

Lexis® Classroom Quick Start Guide

Manage your class more efficiently with this online course management tool

Lexis® Classroom, powered by Canvas, is a complimentary online course management tool. Access, post and manage your class materials in one place including syllabus, course documents, multi-media resources, and announcements. Collaborate and communicate with your students more efficiently utilizing the features: Inbox messaging (email), discussion forums, assignment submissions, scheduling appointments, administering quizzes/surveys, grading, contacting customer support and more.

TABLE OF CONTENTS

How Do I Access Lexis Classroom? (Faculty)	2
How Do I Create a Course?	2
How Do Students Enroll Themselves in My Courses?	3
How Do I Use the Lexis Classroom Dashboard?	4
How Do I Publish My Course?	4
How Do I Add Content on My Courses?	5
Need Additional Assistance?	5

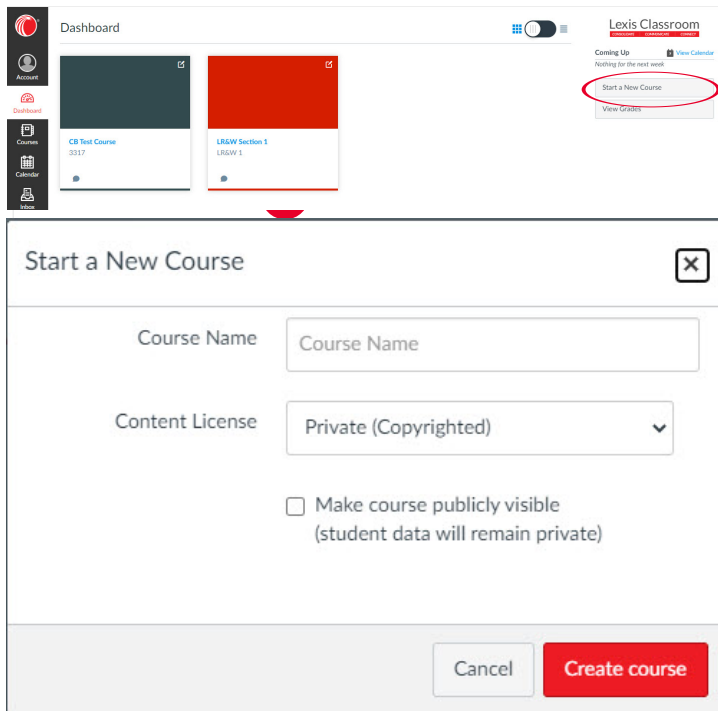
How Do I Access Lexis Classroom? (Faculty)

- At the LexisNexis® Law School site, [lexisnexis.com/lawschool](https://www.lexisnexis.com/lawschool), enter your LexisNexis ID and Password.
- Click the **Lexis Classroom** tab at the top of the page, which will open in a separate window.



How Do I Create a Course?

