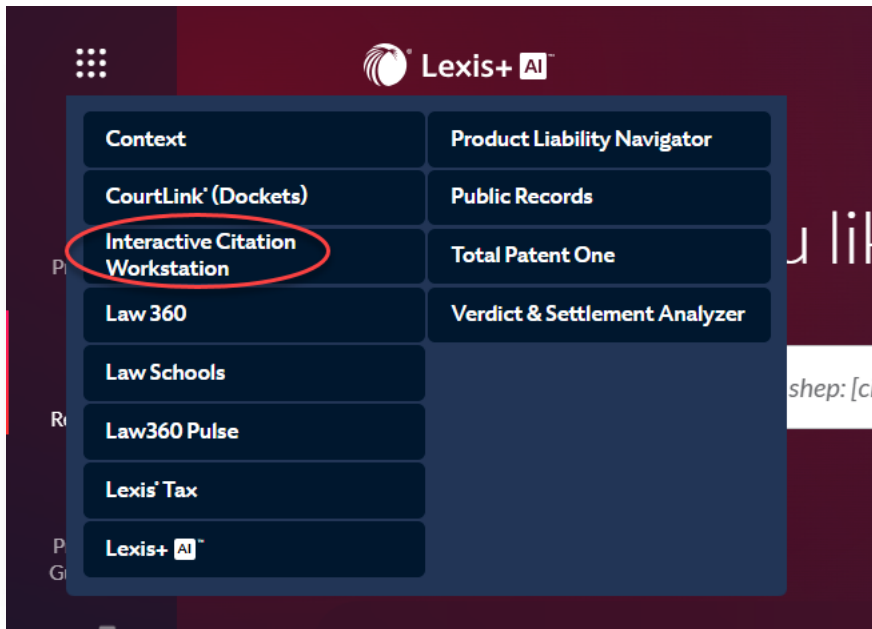


LEXISNEXIS® INTERACTIVE CITATION WORKSTATION

FACULTY GUIDE

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



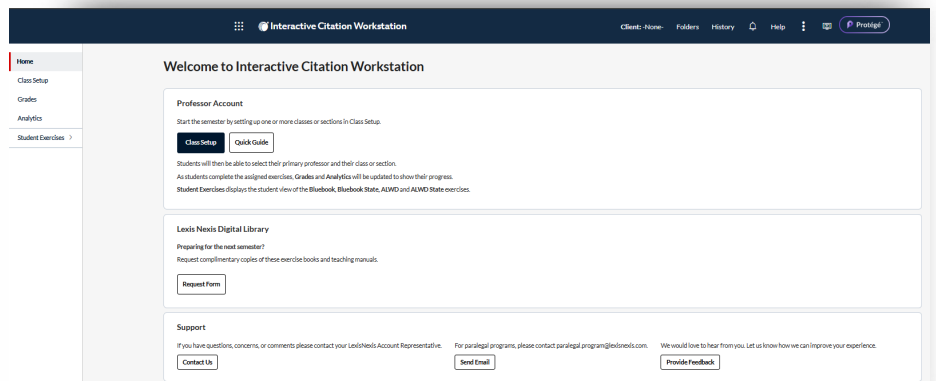
Accessing ICW – Law School Professors

- 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.

1 Class name, select the exercise assignments and (optionally) search for and select additional instructors.

Class Name: Legal Writing 105

Assigned Exercises:

- ☒ Bluebook Exercises
- ☐ Bluebook State Exercises
- ☐ ALWD Exercises
- ☐ ALWD State Exercises

Additional Instructors:

Last Name, First Name

Save Class Settings Cancel

Bluebook Exercises

Exercise	Completed
1: Case Names	Completed: May 12, 2023 04:18 PM
2: Case Location	Completed: May 18, 2023 02:07 PM
3: Court & Date	In Progress: May 19, 2023 02:30 PM
4: Parallel Citations	Completed: May 18, 2023 10:54 AM
5: Short Forms (Cases)	In Progress: Jun 07, 2023 07:42 PM
6: Federal Statutes	Completed: Jun 06, 2023 10:09 AM
7: State Statutes	Completed: Jun 29, 2023 12:28 PM

- 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.

