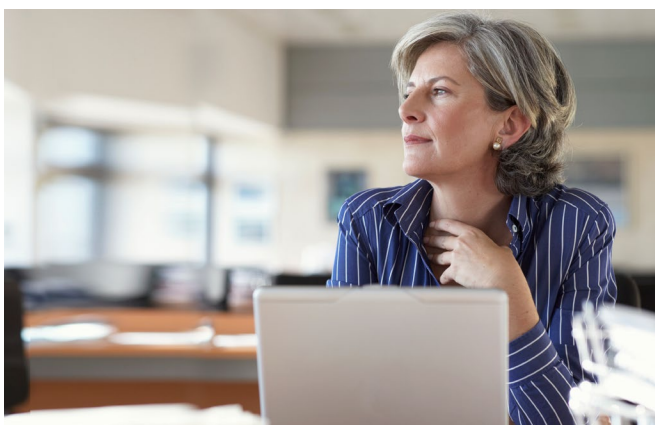


Lexis® Classroom Instructor Training Guide

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?

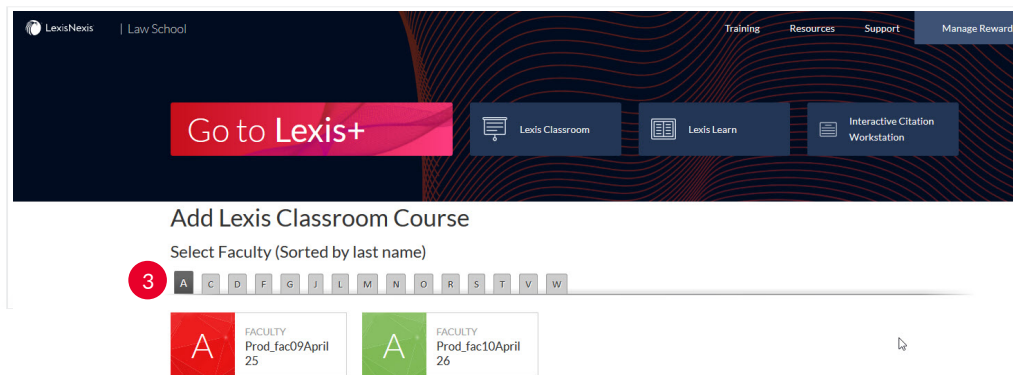
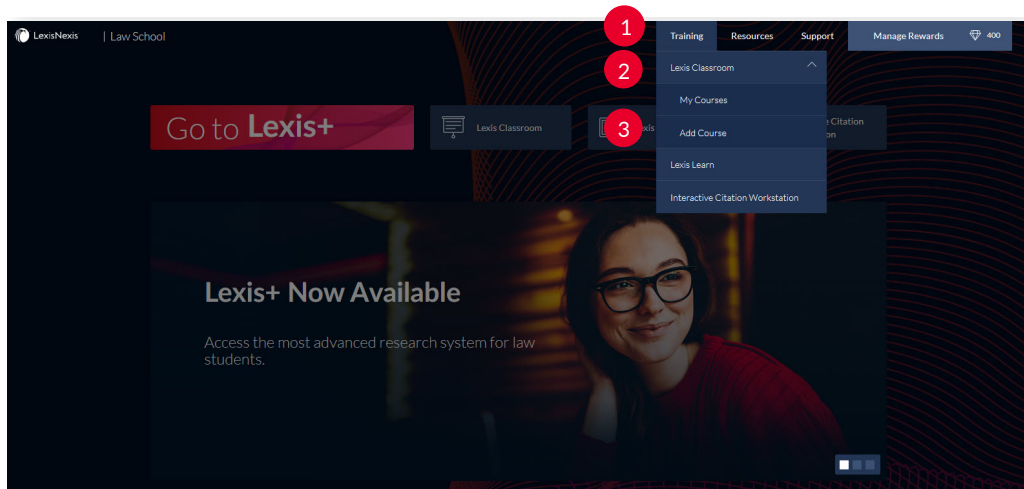
- To create a course, click the **START A NEW COURSE** on the right side of the page.
- Fill in the course name and then click **Create course**.

