LexisNexis®

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.

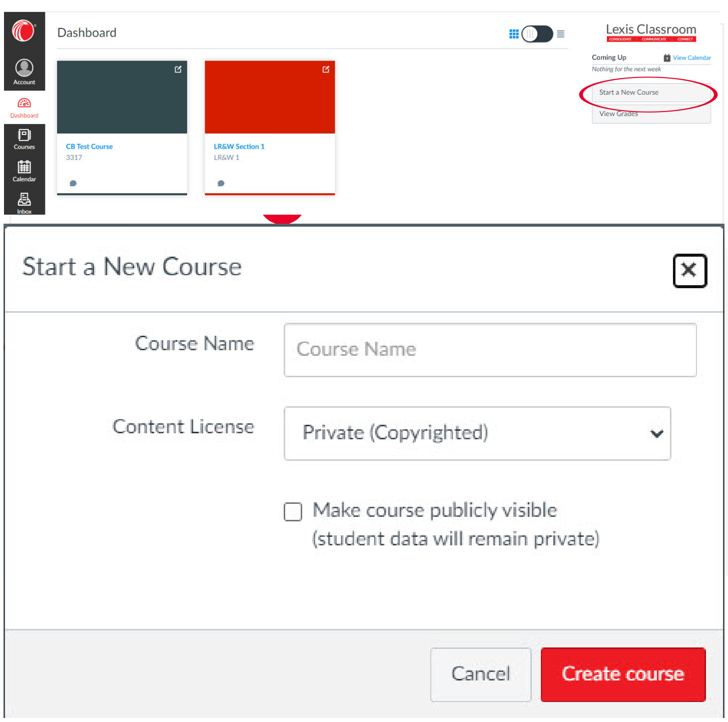
TABLE OF CONTENTS

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?

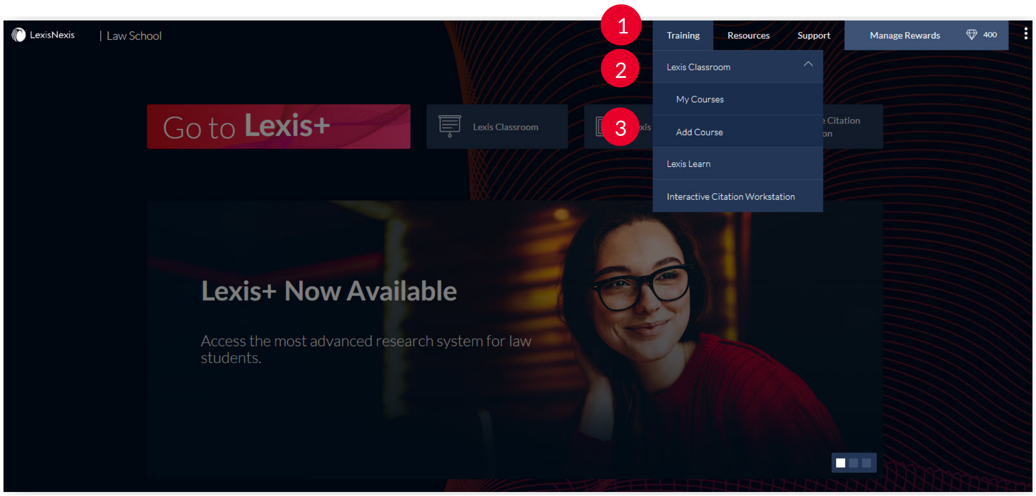
- To create a course, click the **START A NEW COURSE** on the right side of the page.
- Fill in the course name and then click **Create course.**

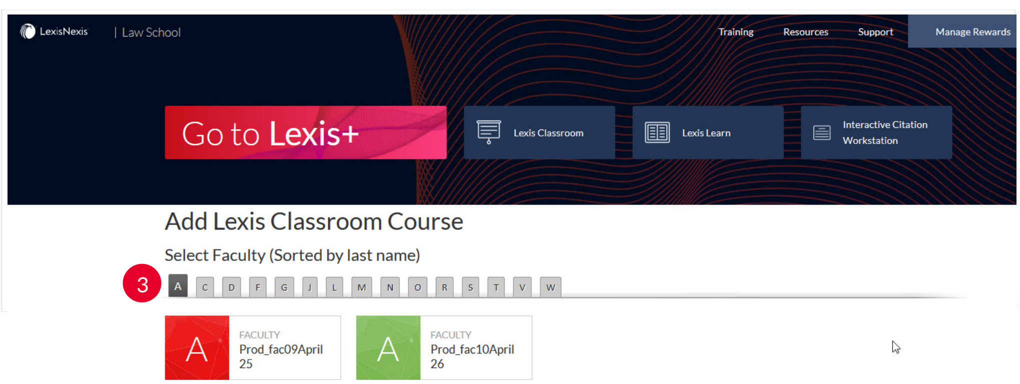


How Do Students Enroll Themselves in My Courses?

