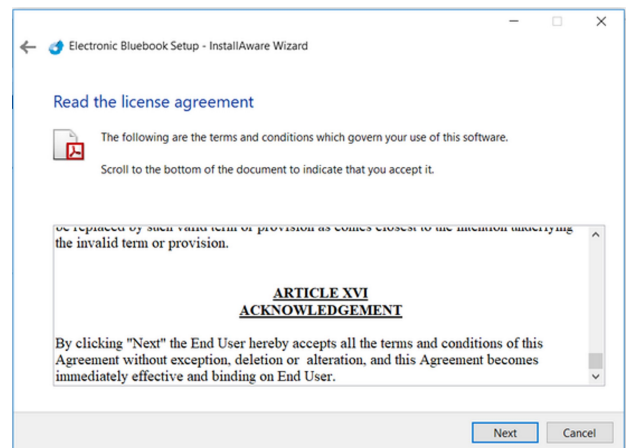
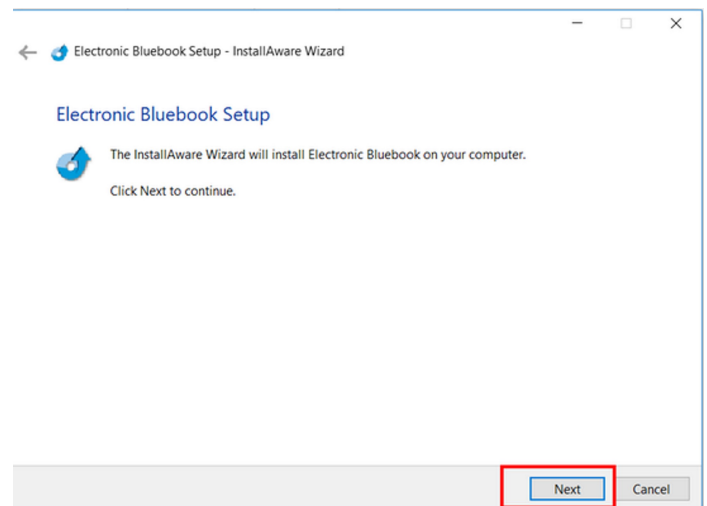


# Fall 2021 Installing Electronic Blue Book (EBB) on Windows

**NOTE: All students need to download new software for Fall 2021. Software downloaded in previous terms does not include new features such as split view.**

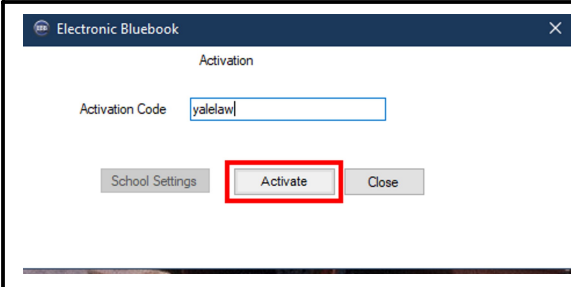
1. Navigate to YLS:ExamWeb (<https://exams.law.yale.edu>) and log in with your Yale credentials.
2. Click on 'PC Electronic Bluebook' in the upper right hand corner, under 'In Class Software Download.'
3. ElectronicBlueBookSetup.exe will download. Open the file to begin setup. You will need administrator privileges on your computer to install and run the software.
4. Click 'Next' to continue the setup.
5. Confirm the license agreement by clicking 'Next.' The 'Next' button will not be clickable until you scroll to the end of the license agreement.
6. Click 'Finish.'



## To access and complete an exam:

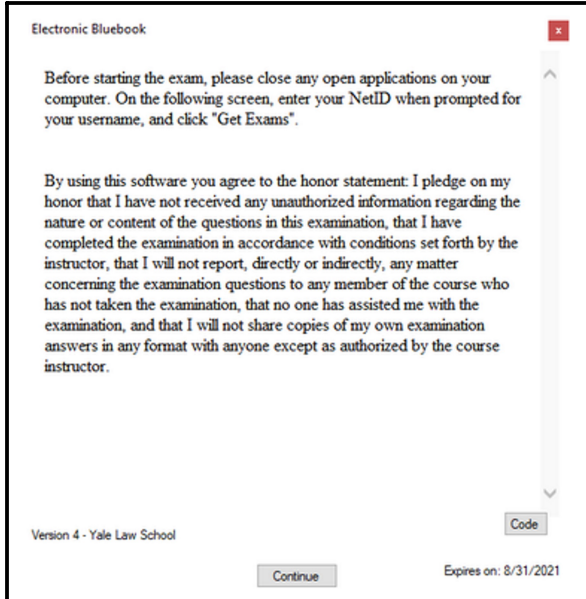
Once the software is installed on your computer, double click to open it. **Close all open applications before you open the software.**

When you open EBB software for the first time, you will be prompted to enter an activation code. Enter 'yalelaw' and click 'Activate.'



