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.'

Read the directions, and click 'Continue.'

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

Click on the dropdown next to 'Select Exam' to reveal the exams available. Select the exam you would like to begin.
When you are ready to begin the exam, click 'Start Exam.'

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 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.'