The screenshot shows the Lexis Classroom dashboard and the 'Start a New Course' form. The dashboard at the top has a sidebar with icons for 'Dashboard', 'Account', 'Courses', 'Calendar', and 'Tools'. The main area shows a 'Coming Up' section with a 'Start a New Course' button circled in red. Below the dashboard is the 'Start a New Course' form. The form has a title 'Start a New Course' and a close button. It contains two input fields: 'Course Name' and 'Content License'. The 'Content License' dropdown is set to 'Private (Copyrighted)'. There is a checkbox labeled 'Make course publicly visible (student data will remain private)' which is currently unchecked. At the bottom of the form are two buttons: 'Cancel' and 'Create course' (highlighted in red).

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



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** ¹.
- In the top-right corner of the screen, click **+ People** ².
- In the text box, insert a list of email addresses ³, mark the **Role** as Student ⁴.

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
Nick Chin	CA185099796		Civil Procedure	Teacher	Feb 5 at 2:34pm	14:46
Drew Gus	CA185099798		Civil Procedure	Student	Feb 5 at 2:31pm	
Taylor Sanders	CA185099797		Civil Procedure	Student	Feb 5 at 2:10pm	03:06
Adam Smith	CA185099799		Civil Procedure	Student		

Add user(s) by

☒ Email Address ☐ Login ID ☐ SIS ID

Example: lsmith@myschool.edu, mfoster@myschool.edu

lsmith@myschool.edu

Role: Student Section: Civil Procedure

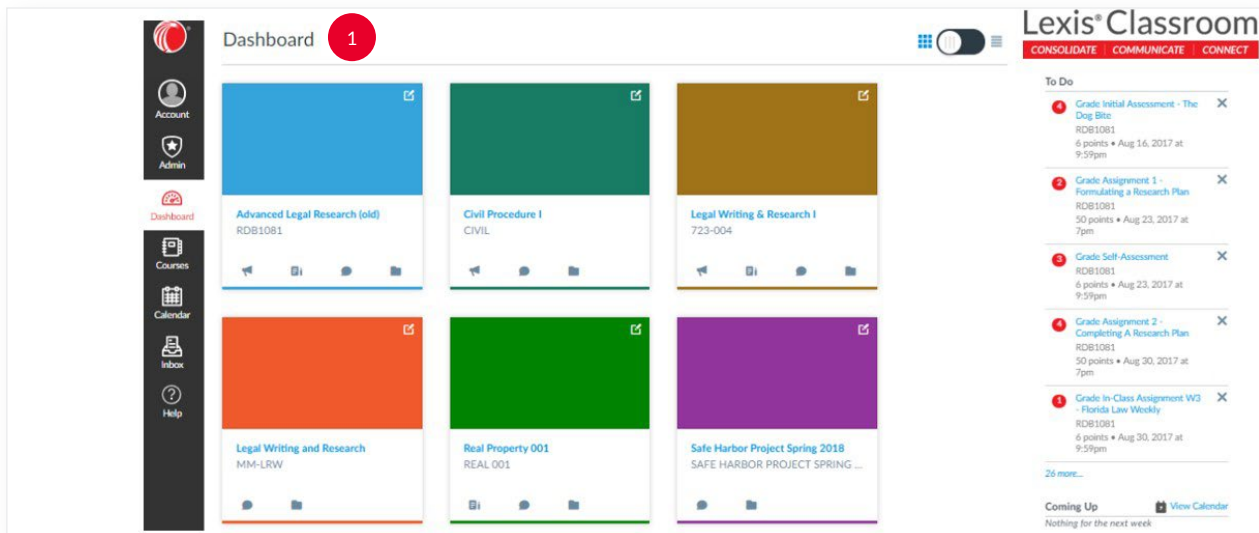
☐ Can interact with users in their section only





When adding multiple users, use a comma or line break to separate users.

Cancel Next

How Do I Use the Lexis Classroom Dashboard?

