Instructor's QuickGuide:
LexisNexis® Web Courses
Managing Your Online Courses is Now Easier Than Ever!

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.

Key Improvements for improved efficiency:

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

- **Blackboard Learn 9.0** offers a newer, more robust platform, but is still familiar and as easy to use as ever.

- **Web 2.0 functionality** lets you organize or modify course content in a snap by dragging and dropping items between content areas.

- **Anonymous Grading** allows you to easily flag particular assignments for anonymous submission so you can collect drafts and final papers in one convenient place.

- **Improved conference scheduling** is integrated with Outlook so it's simple and convenient to schedule and manage appointments.

- **Plagiarism-checking technology** allows you to easily check writing assignments for originality.

- **Communicate and collaborate** with your students using integrated email, forums, blogs and chat.

So, let's get started...

Powered by Blackboard Learn, Release 9.0

Web 2.0 Functionality

Anonymous Grading

Improved Calendaring integrated with Outlook

Anti-plagiarism Features

Have a Question? Need Help?
We're there for you 24-hours-a-day, 7-days-a-week at **1-800-45LEXIS, option 3**.

www.lexisnexis.com/lawschool

LexisNexis®

How Do I Access Web Courses?

- At the LexisNexis Law School site, found at **www.lexisnexis.com/lawschool**, enter your custom ID and password

- Click on the **Access Web Courses** (**1**) link found under the Prepare for Class tab, which will open in a separate window

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 New 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, emailing, and a direct link into research. 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 New Web Course** link found under the Web Courses tab on the LexisNexis Law School website

- Fill out the short *Web Courses Creation form* which appears and click the **Save** button

- Now go back to the LexisNexis Law School site and click **Access Web Courses**; you'll 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 and 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 coloring, the order and naming of your menu items, and other personalizations. To make any changes, you must first turn the **Edit Mode** to **ON** (**2**). This toggle is found towards the top right.

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

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

- Choose the **Customization** link (**3**) in the **Control Panel** area *(lower left)*

- From the Customization pull down options, select **Style**

- This will present a form with many options, such as Text or Buttons for your menu bar, colors, ability to upload an image, etc.

- When you've chosen your options, click the **Submit** button
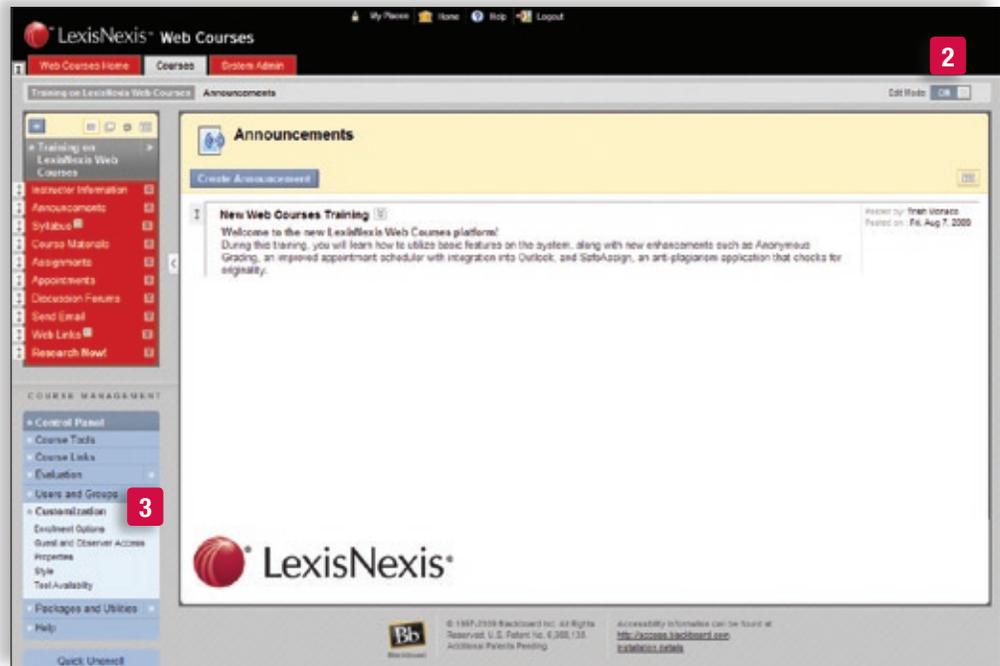
How Do I Enroll or Add Students in My Course?

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

- Choose the **Customization** link (**3**) at the lower left under 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 in order to self enroll. *Note that this is not mandatory.*

- Once you've made your selections, click the **Submit** button

How Do I Control Availability of My Course?

