

Instructor's QuickGuide: Managing Student Assignments on LexisNexis® Web Courses



Save time by receiving and grading your students' writing assignments electronically on LexisNexis® Web Courses.

Why LexisNexis Web Courses?

Powered by Blackboard Learn™ 9.0, the LexisNexis Web Courses course management system gives you the freedom to designate particular assignments for anonymous grading, while reviewing other papers with students' names displayed. This unique feature allows you to collect both drafts and final papers in one convenient place. All papers submitted through Web Courses are time-stamped, making it easy to manage assignment deadlines.

Getting Started is Simple

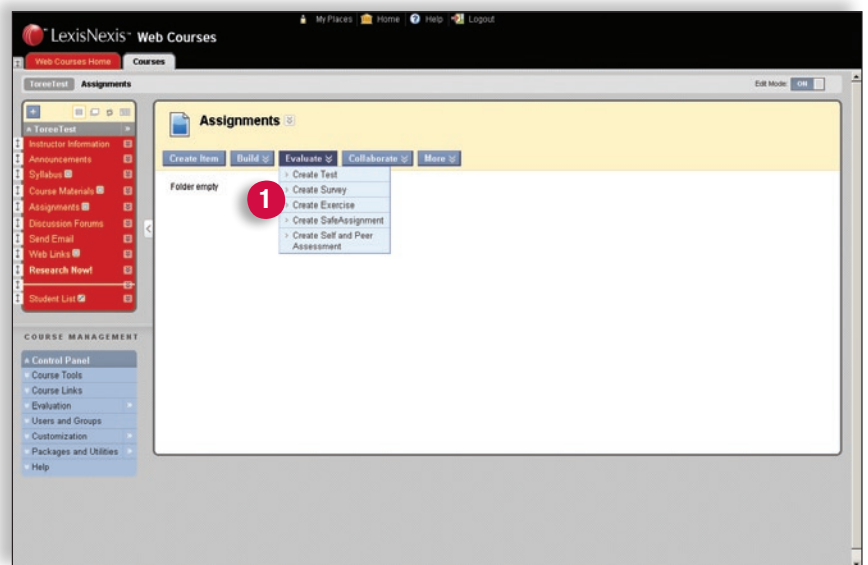
Just create an assignment in Web Courses. Students will see the assignment when they log in, and they can upload their submissions in a few easy steps. At any time, you can access your student list, see who has submitted materials, and download submissions. You can elect to review particular assignments anonymously, thus maintaining objectivity even in an electronic submission environment.

How Do I Create an Assignment?*

- Sign on to Web Courses and access the desired course.
- Assure that EDIT mode is **ON** (the toggle is in the upper-right corner of the screen).
- Click the **Assignments** link on the left navigation menu.
- On the Assignments page, click **Evaluate**, then **Create Exercise** ①.

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* The instructions here are based on default settings for courses created after August 2009.



How do I Create an Assignment? (Continued)

Next, fill out the simple form to supply the details about the assignment:

- Give the assignment a name.
- Type in any instructions you'd like your students to see.
- Attach a file if you'd like (e.g., a grading rubric).
- Designate the point value of the assignment (if you plan to record grades within Web Courses). ①
- Next, specify the assignment availability and the number of attempts the students can make when submitting their assignments. ②

– Note: Because students sometimes forget to click “attach” when uploading their assignments, most users elect to allow unlimited attempts. In the case of multiple submission attempts, you will receive only the most recent item.

