

Managing your online courses is now easier than ever



Instructor's Quick Guide: LexisNexis® Web Courses

What's New?

The updated features in LexisNexis® Web Courses help make the most of your most valuable commodity—time!

Powerful new tools combined with familiar functionality make creating and managing your online courses faster, easier and more effective than ever.

You can: access and post course materials in one central place that makes it easier for you and your students; create assignments that students can receive and submit; communicate easily with your students; and allow them to collaborate with each other.

Improved efficiency:

New functionality makes it easier than ever to create and manage your classes and communicate with your students. Key features include:

Blackboard® 9.1 offers a newer, more robust platform, but is still familiar and as easy to use as ever.

Improved conference scheduling, including a new bulk appointment scheduler, is compatible with Microsoft® Outlook® and other iCal® application programs so it's simple and convenient to schedule and manage appointments.

SafeAssign™ plagiarism-checking technology allows you to easily check writing assignments for originality, including material from the top 500 law reviews and journals available on Lexis Advance®.

Communicate and collaborate with your students using integrated email, forums, wikis and more.

So, let's get started ...

How Do I Access Web Courses?

- At the LexisNexis® Law School site, found at www.lexisnexis.com/lawschool, enter your **LexisNexis Custom ID** and **Password**.
- Click the **My Web Courses** ^① link found at the left side of the page, which will open in a separate window.

The screenshot shows the LexisNexis for Law Schools homepage. At the top, there's a navigation bar with 'Support', 'Settings', and 'Sign Out' links. Below this is a red banner with 'Go to Lexis Advance' and a search bar. A large 'Go Mobile.' section promotes mobile apps. The main content area is divided into three columns: 'MY WEB COURSES' with a red notification icon and links to create courses, store, and book information; 'WHAT'S NEW' with updates on Lexis Advance; and 'HELP CENTER' with customer support contact info. A 'RESOURCES FOR LIBRARIANS' section is also present.

This screenshot shows the 'CREATE A WEB COURSE' interface. It features a blue header 'YOUR WEB COURSES' and a list of existing courses, currently showing 'Web Courses 101 -- Legal'. Below the list are two buttons: 'Add a Course' and 'Delete a Course'. At the bottom, there is a link 'Go To Web Courses Home >'. The 'Add a Course' button is highlighted with a red border.

This screenshot shows the form for creating a new web course. It includes a text input field for 'Web Course Name' and a dropdown menu for 'Web Course Category' with the text 'Select a Category'. Below these fields is an 'Add' button. At the bottom, there is a link 'Go To Web Courses Home >'. The 'Add' button is highlighted with a red border.

How Do I Create a Course?

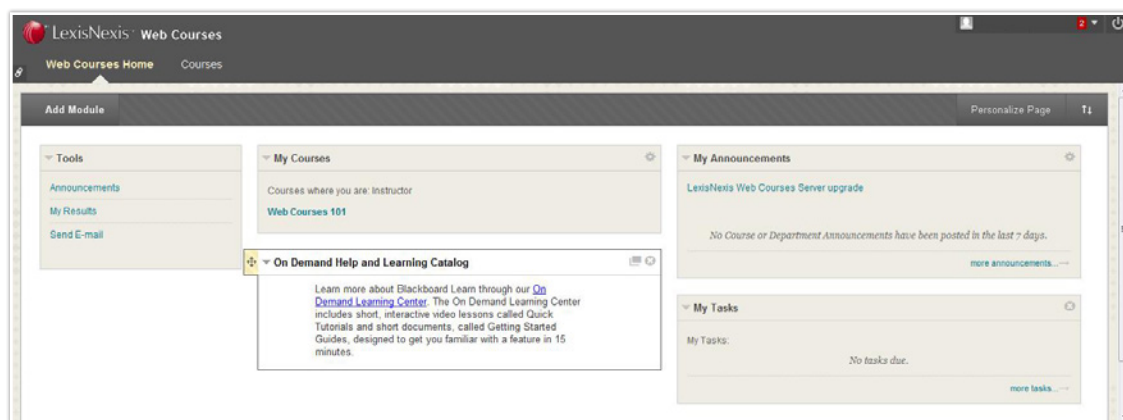
We've made it very simple for you to create a course in Web Courses. Using the Create a Web Course feature, you simply fill out a short form to identify the name and subject matter of your course—then we do the rest! A course is created for you with standard menu features such as announcements, syllabus, course materials, appointments, assignments, discussion forums, email and a direct link into Lexis Advance. You have complete control to add to your course and modify its features and content—whatever you choose to do to personalize and make it yours.