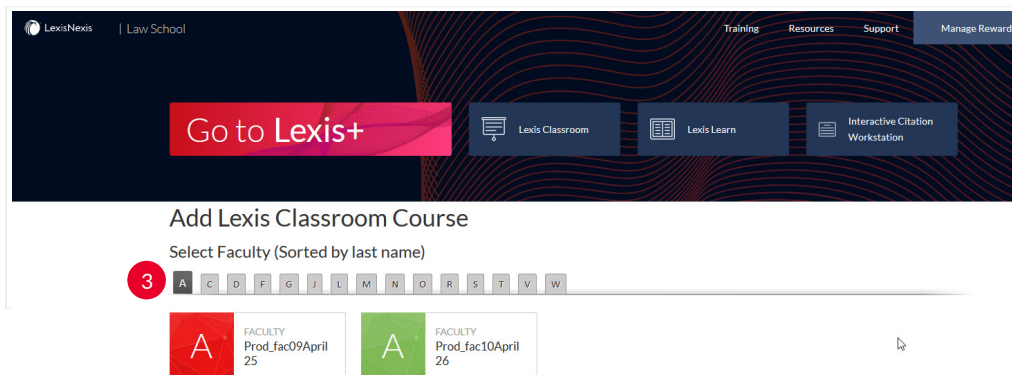
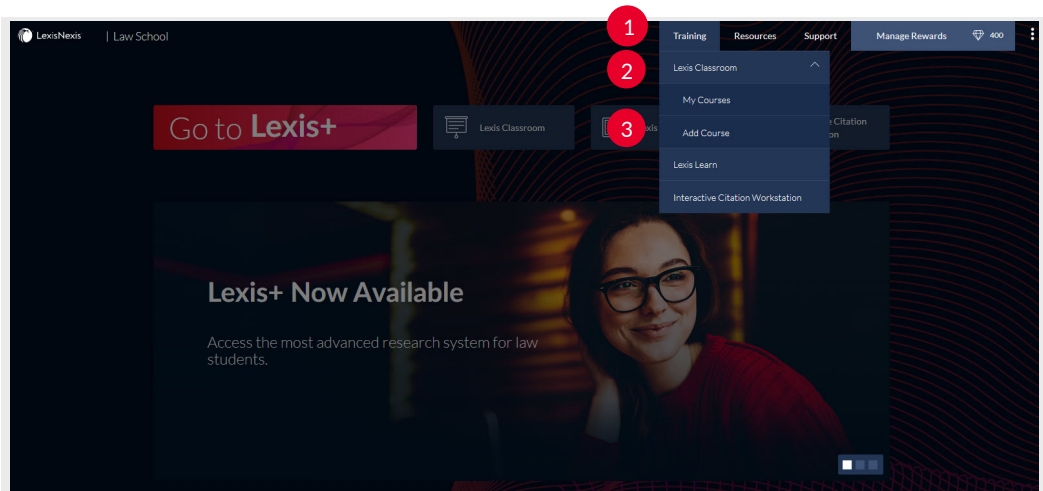
- To create a course, click the **START A NEW COURSE** on the right side of the page.
- Fill in the course name and then click **Create course**.



How Do Students Enroll Themselves in My Courses?

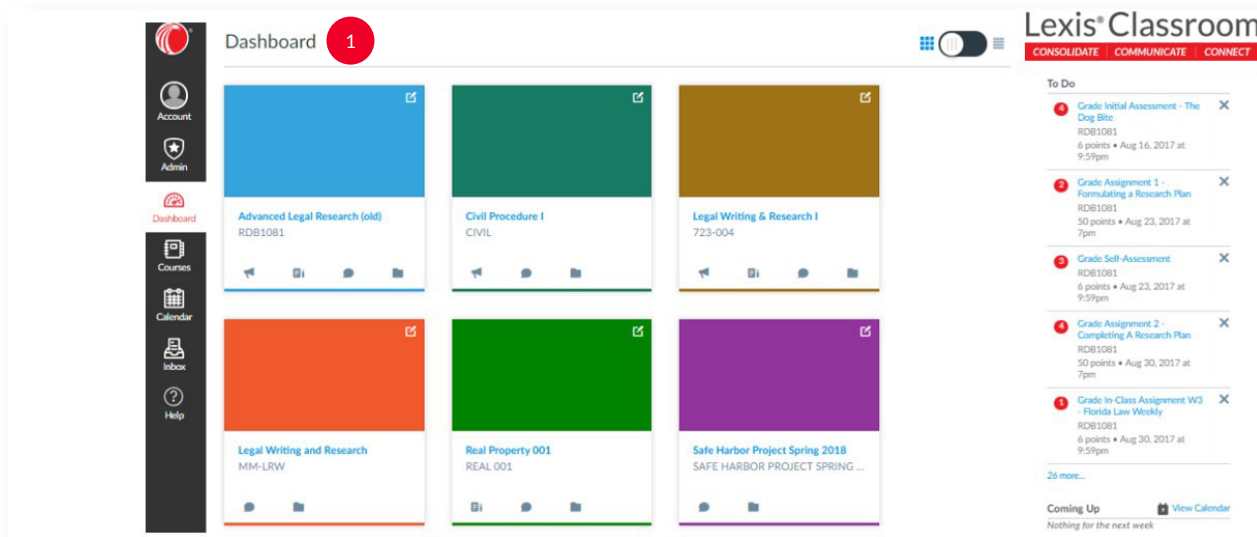
At the beginning of the semester, students are able to self-enroll in your course.





