



User Guide ver. 4

## **Introduction**

Electronic Bluebook is a program designed to allow students the use of their personal laptop computer when taking exams.

The Electronic Bluebook (EBB) program gives the student the ability to answer multiple essay and/or multiple choice questions. Each essay answer and any multiple choice sections are given their own unique space, defined by tabs, in order to allow the student the ability to work on each section independently.

The EBB program also ensures that the student's answers are saved to both the laptop and to a secure server. The program saves the answer file to the user's laptop every 30 seconds, to protect against loss of data in the event of a computer malfunction. When the exam is over, the EBB program automatically submits the completed answer file to a secure server and notifies the user that their answer has been submitted.

EBB also encrypts the answer files, to ensure that the files cannot be opened or altered in any way except by authorized school personnel for grading purposes.

## **Requirements**

In addition to the Exam Guidelines on the JMLS website, here are the requirements for using the exam software:

Electronic Bluebook will run on all versions of Microsoft Windows (Windows XP or Media Center Edition, Windows Vista or higher), and on Mac OS X 10.4 or higher.

It is required that the student's computer include a wireless network adapter in order to submit the answer file to the secure exam server at the completion of the exam. The student's computer should also include a USB port in case the answer file must be retrieved directly from the computer. Additionally, each student must be connected to John Marshall's wireless network (JMLS\_WiFi) in order for the software to connect to the exam server.

Each student is required to complete an activation exam before using the program to submit an exam answer.

Each student is required to have their blind grade number available to enter into the software. If you don't know your blind grade number, you must proceed to the registrar to retrieve your number.

Students are to make sure that if a security software and/or firewall is installed on their laptop that the firewall is either disabled or an exception is added in the firewall to allow the exam software access to the network. If you need assistance with this, please see IT.

## New Installation

A new installation is for those students of who fall into one of the following categories:

- New/transfer students using EBB for the 1<sup>st</sup> time
- Returning students who are using EBB for the 1<sup>st</sup> time on a new laptop

### Windows Operating Systems (XP, Vista, Windows 7)

Close any open or running programs. This is required to ensure that EBB is properly installed. Go to the location where the you downloaded the installer and double click on the "ElectronicBluebookSetup.exe" icon.



The EBB welcome screen will appear. Click Next.



The License Agreement window will be displayed.



Check the "I accept the license agreement" option, and click on the "Next" button.

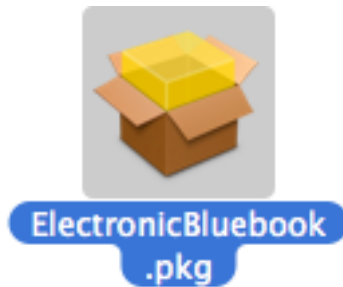
The setup program will then install Electronic Bluebook.

When the setup program is finished, click on the "Finish" button.



## Mac OS X

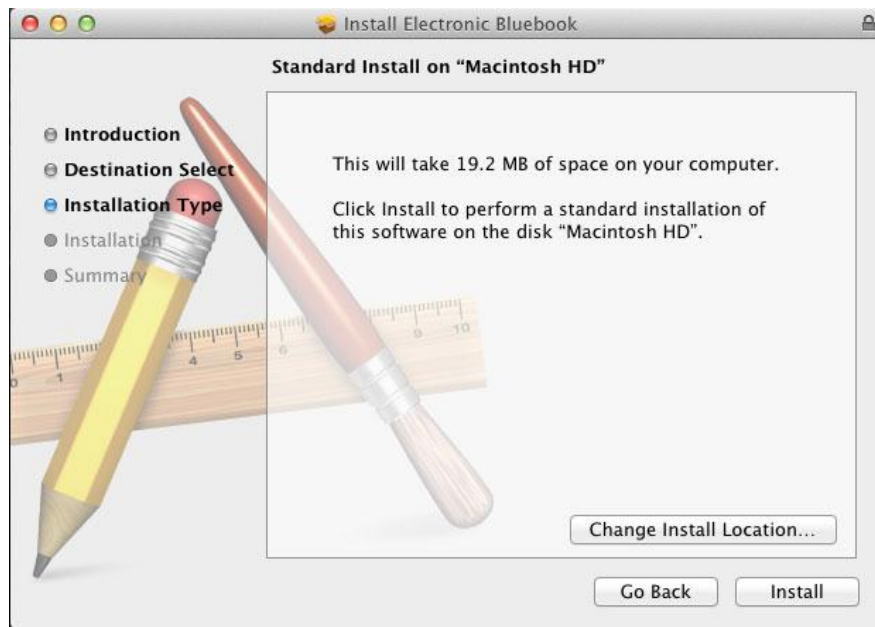
On a Mac, when one downloads a file/program, by default, the download usually goes to the 'Downloads' folder. Navigate to the 'Downloads' folder and double-click on the 'ElectronicBlueBook.zip'. After unzipping the file, you should see the Electronic Bluebook installer. Double-click the file to begin the installation process.