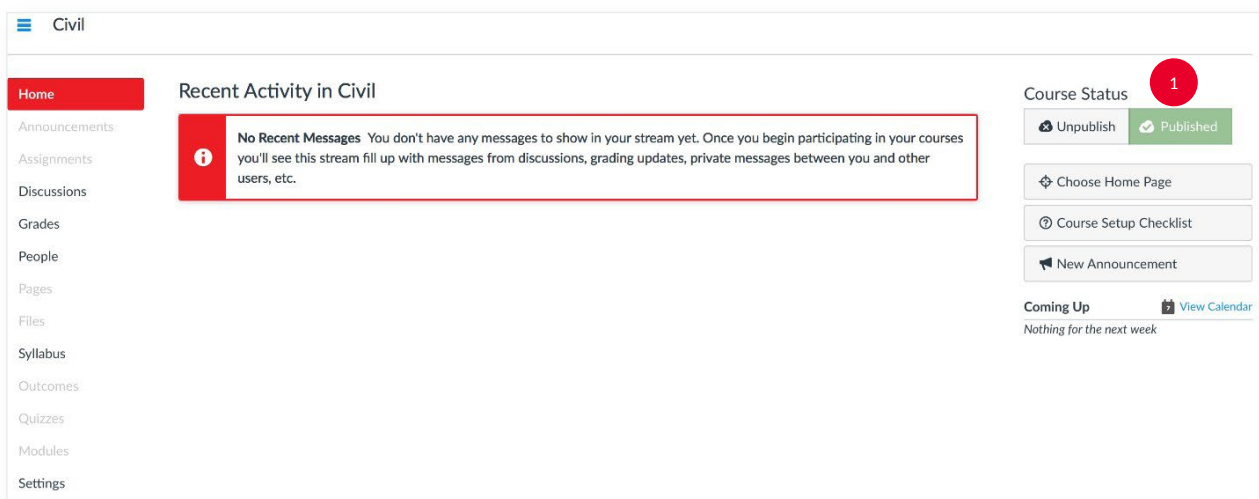
The Lexis Classroom Dashboard ¹, which is displayed after clicking the **My Courses** link, is your personal directory for the courses you have created.



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**  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** ¹ 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** ¹ and click **Course Details** ² on the top of the screen.
- Under **Time Zone** ³ set the pull-down menu to the appropriate Time Zone.

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Collaborations

Settings

Course Details

Sections

Navigation

Apps

Alerts

Feature Options

Course Details

Course is Published

Name: Demo Civil Procedure

Course Code: Demo Civil Proo

Time Zone: Mountain Time (US & Canada)

Subaccount: SQE_LS_Accredited2_CDC1(COPY_OF_urn:ecml11004QJMMM)

Term: Default Term

Starts: Feb 5, 2018 at 1:57pm

Local: Mon Feb 5, 2018 1:57pm

Course: Mon Feb 5, 2018 11:57am

Ends:

☐ Users can only participate in the course between these dates. This will override any term availability settings.

Language: Not set (user-configurable, defaults to English (US))

Student View

Course Statistics

Course Calendar

Conclude this Course

Permanently Delete this Course

Copy this Course

Import Content into this Course

Export Course Content

Reset Course Content

Validate Links in Content

Current Users

Students: 5

Join the [Canvas Translation Community](#)

This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 450 megabytes

Grading Scheme: ☐ Enable course grading scheme

License: Private (Copyrighted)

Visibility: Course

☐ Customize

☐ Include this course in the public course index

☐ Restrict students from viewing course after end date

☐ Restrict students from viewing course before start date

Format: Not Set

Description:

[more options](#)