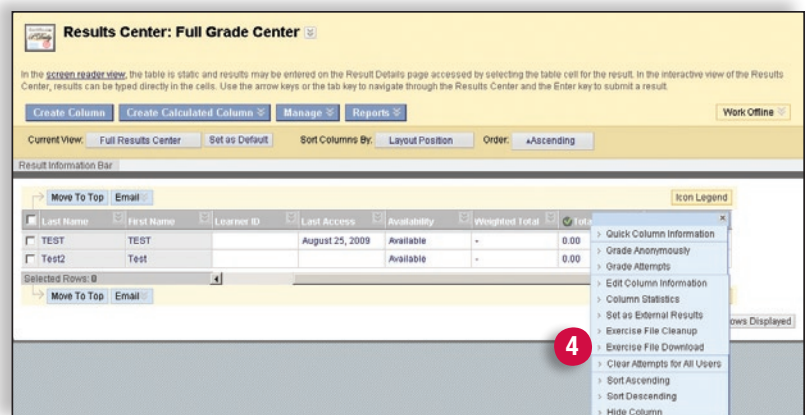
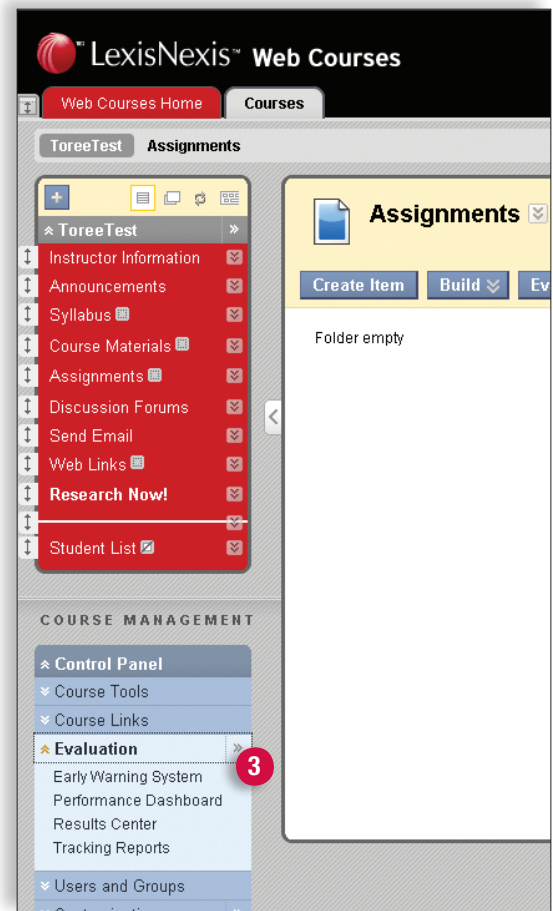
- Next, designate the due date and time.

– Note: Times are defaulted to Eastern Time.

- Click **Submit**. Now your assignment is ready for student submissions; your students will see this assignment when they click the **Assignments** button in your Web Course.

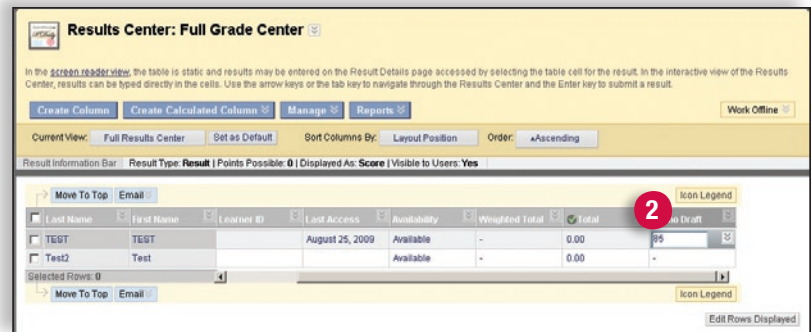
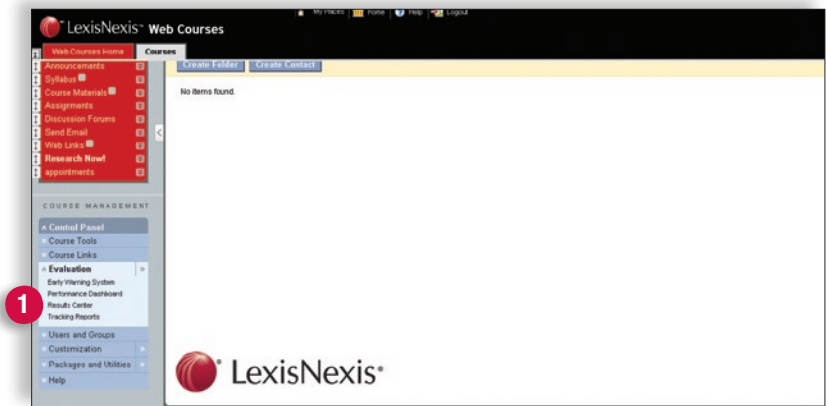
How Do I Access Student Assignments?

