

EBB Online Portal Take Home Exam Instructions

Updated 10/26/2018

Username and Password:

Your username is your accessID@wayne.edu, i.e. az1234@wayne.edu.

Your password is your Banner I.D. number **including** any 0's preceding the first positive integer in your ID number, i.e. if your Banner ID is 000123456 your password would be 000123456.

Obtaining your Exam Number:

If you plan to utilize the EBB option for a take-home exam, **you MUST obtain your exam number prior to beginning the exam.** To obtain your exam number you may come to the Records and Registration Office during business hours, M-F 8:30 a.m.-5:00 p.m., any time beginning the first day of the review and reading period and throughout the exam period (you will not be able to start the exam, however, until the first day of the exam period.)

If you are an evening student with outside obligations that prevent you from coming to the Records Office during business hours, please contact us at lawrecords@wayne.edu and we will make alternate arrangements for you to obtain your exam number.

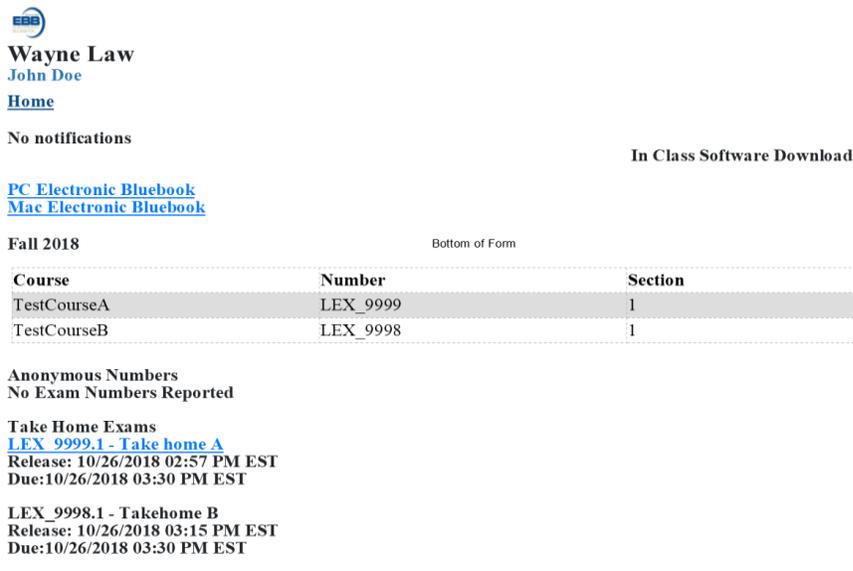
Accessing the Exam:

To access the exam, go to:

<https://waynelaw.ebbexams.net/EBBlogon.aspx>

and log in using your username and password.

Any course that you are enrolled in that is offering a take-home exam should appear under the “**Course**” heading. If it does not, please contact lawrecords@wayne.edu right away. **You should log in during the review and reading period to confirm that all of your courses with take-homes are showing under the “Course” heading.**



The screenshot displays the EBB Online Portal interface. At the top left is the EBB logo. Below it, the user's name 'Wayne Law' and 'John Doe' are shown, along with a 'Home' link. A notification area indicates 'No notifications'. On the right, there is a link for 'In Class Software Download'. Below these are links for 'PC Electronic Bluebook' and 'Mac Electronic Bluebook'. A section for 'Fall 2018' contains a table of courses. The table has three columns: 'Course', 'Number', and 'Section'. It lists two courses: 'TestCourseA' with number 'LEX_9999' and section '1', and 'TestCourseB' with number 'LEX_9998' and section '1'. Below the table, there are sections for 'Anonymous Numbers' (No Exam Numbers Reported) and 'Take Home Exams' with details for 'LEX_9999.1 - Take home A' and 'LEX_9998.1 - Takehome B', including release and due dates.

Course	Number	Section
TestCourseA	LEX_9999	1
TestCourseB	LEX_9998	1

Under the “**Take Home Exams**” heading you should see a link for the final exam(s) for the course(s). The link will not be active until the start of the exam period, or until the start time for the exam if the instructor specifies a start time other than 8:30 a.m. on the first day of the exam period. (If you log in prior to the start of the exam period and do not see an exam here, it is likely because we have not uploaded the exam yet. If you log in after the start of the exam period and there is no link here, email lawrecords@wayne.edu right away for assistance.)

Once the link is active, you may click on the link for the exam. This will take you to a screen with the specific time restraints for the exam, i.e.

Exam Available: 12-08-2016 08:30 AM (this will always be 8:30 a.m. on the first day of the exam period unless specified otherwise by your instructor)

Your Due Date: 12-21-2016 05:00 PM (This will show as 5:00 p.m. on the last day of the exam period until you check out the exam. After you check out the exam, this will update to the time that exam is due based on the specific amount of time allowed for that exam)

Time From Checkout: 72 hours (This line will only show for exams with specific time constraints shorter than the entire exam period, such as 24 hours, 72 hours, etc.)

File Checked out: This will show the time you first checked the exam out.

Below this will be a **Download** button.

