

## **Fall 2022 Take Home Exam Instructions (EBB Online Portal)**

Updated 11/02/2022

All “take-home” exams for Fall 2022 will be administered using the EBB Online Portal. **These instructions do NOT apply to in-person laptop exams.** If you require an accommodation for a hard copy take-home exam, please contact Brandi Welch, [BrandiWelch@wayne.edu](mailto:BrandiWelch@wayne.edu) (JD students) or Nikki Taylor-Vargo, [nikkitv@wayne.edu](mailto:nikkiv@wayne.edu) (LL.M. students) to submit a variance exam request. Please note that approved accommodations for a hard copy take-home exam may be scheduled for pick-up and submission during regular business hours only.

### **Username and Password for EBB Online Portal:**

Your username is your [AccessID@wayne.edu](mailto:AccessID@wayne.edu) (for example, [az1234@wayne.edu](mailto:az1234@wayne.edu)). Make sure you include @**wayne.edu** when typing your user name.

Your password is your Banner ID number, **including** any 0s preceding the first positive integer in your ID number. For example, if your Banner ID is 00123456, your password would be 00123456. Your Banner ID number can be found on your Wayne OneCard (student ID card).

To log in to the EBB Online Portal, go to <https://waynelaw.ebbexams.net/EBBlogin.aspx>.

### **Obtaining your Exam Number(s):**

The EBB Online Portal has automatically assigned you exam number(s) for your take-home exam(s). Your exam number for each take-home exam you are taking will be listed by each course name under the “**Anonymous Numbers**” heading when you log in.

Please **log in to the EBB Online Portal 1-2 business days BEFORE the date you plan to take your exam** to verify that all of your courses with take-homes are listed and have exam numbers assigned. If any courses or take-home exam numbers are missing, e-mail [lawrecords@wayne.edu](mailto:lawrecords@wayne.edu) (cc: [rhollancid@wayne.edu](mailto:rhollancid@wayne.edu)) immediately.

### **Accessing and Downloading an Exam:**

To access an exam, go to <https://waynelaw.ebbexams.net/EBBlogin.aspx>, and log in using your username and password. You should see a screen that looks like this:

Wayne State Law School

Electronic Bluebook Student Portal Main Page

No notifications

In Class Software Download  
 PC Electronic Bluebook  
 Mac Electronic Bluebook  
 School Code: wayne

**Take Home Exams**

LEX\_9999.1 - Test 1 Final exam  
 Release: 02/08/2021 10:28 AM EST  
 Due:02/09/2021 10:28 AM EST Or 1:30 hours from checkout, whichever comes first.

**Anonymous Numbers**

TestCourseA (Test 1): 29266

**Courses**

Course	Number	Section	Professor
TestCourseA	LEX_9999	1	Love
TestCourseB	LEX_9998	1	Love

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About EBB Portal

Type here to search

10:32 AM 2/8/2021

1. Any course in which you are enrolled AND for which you have a take-home exam SHOULD appear under the “**Courses**” heading (courses with in-person exams may show here as well, but you must specifically check that your courses with take-homes are listed.) If it does not, e-mail [lawrecords@wayne.edu](mailto:lawrecords@wayne.edu) (cc: [rhollancid@wayne.edu](mailto:rhollancid@wayne.edu)) immediately. **Log in at least 1-2 business days BEFORE the date you plan to take your exam to confirm that all of your courses for which you have a take-home exam are showing under the “Courses” heading.**

2. Your **exam number for each course with a take-home exam SHOULD appear** under the “**Anonymous Numbers**” heading. If it does not, e-mail [lawrecords@wayne.edu](mailto:lawrecords@wayne.edu) (cc: [rhollancid@wayne.edu](mailto:rhollancid@wayne.edu)) immediately.(If in-person courses are also listed, those will not have an exam number listed, as those are provided to you in the classroom at the time of the exam.)