Grades

Class	Students	Email	Exercises	Additional Instructors	Email
LRW 101-Demo	PROD_ICW_Student_01 PROD_ICW_Student_02	suresh.palanisamy@lexipeds.com suresh.palanisamy@lexipeds.com	Bluebook Exercises ALWD State Exercises	PROD_ICW_Professor_04	suresh.palanisamy@lexipeds.com
LRW 101 - section 2	PROD_ICW_Student_04	suresh.palanisamy@lexipeds.com	Bluebook Exercises	PROD_ICW_Professor_02	suresh.palanisamy@lexipeds.com
Legal Writing 105			Bluebook Exercises		

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.

Individual Student Report

Exercise	Status	Grade	Total Problems	Correct	Incorrect	Remaining/Skipped	Last Accessed	Actions
1: Case Names	Completed		15	0	0	15	May 10, 2023 10:32 AM	Actions
2: Case Location	Completed		10	0	2	8	May 10, 2023 10:32 PM	Actions
3: Court & Date	Completed		13	0	7	6	Jun 01, 2023 12:15 PM	Actions
4: Parallel Citations	Completed		10	0	4	6	Jun 28, 2023 10:39 AM	Actions
5: Short Forms (Cases)	In Progress		10	0	0	7	Jun 28, 2023 12:28 PM	Actions
6: Federal Statutes	Completed		10	0	0	10	May 24, 2023 10:44 AM	Actions
7: State Statutes	In Progress		15	0	1	14	Jun 15, 2023 08:57 AM	Actions
8: Short Forms (Statutes)	Completed		10	0	10	0	Jun 01, 2023 12:38 PM	Actions
9: Comprehensive Case Exercise	In Progress		20	0	0	19	Jun 11, 2023 12:31 PM	Actions

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.

Interactive Citation Workstation

Client: None- Folders History Help

Home Class Setup Grades Analytics Student Exercises >

Grades

Class Roster Individual Student Report Exercise Report

First, select a citation manual: The Bluebook Then, select an exercise: 1: Case Names

Get Status Report for Exercise Actions

Name	Class	Status	Grade	Correct	Incorrect	Remaining/Skipped	Last Accessed	Actions
PROD_ICW_Student_01	LRW 101 Demo	Completed		0	0	15	May 10, 2021 10:01 AM	Actions
PROD_ICW_Student_02	LRW 101 Demo	Completed		0	0	15	Jun 07, 2021	Actions
PROD_ICW_Student_04	LRW 101 - section 2	Not Started		0	0	15		Actions

Download

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.

Interactive Citation Workstation

Client: None- Folders History Help

Home Class Setup Grades Analytics Student Exercises >

Analytics

Incorrectly Answered Report

Select a percentage of students: 25

Incorrectly Answered Report

Manual	Exercise	Problem Number	% Incorrect	% Correct	% Skipped	% Remaining
The Bluebook Manual	2: Case Location	1	66	33	0	0
The Bluebook Manual	3: Court & Date	1	66	0	33	33
The Bluebook Manual	7: State Statutes	1	66	0	33	33
The Bluebook Manual	2: Case Location	2	33	0	33	33
The Bluebook Manual	3: Court & Date	2	33	0	66	66
The Bluebook Manual	3: Court & Date	8	33	0	66	66
The Bluebook Manual	3: Court & Date	9	33	0	66	66
The Bluebook Manual	3: Court & Date	10	33	0	66	66
The Bluebook Manual	3: Court & Date	11	33	0	66	66
The Bluebook Manual	3: Court & Date	12	33	0	66	66

Download

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

1 **1**

2

3

4

5

6

7

8

9

10

11

12

13

Problem 1

Attempts **3**

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

Parentetical: 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.

Note that when students request an exercise reset, the professor and any additional instructors will receive an email with a link to the specific exercise for which the student has requested a reset. Clicking the link will take the instructor to the list of exercises for that student. The instructor must then locate the correct exercise and click "Reset".

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>.

