

Lexis[®] Classroom

Lexis® Classroom Quick Start Guide

Manage your class more efficiently with this online course management tool

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 Lexis Classroom tab at the top of the page, which will open in a separate window.



How Do I Create a Course?

- To create a course, click the **START A NEW COURSE** on the right side of the page.
- Fill in the course name and then click **Create course.**



How Do Students Enroll Themselves in My Courses?

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

- 1. Once signed into www.lexisnexis.com/lawschool, click the Training link near the top right of the screen
- 2. Click Lexis Classroom
- 3. Click Add Course
- 4. Locate Instructor
- 5. Click course name to enroll



n LexisNexis	Law School				Training	Resources Support Ma	nage Reward:
	Go	o to Lexis	+	Lexis Classroom	Lexis Learn	Interactive Citation Workstation	
	Add I	exis Classr	oom Cou	rse			
	Select F	aculty (Sorted by	y last name)				
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How Do I Use the Lexis Classroom Dashboard?

The Lexis Classroom Dashboard (1), 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** Inks below the course title to access specific areas within the course.

How Do I Publish My Course?

• In the My Course homepage, click **Published** ¹ after content has been uploaded. Students will now be able to view their course.

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Home	Recent Activity in Civil	Course Status		
Announcements	No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses	🛽 Unpublish 🖉 Published		
Assignments	you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.	Choose Home Page		
Discussions Grades		⑦ Course Setup Checklist		
People		New Announcement		
Pages				
Files		Coming Up View Calendar Nothing for the next week		
Syllabus				
Quizzes				
Settings				

How Do I Add Content on My Courses?

- In the Course Navigation toolbar, click Files 1.
 In the top-right corner of the screen, click Upload 2

Announcements	Search for files		Q 0 items selected				+ Fo	lder 🕜 Uploa
Assignments	Civil Procedure	Name 🔺		Date Created Date Mod		ed Modified By	Size	
Discussions		A	5 Ways To Avoid The Billing Mistakes Cli	Feb 6, 2018	Feb 6, 2018	Nick Chin	218 KB	٥
Grades		A	Agreement_for_Mediation.pdf	Feb 6, 2018	Feb 6, 2018	Nick Chin	122 KB	0
People			Appellate Brief - Final.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	62 KB	٥
Pages 1			Beauty_Assign.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	14 KB	٥
iles			Civil_Law Assign.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	15 KB	0
iyllabus		B	Memo 1.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	55 KB	٥
Dutcomes		•	Memo 2.pptx	Feb 6, 2018	Feb 6, 2018	Nick Chin	260 KB	0
			Reading Material - Law Review Comment.	Feb 6, 2018	Feb 6, 2018	Nick Chin	102 KB	٥
Quizzes			Sample TOA SUMMARY OF ARGUMEN	Feb 6, 2018	Feb 6, 2018	Nick Chin	20 KB	٥
Vodules			Syllabus.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	18 KB	0



NEED ADDITIONAL ASSISTANCE?

PLEASE CONTACT YOUR LOCAL LEXISNEXIS REPRESENTATIVE OR LEXISNEXIS CUSTOMER SUPPORT AT 800.45.LEXIS (53947) FOR FURTHER ASSISTANCE.