

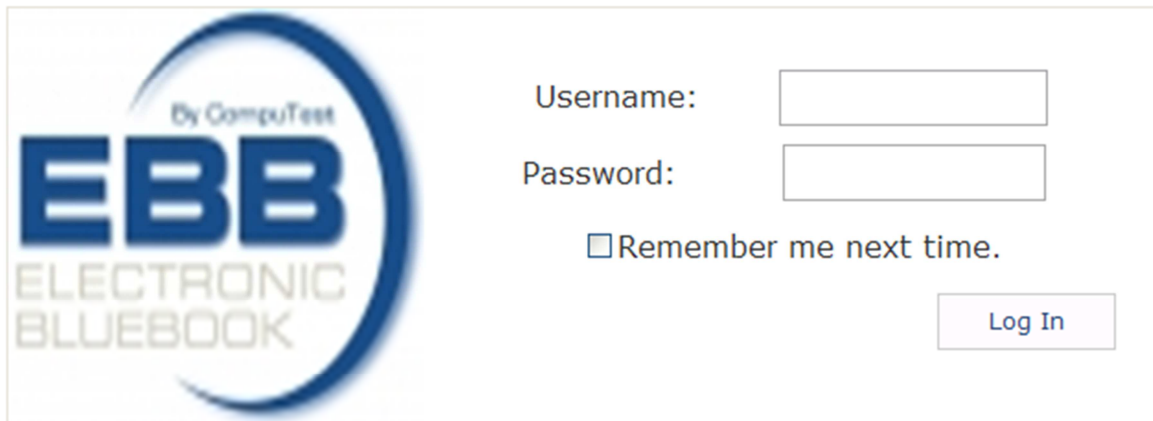
ELECTRONIC BLUE BOOK TAKE HOME EXAM INSTRUCTIONS

Please note that you do not need to download any special software to access the EBB 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 take-home exams will be administered through this site. There is no written option.

The URL for the EBB web site is: <http://72.167.50.56/GSU/EBBLogon.aspx>
(Internet Explorer works best).

You will see this screen:



By CompuTest
EBB
ELECTRONIC
BLUEBOOK

Username:

Password:

Remember me next time.

Log In

Your **User Name** is your GSU-issued e-mail address
(EX: alastname1@student.gsu.edu).

Your **Password** 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 Log In button, which will take you to this screen:

Electronic Bluebook

by CompuTest, LLC

Official Exam Time: 04/21/2011 12:11:55 PM EST

Thursday, April 21

TASK

- [My Exams](#)

MISC.

- [Home](#)
- [Help](#)
- [Logout](#)

Click on My Exams. This will bring up a list of the classes for which you have take-home exams. It will tell you when the exams are available, the length of time you have to work on them, and the dates/times they are due.

Download the exam and **SAVE IT TO YOUR DESKTOP**. 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.

Answer your exam in Word. Save your answers to the file on your desktop. **Make sure you put your exam number in the top right corner of each page or where indicated on the exam.** When you are ready to upload your exam, click the gray upload button and follow the instructions.

Messages and What They Mean

If an exam is not available for downloading, the following example will appear. The “Date Available” notation refers to the date and time you can begin downloading the exam. The “Your exam is due” notation refers to the last date and time you can turn in the exam. The time limit on each exam is governed by the professor.

LABOR LAW, 7315-81630 001 with Edmundson (Not available to download yet)

Date Available: 12/1/2011 12:01:00 AM EST

Your exam is due 12/14/2011 11:59:00 PM EST

NOTE:

If the exam is available for downloading, a blue arrow appears by the first line. If you are ready to take your exam, click on the arrow and save the document to your desktop. Do not do this if you are not ready to take your exam. Clicking the blue button starts the exam clock. Note the gray upload button under the example.

LABOR LAW, 7315-81630 001 with Edmundson



Date Available: 12/1/2011 12:01:00 AM EST

Due time from checkout: 4 hours and 0 minutes.

No later than 12/14/2011 11:59:00 PM EST

Upload

If you have already downloaded your exam, a message appears that tells you when you downloaded your exam and when it is due. The Official Exam Time Clock at the top of the page will help you keep track.

LABOR LAW, 7315-81630 001 with Edmundson



Date Available: 12/1/2011 12:01:00 AM EST

Due time from checkout: 4 hours and 0 minutes.

No later than 12/14/2011 11:59:00 PM EST

Your exam was checked out 12/02/2011 3:30:20 PM EST

Your exam is due 12/02/2011 07:30:20 PM EST

Upload

The Official Exam Time Clock records the time you submit your exam.

LABOR LAW, 7315-81630 001 with Edmundson



Date Available: 12/1/2011 12:01:00 AM EST

Due time from checkout: 4 hours and 0 minutes.

No later than 12/14/2011 11:59:00 PM EST

Your exam was checked out 12/02/2011 3:30:20 PM EST

Your exam is due 12/02/2011 07:30:20 PM EST

NOTE:

Your exam was turned in 12/02/2011 7:28:08 PM

Upload

Make sure to upload your exam on time. The exam clock keeps track of download and upload times. Late exams are noted in red under the Notes section.

LABOR LAW, 7315-81630 001 with Edmundson



Date Available: 12/1/2011 12:01:00 AM EST

Due time from checkout: 4 hours and 0 minutes.

No later than 12/14/2011 11:59:00 PM EST

Your exam was checked out 12/02/2011 3:30:20 PM EST

Your exam was due 12/02/2011 07:30:20 PM EST

NOTE: **Your exam will be marked late.**

Your exam was turned in 12/02/2011 7:38:08 PM

Upload

After you upload your exam, you can view the document by clicking on the blue “click to view your exam” feature. This allows you to see what you uploaded. It does not, however, allow you to change the document. You can re-upload the correct document if you see a problem. Just make sure you do this before the exam time runs out.

BIOTECHNOLOGY LAW, 7098-13899 001 with Berry



Date Available: 3/20/2012 12:01:00 AM EST

Your exam was checked out 3/21/2012 4:48:55 PM EST

Your exam is due 5/10/2012 11:59:00 PM EST

NOTE:

Your exam was turned in 3/21/2012 4:54:39 PM [Click to View Your Exam](#)

Upload