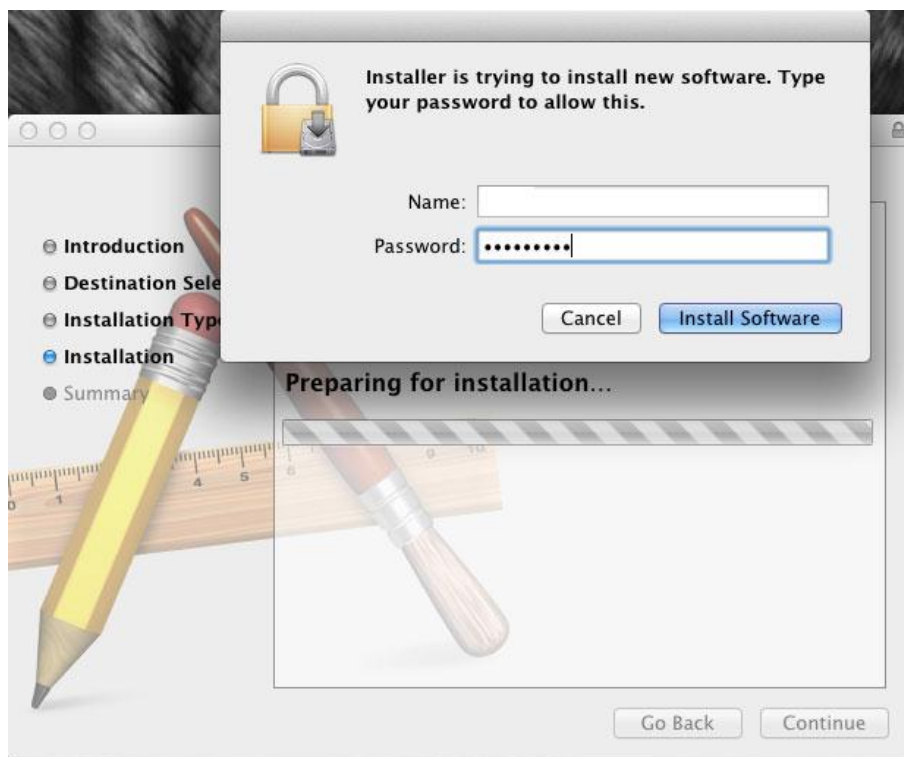
Click 'Continue' to proceed.



Click 'Install' to start the installation process.



Enter your Mac user's user name and password.