3. Each of your **take-home exams SHOULD appear** (with the course name and link) under the “**Take Home Exams**” heading. **The link for each exam will NOT be active until the start of the exam period, or until the start time for the exam** if your professor has specified a specific date and time for your exam to become available. If you log in prior to the start of the exam period and do not see an exam, it is likely because we have not uploaded the exam yet. If you log in after the start of the exam period and you do not see a link for a take-home exam by 1-2 days prior to the exam start date, e-mail [lawrecords@wayne.edu](mailto:lawrecords@wayne.edu) (cc: [rhollancid@wayne.edu](mailto:rhollancid@wayne.edu)) immediately.

Once an exam link is active, you may click on the link for more information about the exam. Clicking on the link for a specific exam will take you to a screen with the detailed time limits for that exam. You should see a screen that looks like this:

The screenshot shows a web browser window with the URL `waynelaw.ebbexams.net/student/exams.aspx?id=132`. The page title is "Student Exam Page". At the top, it displays "TestCourseA LEX\_9999.1 Love" and the date/time "Monday, February 8th 2021, 10:35 AM EST".

The main content area is divided into two columns. The left column is titled "Exam: Test 1 Final exam" and contains the following information:

- Exam Available: 02/08/2021 10:28 AM EST
- Exam Due Date: 02/09/2021 10:28 AM EST
- Time From Checkout: 1 hours and 30 minutes

Below this information, a note states: "When an exam file is downloaded the due date will adjust to reflect your due date." A table follows with the following structure:

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

Below the table, a note states: "Only one file will be submitted; however, you can continue to submit until your due date. Only your final submission will be considered." There is a "Choose file to upload" field with a "Browse" button and a "Submit Exam" button.

The right column is titled "Exam Notes" and contains "No notes". Below it is the "Instructions" section with the text: "1. Take home instructions".

A red arrow points to the "Download" button in the "Exam Files" table.

At the bottom of the browser window, the taskbar shows the Windows logo, a search bar, and various application icons. The system tray shows the time "10:35 AM 2/8/2021".

The time and date by “**Exam Available**” will be listed as specified by your professor. Note that any take-home exam that is not assigned to a specific date by your professor will be available as of 8:30 a.m. on the start of the exam period and must be completed by 5:00 p.m. on the last day of the exam period.

The time and date by “**Exam Due Date**” will be the final due date/time specified by your professor, **until you download the exam and start the time clock running for the exam**. Once you download the exam, the “**Exam Due Date**” will update to the time and date the exam answers are due based on how long your professor has specified for you to take the exam. For example, if your professor has specified 12 hours for you to complete your exam, and if you download the exam at 10 a.m. on April 30, 2021, the “**Exam Due Date**” will update following your download to show that the exam answers are due “**04-30-2021 10:00 PM**”.

The “**Time From Checkout**” will show **ONLY** for exams that have time limits shorter than the entire exam period (for example, 3 hours or 24 hours or 72 hours, etc.)

After you click on the Download button the “**File checked out**” will replace the text that states “when an exam file is downloaded the due date will adjust to show your due date” and show the time you initially downloaded the exam.

When you are ready to begin your exam, you will click on the “**Download**” button (see where the red arrow is pointing on the screenshot above).

**IMPORTANT: DO NOT CLICK ON THE “DOWNLOAD” BUTTON UNTIL YOU ARE READY TO START THE EXAM!!!**

When you click on the “**Download**” button, your exam time clock will start. **The clock CANNOT be paused or reset once you click “Download” and start the exam.**

Once you click on the “**Download**” button, your clock will start, a pop up box will appear, and you can open and download the exam. **You should save a copy of the exam onto your computer and/or print out a copy**, but you can download the exam question multiple times prior to the exam deadline if needed. **Downloading the exam again at a later time will NOT extend your time clock.**

To confirm (or check) when your exam is due AFTER you have clicked on the “Download” button and started your exam time clock, look on your home page under “Take Home Exams” or on the page for the particular exam (the page you reach FROM the home page when you click on the link for the specific exam).