Update Course Details

Teachers: 2

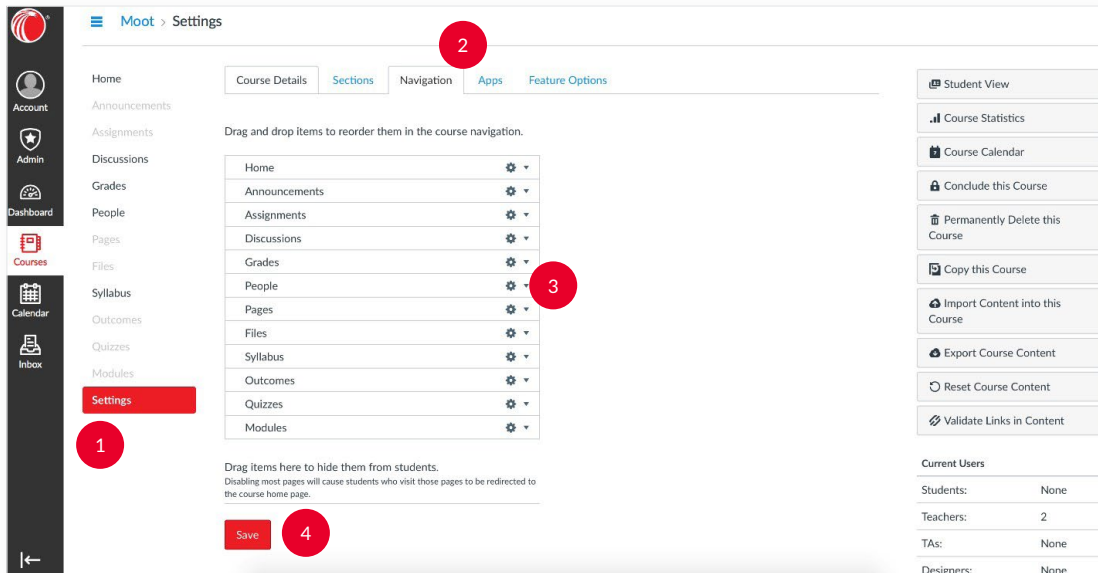
TAs: None

Designers: 3

Observers: None

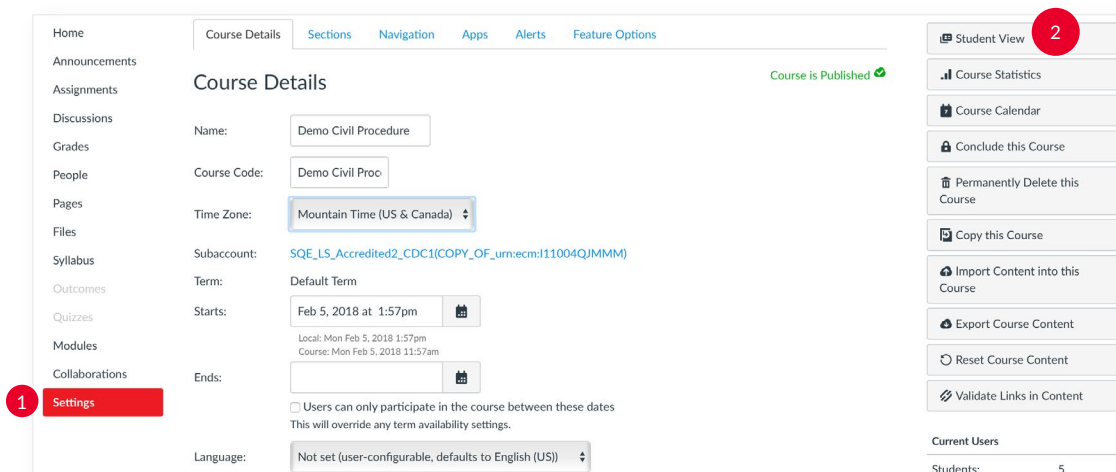
How Do I Change the Order of Sections in the Course Navigation Toolbar?

- Go to **Settings** ¹ and click **Navigation** ² on the top of the screen.
- Click and drag the title of the section in the order you want each section to be viewed ³.
- Click **Save** ⁴.



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

- Go to **Settings** ¹ and click **Student View** ² on the far right-hand side of the screen.
- Click **Update Course Details** ³ to save your changes



Join the [Canvas Translation Community](#)

This will override any user/system language preferences. This is only recommended for foreign language courses

File Storage: 450 megabytes

Grading Scheme: ☐ Enable course grading scheme

License: Private (Copyrighted)

Visibility: Course

☐ Customize

☐ Include this course in the public course index

☐ Restrict students from viewing course after end date

☐ Restrict students from viewing course before start date

Format: Not Set

Description:

[more options](#)

Teachers: 2

TAs: None

Designers: 3

Observers: None

3

Update Course Details

How Do I Create a Bio and Set My Course Home Page?

- Go to **Pages** **1** and click **+ Page** **2** on the far right-hand side of the screen.
- Fill in the text box with content as you please and then click **Save** **3**.
- To set your newly created Page as your Course Home Page, in **Pages**, click the and select **Use as Front Page** **4**.
- Go to **Home** **5** and on the right-hand side of the screen, click **Choose Home Page** **6**.
- Select **Pages Front Page** **7** and then click **Save** **8**.

Civil > Pages

2 **+ Page**

Home

Announcements

Assignments

Discussions

Grades

People

1 **Pages**

Files

Syllabus

Outcomes

Quizzes

Modules

Settings

PAGE TITLE	CREATION DATE	LAST EDIT
No pages created yet. Add one!		

Civil > Pages > Bio and Welcome Page

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Collaborations
Settings

Bio and Welcome Page

HTML Editor

Professor Chin, Office Room: 474

nchin@myschool.edu

Office Hours:

Monday and Wednesday 11:15 AM-Noon, immediately after class, 3:30-4:15 PM or by appointment.