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

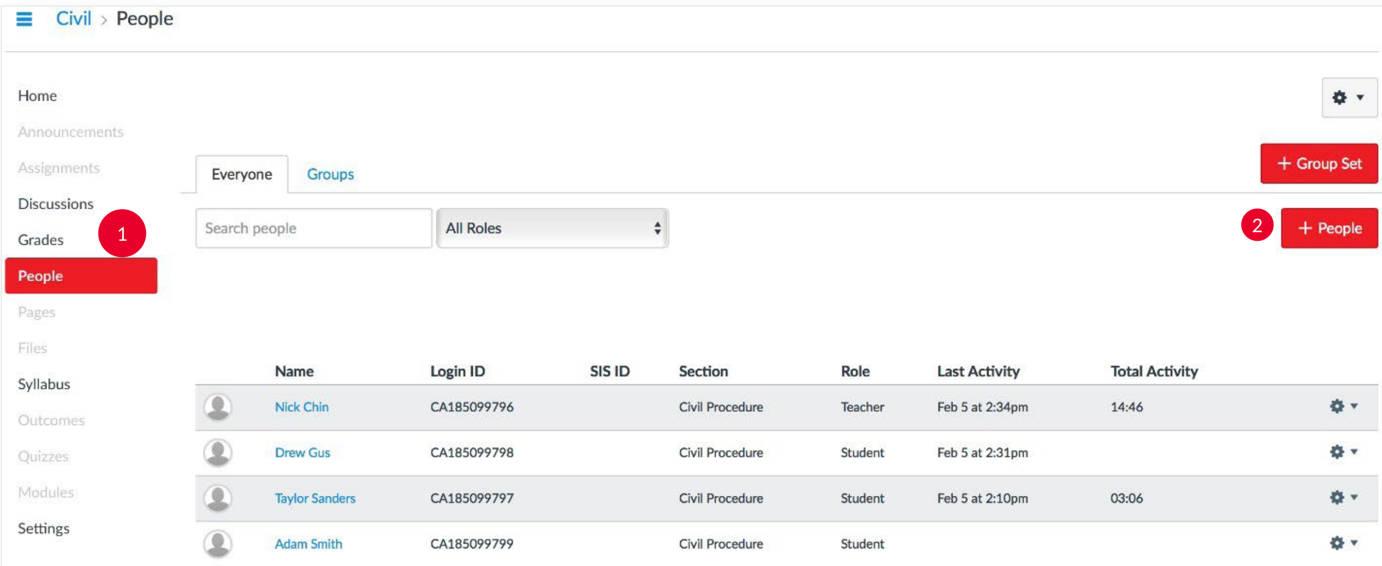


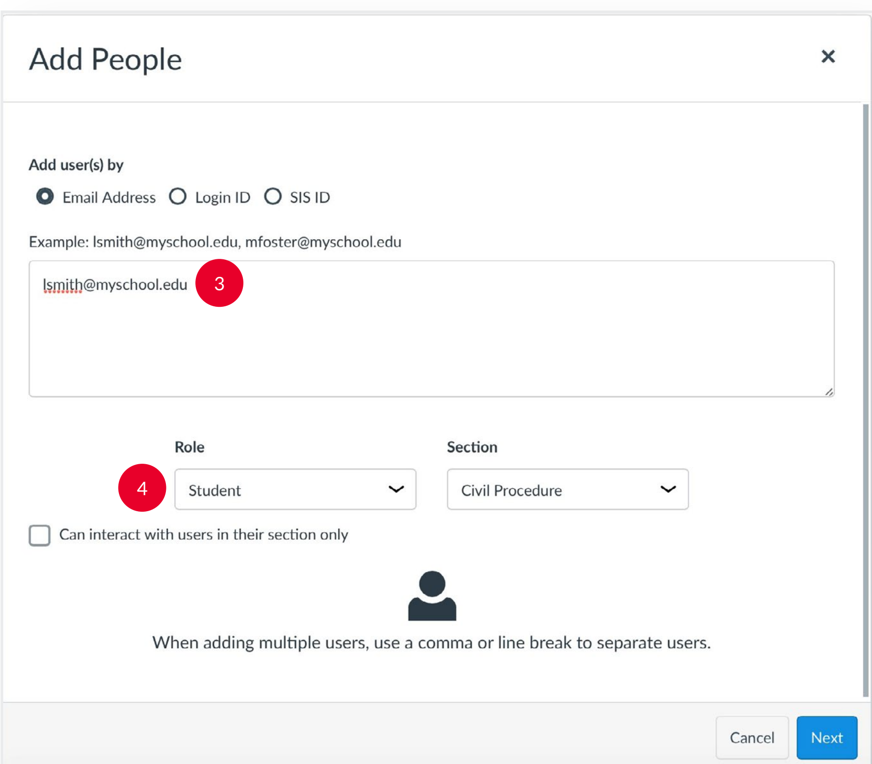


How Do I Manually Add Students in My Courses?

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.

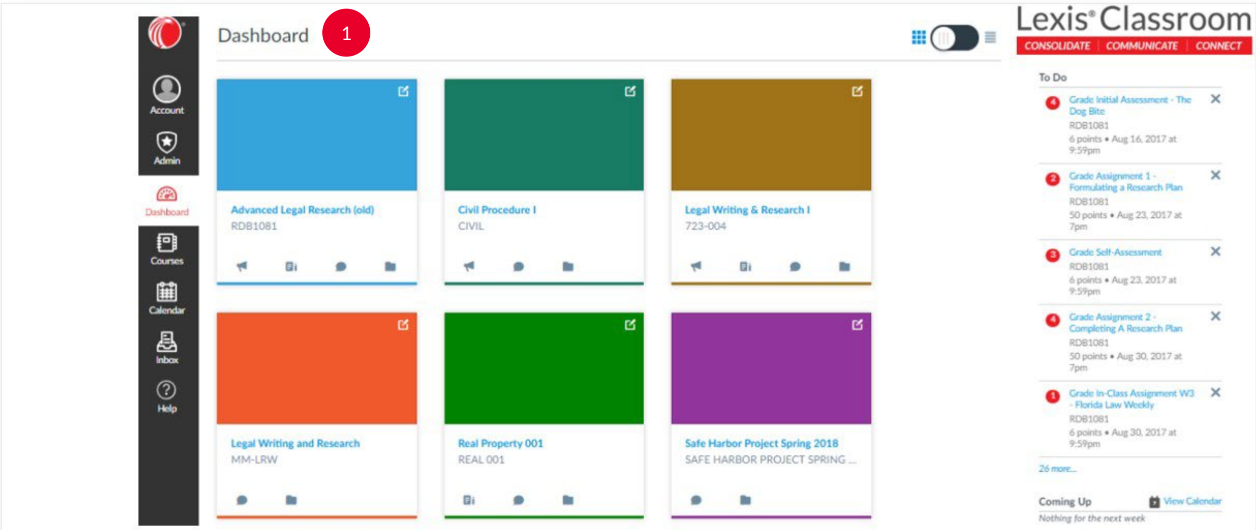
- In the Course Navigation toolbar, click **People** 1 .
- In the top-right corner of the screen, click **+ People** 2 .
- In the text box, insert a list of email addresses 3 , mark the **Role** as Student 4 .





How Do I Use the Lexis Classroom Dashboard?

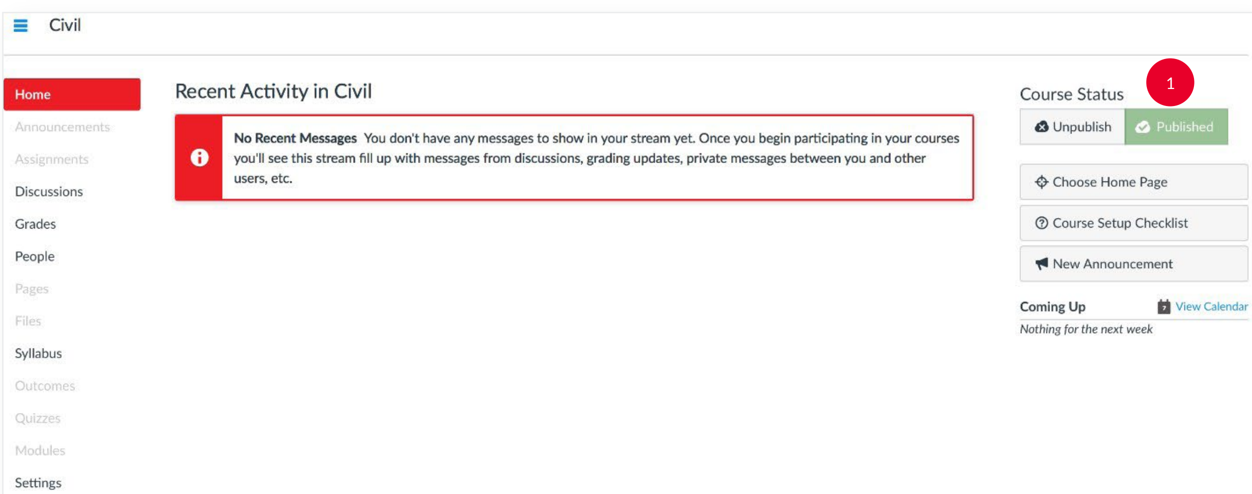
The Lexis Classroom Dashboard 1, which is displayed after clicking the **My Courses** link, is your personal directory for the courses you have created.



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.

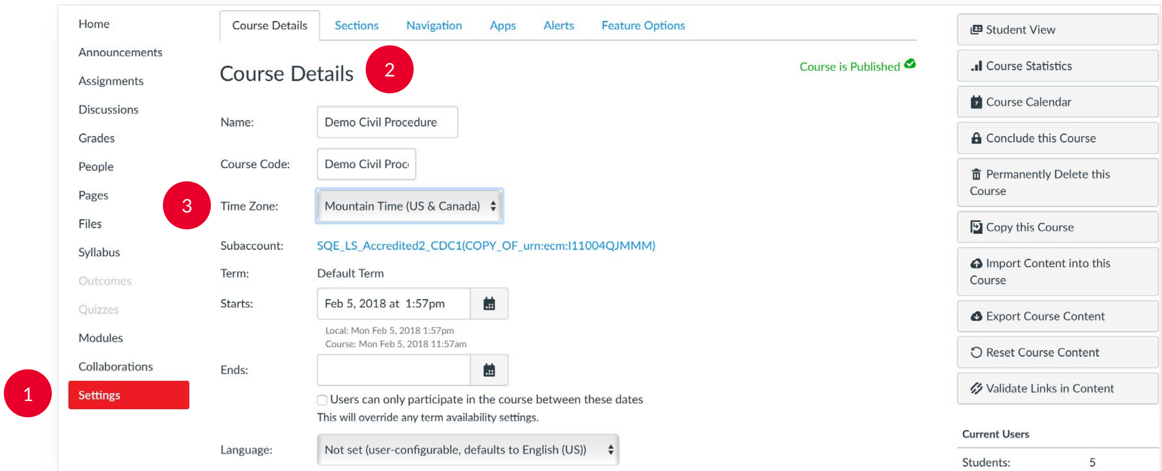
How Do I Publish My Course?