- To create a course, click the Create A Web Course link found under the My Web Courses link on the left side of the LexisNexis Law School home page.
- Click the grey Add a Course button.
- Fill in the course name and assign a category to the course, then click Add.
- Click the Go To Web Courses Home link to launch the Web Course Home Page, where you will find your newly created course under the My Courses heading.

How Do I Use the Web Courses Home Page?

The Web Courses Home Page, which is displayed after linking into the program, is your personal directory for the courses you created and any other courses (created by other instructors) that you added. Once you add a course

to this page, you can click the course title to enter that course, view its course home page, access the course materials, tools and modify it.



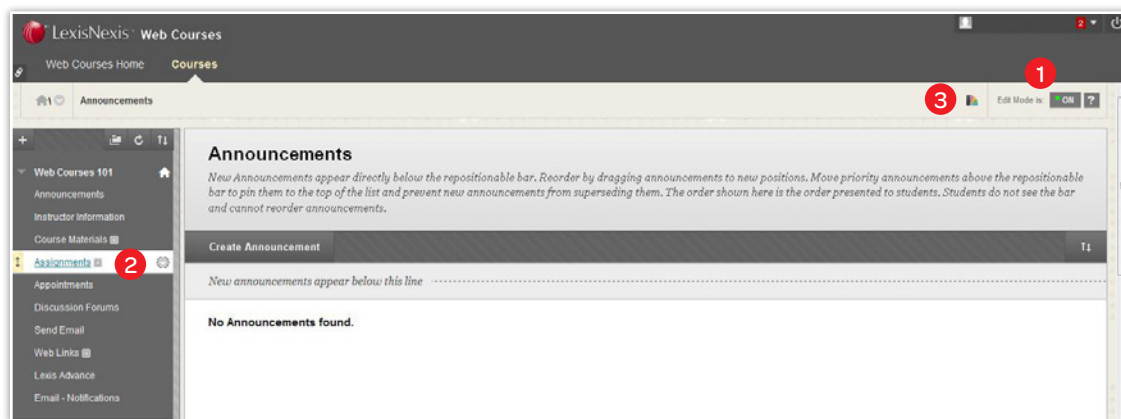
How Do I Modify and Personalize My Course?

Once you've created your course, you can change the style of that course, its look and color, the order and naming of your menu items and other personalizations. If you want to make changes, be sure that the **Edit Mode** is set to **ON** ①. The edit switch is found in the upper right corner of the course page. When Edit Mode is turned off, you will view the course as a student will view it, and no changes can be made until Edit Mode is turned on again.

To rearrange the order of your menu items, simply **click your mouse on the arrow to the left of that menu item** ②, then drag and drop it where you want.

To change the color or style of the menu bar, or to customize your course with a school banner or other personal image:

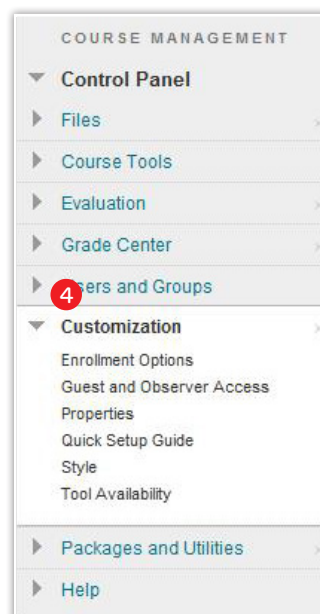
- Click the **Color Swatch** ③ icon in the upper right side of the page next to the Edit Mode button
- Select a color theme from the drop down menu to change the style of your course



How Do I Enroll or Add Students in My Course?

