice exams**, you will enter **1111**. -For **Mock** exams, you will enter the **last 4 digits of your access ID**, i.e access ID az1234 would enter 1234. -For **actual exams** you MUST ENTER THE NUMBER ON THE EXAM CARD THAT WILL BE GIVEN TO YOU AT THE EXAM! **Your exam number is how your exam grade will ultimately be linked to you, so it is crucial that you enter this number correctly!**
Course Name:	You may see one or more Practice exams in the drop down. You may select any practice exam to practice using the software as many times as you would like**.** **You may also see exams labeled Mock Exam. These will be available for you to test accessing an exam from your laptop at various times/dates prior to the exam period to be announced via email sent out from lawrecords@wayne.edu** **Your actual exams will also be listed here, typically 24-48 hours before/after the date of the exam, however DO NOT open these until you are actually ready to take the exam, as you will only be able to open them once! Make sure they show up here 24**

hours prior to the exam (exams on the first day of the exam period may not show up until 8:00 a.m. on the first day of the exam period,) if they do not, contact Records immediately! On the day of the exam, you must make sure you are connected to WSU-Secure before logging in and clicking on "Get Exams" otherwise the exam title may not load.

Professor Name: This should auto-populate.

Number of Essay Questions: This should auto-populate with a number (Records sets a number that is our best guess as to the number of tabs needed for each exam) but you can also enter or change the number manually. The number of essay questions field causes that number of tabs to be available for typing your answers in the software. The proctor will write on the blackboard a suggested number of questions to enter at each exam. You can always add more tabs after starting the exam by clicking on "add question." Each tab creates an automatic page break on printed exam answers. Unused tabs can't be deleted but do not print anything, so it is fine to leave a tab unused. You can have as many as you like, but more than 6 or so may become confusing to tab between.

Number of Multiple Choice: This will always be 0, as in-person multiple choice exams are answered on scantrons, which will be provided at the exam, or on the exam packet itself, if indicated by the professor.

When you have entered the above information click, "Start Exam."

You will arrive at the screen that allows you to type your exam answer. Input and practice with the software however you like for at least one minute, but no longer than ten minutes.

Note the following: You may cut and paste, but may not copy and paste. There is no spell-check. You may add additional question tabs, if desired, by clicking "Add question."

When you are done, click "Finish Exam," and follow the exit sequence. Once you have clicked finish and receive confirmation, you CAN NOT go back into the exam!

If you are connected to the internet, the confirmation screen will be green. If you are not connected to the internet, the confirmation screen will be yellow. You will have to connect to the internet within two hours to upload your exam to the EBB Page (Do not do this for practice exams.) The address is

https://waynelaw.ebbexams.net/EBBMupload.aspx

Once in the website, click on "Choose File" and follow the instructions on the web page to find the exam you just completed located on your hard drive and upload it.

File Location
 XP: Browse to My Document\ Exams\2022-23. The My Document can be found by clicking Star Button.
Vista: Browse to Document\ Exams\2022-23. The Document can be found by clicking Star Button.
Windows 7/8/10: Browse to Library\Document\ Exams\2022-23. The Document can be found by clicking Star Button.
MAC: Browse to Document\ Exams\EBB_Exams\2022-23. The My Document can be found by clicking HD icon.

Select the exam file which you wish to upload (exam files can be identified by EXAM-ID--CourseID-DATE) with .enc and click Open or OK. Once the file name is in the textbox click Submit.

NOTE: YOU ARE REQUIRED TO RUN A PRACTICE EXAM PRIOR TO EXAM DAY TO ENSURE EBB HAS BEEN INSTALLED PROPERLY OR YOUR EXAMS MAY NOT BE SAVED OR SENT TO THE SERVER RESULTING IN A POSSIBLE FAILURE OF THAT COURSE.

Q: How do I obtain the Laptop Exam Certification Card?

Note: If you already have a LEC Card, please retain and reuse it for all of your exams during your time at the Law School. You do not need to get a new one each semester. If you lost your exam card, please visit the Law School Records and Registration Office in room 1223.

A: If one or more of your courses are offering the option of taking the final exam on a laptop and you wish to exercise that option, you must obtain a yellow Laptop Exam Certification Card ("LEC Card") and you must bring it with you to each final exam.

To obtain the LEC Card you must:

1) Review these FAQs

2) Download and install the EBB software on your laptop and follow the instructions to activate the software by running a practice exam

3) Once you have installed the software, you must complete and sign the Certification of EBB Training Completion that was attached to the exam and laptop information email sent to you from the Law School Office of Records and Registration and bring it to the Records and Registration Office in room 1223 to obtain your LEC card. You must turn in your form before the start of the exam period in order to receive an LEC card for that exam period. IF YOU DO NOT TURN IN YOUR FORM PRIOR TO THE EXAM PERIOD, YOU CAN NOT TAKE YOUR EXAMS ON A LAPTOP.

Only students displaying valid LEC Cards on their desks will be permitted to use laptops during their final exams.

Q: What if I cannot download the EBB software or it will not run on my laptop?