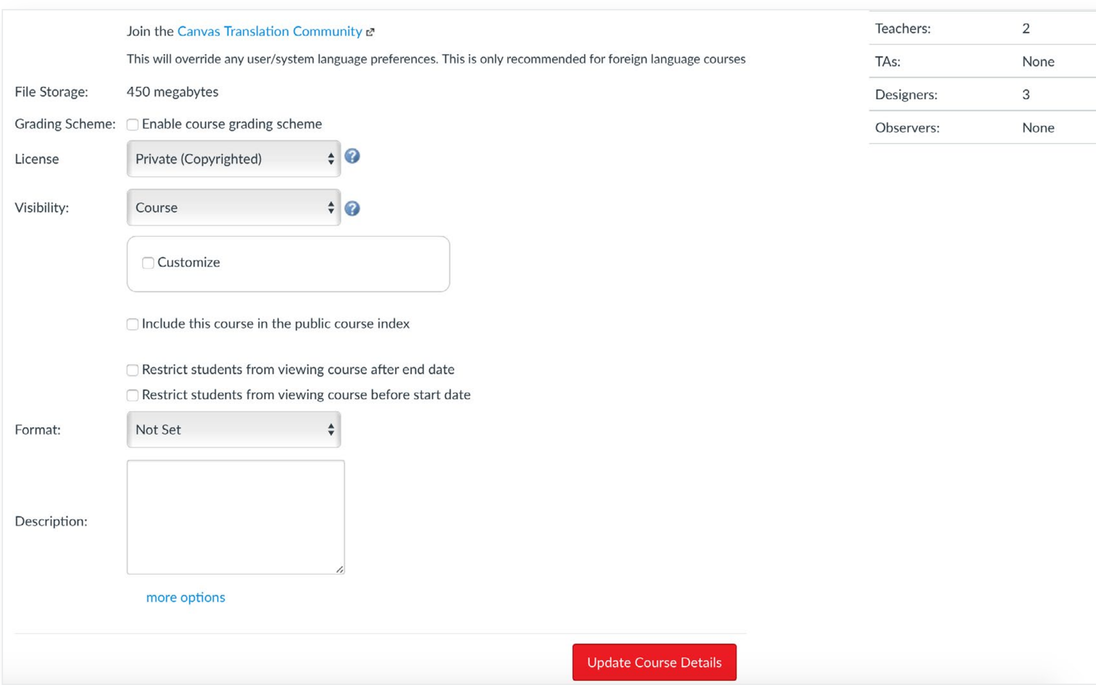
- In the My Course homepage, click **Published** 1 after content has been uploaded. Students will now be able to view their course.



How Do I Change the Time Zone that is Displayed in My Course?

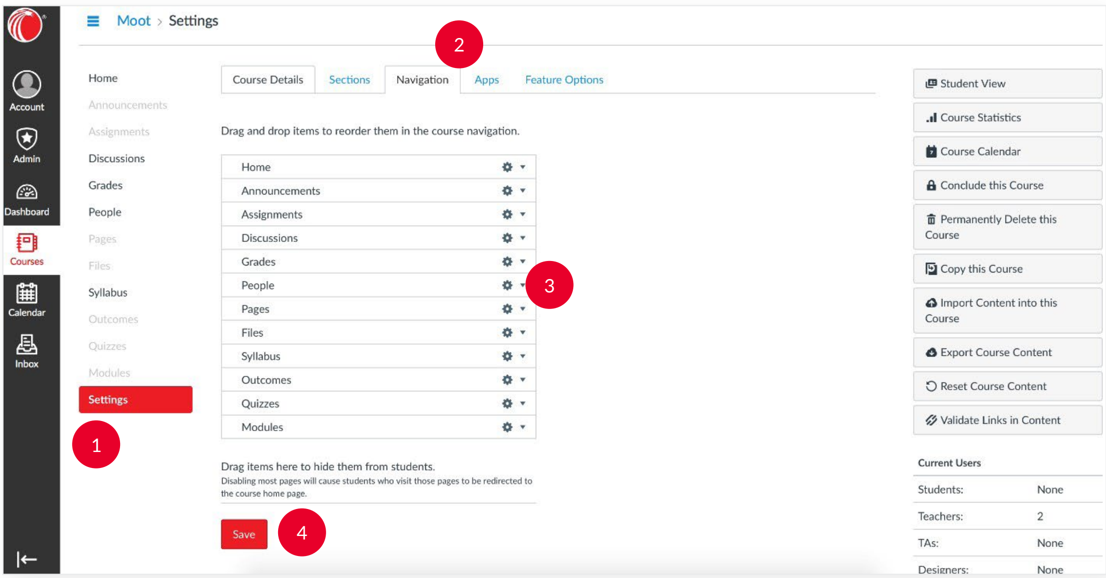
- Go to **Settings** 1 and click **Course Details** 2 on the top of the screen.
- Under **Time Zone** 3 set the pull-down menu to the appropriate Time Zone.





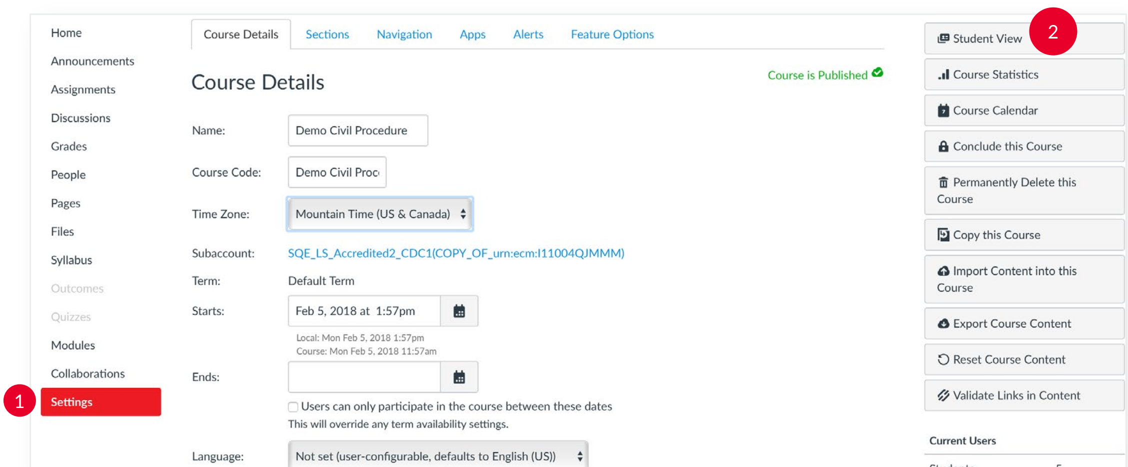
How Do I Change the Order of Sections in the Course Navigation Toolbar?