Courses are defaulted 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 Add 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 "Syllabus" and "Course Materials") are already added to your course. To create additional content areas or modify existing ones, do the following:

To create additional content areas:

- Make sure you're in the course that you'd like to modify
- Make sure you are in Edit Mode (**1**) (the toggle switch is in the upper right corner of the main screen)
- Click the **+** sign (**2**) above your course title in the left navigation bar. This reveals a pull down menu, from which you should select **Create Content Area**
- Create the name of your new content area, decide whether to make it available to users, and select **Submit**
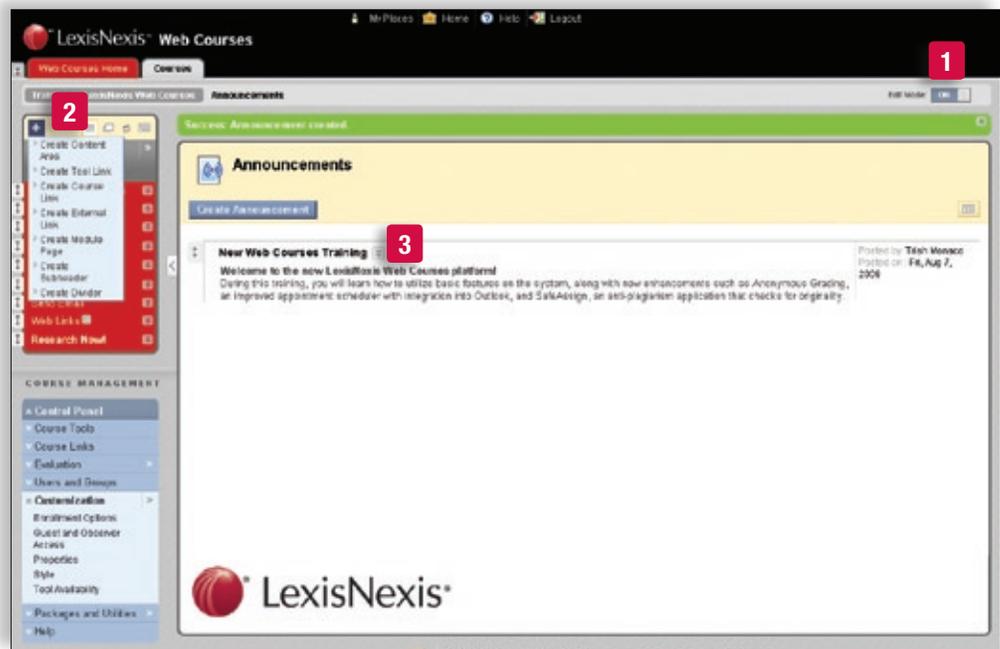
To modify existing content areas:

- Make sure you are in Edit Mode (the toggle switch is in the upper right corner of the main screen)
- While in your desired course, select the *down arrows* (**3**) found to the right of the specific content area that you want to modify. This provides you a pull down menu, from which you can choose:
    — Rename
    — Hide Link
    — Delete
- Simply choose the desired change

How Do I Add an Item on my Web Course?

- Make sure you are in Edit Mode (the toggle switch is in the upper right corner of the main screen)

- Select the Content Area where you'd like to post the item (see above for instructions on how to create or modify content areas)

- While in your desired course, select the specific content area for which you'd like to add content (ex. Course Materials)

- Once in that content area, select the **Create Item** button (**4**)

- 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 in an email.

How Do I Create Links to the LexisNexis Research System? (using LEXLink)

Access to the LexisNexis Research System is one of the standard menu items in your course. You'll find an option labeled **Research Now!** in your left-hand menu which links you and your students seamlessly into the LexisNexis research system.

In some instances, you may have a document in one of your Content Areas that has legal citations in it. If you'd like to automatically link those citations directly to the source (case, statute, etc.) within the LexisNexis Research System, follow these instructions:

- Click on the Content Area where you have a document that you'd like to hyperlink (ex. Course Materials)

- Select the **More** button to display the pull down menu (**5**)

- From the pull down menu, choose the **Add LexisNexis citation links to document** option

- Fill out the form, attach the appropriate document, and click the **Submit** button. It will take a few minutes before the document is fully processed and has hypertext links in it.

- *Note – currently, Web Courses does not support a *.docx file format for this function.*
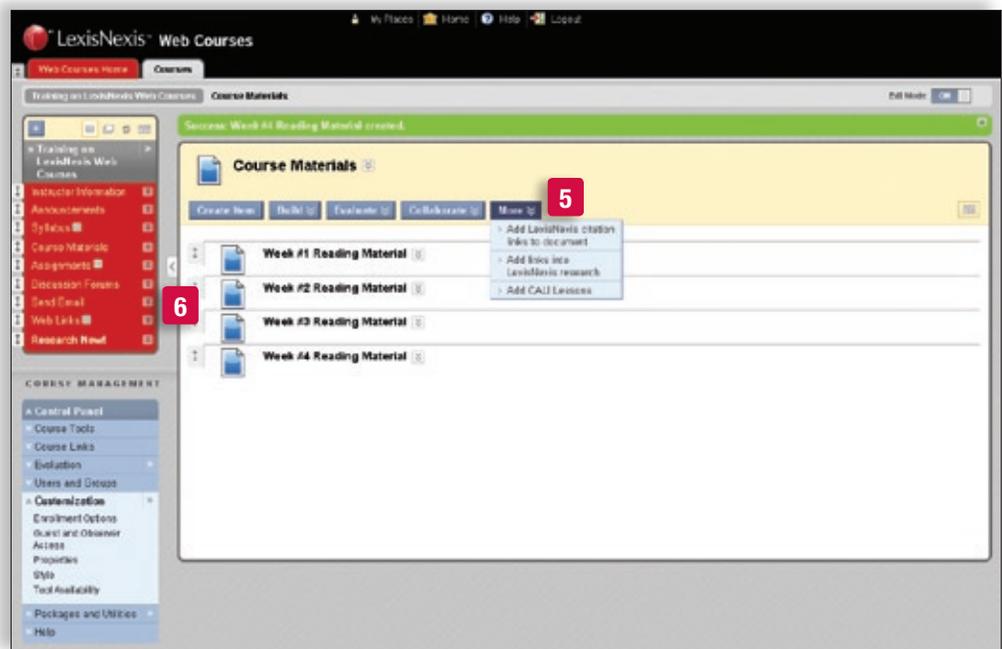
How Do I Send E-Mail Messages Using Web Courses?