1. Once signed into www.lexisnexis.com/lawschool, click the Training link near the top right of the screen
2. Click Lexis Classroom
3. Click Add Course
4. Locate Instructor
5. Click course name to enroll



How Do I Use the Lexis Classroom Dashboard?

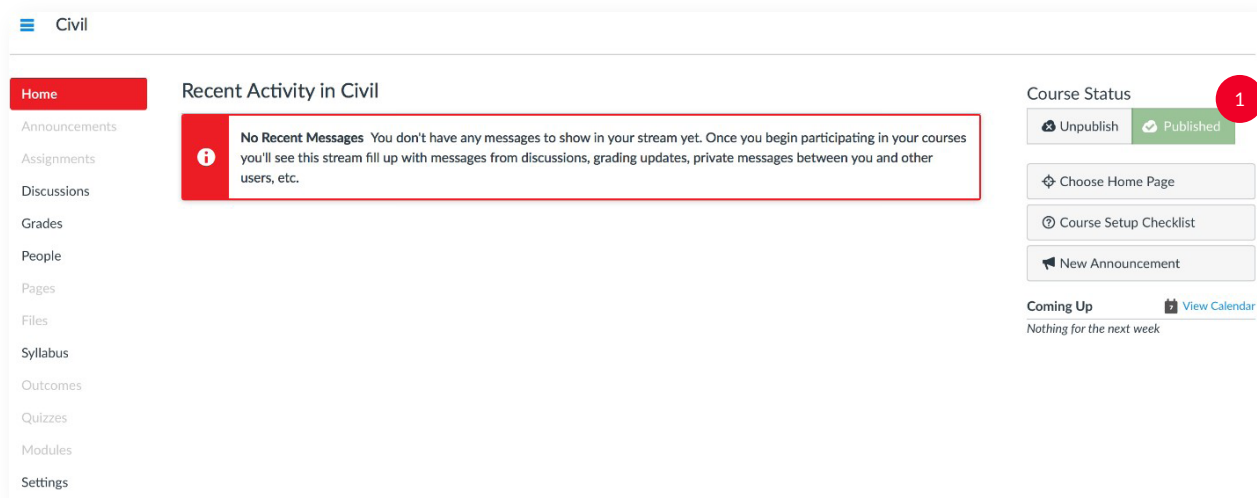
The Lexis Classroom Dashboard ¹, which is displayed after clicking the **My Courses** link, is your personal directory for the courses you have created.



Once a course is created, you can click the course title to enter the course and view its course home page, access the course materials, and upload content to the course. You can also click the **Course Announcements** , **Course Assignments** , **Course Discussions**  and **Course Files**  links below the course title to access specific areas within the course.

How Do I Publish My Course?

- In the My Course homepage, click **Published** ¹ after content has been uploaded. Students will now be able to view their course.



How Do I Add Content on My Courses?

- In the Course Navigation toolbar, click **Files** ¹.
- In the top-right corner of the screen, click **Upload** ².

Home

Civil > Files

Search for files

0 items selected

+ Folder Upload

▼ Civil Procedure

Name	Date Created	Date Modified	Modified By	Size	
5 Ways To Avoid The Billing Mistakes CIL...	Feb 6, 2018	Feb 6, 2018	Nick Chin	218 KB	✓
Agreement_for_Mediation.pdf	Feb 6, 2018	Feb 6, 2018	Nick Chin	122 KB	✓
Appellate Brief - Final.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	62 KB	✓
Beauty_Assign.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	14 KB	✓
Civil_Law Assign.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	15 KB	✓
Memo 1.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	55 KB	✓
Memo 2.pptx	Feb 6, 2018	Feb 6, 2018	Nick Chin	260 KB	✓
Reading Material - Law Review Comment...	Feb 6, 2018	Feb 6, 2018	Nick Chin	102 KB	✓
Sample TOA SUMMARY OF ARGUMEN...	Feb 6, 2018	Feb 6, 2018	Nick Chin	20 KB	✓
Syllabus.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	18 KB	✓

0% of 471.9 MB used

All My Files



NEED ADDITIONAL ASSISTANCE?

PLEASE CONTACT YOUR LOCAL LEXISNEXIS REPRESENTATIVE OR LEXISNEXIS CUSTOMER SUPPORT AT **800.45.LEXIS (53947)** FOR FURTHER ASSISTANCE.