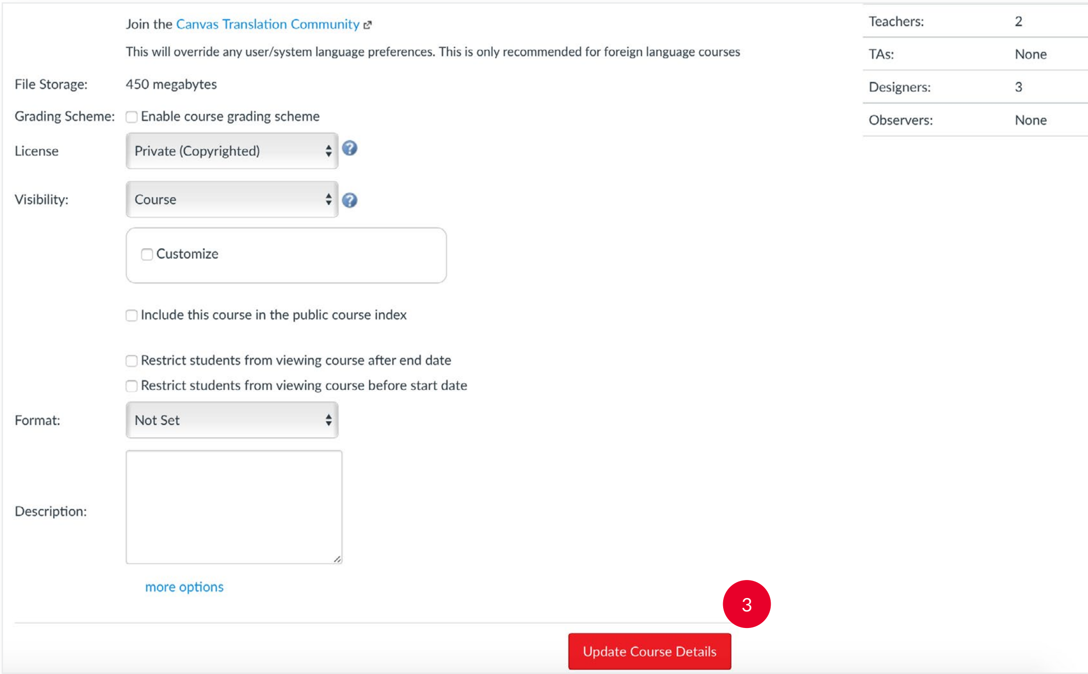
- Go to **Settings** 1 and click **Navigation** 2 on the top of the screen.
- Click and drag the title of the section in the order you want each section to be viewed 3.
- Click **Save** 4.



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

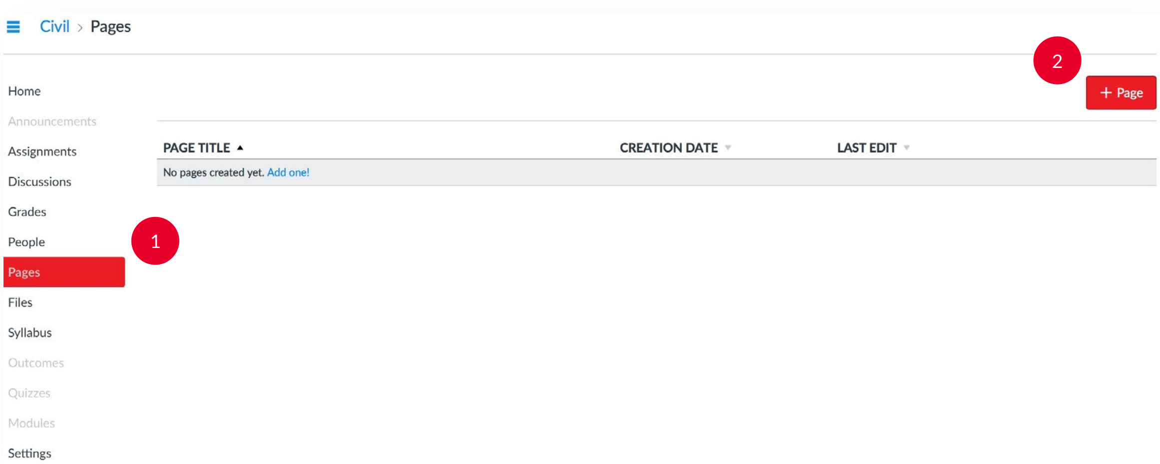
- Go to **Settings** 1 and click **Student View** 2 on the far right-hand side of the screen.
- Click Update Course Details 3 to save your changes