Syllabus:

[Syllabus.docx](#)

Teaching Assistants:

Nicole Dee, Office Room: Library 39A

ndee@myschool.edu

Office Hours:

Monday and Wednesday 8:00-9:30 AM, Monday and Thursday 1:00-2:00 PM, or by appointment.

Justin Hank, Office Room: Library 39B

Insert Content into the Page

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

Wiki Pages

[Bio and Welcome Page](#)
[Link to a New Page](#)

Assignments
Quizzes
Announcements
Discussions
Modules
Course Navigation

Options Can edit this page role selection
Only teachers

☐ Notify users that this content has changed

Cancel Save

Civil > Pages

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes

+ Page

PAGE TITLE ▾	CREATION DATE ▾	LAST EDIT ▾	
Bio and Welcome Page	Feb 13, 2018	Feb 13, 2018 by Nick Chin	<div> Edit Delete Use as Front Page </div>

Civil > Pages

Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Settings

+ Page

PAGE TITLE ▾	CREATION DATE ▾	LAST EDIT ▾
No pages created yet. Add one!		

Choose Home Page

×

Select what you'd like to display on the home page.

☐ Course Activity Stream

☒ Pages Front Page Bio and Welcome Page [[Change](#)]

☐ Course Modules

☐ Assignments List

☐ Syllabus

Cancel

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**.

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

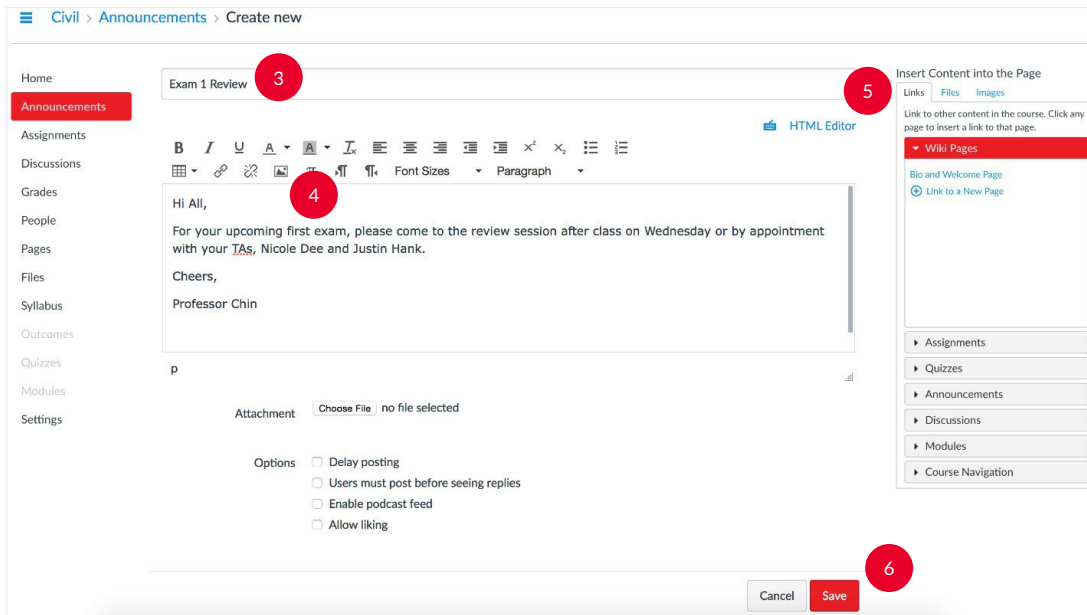
Quizzes

Modules

Settings

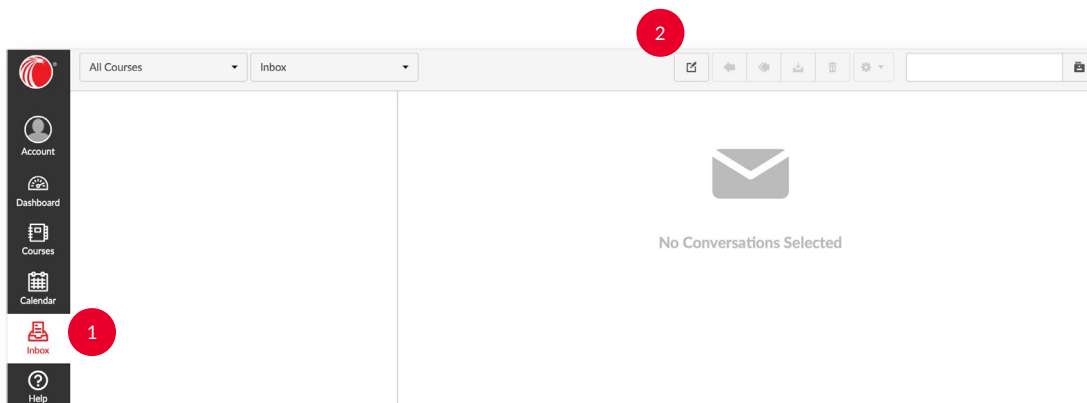
There are no announcements to show

+ Announcement



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).



