

LEXISNEXIS® INTERACTIVE CITATION WORKSTATION

FACULTY GUIDE

Teach students how to cite authority correctly with the new LexisNexis® Interactive Citation Workstation (ICW). This guide will help faculty, teaching assistants and administrative staff navigate the easy-to-use interface and new features.



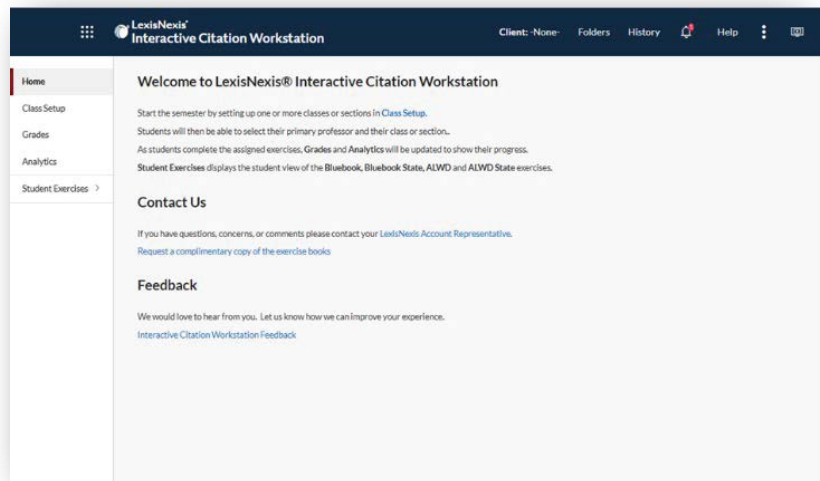
Accessing ICW – Law School Professors

- Go to www.lexisnexis.com/lawschool and sign in using your LexisNexis® ID and password. This will bring you to the LexisNexis® Law School Home Page.
- Click on Go to Lexis+®.

- 1 At the upper left, click on grid icon to locate and switch products.
- 2 Choose **Interactive Citation Workstation**. ICW is also accessible from **Tools** and **Resources** on the bottom right of the Lexis+ homepage.

Faculty Homepage

Provides professors with all the information needed on one easy to navigate page. Menu includes Class Setup, Grades, Analytics and Student Exercises.

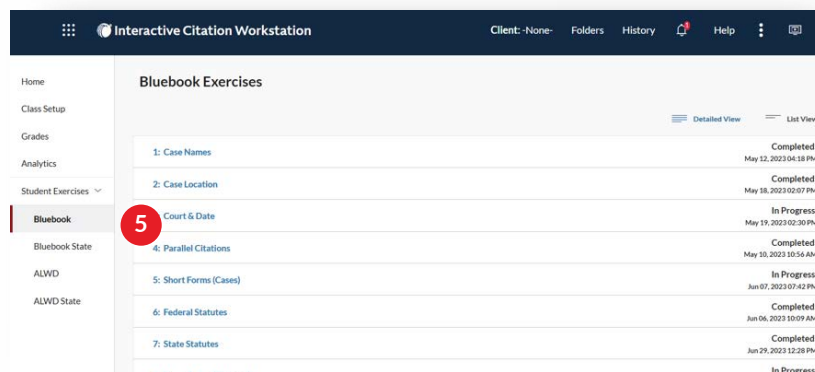
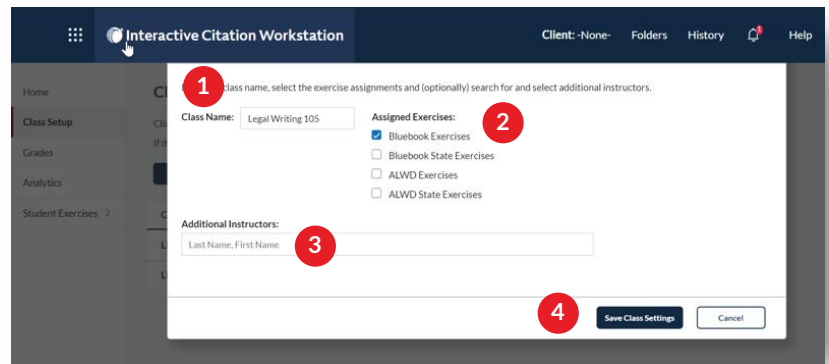


How to Setup a Class

Click on Class Setup in the homepage menu, then click Add Class.