When the installer finishes, click 'Close' to complete the installation

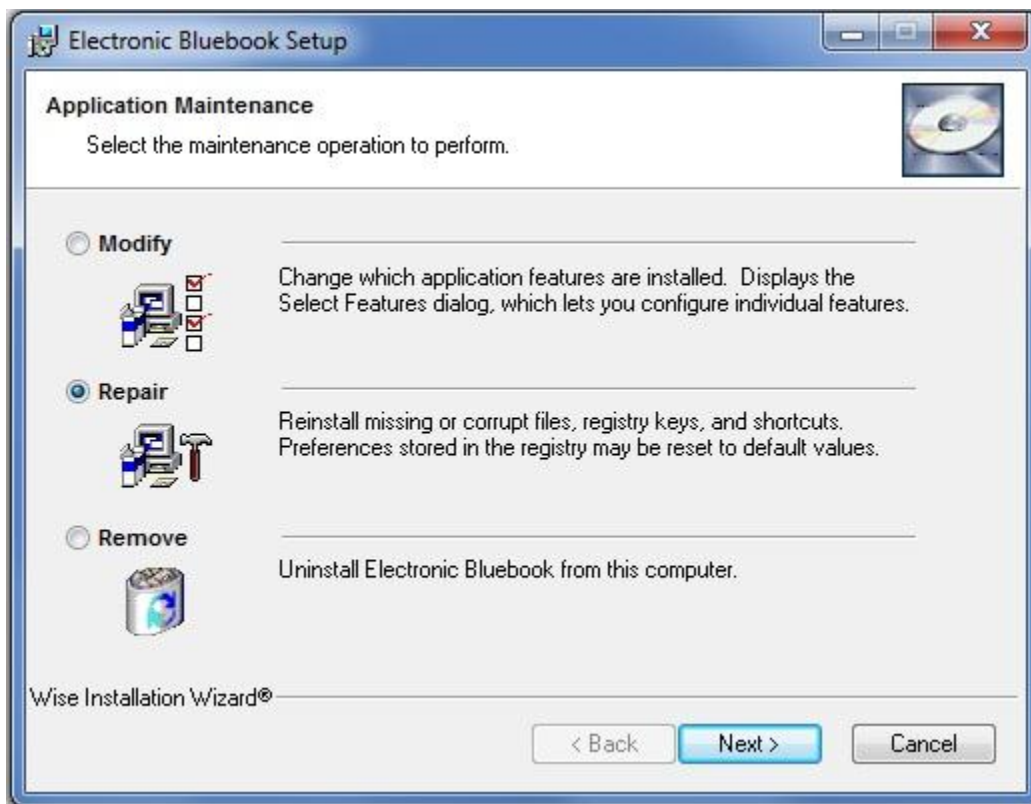
## Upgrade Installation

An upgrade installation is for returning students who have previously taken an exam a prior semester on the same laptop they are using this semester. Below are instructions on how to upgrade your version of EBB for this academic year.

### Windows Operating Systems (XP, Vista, Windows 7)

Primarily, go to your 'Downloads' folder and delete any old versions of the installer (ElectronicBluebookSetup.exe). This is to make sure that you don't attempt to install the old/expired version from previous semesters.

Close any open or running programs. This is required to ensure that EBB is properly installed. Go to the location where you downloaded the installer and double click on the ElectronicBluebookSetup.exe" icon. Depending on your version of Windows, you may see the welcome screen, if so click Next to upgrade. Others may see the following prompt, at which you select Repair. Click next to complete the upgrade.



Mac OS X

The Mac Installer automatically updates any previous versions of EBB



## Activating EBB

Before you can use EBB to take an exam, you must first activate the program. **This is mandatory. If you don't activate your copy of EBB prior to your exam, the software will shut down 10 minutes after an exam is started.**

Activation is accomplished by running the program and taking the ACTIVATION exam.

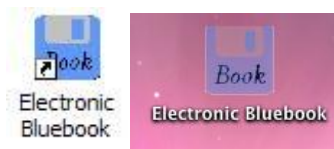
The Activation exam serves two purposes:

1. Verifies that EBB is working correctly on your computer
  2. Notifies the exam server that your computer has been validated for taking exams.
- The activation procedure is only needed after a new installation or upgrade of Electronic Bluebook. Once activated, it remains valid until the next version or update is installed.
  - If for any reason, you cannot successfully complete the Activation exam, you should hand write your exam answers until you have the problem resolved by the JMLS IT staff.
  - DO NOT attempt to take an exam with EBB without successfully activating the program! **Unactivated** copies of EBB will shutdown 10 minutes after an exam is started
  - If you have not previously activated EBB before taking an exam, you may choose to complete the activation before beginning your exam answer. However, you will not be granted any additional time for taking the exam.