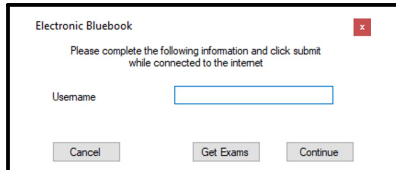
The screenshot shows the 'Electronic Bluebook' activation window. It has a title bar with the application name and a close button. The main area is titled 'Activation' and contains an 'Activation Code' field with the text 'yalelaw' entered. Below the field are three buttons: 'School Settings', 'Activate' (which is highlighted with a red rectangle), and 'Close'.

Read the directions, and click 'Continue.'



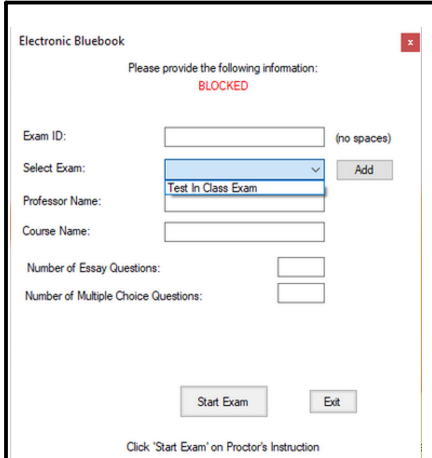
The screenshot shows the 'Electronic Bluebook' window with a red close button in the top right. The text inside reads: 'Before starting the exam, please close any open applications on your computer. On the following screen, enter your NetID when prompted for your username, and click "Get Exams".' Below this is a long paragraph of an honor statement. At the bottom left, it says 'Version 4 - Yale Law School'. At the bottom right, there is a 'Code' button, a 'Continue' button, and an expiration date 'Expires on: 8/31/2021'.

Enter your NetID in the Username field, and click 'Get Exams.'



The screenshot shows a small 'Electronic Bluebook' window with a red close button. It prompts the user to 'Please complete the following information and click submit while connected to the internet'. There is a 'Username' field with a text input box. At the bottom are three buttons: 'Cancel', 'Get Exams', and 'Continue'.

Click on the dropdown next to 'Select Exam' to reveal the exams available. Select the exam you would like to begin.



The screenshot shows the 'Electronic Bluebook' window with a red close button. It prompts the user to 'Please provide the following information:'. The word 'BLOCKED' is displayed in red. There are several input fields: 'Exam ID:' (with a note '(no spaces)'), 'Select Exam:' (a dropdown menu with 'Test In Class Exam' selected), 'Professor Name:', and 'Course Name:'. There are also two empty input boxes for 'Number of Essay Questions:' and 'Number of Multiple Choice Questions:'. At the bottom are 'Start Exam' and 'Exit' buttons. A footer note says 'Click "Start Exam" on Proctor's Instruction'.

When you are ready to begin the exam, click 'Start Exam.'

Electronic Bluebook

Please provide the following information:  
**BLOCKED**

Exam ID: 9994 (no spaces)

Select Exam: Test In Class Exam Add

Professor Name: Administrator

Course Name: Test Course

Number of Essay Questions: 1

Number of Multiple Choice Questions: 30

Start Exam Exit

Click 'Start Exam' on Proctor's Instruction

Confirm the number of essay questions and multiple choice questions associate with the exam by clicking 'Yes.' Once you click 'Yes,' the software will immediately lock down your computer, closing all programs and removing access to the internet until you have finished and submitted the exam.

