

Electronic Bluebook (EBB) Exam Instructions (Mac users only)

1) Computer Setup

- Make sure you have your AC adapter plugged in. Students can not run on battery power.
- Once your computer boots up, verify it has the correct date & time set. To do so, click on date and time on right top hand side.
- Make sure you are connected to Hunet and **not** HuGuest. If you are connected to HuGuest you will not be able to upload your exam.


2) Launching Electronic Bluebook Exam Software

- a. Double click the  icon on your Mac desktop.



- b. Click the  icon.

- c. Click on OK at the Welcome to Electronic Bluebook Screen.

- d. Select your exam from the  drop-down list. Once you select your exam, all the fields will be populated, including exam number, exam name and instructor. If it does *not*, notify the computer support staff.

WHEN INSTRUCTED CLICK ON “START EXAM” BUTTON.

3) Functions and Formatting

- Electronic Bluebook automatically backs-up and saves to your hard drive every minute.
- Type single spaced on the screen. We print the exams double spaced.
- Once closed, the exam file cannot be reopened.

4) Computer Freezes

If the exam software, or your computer freezes, please raise your hand. The proctor will notify a computer support person and they will help you reboot your computer back into the exam software.

You will not receive any extra time for your computer freezing.

5) Exiting Electronic Bluebook

You may exit Electronic Bluebook whenever you are finished. Follow these instructions to exit out of the software.

- Click on **Finish Exam** at the bottom of the page.
- On the next screen click on **Save and Exit**.
- Your exam will automatically be uploaded when you exit out of the software. If you see a **green** screen it means that you successfully uploaded your exam. Click on **OK**.
- If you get a **yellow** screen click on OK, and proceed to step 6.

6) Manual Upload

- Make sure you have an Internet connection.
- A screen will open up in safari that will give you instructions on where your file is located.
- Browse to your exam file by clicking on browse. Browse to your MACINTOSH HD drive and the EBB Exams folder and then click on EBBupload and look for your exam file. Change your folder view

to 

You can find your exam file by looking for the class name and professor name. Your file will look like this:

exam number—course name—professor last name_month-day-control numbers. File extension.

d. Choose the file name and click on Choose and then submit.

e. You should get a Copy Successful screen.

f. If you don't receive that message, please raise your hand and a computer proctor will assist you.