### Formatting your Exam Answer:

**After you download the exam, you should format your answer document and save it with the correct formatting BEFORE you begin typing your answer, so that you do not forget to include any of the 4 formatting requirements listed below on your final submission.**

In addition to any specific formatting instructions for an exam from your professor, you **MUST** do the following:

1. To preserve your anonymity, you **must** remove identifying properties from your document and save it with these removed before uploading the file. If you do not, your professor will be able to view your name in association with your exam file. This applies to various types of files, not just Microsoft Word documents. If you need assistance with removing identifying properties from a Word document or another type of file, please contact [helpdesk@wayne.edu](mailto:helpdesk@wayne.edu) and cc [rhollancid@wayne.edu](mailto:rhollancid@wayne.edu). We recommend trying these steps out by saving a test document a few days prior to your exam and removing identifying properties from that document. If you have any questions, you should address them with Law IT BEFORE you are on the clock!

### To remove identifying properties from a Microsoft Word file, please follow these steps before submitting:

#### **Microsoft Word 2010, 2013, 2016 (WINDOWS):**

- Go to “File”
- Select “Info”
- Click on “Check for Issues”
- Click on “Inspect Document”
- In the “Document Inspector” dialog box, select the check boxes to choose the types of hidden content that you want to be inspected (document properties and personal information).
- Click “Remove All”
- Click “Close”
- Save the document

You can confirm that identifying properties have been removed by right-clicking on the file name, choosing “Properties” and then “Details”. If you have NOT removed identifying properties, your name will be listed as the author of the document.

#### **Microsoft Word (MACS):**

For the latest version of Word (2015/2016):

- Go to the Review tab
- Click the Protect Document tool

- Click “Remove personal information from this file on save”

For older versions:

- Go to Preferences
- Click on Security
- Select “Remove personally identifiable information from the file on save” and “Warn before printing, saving or sending a document that contains tracked changes or comments”.
- or
- It may work to simply set Word 2008 on the Mac to “Remove personal information from this file on save” under Preferences in the Word menu, Personal Settings, Security, Privacy options. If you only wish to enforce the security measure on a final save, it may be sufficient to select the “Warn before printing, saving, or sending a file that contains tracked changes or comments” check box.

2. **Save your exam answer** with your **exam number** as the file name.

3. For **each exam answer, create a header and list the following at the top of EACH PAGE:**

- Course name (for example, Property)
- Section number if applicable (001 or 002)
- Professor’s name
- **Your exam number**

4. Include **page numbers on each page** of your exam answer.

**DO NOT PUT YOUR NAME anywhere on your exam answer.**

Please do not use colored fonts, colored highlights or colored diagrams. Your professor will see only black and white answers if they print the exams (many print the answers to grade.)

**IF YOU HAVE ANY QUESTIONS, DO NOT CONTACT YOUR PROFESSOR.** E-mail [lawrecords@wayne.edu](mailto:lawrecords@wayne.edu) (cc: [rhollancid@wayne.edu](mailto:rhollancid@wayne.edu)).