✕

Course

Demo Civil Procedure

3

To

Demo Civil Procedure: Students

4

👤

Subject

Thursday's Class

5

☐ Send an individual message to each recipient

For Thursday's class, please come to the Auditorium in the Law Library instead of the regularly scheduled classroom.

6

📎

Cancel

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** 1.
- In the top-right corner, click + 2.
- Click **Event** or **Assignment** 3.
- Create a **Title** and **Date** 4.
- Choose which course you're assigning the Event or Assignment to 5.
- Click **Submit** 6.

🏠

Account

Dashboard

Courses

Calendar 1

Inbox

Today

February 2018

Week Month Agenda Scheduler +

2

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 Exam 1	16	17
18	19	20	21	22 Brief Assignment	23	24
25	26	27	28 Reading and Reflecti	1	2	3

< February 2018 >

28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

CALENDARS

Nick Chin

Civil Procedure

UNDATED

Calendar Feed

Edit Event

Event

Title:

Guest Speaker

Date:

Thu Feb 22, 201

Thu Feb 22, 2018

From:

2:00pm

to

3:00pm

2:00pm 3:00pm

Location:

Law Library Auditorium

Calendar:

Nick Chin

More Options

Submit

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**.

Account

Dashboard

Courses

Calendar

Inbox

Today

February 2018

Week

Month

Agenda

Scheduler

+

SUN

MON

TUE

WED

THU

FRI

SAT

28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15 Exam 1	16	17
18	19	20	21	22 Brief Assignment	23	24
25	26	27	28 Reading and Reflects	1	2	3

<

February 2018

>

28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

CALENDARS

Nick Chin

Civil Procedure

UNDATED

Calendar Feed

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

☒ Civil Procedure

Done

Date

Wed Feb 14, 2018

Time Range

1 - 5

Divide into equal slots of

30

minutes.

Go

Options

☒ Limit each time slot to 1 users.

☐ Allow students to see who has signed up for time slots.

☒ Limit participants to attend 1 appointment(s).

Details:

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

Save

Save & Publish

Done, Go Back To List

Week

Month

Agenda

Scheduler

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.

You can **sign up** for this.

