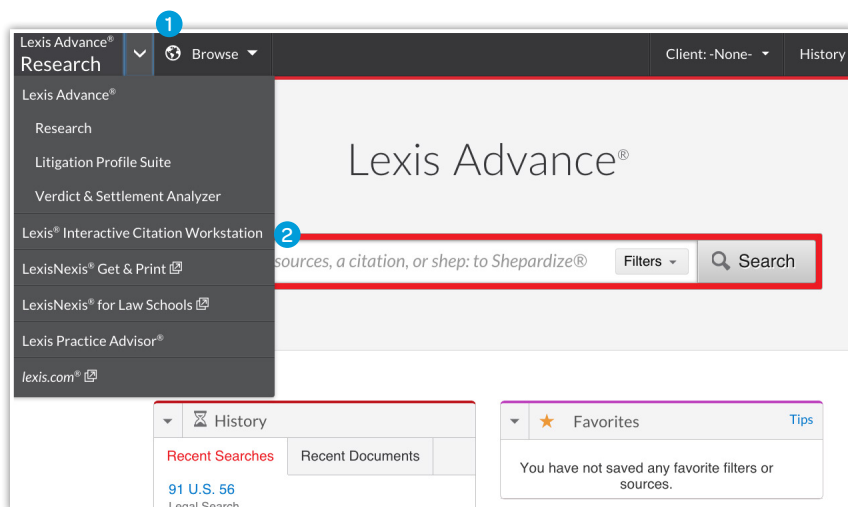


# LEXISNEXIS® INTERACTIVE CITATION WORKSTATION GUIDE FOR FACULTY

Teach students how to cite authority correctly with the new LexisNexis® Interactive Citation Workstation (ICW). This guide will help faculty, teaching assistants and administrative staff navigate the new easy-to-use interface and discover the enhanced features.



## Accessing ICW

- 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 Advance®**.

- 1 • At the upper left, click on **Lexis Advance® Research** and the downward facing arrow (v).

- 2 • Choose **Lexis® Interactive Citation Workstation** from the pull-down menu.

## Faculty Dashboard

A detailed faculty dashboard improves your workflow and saves time.

- 1 **Improved status reports:** The status report module will allow you to get a bird's eye view of a student's progress or the progress of all of your students by exercise.
- 2 **NEW control exercise parameters:** Manage the number of attempts students are permitted from 1 – 5 (default is three attempts). Setting applies to all exercises.
- 3 **NEW identify problem areas:** Address citation problems that your students are struggling with, when 25 percent or more students answer incorrectly.

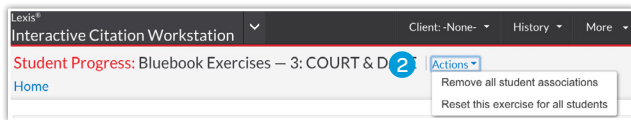
- 4 **NEW student progress charts:** Graphs provide an easy-to-view depiction of student progress.
- 5 **ICW exercises:** Access the citation problems your students will be working on here.

## Student Progress Reports

- 1 **Reset by student in the student progress report.**
- 2 **Reviewing completion certificates:** Easy access to view student work with a detailed completion certificate showing incorrect attempts.
- 3 **NEW optional feature to assign grades:** This can include up to four numbers, letters or symbols (e.g., 100% or Pass/Fail.)

## Exercise Reports (Multiple Students)

Name	Status	Grade	Correct	Incorrect	Remaining/Skipped	Last Accessed	Actions
Tiera2, Mike2	Completed	-	1	0	0	Dec 10, 2014 03:06:30 p.m. EST	1 Actions
Caldwell, Sean	Not Started	-	0	0	10	-	-
Diehmänn, Kathleen	In Progress	-	0	0	9	Mar 11, 2015 11:46:28 a.m. EDT	1 Reset
Begenschütz, Cristina	Not Started	-	0	0	10	-	-
Carlson, Natalie	Not Started	-	0	0	10	-	-
Smith, Teri	Not Started	-	0	0	10	-	-
Peterson, Amanda	Completed	-	9	1	0	Jan 08, 2015 11:43:04 a.m. EST	Actions
Diehmänn2, Kathleen	In Progress	-	2	1	7	Feb 09, 2015 03:30:52 p.m. EST	Reset



- 1 Resetting an exercise:** To reset an individual student exercise, click **Actions** either in the individual student report (left) or by exercise via the exercise reports (above).
- 2 Additional actions:** Located at the top of the Exercise Report is an Actions menu with an option to reset an exercise for all students. It also allows a professor to disassociate from students. This action is recommended prior to working with a new group of students.

