Instructor's QuickGuide:

LexisNexis® Web Courses

What's New?

The updated features in LexisNexis® Web Courses help make the most of your most valuable commodity—time!

Powerful new tools combined with familiar functionality make creating and managing your online courses faster, easier and more effective than ever.

You can: access and post course materials in one central place that makes it easier for you and your students; create assignments that students can receive and submit; communicate easily with your students; and allow them to collaborate with each other.

Key Improvements for improved efficiency:

New functionality makes it easier than ever to create and manage your classes and communicate with your students. Key features include:

Blackboard™ 9.1 offers a newer, more robust platform, but is still familiar and as easy to use as ever.

Web 2.0 functionality lets you organize or modify course content easily by dragging and dropping items within content areas.

Improved conference scheduling, including a new bulk appointment scheduler, is compatible with Microsoft® Outlook® and other iCal® application programs so it's simple and convenient to schedule and manage appointments.

SafeAssign™ plagiarism-checking technology allows you to easily check writing assignments for originality, including material from the top 100 most cited law reviews.

Communicate and collaborate with your students using integrated e-mail, forums, wikis and more.

So, let's get started ...

LexisNexis®

www.lexisnexis.com/lawschool

How Do I Access Web Courses?

- At the LexisNexis Law School site, found at **www.lexisnexis.com/lawschool**, enter your LexisNexis Custom ID and Password.

- Click the **Web Courses ①** button found at the top right of the page, which will open in a separate window.

How Do I Create a Course?

We've made it very simple for you to create a course in Web Courses. Using the Create a New Web Course feature, you simply fill out a short form to identify the name and subject matter of your course—then we do the rest! A course is created for you with standard menu features such as announcements, syllabus, course materials, appointments, assignments, discussion forums, e-mailing and a direct link into research. You have complete control to add to your course and modify its features and content—whatever you choose to do to personalize and make it yours.
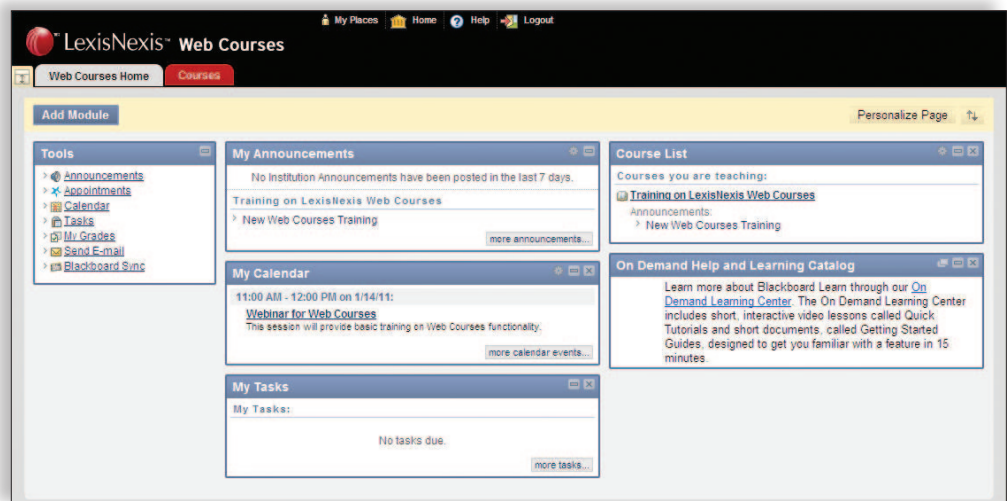
- To create a course, click the **Create a New Web Course** link found under the Web Courses tab on the LexisNexis Law School website.

- Fill out the short *Web Courses-Create a New Course* form which appears and click **Save.**

- Now go back to the LexisNexis Law School site and click **Access Web Courses**; you'll find your newly created course under the *My Courses* heading.

How Do I Use the Web Courses Home Page?