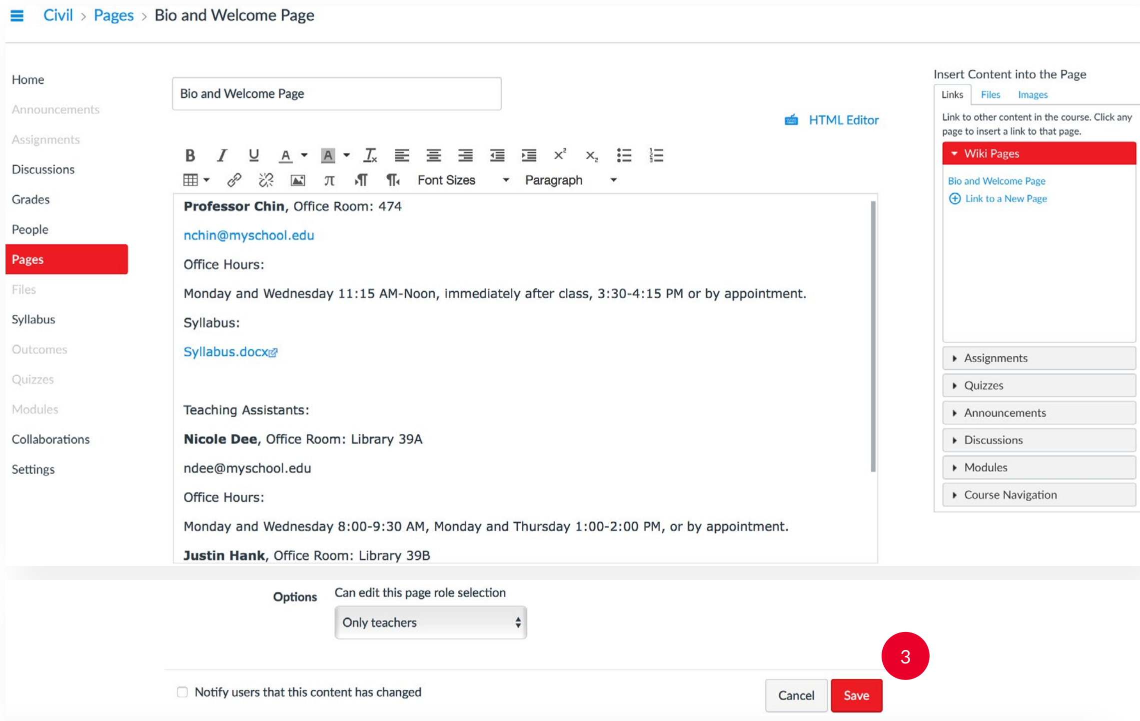


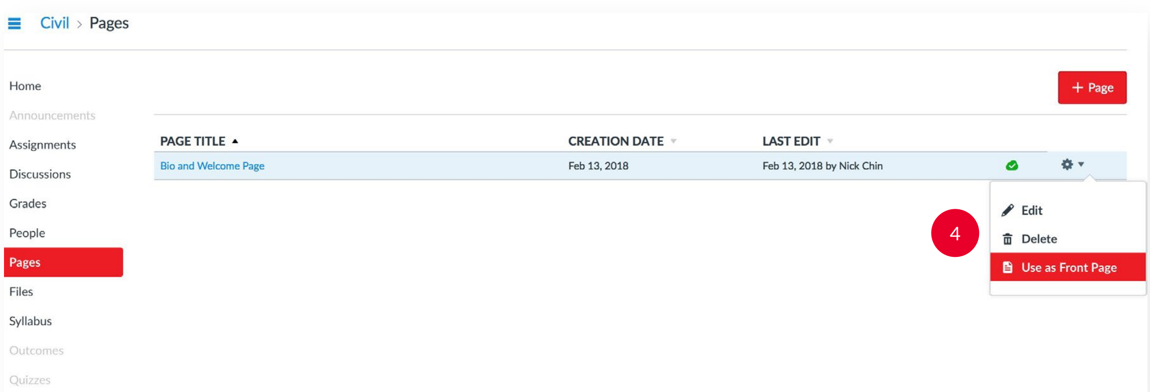


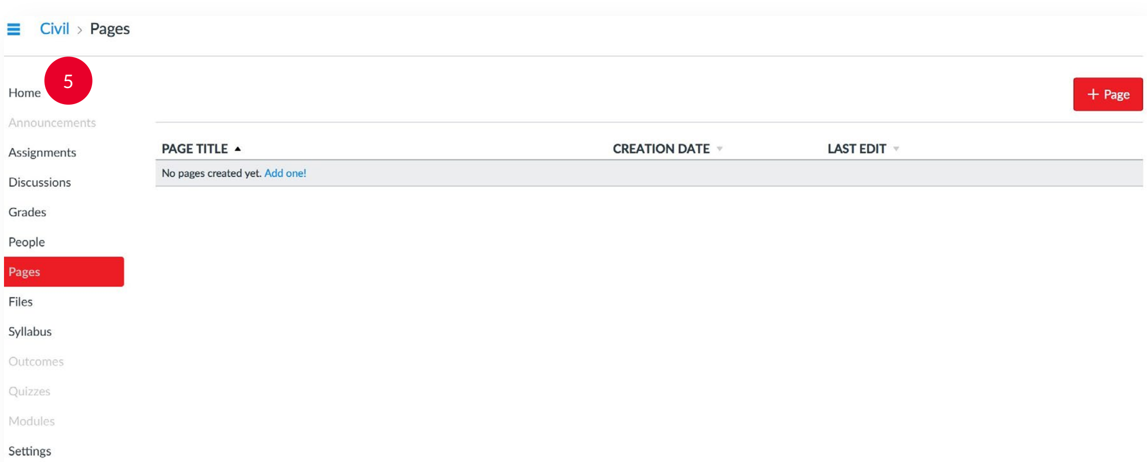
How Do I Create a Bio and Set My Course Home Page?

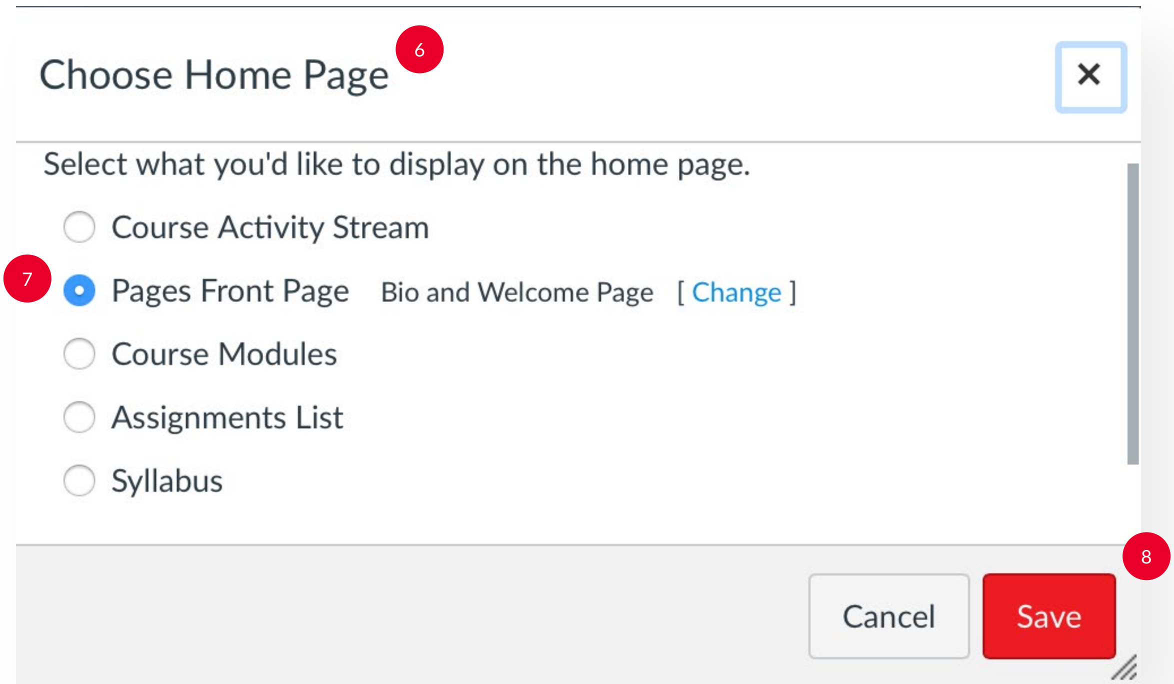
- Go to **Pages** 1 and click **+ Page** 2 on the far right-hand side of the screen.
- Fill in the text box with content as you please and then click **Save** 3.
- To set your newly created Page as your Course Home Page, in **Pages**, click the and select **Use as Front Page** 4.
- Go to **Home** 5 and 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 › Bio and Welcome Page
Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Collaborations
Settings
Bio and Welcome Page
HTML Editor
Font Sizes
Paragraph
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
3
Notify users that this content has changed
Cancel
Save

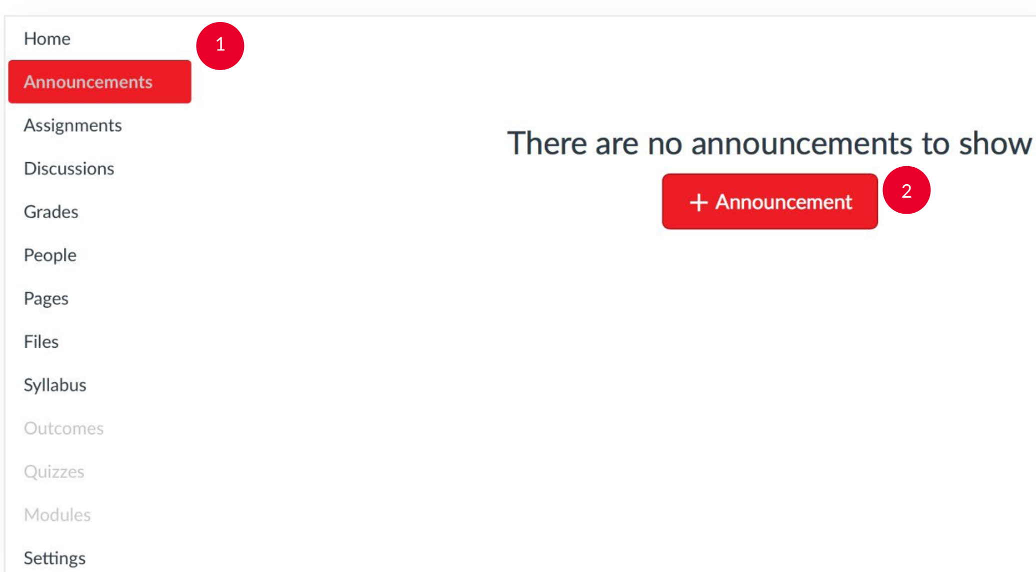

Civil › Pages
Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
+ Page
PAGE TITLE
CREATION DATE
LAST EDIT
Bio and Welcome Page
Feb 13, 2018
Feb 13, 2018 by Nick Chin
Edit
Delete
4
Use as Front Page