## Student Experience

**Exercise 2: CASE LOCATION**

Home / Bluebook Exercises

**Instructions**

**Progress**

4. It's in the Cards, Incorporated, and Jeff Meneau, Plaintiffs-Appellants, versus Rosario Fuschetto, an individual, d/b/a Triple Play Collections, Defendant-Respondent, a Wisconsin Court of Appeals case published in volume 535, page 11, of North Western Reporter, Second Series.

**Incorrect Attempts**

Attempt 1

It's in the Cards, In v. Fuschetto, 535 N.W.2d 11

**Hints**

Party 1: Have you italicized the party name? B1  
Party 1: Have you omitted all but the first-named party? B4.1.(v) & 10.2.2  
Party 1: Have you read the business-firm designation rule narrowly? 10.2.1(i)  
Party 1: Have you omitted descriptive terms like "Plaintiffs-Appellants"? 10.2.1(e)  
Party 2: Have you italicized the party name? B1  
Party 2: Have you omitted given names or initials? B4.1.(i) & 10.2.1(g)  
Party 2: Have you omitted alternative names for the first-listed party and terms that describe a party already named? 10.2.1(a), (e)  
Party 2: Have you omitted descriptive terms like "Defendant-Respondent"? 10.2.1(e)  
Check general format: spelling, spacing, and punctuation.  
A caret (^) indicates where you have omitted a component of your answer. If a caret (^) appears, your answer is incomplete.

**Assigned Instructors**

Primary  
KlumpSherman  
sherman.klump@lex...

Alternate  
DiehmännKathleen  
kathleen.diehmänn...

**Edit settings**

**Complete Exercise**

It's in the Cards, In v. Fuschetto, 535 N.W.2d 11

- 1 Progress bar:** Shows student attempts and correct and incorrect answers.

- 2 Text box and formatting options:** Allows students to enter citation attempts easily with additional buttons for Bold, Italics, Small Caps, and the Paragraph and Section symbols.
- 3 Highlighting of incorrect parts:** After each attempt, the student will see what was wrong in yellow highlight and red font.
- 4 Hints:** Detailed hints (with reference to citation rules) are listed to help the student figure out how to fix errors.

## Assigning Faculty (Student Settings)

**Settings**

**Assigned Instructors**

You have not added an instructor, teaching assistant, or other assistant.

Instructors that you add will receive notifications when you complete exercises, and will be able to see how you have performed. This person will likely be your course professor or teaching assistant