Students are able to self-enroll in your course once you have turned on self-enrollment. To do this:

- Choose the **Customization** link ④ in the **Control Panel**
- From the **Customization** list, select **Enrollment Options**
- This will present a short form where you select the **Self Enrollment** option
- You also have the option to create your own access code, which would require your students to enter it in order to self-enroll
- Once you've made your selections, click **Submit**



How Do I Control Availability of My Course?

Courses default to “Available.” If you wish to make the course unavailable until you’re ready, go to **Properties** under the **Customization** link. Set availability to “No” in

Section 3 of the form and click **Submit**. When you’re ready to make the course available, simply follow these same steps and choose “Yes.”

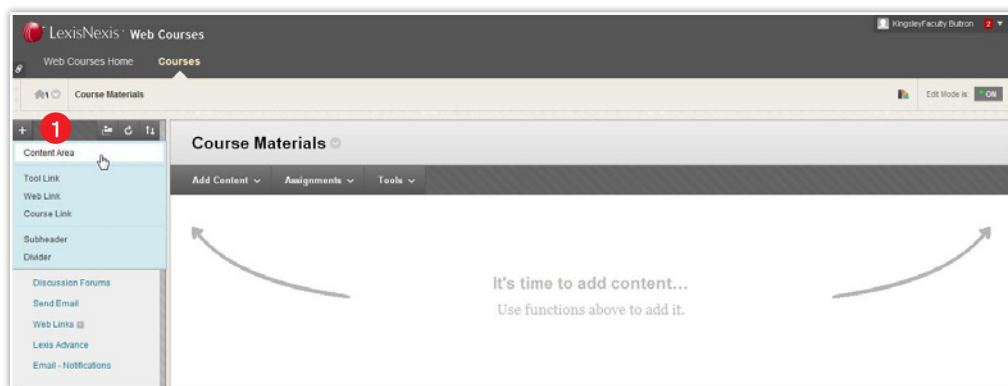
How Do I Create or Modify Content Areas?

You can attach materials to your course under tabs called Content Areas. These allow you to post and distribute a variety of course information and resources, including a syllabus, class notes, supplemental materials, uploaded files or any other documents that you believe will be

helpful to your students. When you create a course, two content areas (entitled “Materials” and “Assignments”) are already added to your course. To create additional content areas or modify existing ones, see below.

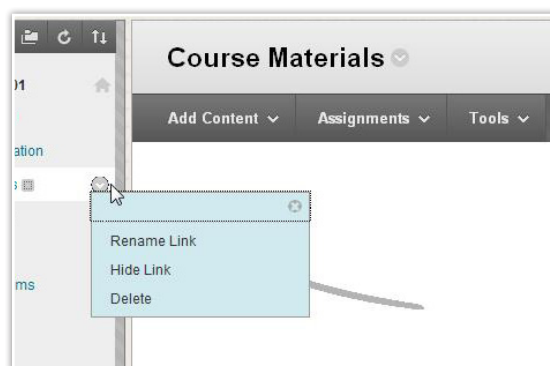
To create additional content areas:

- Click the + sign ① above your course title in the left menu. This reveals a pull-down menu, from which you should select **Content Area**.
- Create the name of your new content area, decide whether to make it available to users and **Submit**.



