LexisNexis™ Faculty Web Course User's Guide

Powered by Blackboard® 6.0, the simple user interface of LexisNexis™ Web Courses lets you easily convert traditional course content into Web-based instructional materials. With the convenience of timely updates, LexisNexis Web Courses makes it easy for you *and* your students always to be on the same page.

Adding Content to a Web Course

You can add documents to your Web Course and have the citations within the documents automatically identified and marked with links to the LexisNexis™ services. **To do this:**

1. Click **Course Documents** in the Content Areas section of the Control Panel.
2. Select **LEXLink™, LexisNexis™ Links, or CALI** (Computer Assisted Legal Instruction).
3. Enter the **information**.
4. Select desired **options**.

You can also update your own course content. **To do this:**

1. Click **Course Information** in the Content Areas section of the Control Panel.
2. Click the **Add Item** button and select from the Name field the type of document that you want to create, or add your own.
3. Add any **text or content attachments**.
4. Select desired **Options.**
5. Click **Submit**.

Adding Students

Students are able to self-enroll in your class once you invoke self-enrollment. **To do this:**

1. Click **Settings** in the Course Options section of the Control Panel.
2. Click **Enrollment Options**.
3. Click the **Self-enrollment** button.

Note: You can limit who registers for your class by providing a required access code for enrollment.

Changing Text

There are three ways to customize the menu bar for your preferences:

- Color
- Style
- Text (rename the Content Areas, e.g., change Announcements to Homework)

To change the color or the style, click Settings and:

1. Click **Course Design** from the Course Options section of the Control Panel.
2. Click to select the **Navigation and Style Properties** you want.
3. Click **Submit**.

To change the text*, click Course Design and:

1. Click **Manage Course Menu** from the Control Panel.
2. Click **Modify** on the right side of the Content Area that you want to rename.
3. Type the **new name**.
4. Click **Submit**.

* Add or remove Content Area names through a similar process.

Communicating with Students

There are three easy ways for you to communicate with students.

- **Create a Forum and hold a Live Discussion. To do this:**
  1. Click **Discussion Boards** from the Course Tools section of the Control Panel.
  2. Click **Add Forum** button.
  3. **Complete fields** with appropriate information.
- **Bulk download of files** for individual students.
- **Web Course Messaging via e-mail. To do this:**
  1. Click the **Communications** tab.
  2. Choose **Messages**.
  3. Click **new e-mail**.
  4. Click the **To** button and select recipients.

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Using the Event Scheduler

The Event Scheduler is a feature of the Calendar, offering you greater control over your schedule so that you can better manage office hours, arrange meeting time with students, and develop course events for which students sign up to attend. Event Scheduler allows you to:

- set the title, description, location host, and start/end times of an event;
- restrict sign-up times;
- limit the number of attendees;
- create waiting lists;
- allow for anonymous registration; and much more.

To use Event Scheduler:

1. Click **Events Manager** from the Course Tools section of the Control Panel.
2. Click **Add an Event**.
3. **Complete fields** with appropriate information.

Using the Quiz and Grading features

You can lighten your workload by exercising these options:

- **Add a quiz to any course.**
  To do this:
  1. Click **Test Manager** from the Assessment section of the Control Panel.
  2. Click **Add Test**.
  3. Type the **information**.
  4. Click **Submit**.

After adding a quiz/test, you can still modify a quiz/test.

Select a Feedback mode to see quiz/tests scores displayed as:

- only final scores;
- students' answers and final scores; and/or
- correct answers highlighted.

Select a Presentation mode to display a quiz:

- in its entirety;
- one question at a time (and the option to prohibit backtracking); or
- randomized order of questions for each attempt.

Grading features allow you to grade a quiz inside a course.

To do this:

1. Click **Gradebook** in the Assessment section of the Control Panel.
2. Click the **View** button once inside the Gradebook view.
3. **Enter** or change the score.

To adjust the way you view the Gradebook:

1. Click **Gradebook Views** in the Assessment section of the Control Panel.
2. Choose to **view grades** by item or by student.

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