- On the Control Panel, click **Evaluation**. ③
- Next click **Results Center**.
- You will see a complete list of students, with columns for the assignments submitted by each student.
- Go to the column for the assignment you want to access.
- Click the down arrow above that column.
- To download, Select **Exercise File Download**. ④
- On the next screen, you will see a complete list of student submissions for the assignment you've selected.
- Check the box next to each assignment you wish to download; you can download as many or as few assignments as you wish.
- Web Courses will then deliver the assignments in a ZIP file. To save to your preferred location, click the **Download Exercise Now** link.



How Do I Grade Student Assignments?

- On the Control Panel, click **Evaluation**.
- Next click **Results Center**. ①
- You will see a complete list of students, with columns for the assignments submitted by each student.
- Go to the column for the assignment you want to grade.
- Click the left side of the cell in the column where you'd like to insert the grade.
- Enter the number grade, much like you would do in a Microsoft® Excel® file. ②

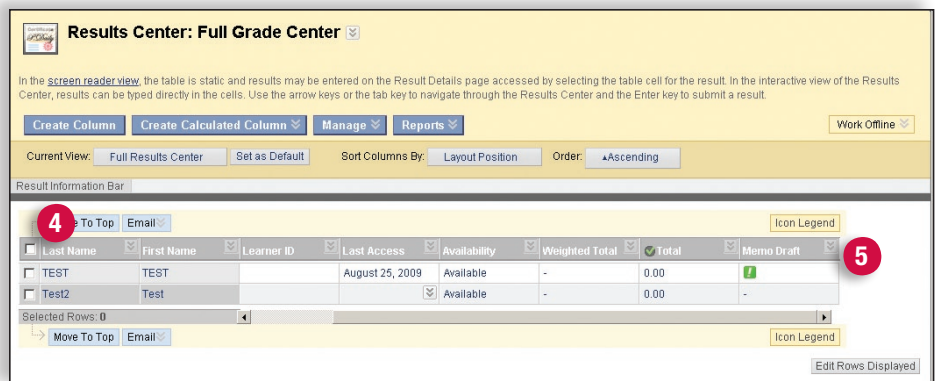
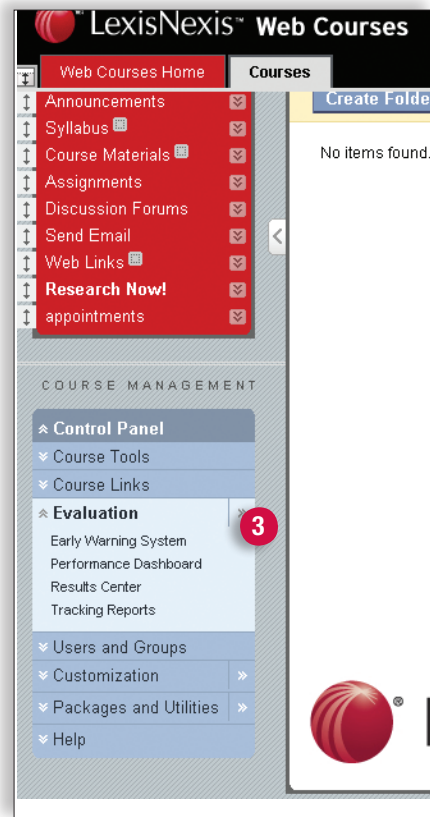


How Do I Grade Assignments Anonymously?