The Web Courses Home Page, which is displayed after linking into the program, is your personal directory for the courses you created and any other courses (created by other instructors) that you added. Once you add a course to this page, you can click the course title to enter that course, view its course home page, access the course materials and tools and modify it.
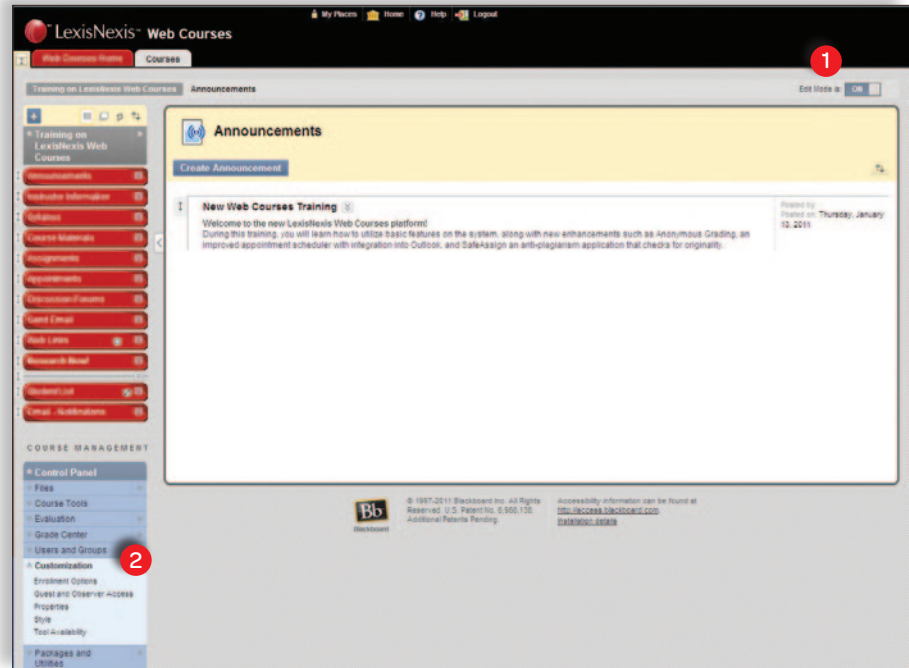
How Do I Modify and Personalize My Course?

Once you've created your course, you can change the style of that course, its look and coloring, the order and naming of your menu items and other personalizations. To make any changes, you must ensure the **Edit Mode** is **ON** ①. This toggle switch is found in the upper-right corner of the main screen.

To rearrange the order of your menu items, simply hold your mouse down on the arrow to the left of that menu element, then drag and drop the item where you want it.

To change the color or style of the menu bar, or to customize your course with a school banner or other personal image:

- Choose the **Customization** link ② in the **Control Panel** *(lower left)*

- From the Customization pull down list, select **Style**

- This will present a form with many options, such as text or buttons for your menu bar, colors, ability to upload an image, etc.

- When you've chosen your options, click **Submit**

How Do I Enroll or Add Students in My Course?

Students are able to self-enroll in your course once you have turned on self-enrollment.
To do this:

- Choose the **Customization** link ② in the **Control Panel**

- From the **Customization** list, select **Enrollment Options**

- This will present a short form where you select the **Self Enrollment** option

- You also have the option to create your own access code, which would require your students to enter it in order to self-enroll

- Once you've made your selections, click **Submit**

How Do I Control Availability of My Course?

Courses default to "Available." If you wish to make the course unavailable until you're ready, go to **Properties** under the **Customization** link. Set availability to "No" in Section 3 of the form and click **Submit**. When you're ready to make the course available, simply follow these same steps and choose "Yes."

