Lexis® Classroom, powered by 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 the features: Inbox messaging (email), discussion forums, assignment submissions, scheduling appointments, administering quizzes/surveys, 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 [1] 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 [1] 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 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.
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 homepage, 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?

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

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

- Go to Settings and click Student View on the far right-hand side of the screen.
- 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**.
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How Do I Send Messages Using Lexis Classroom?

- In the Global Navigation toolbar, click Inbox 1.
- Click Compose a new message 2.
- Select the course you want to draft a message to 3.
- Select the message's recipients 4, title your message 5, and write in the message box 6.
- Click Send 7.
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 that 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
- **Date**: Wed Feb 14, 2018
- **Time Range**: 1 - 5
- **Options**:
  - Limit each time slot to 1 user.
  - Allow students to see who has signed up for time slots.
  - Limit participants to attend appointment(s).

Details:

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

Save | Save & Publish

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**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 Add Content on My Courses?

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

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 Post External Links to My Course?

Modules help organize multiple sections of content within the course.

- In the Course Navigation toolbar, click Modules.

Add Item to Web Links

Add URL to Web Links

Enter a URL and page name to add a link to any website URL to this module.

URL: http://advance.lexis.com

Page Name: Lexis Advance

Load in a new tab

Indentation: Don't Indent
How Do I Create an Assignment?

- In the Course Navigation toolbar, click Assignments 1.
- In the top-right corner of the screen, click + Assignment 2.
- Title your Assignment 3.
- Insert a message or description about the assignment 4.
- In Submission Type, choose how you want your students to upload the assignment 5.
- In Group Assignment (optional), select if you want to assign this assignment individually or in a group 6.
- If you want your assignment to be Peer Reviewed (optional), scroll down to Peer Reviews 7.
  - 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) 8.
  - Choose the Due date 9 of the assignment.
  - Select Notify users that this content has changed (optional) to send students a notification 10.
  - Click Save & Publish 11.