A: The problem may be with your laptop. Please contact Rebecca Hollancid in the Law School Office of Records and Registration at rhollancid@wayne.edu.

Q: Can I practice using the EBB software more than once before the real exam?

A: Yes. After running through the initiation sequence, you can take as many more practice exams as you wish. **After each practice, confirm that you can find your encrypted exam answer on your hard drive.** It would be a good idea for you to practice using the software until you are completely comfortable with it. As mentioned above, the first practice session with the software will be timed out after 10 minutes on a PC laptop, but there may be no time limit for the initiation session on a Mac. After you run the software one time, it will be ready to use on a real exam.

Q: What else do I need to do before exam day?

(1) Bookmark the manual upload website on your internet browser—the address is: https://waynelaw.ebbexams.net/EBBMupload.aspx

(2) Sign and submit the Certification of EBB Training Completion form (emailed to you from lawrecords@wayne.edu) to obtain your yellow Laptop Exam Card. Bring this card to each exam that you plan to type.

(3) Save to your desk top and printout these FAQ's and bring them with you.

(4) Make sure your exam shows up in the drop down box 24 hours prior to the exam, but DO NOT open it or it will no longer be available to you at the exam!

(5) Charge up your battery—in the unlikely event of a power outage, you would have to rely on your laptop's battery.

PROCEDURES ON EXAM DAY

Q: What do I need to do on the day of the exam?

A: Plan on arriving in the exam room at least 15 minutes before the exam is scheduled to start. Plug your laptop in and boot up, then connect to the internet. Make sure your yellow laptop exam card is displayed where the proctor can see it (you may wish to tape it to the back of your laptop.)

MAKE SURE YOU CONNECT TO **WSU-SECURE**, NOT WSU-PUBLIC wifi. WSU-Public disconnects after a few minutes, which can cause issues with your exam showing up in the drop down box.

All users: It is recommended to turn off Windows automatic updates and any anti-virus software.

Windows Users: disable/turn off Automatic Updates.

XP users:
Click on the Start button;
Select the Settings menu;
Choose Control Panel from the Settings menu;
Click on the Automatic Updates icon in the Control Panel menu;
Choose the "off" option on the Automatic Updates menu
Then click "apply" and "OK".

Vista/Windows 7/8/10 users:
Click on the Start button;
Click on the Control Panel;
Click on the "Control Panel Home" at left side in the Control Panel Windows;
Click on the Security;
Click to the "Turn automatic updating on or off" below Windows Update Icon;
Choose "Never check for updates" and then click "OK".
Choose the "off" option on the Automatic Updates menu, and then click "apply" and "OK.
Turn off any antivirus program prior to the start of your exam. If you are using Kaspersky Antivirus (Web portion only) be sure to turn it off.

Q: What do I do before the exam starts?

A: Try to log onto WSU's wireless network. **Log in to WSU Secure, NOT WSU Public, as WSU Public tends to disconnect which may cause difficulty accessing the exam in EBB.** Once you have logged on, you should confirm that you are online by getting onto the internet. If you can't get online, don't worry. Your exam will still get to the server via the manual upload procedure (see below) even if you can never get online on campus.

After getting online (or trying to get online), start the EBB program using the icon on your desktop. You will be prompted to enter your exam number. PLEASE BE SURE THAT YOU ENTER THE CORRECT EXAM NUMBER. If you have any question on what your exam number is, ask the proctor.

After entering and verifying the correct exam number, use the dropdown menu to choose the correct course number and section, this should automatically fill in the professor's name and the course name.

Lastly, enter the number of questions on the exam (the proctor will give you that information). When the proctor tells you to begin the exam, you must click on the button for starting the exam, confirm the number of exam questions, and start writing your answer.

Q: What should I do if my exam does not show in the drop-down box once I am at the exam?

A: Hopefully you verified 24 hours before that the exam was showing here, but if it does not show up for some reason, click "ADD" then manually type in the course name, accept, then the course name will show in the drop down when you click it. You will still have to manually fill in the other fields. The course information will be printed on the board. If this does not work, you will have to hand-write the exam. In either case, after the exam ends, you should email **rhollancid@wayne.edu** to schedule a time to troubleshoot with your laptop so that you can type on future exams.

Q: What happens when I'm finished with the exam?

A: When you have finished entering your answer, click on "Finish Exam." You will be asked to confirm that you really are finished with the exam. Once you confirm that you are finished with the exam, you cannot return to your answer. After you exit the EBB program, you will transmit your answer to the Law School in two independent (and redundant) ways:

(1) Automatic Wireless Upload. After you confirm that you wish to exit, EBB will automatically attempt to send your answer to the Law School's server through the wireless network. After a few seconds, you will see a green screen confirming that your answer has been sent or a yellow screen informing you that it has not been sent.

(2) A Yellow screen means you MUST do a manual upload from the Hard Drive. After you see the green or yellow screen, please close your laptop, gather your things, and leave the exam room. If the screen was yellow, you must upload your answers to the website immediately upon leaving the exam room but not later than 2 hours after the end of the exam. If you require technical assistance uploading and have completed an evening exam, you will have until 10:30 a.m. the following morning to complete the upload, to allow time for staff to assist you during business hours.