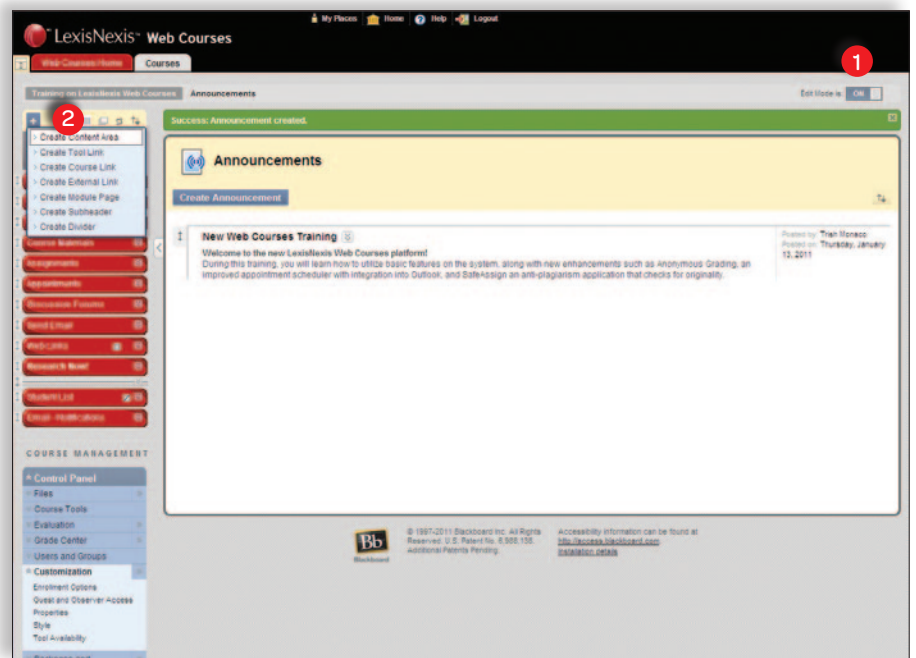## How Do I Create or Modify Content Areas?

You can attach materials to your course under tabs called Content Areas. These allow you to post and distribute a variety of course information and resources, including a syllabus, class notes, supplemental materials, uploaded files or any other documents that you believe will be helpful to your students. When you create a course, two content areas (entitled "Syllabus" and "Course Materials") are already added to your course. To create additional content areas or modify existing ones, see below.

To create additional content areas:

- Make sure you are in *Edit Mode* ① (the toggle switch is in the upper-right corner of the main screen)

- Click the **+** sign ② above your course title in the left navigation bar. This reveals a pull-down menu, from which you should select **Create Content Area**

- Create the name of your new content area, decide whether to make it available to users and **Submit**
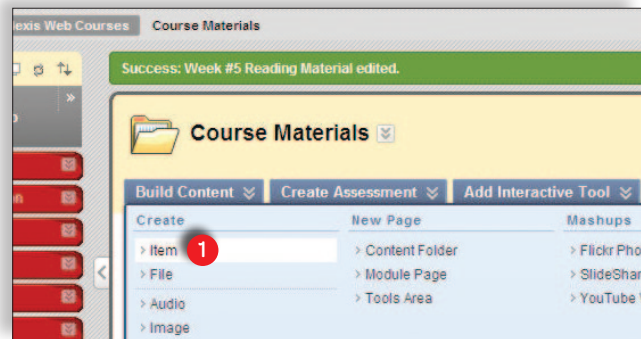
To modify existing content areas:

- While in your desired course, select the *down arrows* found to the right of the specific content area button that you want to modify. This provides you with a pull-down menu, from which you can choose:

  — Rename

  — Hide Link

  — Delete

- Simply choose the desired change

How Do I Add an Item on My Web Course?

- Make sure you are in Edit Mode (the toggle switch is in the upper-right corner of the main screen).

- Select the Content Area where you'd like to post the item. (For instructions on how to create or modify content areas, see section on Creating or Modifying Content Areas.)

- Click **Build Content**.

- Then, click **Item** ①.