It's easy to communicate with your students through email. Click the **Send Email** button (**6**) from the menu and a list of options will appear. This includes all users in the course, just instructor users, only select students, and a variety of other options. **You don't have to know user email addresses – they're already available 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 on the **Discussion Forums** button (**1**) in the menu

• Select the **Create Forum** button (**2**)

• Fill out the form and select **Submit**

To modify an existing forum:

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

• Below that forum name is a small drop down arrow (**3**). Select the drop down arrow and find the Edit option. This will take you back to your original Forum form so that you can make desired changes.

• Select **Submit** once you've made your desired changes
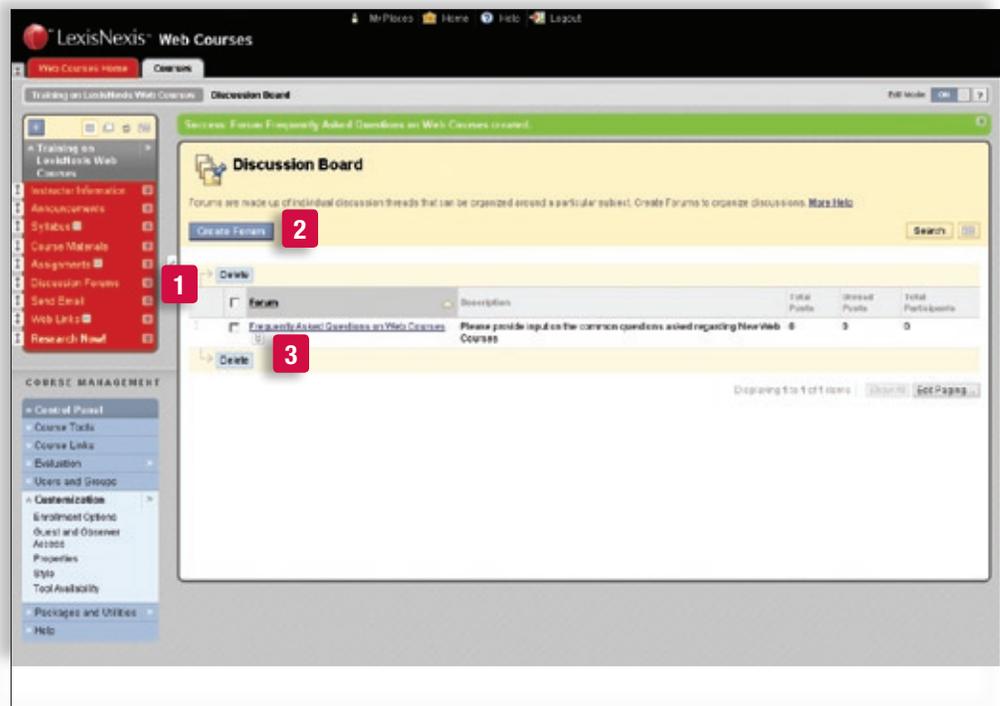
How Do I Post a Message in a Forum?

• Select the forum to which you want to respond by clicking on the name of the forum

• Select the **Create Thread** button and fill out the form including the message that you want to post

• Select **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 Web Courses System Requirements?

To use Web Courses, you need the following:

• A LexisNexis custom ID and password, plus access to the Internet

• Microsoft Internet Explorer 7.0 or later, Apple Safari 2.0 or later, or Mozilla Firefox 3.0 or later

• JavaScript enabled on your browser

How Do I Get Help with Other Functions of Web Courses?

There are many other features of Web Courses that you may find beneficial. New functionality such as anonymous grading, enhanced appointment/office hour tools, and the SafeAssign anti-plagiarism program are just a few of the new functions you may want to consider integrating into your course. For instructions on these and other features, you can:

• Go to the LexisNexis Law School Website and find individual literature pieces for some of the new features under the Web Courses tab

• Go to the comprehensive Instructor's Manual found under Help in the Control Panel, which is conveniently located inside your Web Course

• Directly contact our Web Courses technical consultants at **1-800-45LEXIS (53947), option #3** for further assistance

• Contact your local school representative for assistance with your LexisNexis ID and access to Web Courses.

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