<

February 2018

>

26	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

▼ CALENDARS

Taylor Sanders

Advanced Legal Research

Civil Procedure

Wed, Feb 14

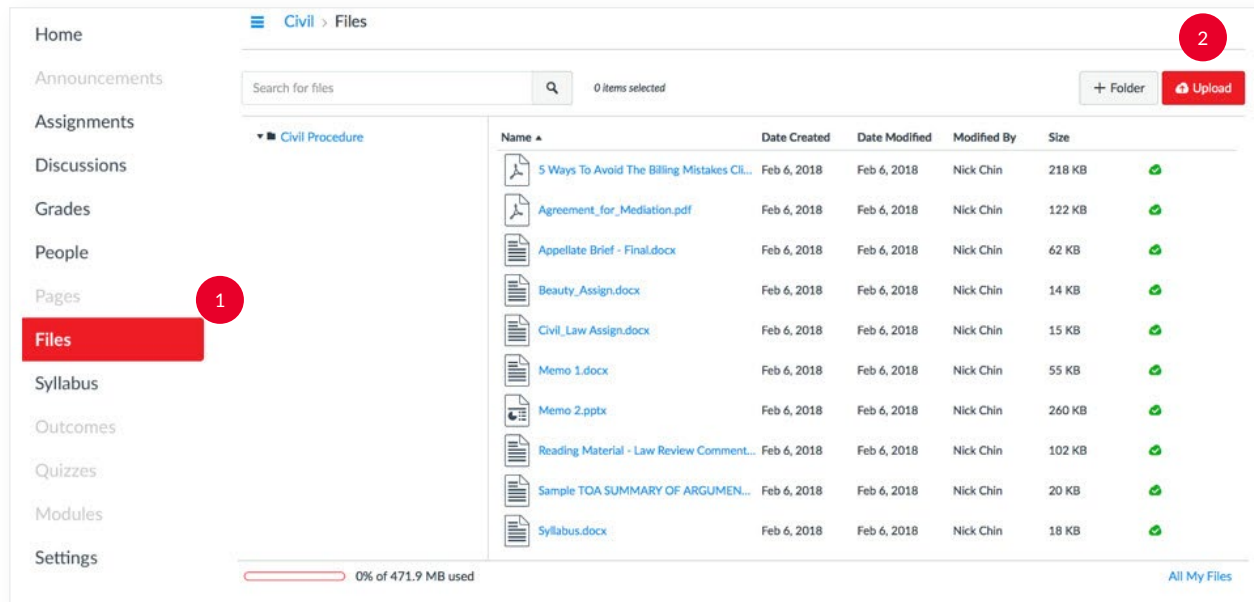
📅

1:00pm

10 Available

How Do I Add Content on My Courses?

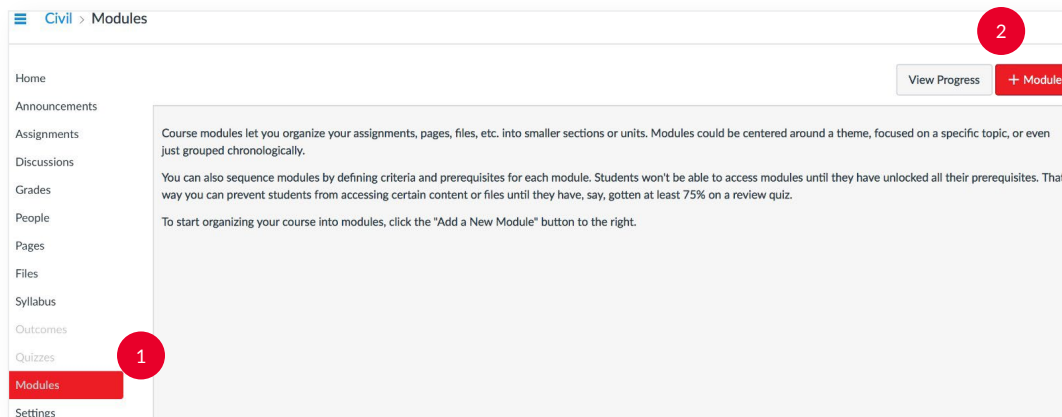
- In the Course Navigation toolbar, click **Files** ①.
- In the top-right corner of the screen, click **Upload** ②.



How Do I Create a Module?

Modules help organize multiple sections of content within the course.

- In the Course Navigation toolbar, click **Modules** ①.
- In the top-right corner of the screen, click **+ Module** ②.
- Title your Module ③ and click **Add Module** ④.
- Click **Publish** ⑤, which is the cloud ☁ and + ⑥. 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** ⑦ and select the content you want to be in your Module.
- Click **Add Item** ⑧.



Add Module

3

Week 1

☐ Lock until

4

CancelAdd Module

Demo Civil Procedure > Modules

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Collaborations

Settings

View Progress

+ Module

5

6

Week 1

Exam 1

Feb 15 | 100 pts

Reading and Reflection Essay

Feb 28 | 10 pts

5 Ways To Avoid The Billing Mistakes Clients Hate.pdf

Reading Material - Law Review Comment.doc

Web Links

Add Item to Week 1

7

Add Assignment to Week 1

Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

[New Assignment]

Assignments

Exam 1

Reading and Reflection Essay

Brief Assignment

Citations Assignment

Indentation:

Don't Indent

8

CancelAdd 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** ¹.

The screenshot shows the Course Navigation toolbar on the left with a red circle and the number '1' highlighting the 'Modules' button. The main content area shows the 'Modules' section for 'Demo Civil Procedure'. It includes a 'View Progress' button and a '+ Module' button. The 'Week 1' section contains four items: 'Exam 1' (Feb 15 | 100 pts), 'Reading and Reflection Essay' (Feb 28 | 10 pts), '5 Ways To Avoid The Billing Mistakes Clients Hate.pdf', and 'Reading Material - Law Review Comment.doc'. The 'Web Links' section contains two items: 'LexisNexis Resources' and 'Lexis Advance'.