- Complete the form that appears. Here, you can attach a file from your computer to upload into your Web Course. Simply browse for the item, much like you would do when attaching a file to an e-mail.
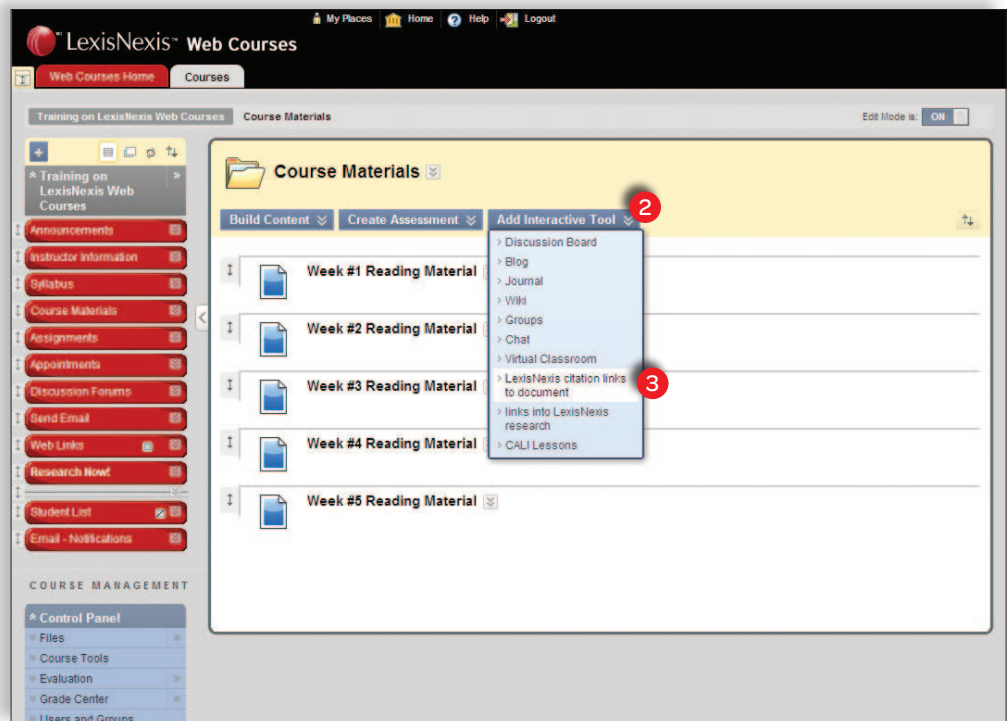
How Do I Create Links to the LexisNexis Research System?

Access to the LexisNexis Research System is one of the standard menu items in your course. You'll find an option labeled Research Now! In your left-hand menu which links you and your students seamlessly to the LexisNexis Research System.

In some instances, you may have a document in one of your Content Areas that has legal citations in it. If you'd like to automatically link those citations directly to the source (case, statute, etc.) within the LexisNexis Research System, follow these instructions:

- Click on the Content Area where you have a document that you'd like to hyperlink (e.g. Course Materials)

- Click **Add Interactive Tool** ② to display the pull-down menu

- From the pull-down menu, choose the **LexisNexis citation links to document** ③ option

- Fill out the form, attach the appropriate document and click **Submit**. It will take a few minutes before the document is fully processed and has hypertext links in it

- Note—currently, Web Courses does not support a *.docx file format for this function

How Do I Send E-mail Messages Using Web Courses?

It's easy to communicate with your students through e-mail. Click **Send Email** ① from the menu and a list of options will appear. This includes all users in the course, just instructors, only select students and a variety of other options. **You don't have to know user e-mail addresses—they're already included within your course setup.** Select your list category and fill out the form.

How Do I Create a Discussion Forum?