- 1 Enter Class Name
- 2 Select Assigned Exercises (e.g., Bluebook, ALWD)
- 3 Enter Additional Instructors including Teaching Assistants
- 4 Save Class Settings

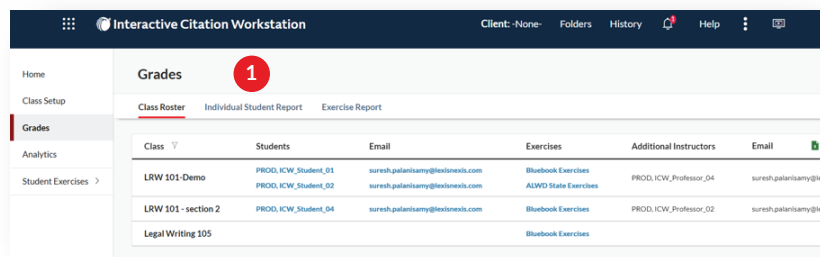
NOTE: Professors can set up multiple classes and sections and adjust the maximum number of student attempts between 1 – 5 before a problem is marked incorrect.



- 5 Expand student exercises and select your citation manual to review exercises of interest. Communicate assigned exercises to your students (outside of the ICW product).

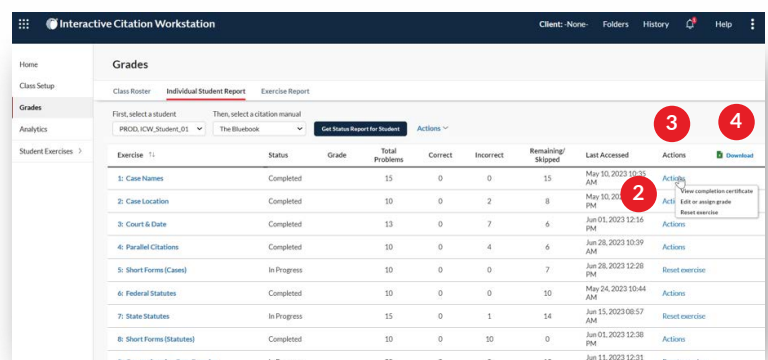
Class Roster and Reports

Select Grades in the menu to view and download the Class Roster, Individual Student Report and Exercise Report.

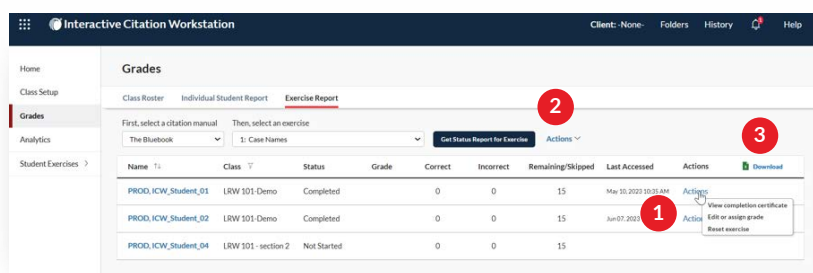


Individual Student Report: View the student's overall progress through the exercises and details for each exercise assigned.

- 1 For each exercise, view the student's current status, grade (if assigned by professor), number of correct vs incorrect problems and the last date and time the student accessed that exercise.
- 2 Select Actions next to exercise to view the completion certificate, edit or assign a grade (viewable by professor and student only), and reset the specific exercise.
- 3 Select Actions, at the top, to reset all exercises for a specific student.
- 4 Download the Individual Student Report.



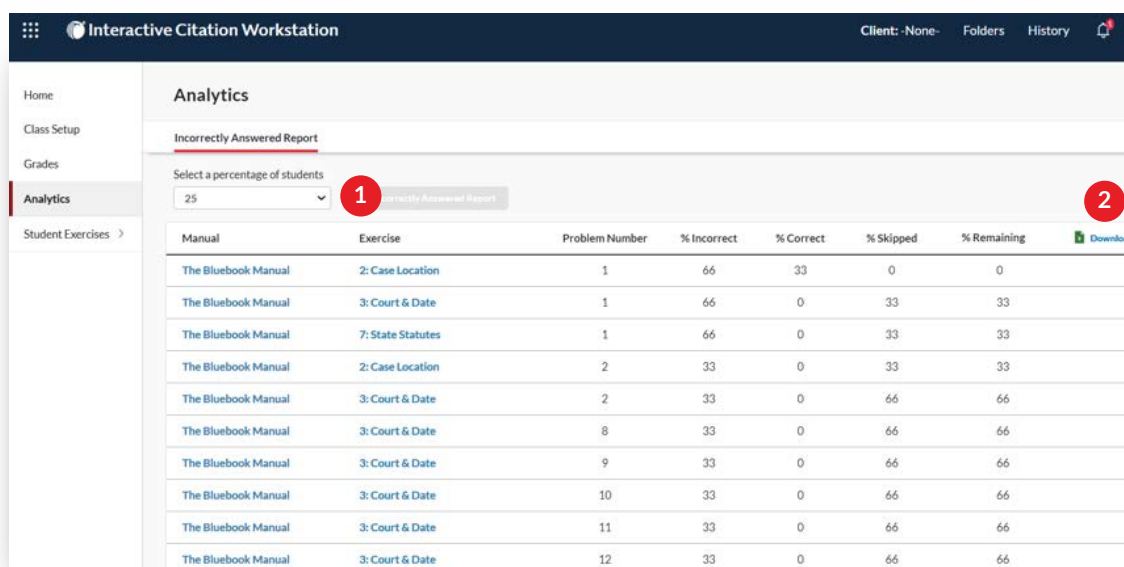
Exercise Report: Track and download student progress by exercise. Note students who have completed the exercise, are in progress or have not started, and last date accessed.