With LexisNexis Web Courses, you have the flexibility to grade anonymously on an assignment-by-assignment basis. You need not designate all assignments in a particular Web Course to be graded in this fashion. To grade a specific assignment anonymously:

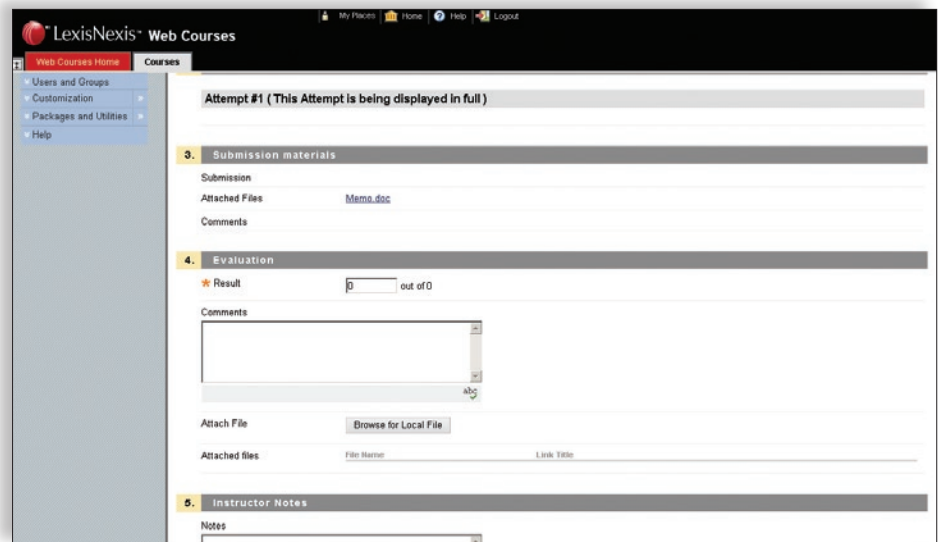
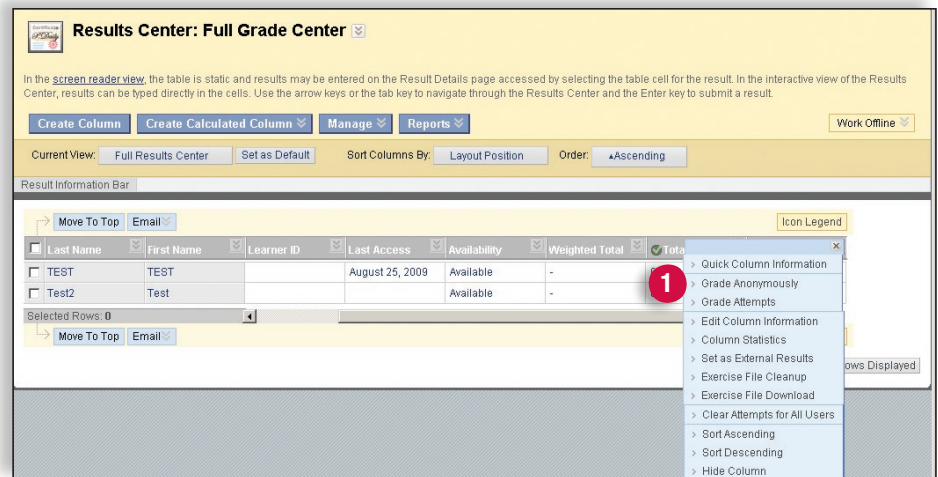
- On the Control Panel, click **Evaluation**. ③
- Next click **Results Center**.
- You will see a complete list of students, with columns for the assignments submitted by each student. ④
- In the assignment columns, green exclamation points indicate that an assignment has been submitted and is ready for grading.
- Locate the column for the assignment you'd like to grade anonymously.
- Click the down arrows at the top of the column for that assignment. ⑤

