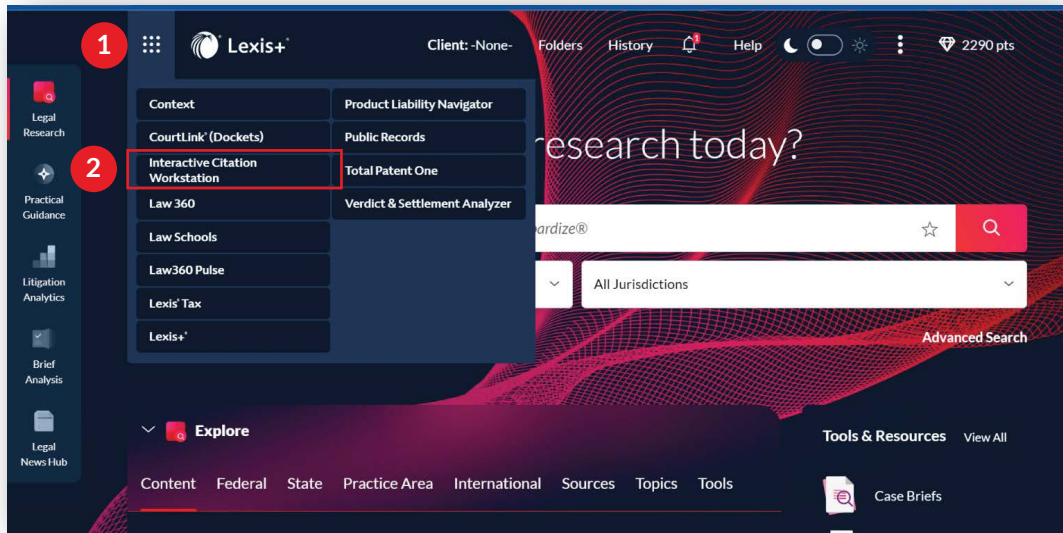


# LEXISNEXIS® INTERACTIVE CITATION WORKSTATION

## STUDENT GUIDE

Efficiently sharpen and test your citation skills and become familiar with the organization and use of either The Bluebook: A Uniform System of Citation® or ALWD Guide to Legal Citation. Your instructor follows your progress as you complete problems, while ICW builds on and reinforces the skills you learned in previous exercises.



### Accessing ICW – Law School Students

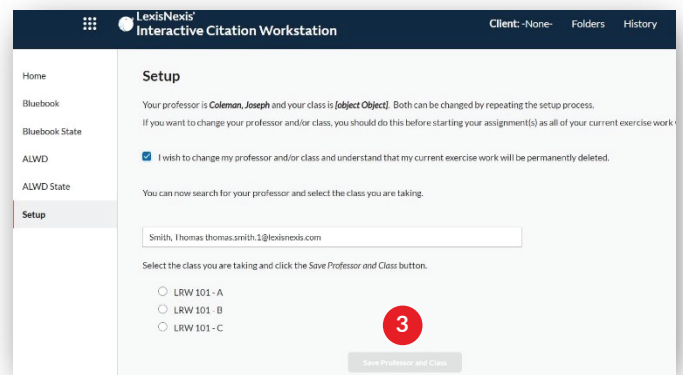
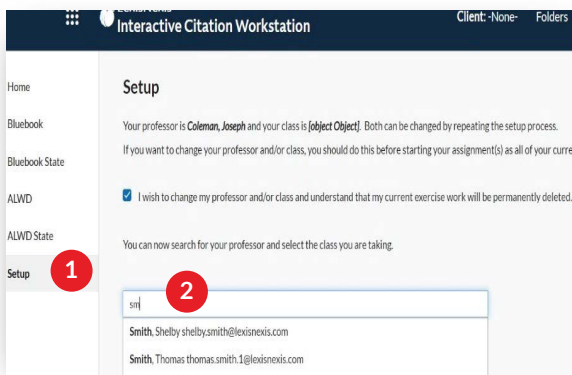
- Go to [www.lexisnexis.com/lawschool](http://www.lexisnexis.com/lawschool) and sign in using your LexisNexis® ID and password. That will bring you to the LexisNexis® Law School Home Page.
- Click on **Go to Lexis+®**.