Do NOT click on the “**Download**” button until you are ready for your exam clock to start! **The clock can not be paused or reset once you start the exam.**

Once you click on the “Download File” button, your clock will start, a pop up box will appear and you can open the exam. You should save a copy of the exam onto your computer 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 review when your exam is due once you have checked it out, you can look on the page where you checked out the exam under “Your Due Date” and will show the due date and time. The due date should also show up on the home page under “Take Home Exams.” It is strongly recommended that you allow a window of at least 30 minutes prior to the final deadline to upload your exam answer in case of any technical difficulties.

In case of any issues with uploading your exam answer to EBB, you are to send an email from your WAYNE email account to lawrecords@wayne.edu PRIOR to your exam submission deadline stating that you had difficulty with your upload. You MUST attach a copy of your exam answer to this email. Under NO CIRCUMSTANCES SHOULD YOU CONTACT YOUR PROFESSOR regarding any difficulties or requesting extensions. You will be required to submit a hard copy of your exam answer within 24 business hours of the exam due date and this will be compared to the emailed copy to ensure no changes were made after the submission deadline.

Formatting your EBB Exam Answer:

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

- 1) You must save your exam answer with your exam number as the file name.
- 2) On your exam answer, please list the course name, section (if applicable), instructor name and your exam number at the top of **each page** of the exam.

3) You MUST include page numbers on your exam. DO NOT PUT YOUR NAME anywhere on your exam answer.

Uploading your exam answer:

To upload your exam answer, log in to:

<https://waynelaw.ebbexams.net/EBBlogon.aspx>

with your user name and password, click on the final exam title in the “Take Home Exams” box, click on the “Browse” button and select the exam file from your computer (should be saved with exam number as the name), then click the “Submit Exam” button. A link will appear “Click to View Your Exam,” You can click on this to view the name of the file you uploaded and confirm that you uploaded the correct file (you will not be able to open the file, just view the file name.) You may upload a different file or upload a newer version of a file, if necessary, up until the exam clock runs out.

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” as you will NOT be able to upload a second time if you upload the exam after due date/time.

FAQ’s

Q. Can I use my computer for other tasks/in-class exams while I am taking a take-home exam?

A. Yes! You are accessing an online portal to download the exam questions file, not utilizing the EBB software, so nothing will be blocked and you can continue to use your laptop/desktop for other tasks.

Q. What must I do prior to the exam period if I wish to utilize the EBB online portal for a take-home exam?

A.

- 1) Obtain an exam number per the instructions above.
- 2) Log in and view “Courses” to make sure any courses you have with take-homes are visible 1-2 days prior to the start of the exam

Q. When I log in, my take home exam is not visible. What should I do?

A. Contact the Records Office at lawrecords@wayne.edu. Include your name, access ID and the name of the course in your email.

Q. I am having trouble downloading the exam, who should I contact?

A. Contact the Law School IT Department at lawit@wayne.edu or (313) 577-3950 for technical assistance. If you are concerned about downloading the exam in time for a deadline, contact lawrecords@wayne.edu or call the Records Office at (313) 577-3979 during business hours. It is your responsibility to either download the exam or pick it up in person in time to submit it by the final deadline. Extensions will not be granted due to technical difficulties accessing the exam online.

Q. I am having difficulty uploading my exam answer, what should I do?

A. Email a copy of your exam answer to lawrecords@wayne.edu from your Wayne email account, explaining you had an issue with uploading your answer in EBB. You must submit an **identical** hard copy within 24 business hours to the Records Office. Contact the Law School IT department at lawit@wayne.edu or (313) 577-3950 for assistance with resolving the issue you encountered.

Q. I missed the deadline to upload my answer, can I upload it late?

A. You can still upload an exam answer after the due date/time, but it will be marked late and the time and date it was submitted will be noted to the instructor. However, **you will NOT be able to upload a late exam after midnight on the last day of the exam period.** If you have serious extenuating circumstances arise after you have already downloaded the exam, you should contact Felicia Thomas in the Student Affairs Office **prior** to the exam deadline to discuss your situation. **You should NOT contact your professor directly about your exam or any exam issues.**

Q. I clicked the “Download” button but didn’t intend to start the exam yet, is there any way to reset the clock?

A. Once you download the exam, the clock **cannot** be reset and your exam will be due at the time and date indicated on the screen, so be very careful not to check out the exam until you are ready for your clock to start.

Q. What is the earliest date my exam will be available to check out? What is the latest date I can complete it?

A. Take-home exams will become available at 8:30 a.m. on the first day of the exam period and must be completed by 5:00 p.m. on the last day of the exam period, unless otherwise specified by your professor. After 5:00 p.m. on the last day of the exam period, exams will no longer be accessible for check out or uploading answers.

Q. I just checked out a 24 hour exam but the exam period ends in 12 hours. Is my exam due in 12 hours or 24 hours?

A. It will be due in 12 hours. All take-home exam answers **MUST** be submitted by no later than 5:00 p.m. on the last day of the exam period. After 5:00 p.m. on the last day of the exam period, exams will no longer be accessible in the EBB system so you will not be able to upload a late exam answer after the end of the exam period.

Q. Can I pick up the exam in person but upload my exam answer electronically?

A. No, if you wish to submit electronically you must check out the exam electronically.

Q. Can I check out the exam electronically but submit a hard copy in person?

A. Only in cases where you encountered technical difficulty that prevented you from uploading the exam answer. In those cases you must email the exam answer to lawrecords@wayne.edu from your Wayne email account and provide a hard copy to the Records Office within 24 hours.