Lexis® Classroom, which leverages the open-source version of Canvas®, is a complimentary online course management tool. Access, post and manage your class materials in one place including syllabus, course documents, multi-media resources and announcements. Collaborate and communicate with your students more efficiently utilizing these features: Inbox messaging (email), discussion forums, assignment submissions, scheduling appointments, grading, contacting customer support and more.

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How Do I Access Lexis Classroom? (Faculty)

- At the LexisNexis® Law School site, lexisnexis.com/lawschool, enter your LexisNexis ID and password.
- Click the My Courses link found on the right side of the page or the Lexis Classroom link in the top navigation bar, which will open in a separate window.

How Do I Create a Course?

- To create a course, click the CREATE A COURSE link under the LEXIS CLASSROOM section link on the right side of the LexisNexis® Law School home page.
- Fill in the course name and then click Add.
**How Do I Create a Password for Students to Enroll in the Course?**

- Inside of your newly created course, click **Settings**. Scroll to the bottom of the screen to **more options**.
- Click the checkbox, “Let students self-enroll by sharing with them a secret Passcode” and then click **Update Course Details**.
- Once **Update Course Details** is clicked, a Passcode will be posted at the bottom of the screen. To share with students, give students the last 6 letters of the Passcode.
  - i.e, you would copy the text in **red font**: XXXXXX
  - Students will paste the 6-digit passcode when they enroll into the course on the Law School Home Page.

*This feature is optional.*
How Do Students Enroll Themselves in My Courses?

At the beginning of the semester, students are able to self-enroll in your course.

- In the Student view, click the **Add A Course** link found on the right-hand side of the page.
- Find the Faculty member's name, then click on their name.
- Click the course title under **Select Course to Enroll**; you will then be directed to your course.

Note: If your professor has provided an optional 6-letter passcode, a screen will appear asking for the passcode.
How Do I Know if Students Can See My Content?

Students will only be able to see content that you post in your course if that content is “published.” You can easily manage content to make sure that specific items are visible to your students. Managing the content is most commonly done in the Files section, but can also be done in the Modules section.

- The ✅ denotes that content is “Published.”
- The ☢️ denotes that content is “Unpublished.”

To Publish/Unpublish content, simply click on the clouds and then click Update.
How Do I Manually Add Students in My Courses?

Students are able to self-enroll in your course, which is strongly recommended. You can also manually add students to the course, but it is not recommended.

- In the Course Navigation toolbar, click People.
- In the top-right corner of the screen, click + People.
- In the text box, insert a list of email addresses, mark the Role as Student.
How Do I Use the Lexis Classroom Dashboard?

The Lexis Classroom Dashboard, which is displayed after clicking the My Courses link, is your personal directory for the courses you have created.

Once a course is created, you can click the course title to enter the course and view its course home page, access the course materials, and upload content to the course. You can also click the Course Announcements, Course Assignments, Course Discussions, and Course Files links below the course title to access specific areas within the course.

How Do I Publish My Course?

In the My Course home page, click Published after content has been uploaded. Students will now be able to view their course.
How Do I Change the Time Zone that is Displayed in My Course?

- Go to **Settings** and click **Course Details** on the top of the screen.
- Under **Time Zone** set the pull-down menu to the appropriate Time Zone.
How Do I Change the Order of Sections in the Course Navigation Toolbar?

1. Go to **Settings** and click **Navigation** on the top of the screen.
2. Click and drag the title of the section in the order you want each section to be viewed.
3. Click **Save**.

How Do I View the Content that Students Can Currently See?

1. Go to **Settings** and click **Student View** on the far right-hand side of the screen.
2. Click **Update Course Details** to save your changes.
How Do I Create a Bio and Set My Course Home Page?

- Go to Pages and click + Page on the far right-hand side of the screen.
- Fill in the text box with content as you please and then click Save.
- To set your newly created Page as your Course Home Page, in Pages, click the    and select Use as Front Page.
- Go to Home and on the right-hand side of the screen, click Choose Home Page.
- Select Pages Front Page and then click Save.
How Do I Send Announcements Using Lexis Classroom?

- In the Course Navigation toolbar, click **Announcements**.
- In the top-right corner of the screen, click **+ Announcement**.
- Title your Announcement.
- Insert a message or description about the announcement.
- Insert links and URLs to the Announcement.
- Click **Save**.
How Do I Send Messages Using Lexis Classroom?

- In the Global Navigation toolbar, click **Inbox**.
- Click **Compose a new message**.
- Select the course you want to draft a message to.
- Select the message's recipients, title your message and write in the message box.
- Click **Send**.
How Do I Use the Calendar?

You can create events or assignments that tie to your course schedule using the Calendar. The Calendar will automatically create a placemark once an assignment is created in the course. If you have multiple courses, the Calendar will create a color-coded key to identify which event or assignment signifies a specific event or assignment.

- In the Global Navigation toolbar, click **Calendar**.
- In the top-right corner, click +.
- Click **Event** or **Assignment**.
- Create a **Title** and **Date**.
- Choose which course you’re assigning the Event or Assignment to.
- Click **Submit**.

For Thursday's class, please come to the Auditorium in the Law Library instead of the regularly scheduled classroom.
How Do I Schedule Appointments with Students?

The **Scheduler** allows you to create appointment groups for students to sign up for. Once you give the Scheduler a block of time with your availability, Students will be notified that they can sign up for multiple available times they can meet with you. Students will then be prompted to pick a time that works for them.