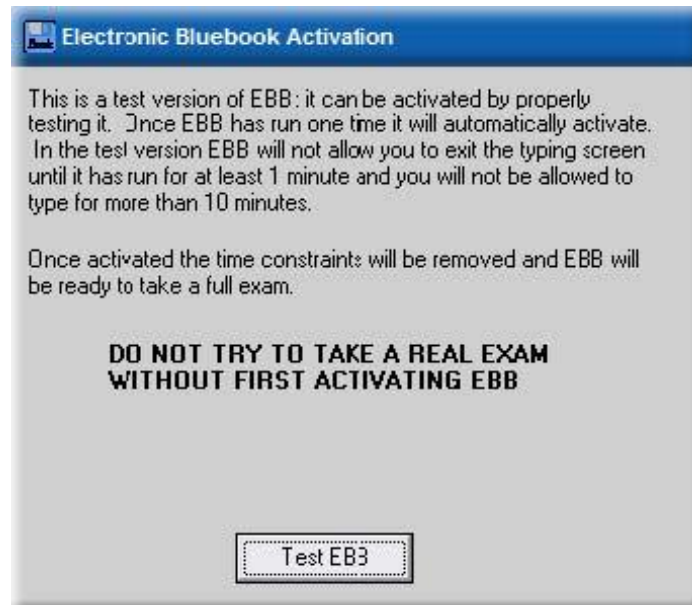
To Activate EBB:

Close any open or running programs. This is required to ensure that EBB is properly activated.

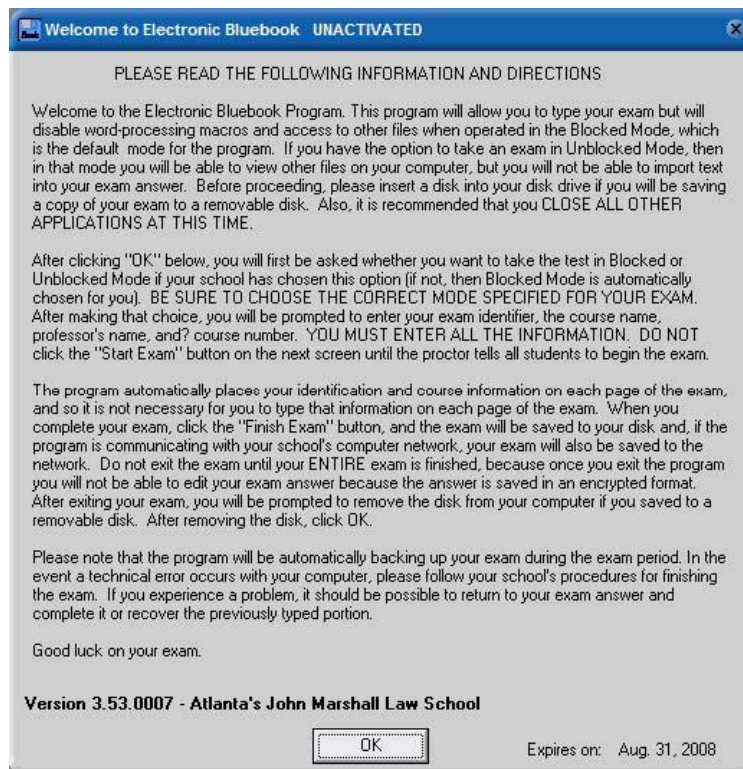
On your computer's desktop, double click on the "Electronic Bluebook" icon.



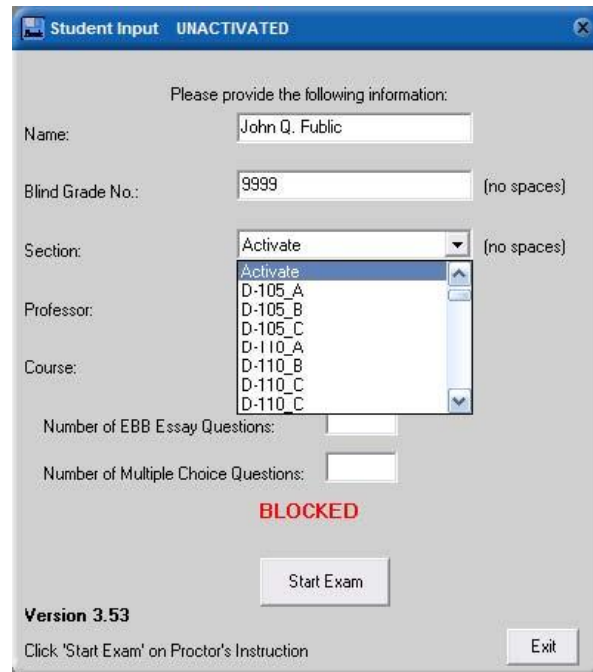
The EBB Activation Notice will be displayed. Click on the “Test EBB” button.