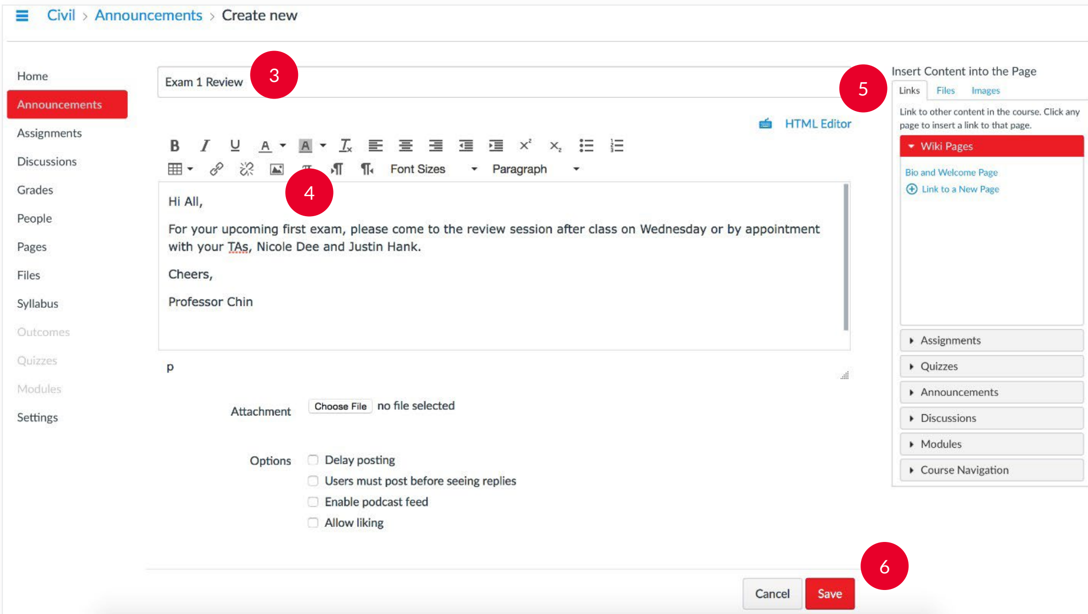

Civil › Pages
Home
5
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Settings
+ Page
PAGE TITLE
CREATION DATE
LAST EDIT
No pages created yet. Add one!



How Do I Send Announcements Using Lexis Classroom?

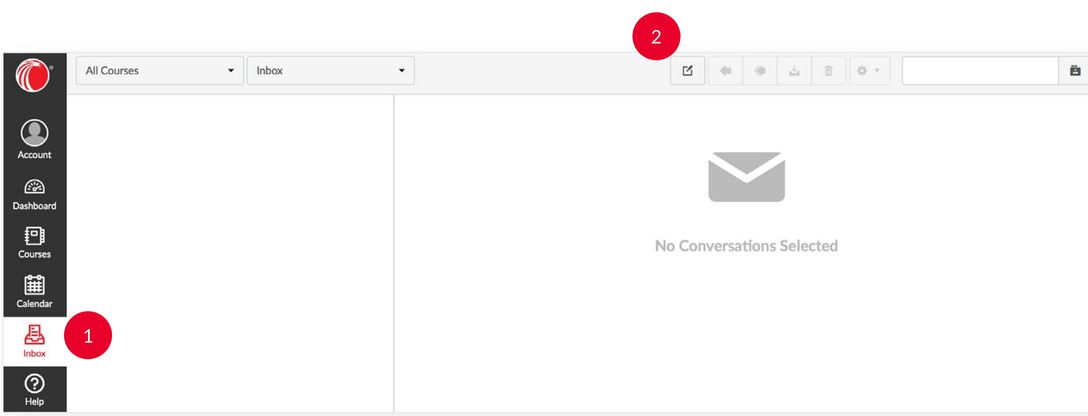
- In the Course Navigation toolbar, click **Announcements** 1.
- In the top-right corner of the screen, click **+ Announcement** 2.
- Title your Announcement 3.
- Insert a message or description about the announcement 4.
- Insert links and URLs to the Announcement 5.
- Click **Save** 6.

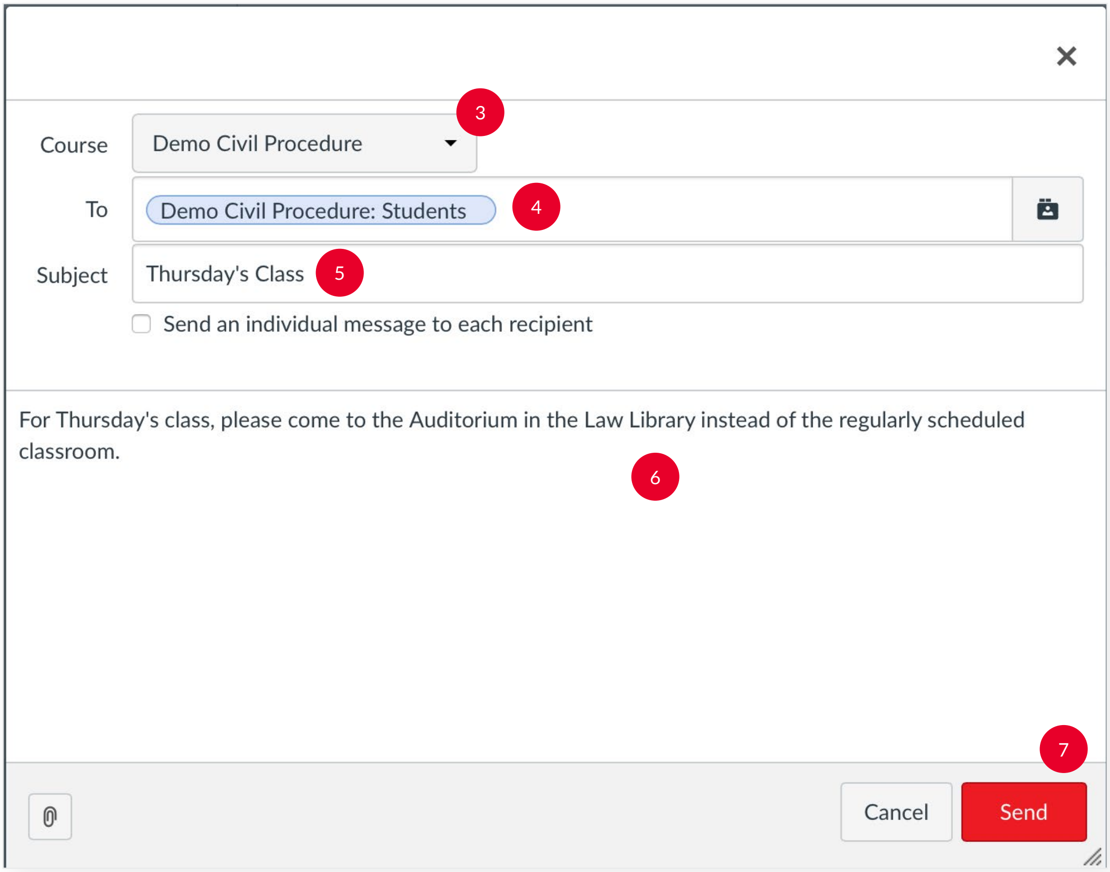




How Do I Send Messages Using Lexis Classroom?

- 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).