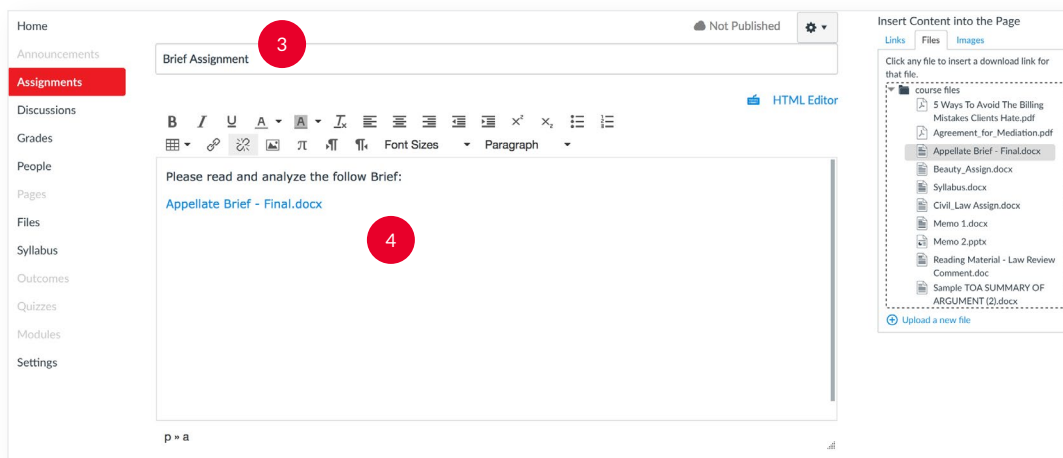
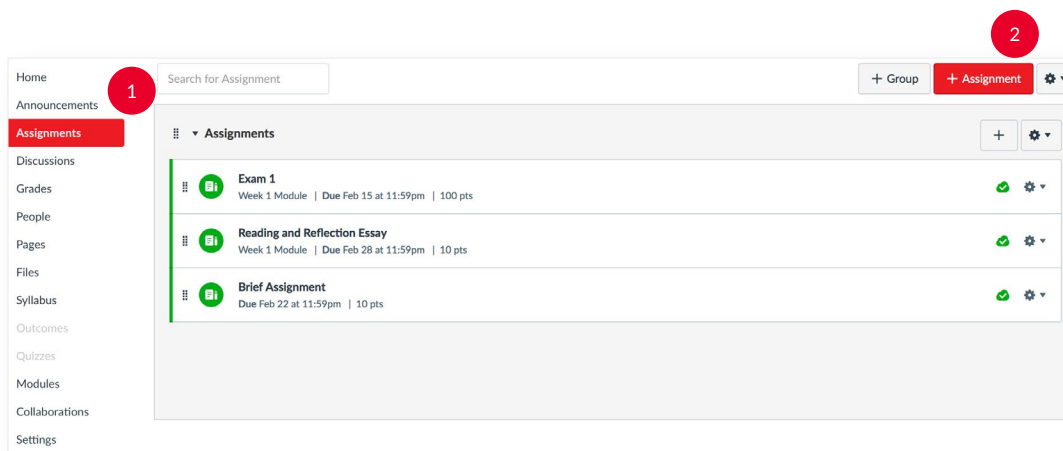
The 'Add Item to Web Links' dialog box is shown. It has a title bar with a close button (X). The main content area contains the following fields and options:

- Add** External URL **to Web Links**
- ☒ Enter a URL and page name to add a link to any website URL to this module.
- URL:**
- Page Name:**
- ☒ Load in a new tab
- Indentation:** Don't Indent

At the bottom right, there are two buttons: 'Cancel' and 'Add Item'.

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.



Assignment Group Assignments

Display Grade as Points

☐ Do not count this assignment towards the final grade

Submission Type 5 Online

Online Entry Options

☐ Text Entry

☐ Website URL

☒ File Uploads

☐ Restrict Upload File Types

Group Assignment 6 ☐ This is a Group Assignment

Peer Reviews 7 ☐ Require Peer Reviews

Moderated Grading ☐ Allow a moderator to review multiple independent grades for selected submissions

Assign

Assign to 8 Everyone X

Due 9 Feb 22 at 11:59pm 📅

Local: Thu Feb 22, 2018 11:59pm
Course: Thu Feb 22, 2018 9:59pm

Available from 📅 Until 📅

+Add

10 ☐ Notify users that this content has changed

11 Cancel Save & Publish Save



NEED ADDITIONAL ASSISTANCE?

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