When the EBB Welcome window appears, click on the “OK” button.



When the “Student Input” widow is displayed, enter your name, your Blind ID number, and select the “Activate” exam in the Section drop down box.



The screenshot shows a window titled "Student Input UNACTIVATED". It contains the following fields and controls:

- Name:** Text box containing "John Q. Fublic".
- Blind Grade No.:** Text box containing "9999" with "(no spaces)" to its right.
- Section:** A dropdown menu currently showing "Activate" with "(no spaces)" to its right. The dropdown list is open, showing options: "Activate", "D-105\_A", "D-105\_B", "D-105\_C", "D-110\_A", "D-110\_B", "D-110\_C", and "D-110\_C".
- Professor:** Empty text box.
- Course:** Empty text box.
- Number of EBB Essay Questions:** Empty text box.
- Number of Multiple Choice Questions:** Empty text box.
- BLOCKED** (Red text)
- Start Exam** (Button)
- Version 3.53**
- Click 'Start Exam' on Proctor's Instruction**
- Exit** (Button)

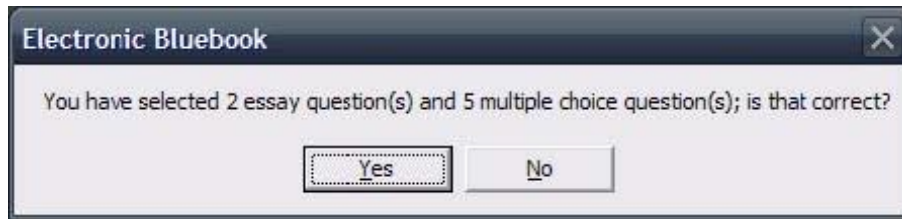
This should automatically fill in the rest of the input boxes.



The screenshot shows the same "Student Input UNACTIVATED" window, but with the following changes:

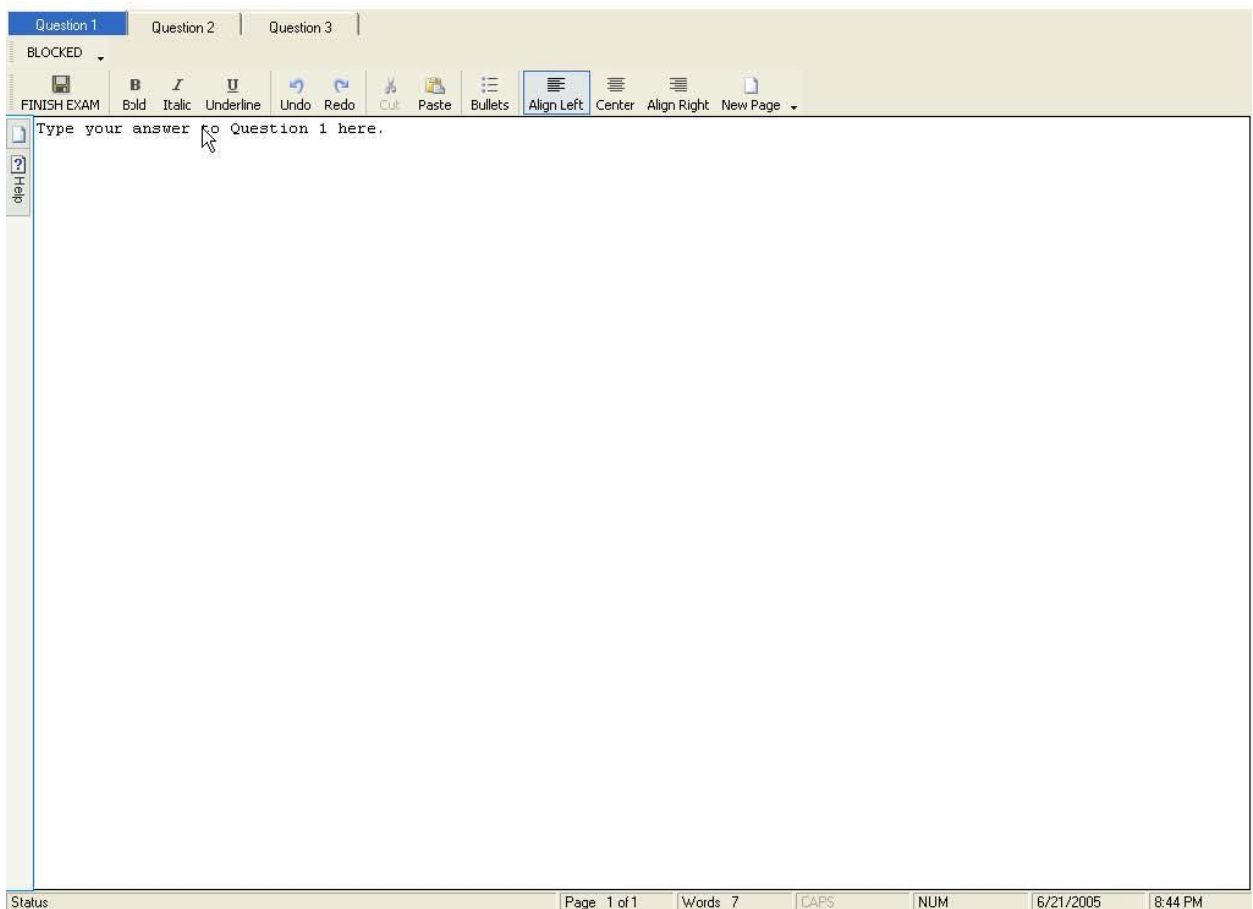
- Professor:** Text box now contains "JMLS".
- Course:** Text box now contains "Activator Exam".
- Number of EBB Essay Questions:** Text box now contains "2".
- Number of Multiple Choice Questions:** Text box now contains "5".
- BLOCKED** (Red text)
- Start Exam** (Button)
- Version 3.53**
- Click 'Start Exam' on Proctor's Instruction**
- Exit** (Button)

Click on the “Start Exam” button.



When prompted, verify that you have selected 2 essay questions and 5 multiple choice questions by clicking on the “Yes” button.

The Exam Answer window will open. You can take this opportunity to familiarize yourself with EBB and it’s features.



After at least 1 minute has passed as indicated by the timer on the bottom of the screen, you can click on the “FINISH EXAM” button near the top left of the screen.

Be certain that at least 1 minute has elapsed or EBB will not be activated.  
You will be prompted to verify that you want to end your exam. Click on the “YES, I am finished with my exam and ready to quit.” Button.

By exiting Electronic Bluebook you will not be able to change any portion of your typed exam. Only exit if you are COMPLETELY done with this portion of the exam.

YES, I am finished with my exam and ready to quit.	NO, I am not finished with my exam and wish to return to it.
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This will begin the encryption and upload processes.

Once your Activation exam has been saved to the server, you will see a green verification screen.



Click on the "OK" button. You should then receive verification that EBB has been activated. Click on the "OK" button.



Congratulations! Your copy of EBB has been activated. Once your Activation exam has been saved to the server, you will see a green verification screen. When you re-open EBB you will notice that the blue title bar at the top indicates that the software is activated.