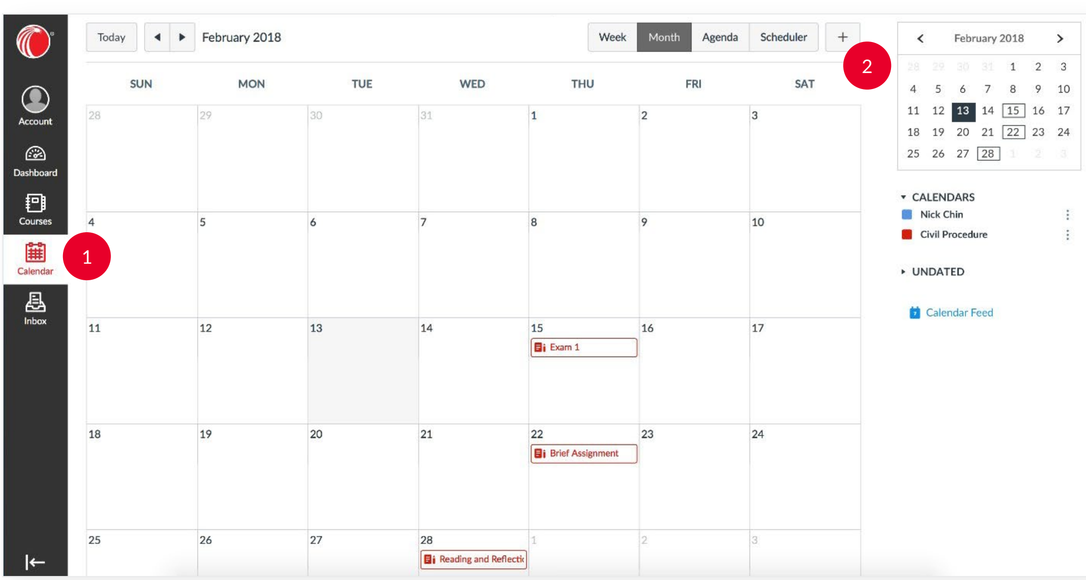


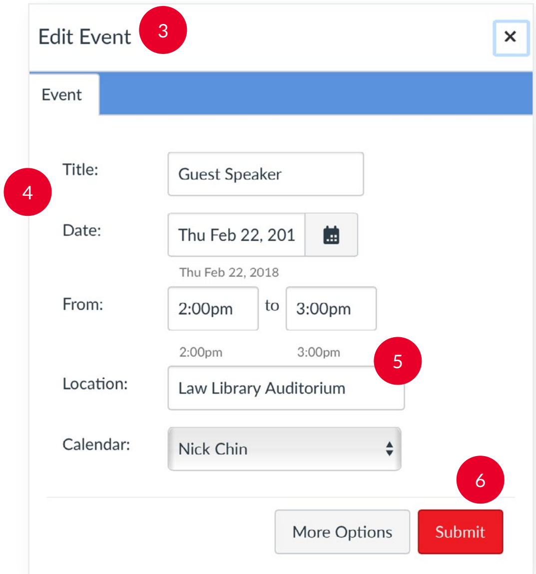


How Do I Use the Calendar?

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** 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.

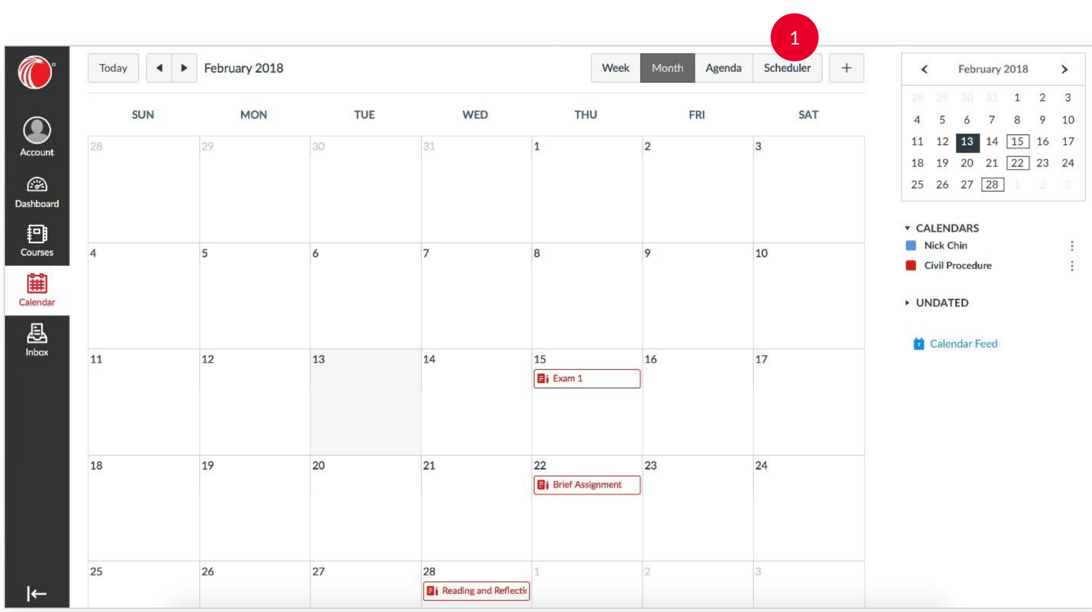


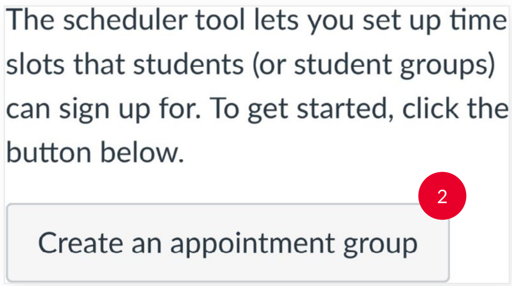


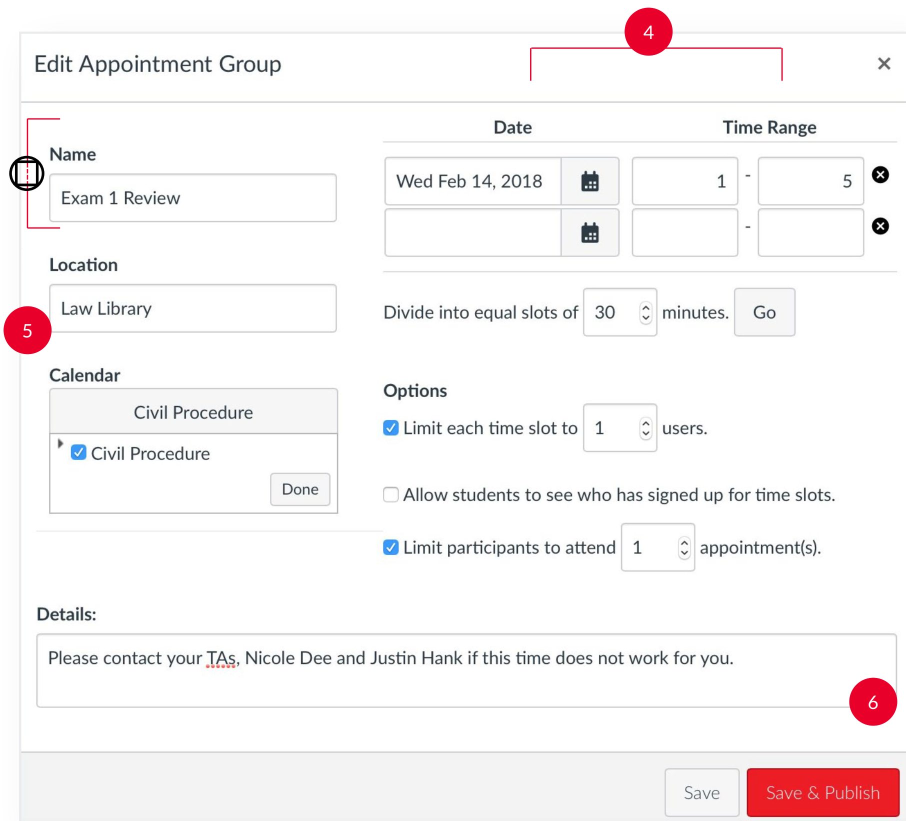
How Do I Schedule Appointments with Students?