- In the Calendar, click **Scheduler** on the top right-hand side of the screen.
- Click **Create an appointment group** on the top right-hand side of the screen.
- Fill in the **Name** and **Location** of the appointment, **Date** and **Time Range**, and select which course(s) **Calendar** that you want the appointment to appear on.
- Click **Save & Publish**.
The scheduler tool lets you set up time slots that students (or student groups) can sign up for. To get started, click the button below.

Create an appointment group

Edit Appointment Group

Name
Exam 1 Review

Location
Law Library

Calendar
Civil Procedure

Date
Wed Feb 14, 2018

Time Range
1 - 5

Divide into equal slots of 30 minutes.

Options
- Limit each time slot to 1 user.
- Allow students to see who has signed up for time slots.
- Limit participants to attend

Details:
Please contact your TAs, Nicole Dee and Justin Hank if this time does not work for you.

Save & Publish

Exam 1 Review
Civil Procedure
Location: Law Library

Please contact your TAs, Nicole Dee and Justin Hank if this time does not work for you.
How Do I Create a Module?

Modules help organize multiple sections of content within the course.

- In the Course Navigation toolbar, click **Modules**.
- In the top-right corner of the screen, click **+ Module**.
- Title your Module and click **Add Module**.
- Click **Publish**, which is the cloud ☁️ and +. Please note that a green cloud symbol signifies that content has been published, while a gray cloud symbol signifies that content has not been published.
- In the Add pull-down menu, choose **Assignment** and select the content you want to be in your Module.
- Click **Add Item**.

How Do I Add Content on My Courses?

- In the Course Navigation toolbar, click **Files**.
- In the top-right corner of the screen, click **Upload**.
Add Module

- Week 1
- Lock until

Add Item to Week 1

- Assignment to Week 1

<table>
<thead>
<tr>
<th>New Assignment</th>
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</thead>
<tbody>
<tr>
<td>Assignments</td>
</tr>
<tr>
<td>Exam 1</td>
</tr>
<tr>
<td>Reading and Reflection Essay</td>
</tr>
<tr>
<td>Brief Assignment</td>
</tr>
<tr>
<td>Citations Assignment</td>
</tr>
</tbody>
</table>

Indentation: Don't Indent
How Do I Post External Links to My Course?

Modules help organize multiple sections of content within the course.

- In the Course Navigation toolbar, click **Modules**.
How Do I Create an Assignment?

- In the Course Navigation toolbar, click **Assignments**.
- In the top-right corner of the screen, click **+ Assignment**.
- Title your Assignment.
- Insert a message or description about the assignment.
- In **Submission Type**, choose how you want your students to upload the assignment.
- In **Group Assignment** (optional), select if you want to assign this assignment individually or in a group.
- If you want your assignment to be Peer Reviewed (optional), scroll down to **Peer Reviews**.
  - If you choose to **Require Peer Reviews**, select if you want to manually assign peer reviews or if you want the system to automatically assign peer reviews.
  - In **Anonymity** (optional), select if you want the name of the peer reviewer to remain anonymous to the student.
- In **Assign**, select which students you want the assignment to **Assign to** (Everyone is the default).
  - Choose the **Due date** of the assignment.
  - Select **Notify users that this content has changed** (optional) to send students a notification.
  - Click **Save & Publish**.
How Do I Grade Anonymously?

You can enable Anonymous Grading to grade all student submissions anonymously. Anonymous grading should be enabled before assignments are created and before students upload documents to assignments. Once Anonymous Grading is enabled, the student’s identification in the Grades sections will be replace with the text, “Student 1,” “Student 2,” “Student 3,” etc. Once Anonymous Grading is enabled, the names of individual students will be hidden from the Faculty’s view when using the SpeedGrader to grade uploaded documents.

- To grade all assignments anonymously, go to Settings and click Feature Options in the top-right corner.
- Click the toggle button next to Anonymous Grading to have Lexis Classroom automatically grade assignments anonymously.
- After students have uploaded their assignment, you can grade anonymously by going into the Grades section. Once you’re in the Grades section, click on the pull-down menu next to the assignment title and click SpeedGrader.
How Do I View Course Statistics and Analytics?

Course Statistics helps illustrate a picture of what is happening in your course. You are able to track what students are accessing your course, when students are accessing and uploading materials, how individual students are participating in the course and an overall description of how the course is structured and being utilized.

- In **Settings**, click **Course Statistics**.
- You are initially directed to the general statistics of the course. The **Totals** and **Assignments** tabs depict the type of content that Faculty create and give a count of how the class as a whole is using these items.
- To view the reports of individual students, click the **Students** tab. This tab shows you when the last time a specific user signed in to your course. To view more details of a specific user, click on their name.
- You are now directed to that user's profile. Click on **Access Report**, which provides you explicit details of how a particular individual is participating in the course.
DrewsGus

Name and Email

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>DrewsGus</th>
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<tbody>
<tr>
<td>Display Name:</td>
<td>DrewsGus</td>
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<tr>
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<td>DrewsGus</td>
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more user details...

DrewsGus Access Report

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<tr>
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<th>Times Participated</th>
<th>Last Viewed</th>
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<tbody>
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NEED ADDITIONAL ASSISTANCE?
PLEASE CONTACT YOUR LOCAL LEXISNEXIS REPRESENTATIVE OR LEXISNEXIS CUSTOMER SUPPORT AT 800.45.LEXIS (53947) FOR FURTHER ASSISTANCE.