A forum is an environment you can use to conduct online discussions or elicit responses to a topic or idea. The threaded posting areas within forums are designed for interactive communication between participants, whether it's between you and your student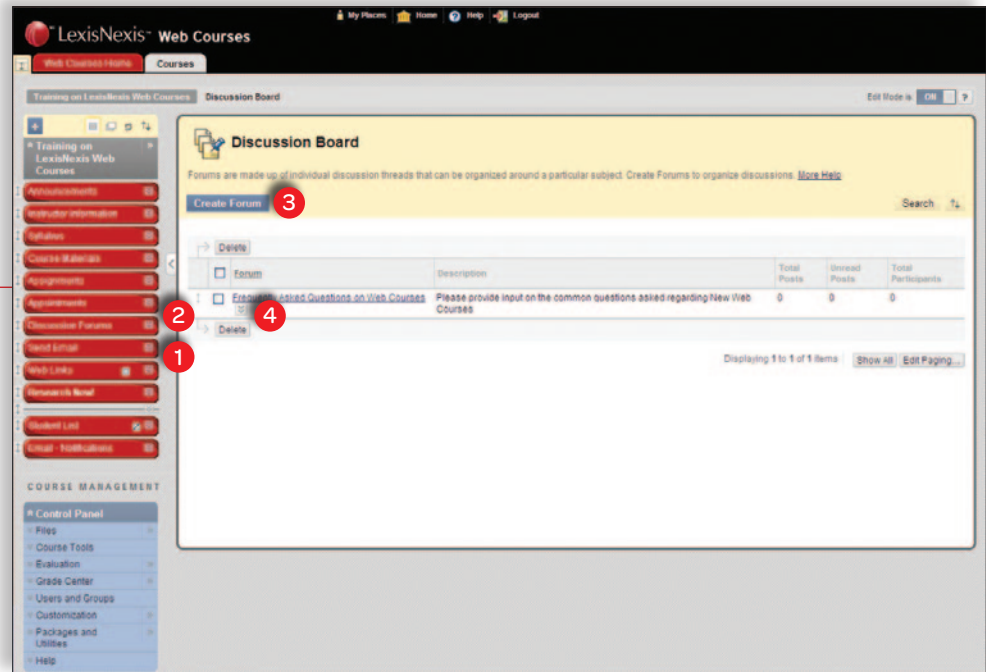s or strictly among students. Forums are made up of individual discussion threads that can be organized around a particular subject. When you create a new course, the Discussion Forums menu item is added to your course by default.

To create a forum:

• Click **Discussion Forums** ② in the menu

• Click **Create Forum** ③

• Fill out the form and click **Submit**

To modify an existing forum:

• While in the *Discussion Forums* area, look for the respective forum you'd like to modify (e.g., you want to change the name or the settings such as allowing for anonymous posts)

• Next to that forum name is a small *drop-down arrow* ④. Select the drop-down arrow and find the **Edit** option. This will take you back to your original form so you can make desired changes.

• Click **Submit** once you've made your desired changes

How Do I Post a Message in a Forum?

• Select the forum to which you want to respond by clicking on the name of the forum.

• Click **Create Thread** and fill out the form including the message that you want to post.

• Click **Submit** to have your thread post to the forum.

• Once there is a thread submitted, you can either reply to that specific thread by selecting the thread itself and using the **Reply** button, or you can create additional threads within the forum by using the **Create Thread** button.

What Are the System Requirements for Web Courses?

• A LexisNexis Custom ID and Password

• Microsoft® Internet Explorer® 7.0 or later, Apple® Safari® 3.0 or later, or Mozilla® Firefox® 3.0 or later

• JavaScript enabled on your browser

How Do I Get Help with Other Functions of Web Courses, Such as SafeAssign?

The newly enhanced SafeAssign Plagiarism-checking technology now includes material from the top 500 law reviews on the LexisNexis research system from the year 2000 to current, as well as allowing you to check submissions against the Internet, ProQuest ABI/Inform® database and the Global Reference database from Blackboard

For instructions on these and other features, you can:

• Go to the LexisNexis Law School Web site and find individual literature pieces for some of the new features under the Web Courses tab

• Go to the comprehensive Instructor's Manual found under Help in the Control Panel, which is conveniently located inside your Web Course

• Contact your account executive or our Web Courses technical consultants at **800.45.LEXIS (53947), option 3** for further assistance

Have a Question or Need Help?

Contact your local account executive or call toll-free **800.45.LEXIS (800.455.3947), Option 3**

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