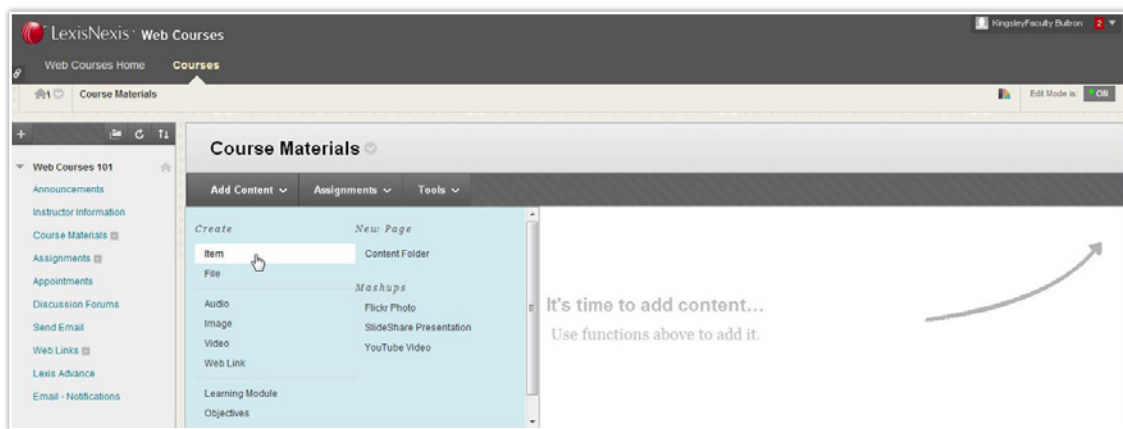
To modify existing content areas:

- While in your desired course, select the down arrows found to the right of the specific content area button that you want to modify. This provides you with a pull-down menu, from which you can choose:
 - Rename Link
 - Hide Link
 - Delete
- Simply choose the desired change.



How Do I Add an Item on My Web Course?

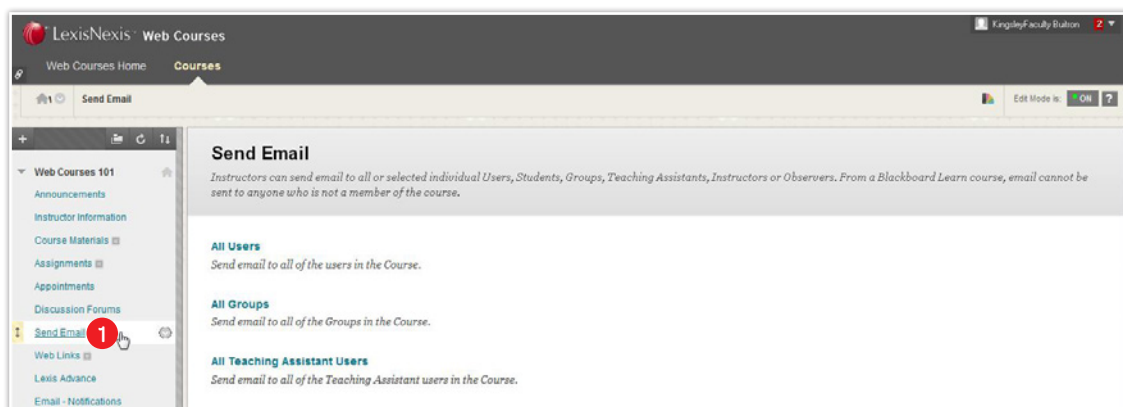
- Select the Content Area where you'd like to post the item.
(For instructions on how to create or modify content areas, see section on Creating or Modifying Content Areas.)
- Once in that content area, hover your mouse over **Add Content**.
- Complete the form that appears. Here, you can attach a file from your computer to upload into your Web Course. Simply browse for the item, much like you would do when attaching a file to an email.



How Do I Send Email Messages Using Web Courses?

It's easy to communicate with your students through email. Click **Send Email** ① from the menu and a list of options will appear. This includes all users in the course, just instructors, only select students and a variety of other

options. **You don't have to know users email addresses—they're already included within your course setup.** Select your list category and fill out the form.



How Do I Create a Discussion Forum?