Please be sure to leave the classroom in case there is another exam scheduled right after yours. As soon as you leave, go somewhere in the Law School or anywhere else with a wireless connection, and go to the website:
https://waynelaw.ebbexams.net/EBBMupload.aspx

Once in the website, click on "Choose File" and follow the instructions on the web page to find the exam you just completed located on your hard drive and upload it.

XP: Browse to My Document\ Exams\2022-23. The My Document can be found by clicking Start Button.
Vista: Browse to Document\Exams\2022-23. The Document can be found by clicking Start Button.
Windows 7/8/10: Browse to Library\Document\Exams\2022-23. The Document can be found by clicking Star Button.
MAC: Browse to Document\Exams\EBB_Exams\2022-23. The My Document can be found
by clicking HD icon.

Select the exam file which you wish to upload (exam files can be identified by EXAM-ID--

CourseID-DATE) with .enc and click Open or OK.
Once the file name is in the textbox, click Submit.

Q: What happens if the Law School's wireless connection goes down during the exam?

A: Just go ahead and continue taking the exam, and your answer will be saved to your hard drive. At the end of the exam, you will see a yellow screen informing you that your answer was not saved to the wireless network.

Similarly, if the wireless network is down at the end of the exam or if you are not connected to the internet for any reason at the end of the exam, you will see the yellow screen informing you that your exam was not saved to the network. Once again, your exam answer will be saved to your hard drive.

If the Law School's wireless network is still down shortly after you have finished the exam, you will not, of course, be able to manually upload your exam shortly after leaving the exam room. Please go anywhere (internet café, library, your home, etc.) where you can get an internet connection. Go to the Law School's upload website, https://waynelaw.ebbexams.net/EBBMupload.aspx, and follow the instructions on the page to find and upload your exam file.

WORST-CASE SCENARIOS

Q: What happens if my laptop computer crashes while I'm taking the exam or I can't get in to EBB at all at the exam?

A: Close your laptop and switch immediately to writing your exam by hand in a bluebook. If you had already started typing your answer, make sure you note on the cover, your exam number, and the fact that the blue book is in addition to your laptop answers.

Do not waste time trying to repair your laptop. Whatever you typed up to the time of the crash will be saved in two places: on the network (updated every 7 to 8 minutes), and on your hard drive (updated every minute).

Since the file on your hard drive will likely be the most updated, email rhollancid@wayne.edu to schedule a time to take your laptop in to IT for exam recovery. The typed portion will be combined with your bluebook and given to the professor for grading.

Q: Will the electrical outlets go out during the exam?

A: It is highly unlikely that a fuse will blow from too many laptops being plugged in during the exam since only every other seat will be occupied and not all students will be using laptops. Nevertheless, make sure your battery is fully charged before the exam. Many laptops also allow you to conserve your battery by operating in a power saver mode.

MISCELLANEOUS QUESTIONS

Q: Should I type the exam double-spaced?

A: No. When the exams are printed out they will automatically be double-spaced.

Q: What if I want to draw a diagram as part of my exam answer? Can I draw it in a regular blue book and submit it along with the Electronic Bluebook file?

A: Yes. If you do this, note in the typed exam that you are also submitting a diagram in a blue book and make sure you place your exam number on the cover of the blue book.

Q: Is it okay to use scratch paper during the exam?

A: Yes. You will be provided scratch paper.

Q: Will students taking the exam on a laptop computer be seated in a separate room from those writing in bluebooks?

A: No. If you are sensitive to noise, we suggest you bring earplugs. Earplugs are not provided by the Law School.

Q: What's to stop someone from cheating by changing the answer on their hard drive after the exam or typing their entire answer after the exam has already been given?

A: The exam files that will be saved on your hard drive are encrypted, so you will not be able to modify the answers after the exam.

Q: How long after the exam should I keep my answer file on my hard drive?

A: You should keep the answer file until your grade is posted; that way, if there are any questions as to what you actually typed, your answer can be retrieved.

Q: EBB is asking me for number of multiple choice questions. What number do I put and do I enter my multiple choice questions in EBB?

A: If you are asked to enter a number for multiple choice, always put 0. Multiple choice questions are answered on a scantron, if provided, or on the exam packet, per the professor's instructions.

Q: EBB auto-populated a number into the number of exam questions box and it is not the correct number.

A: If EBB auto-populates an incorrect number of exam questions, manually change it to the correct number or add tabs within the typing screen. Unused tabs won't cause any issues with your answer.

Q: My course number isn't showing in the drop-down box.

A: First, make sure you are connected to the internet AND that you have typed your username as accessid@wayne.edu, including both the 2 letter, 4-digit number AND the @wayne.edu. Make sure you are typing your 9 digit Banner ID as the password. If you still can't get it to load, click on Add and manually type in the course number, then click accept. It should now be in your Course Name drop-down box to select. You may have to manually fill in the course name and professor's name. If that doesn't work you will have to hand-write the exam in provided blue books.