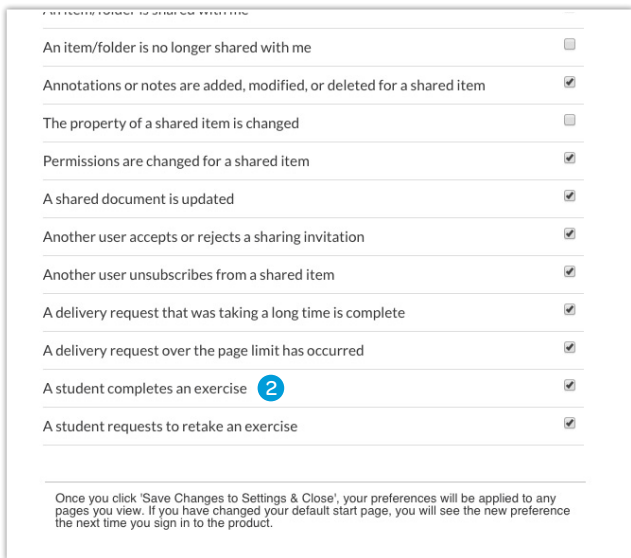
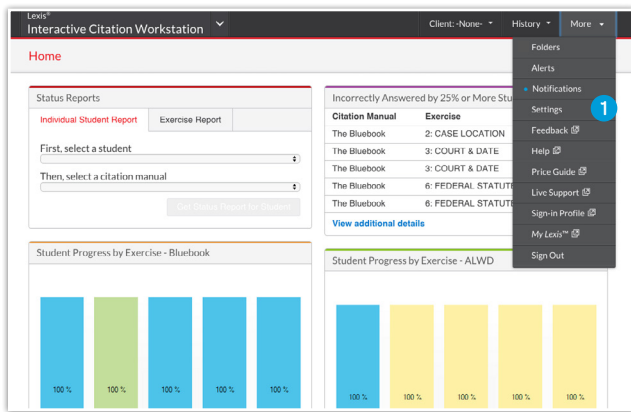
**Go to settings**

- On the student dashboard in Settings, a student can assign faculty, teaching assistants or designated administrative assistants as their instructor(s). Students must make this assignment in order for faculty to receive completion certificates, to see data in the dashboard for that particular student and to reset exercises. For more detailed information about assigning instructors, please view the LexisNexis® Interactive Citation Workstation Guide for Students.

## Faculty Settings

### 1 Opting out of email notifications for faculty

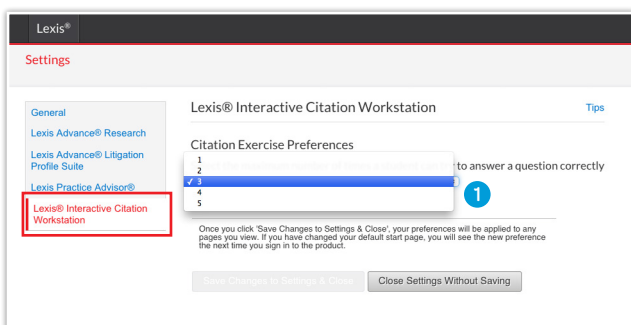
Use the Settings feature (in general settings) to opt out of email notifications.



### 2 Faculty who do not wish to receive email notifications from students can uncheck this box.

## Changing Attempts from Default Setting of Three

### 1 Faculty have the ability via Settings to change the maximum number of exercise attempts a student can make to up to five attempts.



## Interactive Citation Workbooks and Teacher's Manuals

Most students and faculty tell us that the online ICW is even more effective when used with the ICW Workbook. On the dashboard, faculty may request complimentary copies of the Interactive Citation Workbooks and Teacher's Manuals.

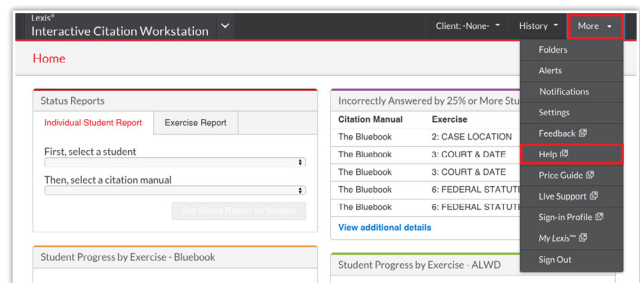
### Complimentary Books

[Request a complimentary copy of these exercise books](#)

Faculty may also obtain copies of the workbooks and Teacher's Manuals from their Publishing Representative. It is strongly recommended that students use the Interactive Citation Workbooks to accompany their work on the online workstation. These Workbooks are available for sale on the LexisNexis Store in eBook or print.

## Need More Help?

For more information about ICW, click on **More** in the upper-right corner, and then click **Help** for additional, detailed resources.



Questions? Send us an email using the faculty dashboard.

### Contact Us

Do you have questions or comments?

[Email a customer service representative.](#)

or contact us at **1-800-45-LEXIS**.



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