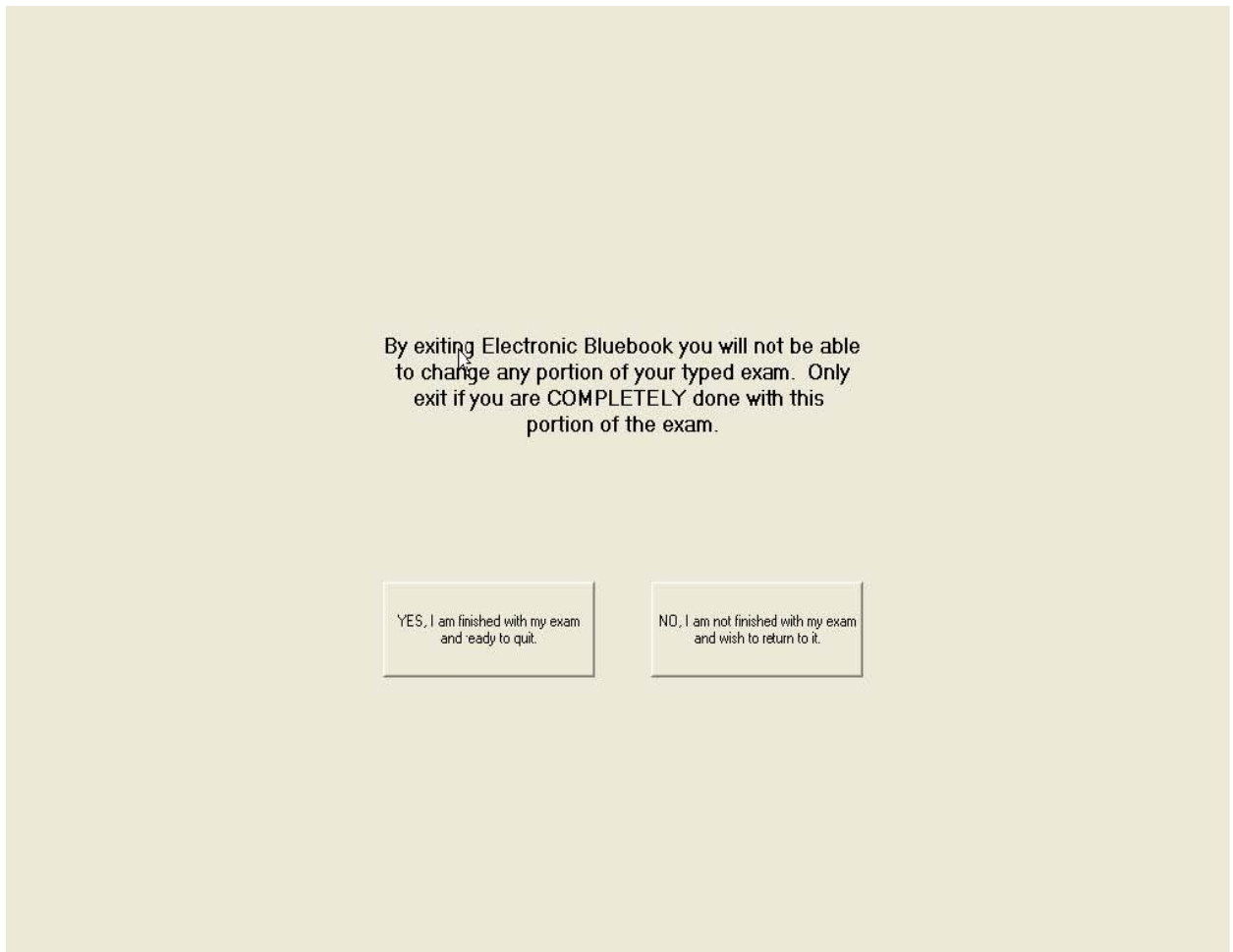
## Taking an Exam with EBB

Close any open or running programs. Double click on the “Electronic Bluebook” icon.

Follow the same procedure that was used while activating the software. Instead of selecting “Activate”, select the exam that you are taking from the “section” drop down list. If your exam is not listed in the drop-down menu, select “Other”, and manually type in the save location that the exam proctor wrote on the board.

When you complete the exam, or when the proctor calls time, like the activation, click the “Finish Exam” button in the upper left-hand portion of the screen.

Click on the “YES, I am finished with my exam and ready to quit.” Button.



After clicking yes, the submission of your exam to the server can take up to a 2 minutes, depending on the quantity of exams being submitted at a particular time.

Once your exam reaches the server you will see a green verification screen.



Please do not ask the proctors or the IT staff to verify that your answer was saved. A green verification screen is the only notification you will receive.

If you do not receive the green verification screen, please notify your proctor immediately. Someone from the JMLS IT staff will assist you as quickly as they can. Please be patient, as there may be several exams ending at the same time.