- 1 Select Actions, next to the student entry, to view completion certificate (professor and student can quickly identify which problems were incorrect including the specific part in each attempt), edit or assign grade, and reset the specific exercise.
- 2 Select Actions, at the top, to reset this exercise for all students. This action is recommended prior to working with a new group of students.
- 3 Download the Exercise Report

Analytics

Identify and address citation problems students are finding more difficult to answer correctly. If a problem is missed by 25% or more students, it will be displayed in this report.



- 1 Sort by percentage of incorrect answers in the dropdown menu
- 2 Download the report

Student Experience

Joining a Class: On the Student homepage, students' select Setup, search for primary professor, select the class, then Save Professor and Class. Students will immediately have access to the citation exercises selected by their professor.

Exercise in Progress: Students enter citation attempts with options for Bold, Italics, Small Caps, and the Paragraph and Section symbols. The left column indicates each question that has been answered correctly (green) and incorrectly (red) after reaching maximum attempts.

Exercise 3: Court & Date

3 Actions

View completion certificate

Request reset

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Problem 1 Attempts

George Hawkins versus Edward R. B. McGee, a case from the Supreme Court of New Hampshire, decided June 4, 1929, and reported at volume 146, page 641, of *Atlantic Reporter*.

You have used the maximum number of attempts allowed.

Correct Citation

Hawkins v. McGee, 146 A. 641 (N.H. 1929).

Incorrect Attempt 1

Hawkins v. McGee, 146 A. 641 ^

Hints 2

Party 1: Have you italicized the party name? B2, Have you omitted given names or initials? B10.1.1(ii) & 10.2.1(g)
Party 2: Have you italicized the party name? B2, Have you omitted given names or initials? B10.1.1(ii) & 10.2.1(g)
Comma: Have you left unitalicized the comma following the case name? B10.1.1 Bluepages Tip
Reporter: Have you given the volume number of the reporter before the reporter abbreviation? B10.1.2 & 10.3.2, Have you included the appropriate reporter abbreviation? B10.1.2, 10.3.2 & T1 New Hampshire, Have you properly spaced the reporter abbreviation? B10.1.2, B6 & T1 New Hampshire, Have you followed the reporter abbreviation with the case's initial page number? B10.1.2
Parenthetical: Have you properly spaced the correct court abbreviation? 10.4(b) & T1 New Hampshire, Have you included the year of decision? B10.1.3 & 10.5(a)
Period: Have you followed the close parenthesis with a period? B1.1

- 1 Highlighting of incorrect parts:** After each attempt, the student will see what was wrong in yellow highlight and red font.
- 2 Hints:** Detailed hints (with reference to citation rules) are listed to help the student figure out how to fix errors.
- 3 Actions:** Students can view their completion certificate, request exercise reset, or retake for practice.

Interactive Citation Workbooks and Teacher's Manuals

Online ICW is more effective when used with the Interactive Citation Workbook. Faculty may request complimentary copies of the Interactive Citation Workbooks and Teacher's Manuals by sending an email to: reviewcopy@lexisnexis.com.

Accessibility:

Enabled to work on mobile devices

Hotkeys are enabled for instant navigation (CTRL-ALT-H)

Support:

Questions? Please contact your LexisNexis Representative or contact us at **1-800-45-LEXIS**

For additional ICW support documentation please visit <https://lexisnexis.custhelp.com/app/ICW>.