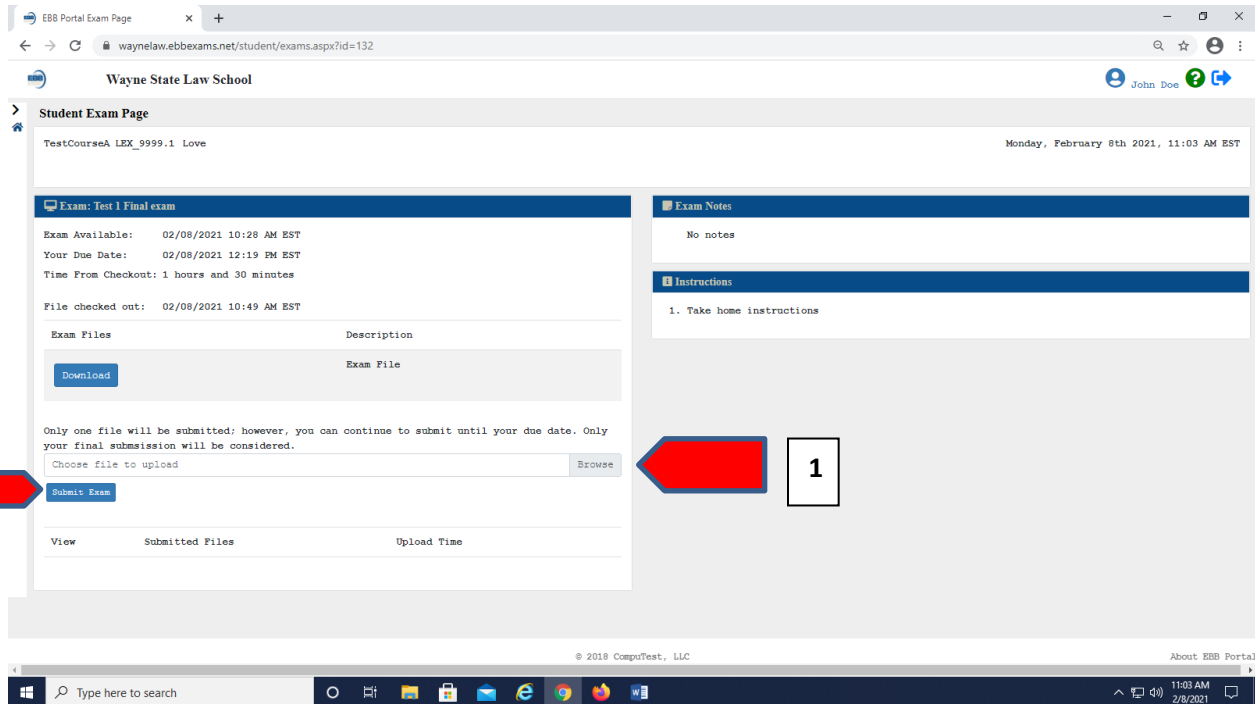
**Uploading Your Exam Answer:**

For exams of 12 hours or longer, plan to upload your exam answer **at least 30 minutes before the time they are due**. That gives you time to deal with any technical difficulties. For exams of 6 hours or less, plan to upload no later than 5 minutes prior to the end of the exam time.

Note that your exam answer must be uploaded as one single file, not multiple files, UNLESS you have been given explicit instructions otherwise by the Records and Registration Office. You can submit replacement files before the submission deadline. If you submit multiple files then the last file uploaded will replace previously uploaded files and will be the one that is received by your professor.

To upload your exam answer:

**First review that you have included all 4 of the formatting requirements listed in this document above.** Then log in to <https://waynelaw.ebbexams.net/EBBlogon.aspx> with your Banner ID and password. Click on the course title in the “**Take Home Exams**”. You should see a screen that looks like this:



1. Click on the “**Browse**” button. Select the exam answer file from your computer. Remember: **Save your exam file using the exam number as the file name and make sure you have followed the steps to remove identifying properties from your exam file before you upload it.**

2. Click on the “**Submit Exam**” button. Once you submit your answer, you will be see a header labeled “**View**” under which you will be able to see the answer you uploaded. The name of the file you uploaded will be listed next to the time and date you uploaded the answer. You may upload a different file, if necessary, up until the exam clock runs out. You may also view your submitted document until the clock runs out. Note that the clock cuts off at 0 seconds, so that if an exam is due at 1:30 p.m., at 1:30:01, the clock will cut off and you won’t be able to make additional submissions.

**If you are uploading an exam answer after the allotted time has expired**, you will be able to do so as long as you haven’t yet submitted a previous version of your answer, but your exam will be marked late. Make sure that you select the correct file when you browse before you hit “Submit Exam”. You will NOT be able to upload a second time if you upload the exam after due date/time.

If you have **any problems uploading your exam answer** through the EBB Online Portal, send an **e-mail from your WAYNE e-mail account to [lawrecords@wayne.edu](mailto:lawrecords@wayne.edu)** (cc: [rhollancid@wayne.edu](mailto:rhollancid@wayne.edu)) **BEFORE the deadline** for your answer to be uploaded. Explain in the e-mail the problem you are having. **You MUST attach a copy of your exam answer to your e-mail to [lawrecords@wayne.edu](mailto:lawrecords@wayne.edu).**

**IF ANYTHING GOES WRONG, DO NOT CONTACT YOUR PROFESSOR.** E-mail [lawrecords@wayne.edu](mailto:lawrecords@wayne.edu) (cc: [rhollancid@wayne.edu](mailto:rhollancid@wayne.edu)).