A forum is an environment you can use to conduct online discussions or elicit responses to a topic or idea. The threaded posting areas within forums are designed for interactive communication between participants, whether it's between you and your students or strictly among students. Forums are made up of individual discussion threads that can be organized around a particular subject. When you create a new course, the Discussion Forums menu item is added to your course by default.

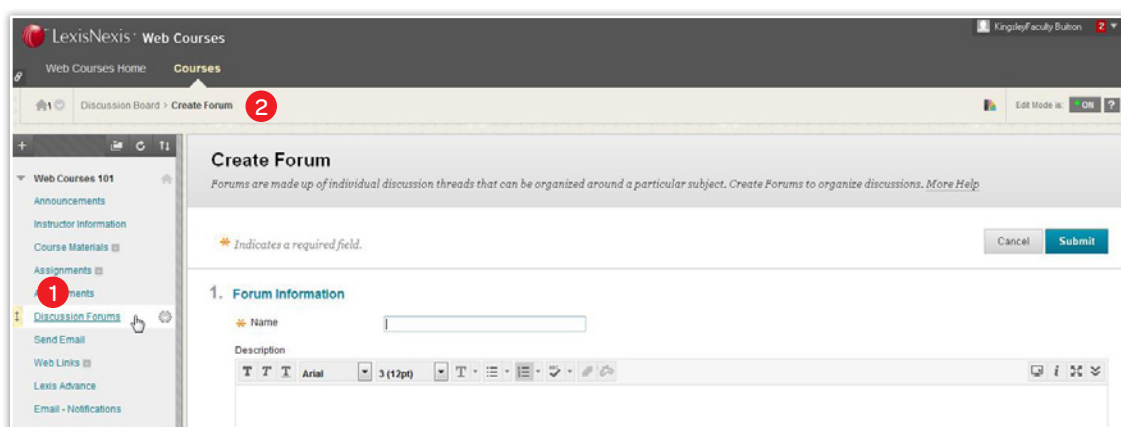
To create a forum:

- Click **Discussion Forums** ① in the menu.
- Click **Create Forum** ②.
- Fill out the form and click **Submit**.

- Next to the forum name is a small pull-down arrow. Select the pull-down arrow and find the **Edit** option. This will take you back to your original form so you can make desired changes.
- Click **Submit** once you've made your desired changes.

To modify an existing forum:

- While in the Discussion Forums area, look for the respective forum you'd like to modify (e.g., you want to change the name or the settings such as allowing for anonymous posts).



How Do I Post a Message in a Forum?

- Click the name of the forum.
- Click **Create Thread** and fill out the form including the message that you want to post.
- Click **Submit** to have your thread post to the forum.
- Once there is a thread submitted, you can either reply to that specific thread by selecting the thread itself and using the **Reply** button, or you can create additional threads within the forum by using the **Create Thread** button.

What Are the System Requirements for Web Courses?

- A Lexis Advance® Custom ID and Password
- Microsoft® Internet Explorer® 9.0 or later, Apple® Safari® 5.0 or later, or Mozilla® Firefox® 17.0 or later, or Google™ Chrome™ 27.0 or later
- JavaScript enabled on your browser

How Do I Get Help with Other Functions of Web Courses, Such as SafeAssign?

The newly enhanced SafeAssign Plagiarism-checking technology now includes material from the top 500 law reviews and journals available on the Lexis Advance research system from the year 2000 to current, as well as allowing you to check submissions against the Internet, ProQuest ABI/INFORM database and the Global Reference database from Blackboard.

For instructions on these and other features, you can:

- Go to the LexisNexis Law School Web site and find individual literature pieces for some of the new features under the Teaching Tools link
- Go to the comprehensive Instructor's Manual found under Help in the Control Panel, which is conveniently located inside your Web Course
- Contact your Account Executive or our Web Courses technical consultants at **800.45.LEXIS (53947), option 3** for further assistance



Get more research tips at
[YouTube.com/LexisNexisLawSchools](https://www.youtube.com/LexisNexisLawSchools)