- 1 At the upper left, click on the grid icon to locate and switch products.
- 2 Choose Lexis® Interactive Citation Workstation from the pull-down menu. ICW is also accessible under Tools & Resources, bottom right of the Lexis+ home page.

### Select Instructor

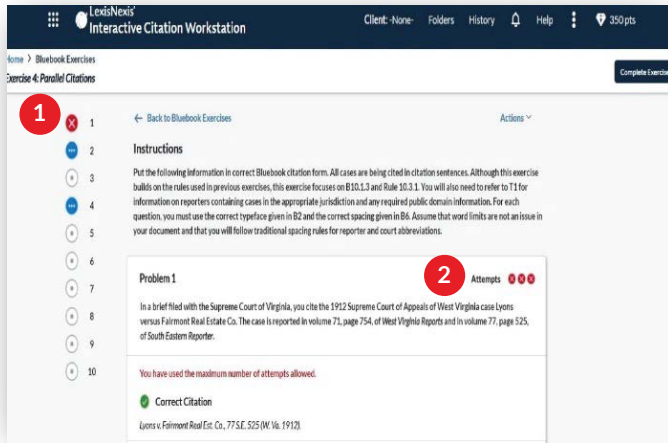
- 3 Select the class you are taking and click the **Save Professor and Class** button.

- 1 Select Setup to assign your course instructor.
- 2 Begin typing your instructor's last name, then choose the correct option from the list that appears.

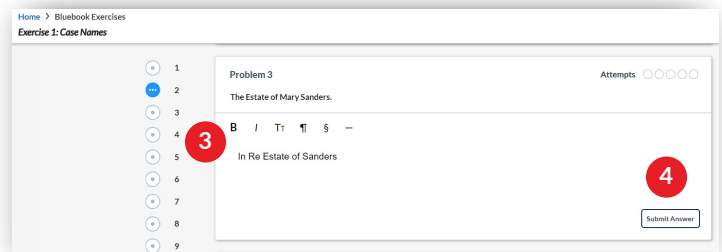


## Completing an Exercise

- 1 Complete assigned exercises and problems within. Your progress is shown on the left side in the progress bar.
- 2 The default for each problem is a maximum of five attempts. Your professor may have selected between 3-5 attempts.

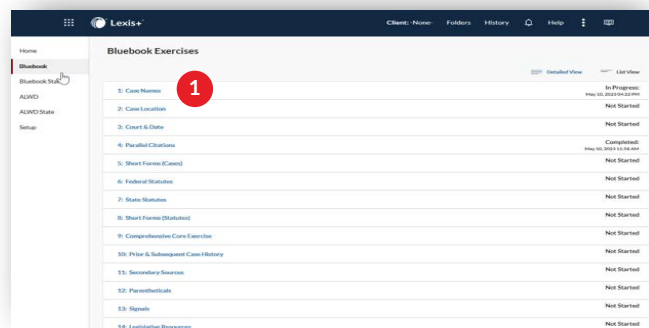


- 3 Use the textbox to enter your citation attempt. The textbox also has specific formatting features that include Bold, Italics, Small Caps, the section symbol, and the paragraph symbol.
- 4 Click on **Submit Answer**.
- 5 When you are done with all the problems you were assigned for an exercise, and you are ready to send your results to your instructor, click on **Complete Exercise**.