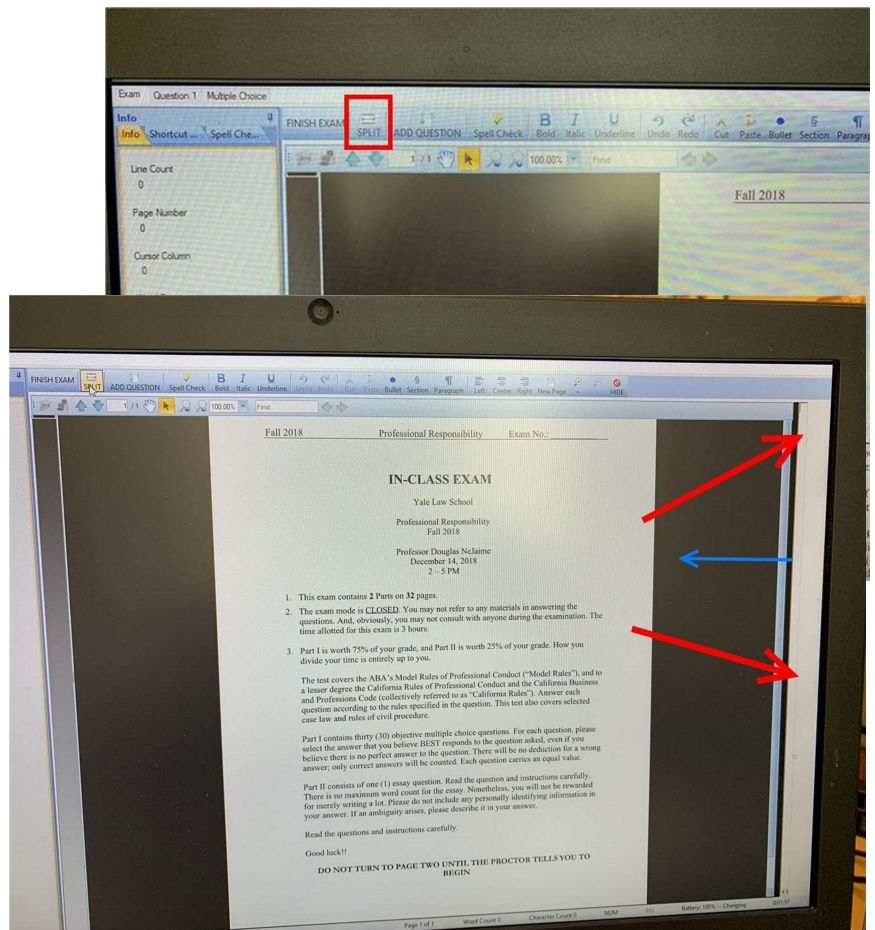
You have selected 1 essay question(s) and 30 multiple choice question(s). Is this correct?

Yes No

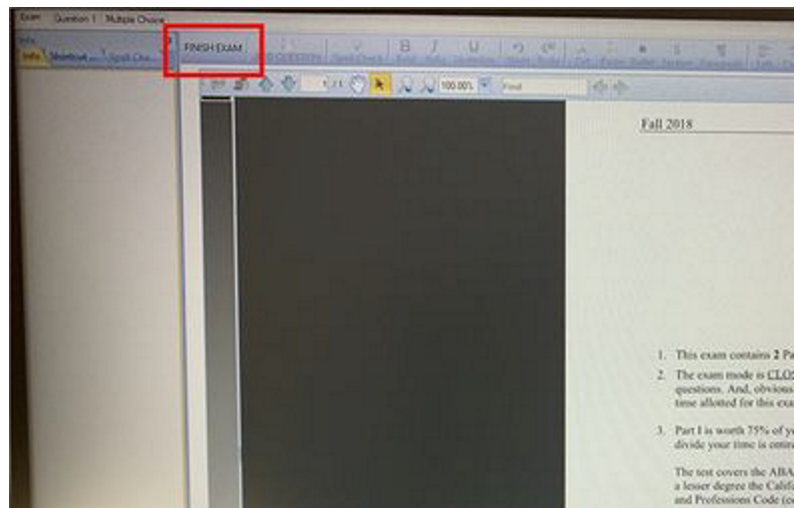
You will see a tab for each section of the exam in the top left corner. To view questions side by side with the answer area (for example, in the picture to the right, you want to see the Exam tab and the Multiple Choice tab at the same time), click on 'Split' to open both tabs.

Note: The split function will always show the first tab and whichever other tab you choose.

The split screen will open with the first tab taking a majority of the screen and the section for answers a minority (answer portion is to the right of the red arrows). You can click and drag between the two sections to enlarge the answer portion. (see next page.)



Once you have completed the exam, click on 'Finish Exam' in the top left corner.



You will receive one final prompt before the software closes. If you are finished, click on 'Complete Exam.'