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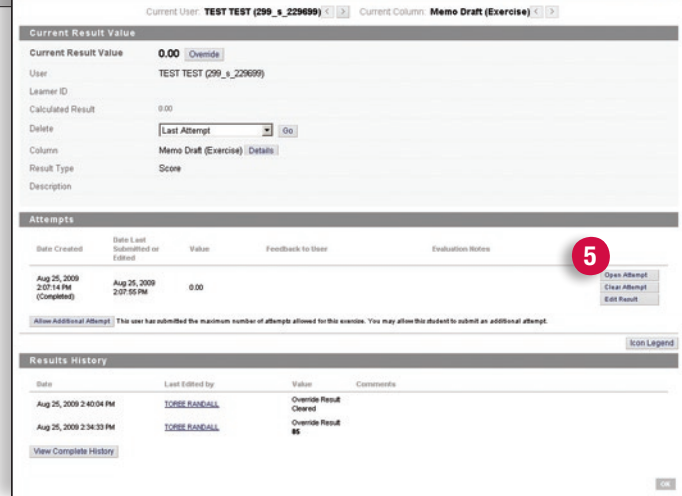
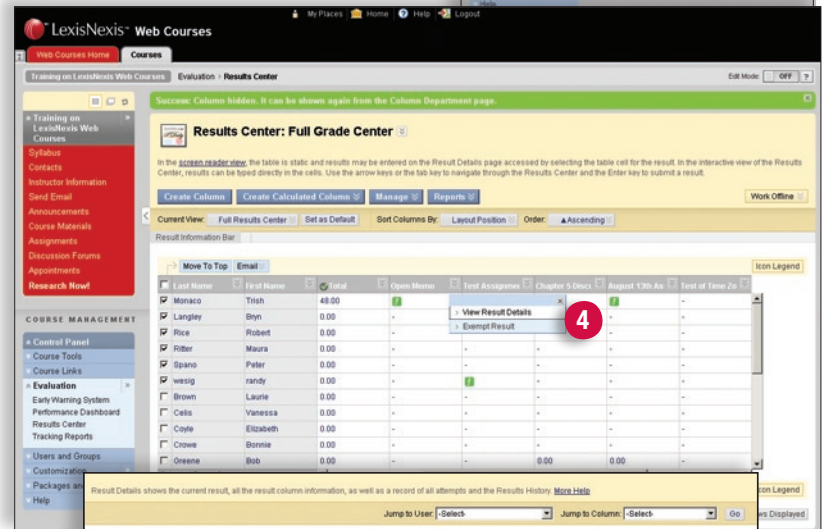
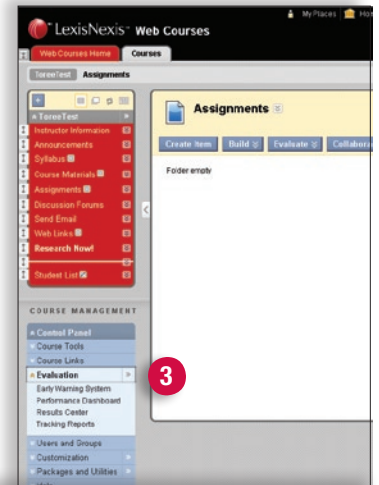
How Do I Grade Assignments Anonymously? *(Continued)*

- Select **Grade Anonymously**. ①
- On the next screen, submitted assignments will be presented in random order to maintain anonymity.
- From this screen, you can download the submitted assignment from the attached files in the submission materials. Further, you can assign a score and add comments, all from this screen. ②
- You now have the option to evaluate the next assignment by using the **View Next** button or save your progress at this point and exit. When you resume, you will begin where you left off.
- When you return to the Results Center, scores will appear in the rows where you have assigned grades.



How Do I Provide Feedback on Assignments?

- On the Control Panel, click **Evaluation**. ③
- Next click **Results Center**. ③
- You will see a complete list of students, with columns for the assignments submitted by each student.
- Go to the column for the assignment you want to evaluate.
- Click the cell for the specific student's assignment you'd like to evaluate. Note that a score or a green exclamation point will appear in the cell.
- Next click the down arrows in that cell.
- Select **View Results Details**. ④
- On the Results Details page, under Attempts, select **Open Attempt**. ⑤
- On the next screen, you will see that the student's original submission is automatically attached.
- Scroll down and enter the number grade, if you have not already done so.
- Enter comments, if desired.
- To attach a file (e.g., the marked-up assignment, a model answer, or a grading rubric):
 - Click *Browse for Local File*
 - Find the file you wish to upload
 - Click *Open*.
- Finish by clicking **Save and Exit** or **Save and Continue** (if you'd like to go on to another assignment).



Need help?

- Call a Web Courses consultant at 1 800-45LEXIS (53947), Option #3.
- Email your local LexisNexis® representative for on-site personal assistance.

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