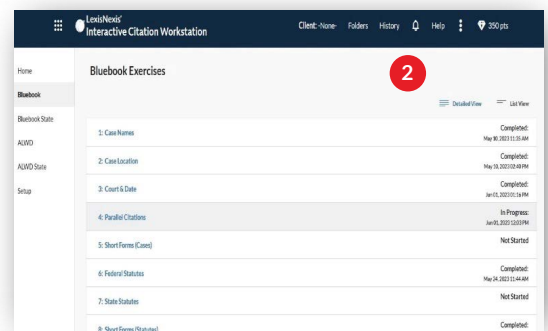


## Viewing Your Results

- 1 The ICW dashboard provides a snapshot of your progress across all exercises and includes the last access date and time to help you meet assigned deadlines.



- 2 Click on **Detailed View** at the top of your dashboard to see additional information regarding your progress for each exercise, including the number of correct, incorrect or remaining problems you have to complete.

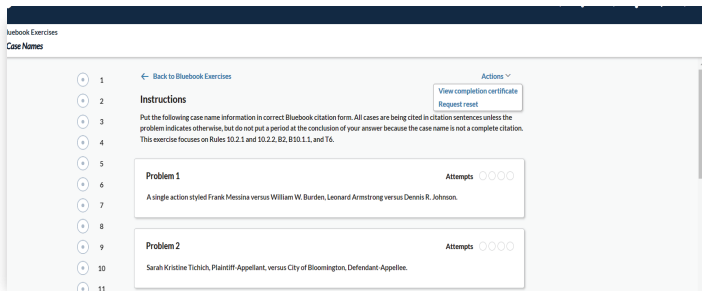


- 3 You may also review the completion certificate for an individual exercise in the dashboard view under **Actions**.
- 4 A link to your completion certificate will be sent to your assigned instructors upon completion (as long as you have assigned instructors in Settings). You may also send to others or download for your files by using the delivery options at the top of the screen. This includes the ability to Save to a Folder, Print, Download or Email the document.

Exercise	Status	Grade	Total Problems	Correct	Incorrect	Remaining/ Skipped	Last Accessed	Actions
1: Case Names	Completed	15	0	0	0	15	May 01, 2023 11:28 AM	Actions
2: Case Locations	Completed	10	0	2	8		May 01, 2023 11:28 AM	Actions
3: Court & Date	Completed	13	0	7	6		April 11, 2023 10:40 PM	Actions
4: Parallel Citations	Completed	10	0	4	6		July 24, 2023 11:59 AM	Actions View completion certificate Request reset
5: Short Forms (Cases)	In Progress	10	0	0	7		July 28, 2023 10:28 PM	Request reset
6: Federal Statutes	Completed	10	0	0	10		May 24, 2023 11:41 AM	Actions
7: State Statutes	In Progress	15	0	1	14		April 11, 2023 10:28 PM	Request reset
8: Short Forms (Statutes)	Completed	10	0	10	0		April 11, 2023 10:28 PM	Actions
9: Comprehensive Case Exercise	In Progress	20	0	0	19		April 11, 2023 10:28 PM	Request reset
10: Prior & Subsequent Case History	Completed	10	0	0	10		April 14, 2023 10:51 PM	Actions
11: Secondary Sources	In Progress	15	0	1	14		July 24, 2023 12:04 PM	Request reset
12: Parallels	Not Started	10	0	0	10			
13: Signals	Not Started	10	0	0	10			
14: Legislative Resources	In Progress	8	0	0	7		April 14, 2023 10:28 PM	Request reset
14: Administrative Resources	In Progress	7	0	1	6		April 17, 2023 12:04 PM	Request reset

## Requesting a Reset

You have several ways to request a reset of a completed exercise. In the individual exercise, there is an option to reset under the Actions drop down menu (or in the Detailed View).



## Interactive Citation Workstation

It is recommended that students use the Interactive Citation Workbooks to accompany their work on the Interactive Citation Workstation. These workbooks are available for sale on the LexisNexis Store in eBook or print. Students may purchase the workbook via the ICW Home Page.

### 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>.

