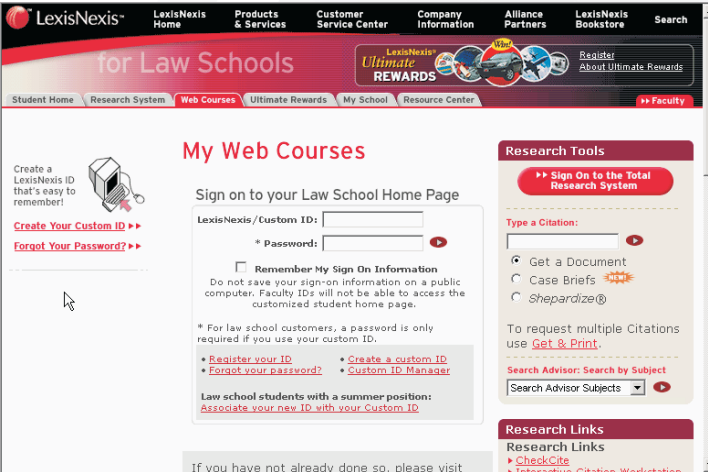


Getting Started with LexisNexis™ Web Courses



Create your Web Course

To register to use Web Courses for the first time:

- 1 Go to the faculty law school home page at www.lexisnexis.com/lawschool/faculty and click on the **Web Courses** tab.
 - 2 Click on LexisNexis Law School Faculty ID Registration.
 - 3 Enter your LexisNexis™ ID, then click **Next**.
- Note:** If you forget your ID number or if you do not have a valid faculty ID, call LexisNexis Customer Support at 1-800-45-LEXIS.
- 4 Enter the requested information and click **Next**.
 - 5 Enter your mailing and e-mail addresses.
 - 6 Click on the appropriate buttons to answer the questions.
 - 7 Click **Submit Registration**.
 - 8 You will see a confirmation that you have successfully registered.

After registering, you can:

- access the LexisNexis services;
- create a new LexisNexis Web Course;
- go to the LexisNexis Law School home page; or
- close your browser to end the session.

To create a LexisNexis Web Course after you have registered as a Web Course user:

- 1 Go to the faculty law school home page at www.lexisnexis.com/lawschool/faculty and click on the **Web Courses** tab.
- 2 Click the **Course Creation and Update Form link**.
- 3 Enter your LexisNexis ID and click **Submit**.
- 4 Click **Create New Courses**.

Note: If you have already created courses, the course names will display.

- 5 Click on a subject area to highlight and select from the drop-down list of course descriptions.
- 6 Click **Other Law**, the last entry on the course list if none of the listed subject areas are appropriate.
- 7 Enter the requested information for the remaining fields. Be sure to add/select the requested information for all fields.
- 8 Click **Create Course**.

New on LexisNexis Web Courses:

- What's New feature notifies users when changes occur in their Blackboard Courses or Organizations.
- Customizable menu bar, collapsible navigation frame, and the ability to copy/move items among courses.
- Users are able to do offline authoring of questions for uploading into web courses, allow makeup/retakes, and modification of assessment after deployment.
- Rich Text Editor now works with Netscape and is an integral part of Web Courses Messaging.
- Users may also include images, attach files/documents and URLs into questions.

With the New Events Scheduler, You Can:

- Easily schedule events from within Blackboard.
- Hold office hours and arrange meeting times.
- Create course events that students can sign up to attend.
- Gain more flexibility by restricting sign-up times, limiting the number of attendees, creating waiting lists, allowing anonymous registration for events and much more.
- Set the title, description, location, host, and start/end times of the event.

Now you are ready to customize or add content to your Web Course.

To customize your Web Course:

- 1 Go to the faculty law school home page at www.lexisnexis.com/lawschool/faculty and click on the **Web Courses** tab.
- 2 Click the **Login** button.
- 3 Sign on with your LexisNexis ID. Your list of Web Courses will display.
- 4 When you open a Web Course, navigation buttons display on the left side of the page. Scroll down the buttons to the last one, **Control Panel**.
- 5 Click on **Control Panel**.

To post a syllabus:

- 1 Select Course Information from the Content Areas of the Control Panel.
- 2 Click **Add Item**.
- 3 Click and highlight **Syllabus** from the Name field drop-down menu.
- 4 Enter information in the Text field. (optional)
- 5 Click on the **Browse** button if you want to upload a syllabus from your hard drive. Make sure you know where your document resides; i.e., C drive or D drive.
- 6 At the Choose File box, select your document from the hard drive.
- 7 Highlight the document and click **Open**.
- 8 In the Name of Link to File area, enter a file name or descriptive name; e.g., Syllabus.

Note: The Name of Link to File becomes the linked text you click on to open the file.

- 9 Do not change the default settings for Special Action or Options.
- 10 Click **Submit**.
- 11 A receipt indicates your syllabus was successfully submitted.

LexisNexis Web Courses is very easy to use. Once you complete the initial steps, you are on your way!

For additional instructions, please refer to the basic faculty manual available either electronically or in print.

For the electronic version, go to:
<http://webcourses.lexisnexis.com>

To request printed version or to receive technical assistance that is available to you 24/7, call LexisNexis Customer Support at 1-800-45-LEXIS.

If you want to . . .

Add or modify information, post documents, etc.

Create a Course Calendar, Tasks, or Discussion Board (forum)

Send e-mail, moderate a Virtual Classroom (chat) or get a student paper from the Digital Drop Box

Select names for navigation buttons, disable a given function, change enrollment options, etc.

Select colors for navigation buttons

Recycle a course

Create or change groups

Create a quiz or survey, or to measure usage

Go to

Content Areas

Course Tools

Course Tools

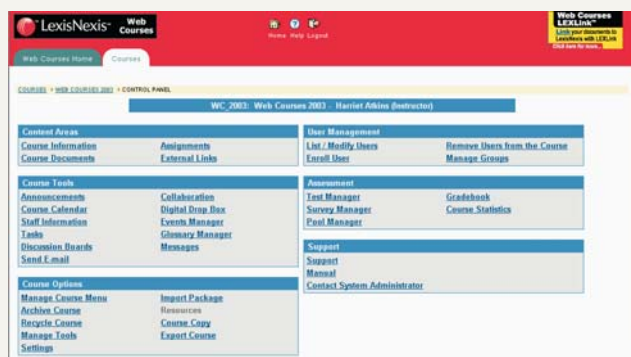
Course Options; Course Settings

Course Options; Course Images

Course Options; Course Utilities

User Management

Assessment



Please note: Each tab can be customized based on preference and course content.

All changes to the Web Course are made through the control panel except creating links.

To post an announcement:

- 1 Select **Announcements** from the Content Areas of the Control Panel.
- 2 Click **Add Announcement**.
- 3 Enter the announcement text in the Subject field.
- 4 Do not change the default text option format setting for Smart Text.
- 5 In the Options area, if you want the announcement "Always show this announcement on the course's main page" to display when the course is accessed, click in the corresponding box to place a checkmark. Conversely, if you do not want the announcement to display, don't select the box.
- 6 Click **Submit**.
- 7 A receipt confirms the announcement posting.