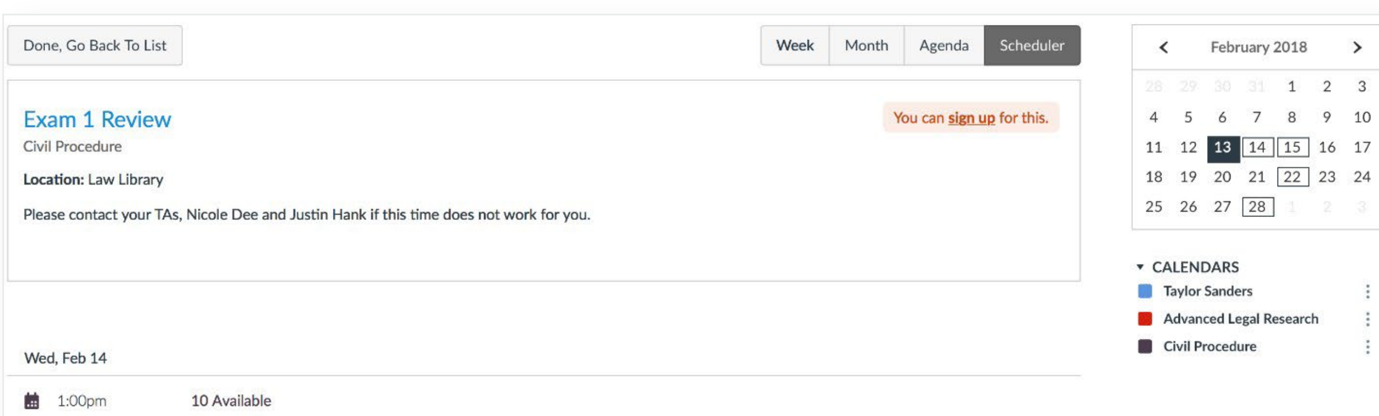
The **Scheduler** allows you to create appointment groups for students to sign up for. Once you give the Scheduler a block of time with your availability, Students will be notified that they can sign up for multiple available times that they can meet with you. Students will then be prompted to pick a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

- In the Calendar, click **Scheduler** 1 on the top right-hand side of the screen.
- Click **Create an appointment group** 2 on the top right-hand side of the screen.
- Fill in the **Name** and **Location** of the appointment 3, **Date** and **Time Range** 4, and select which course(s) **Calendar** 5 that you want the appointment to appear on.
- Click **Save & Publish** 6.



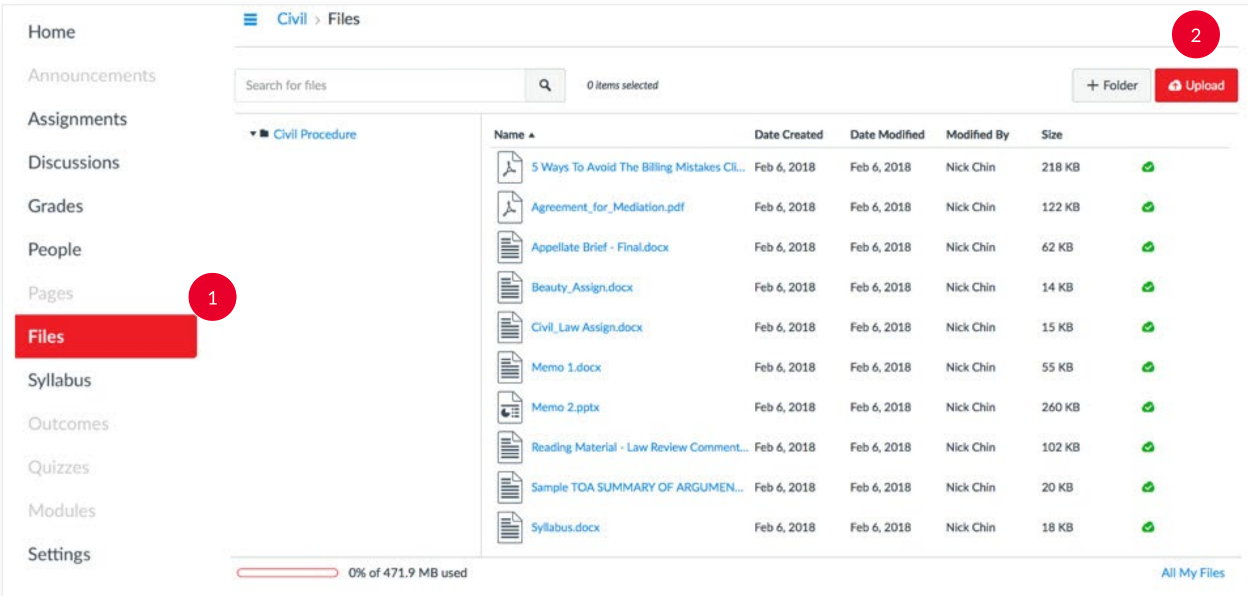

The scheduler tool lets you set up time slots that students (or student groups) can sign up for. To get started, click the button below.
2
Create an appointment group


Edit Appointment Group
4
Name
Exam 1 Review
Location
Law Library
5
Calendar
Civil Procedure
Civil Procedure
Done
Date
Time Range
Wed Feb 14, 2018
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.
6
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.
Wed, Feb 14
1:00pm
10 Available
February 2018
CALENDARS
Taylor Sanders
Advanced Legal Research
Civil Procedure

How Do I Add Content on My Courses?

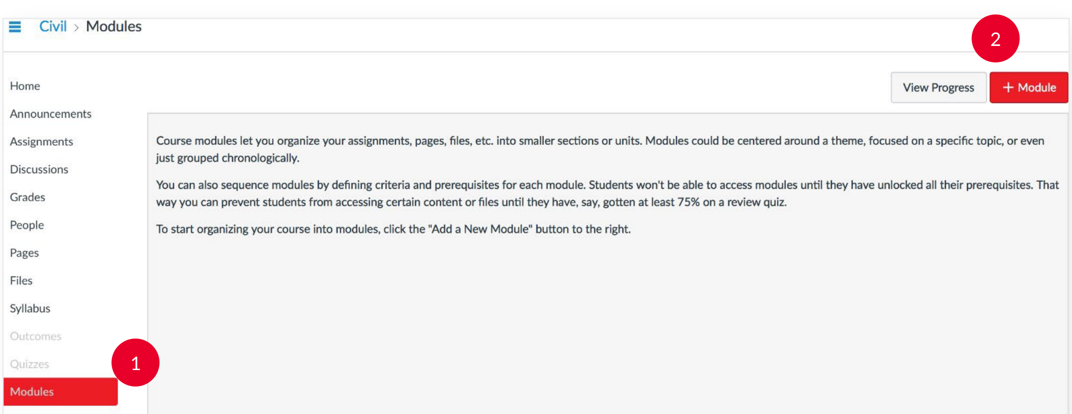
- In the Course Navigation toolbar, click **Files** 1.
- In the top-right corner of the screen, click **Upload** 2.

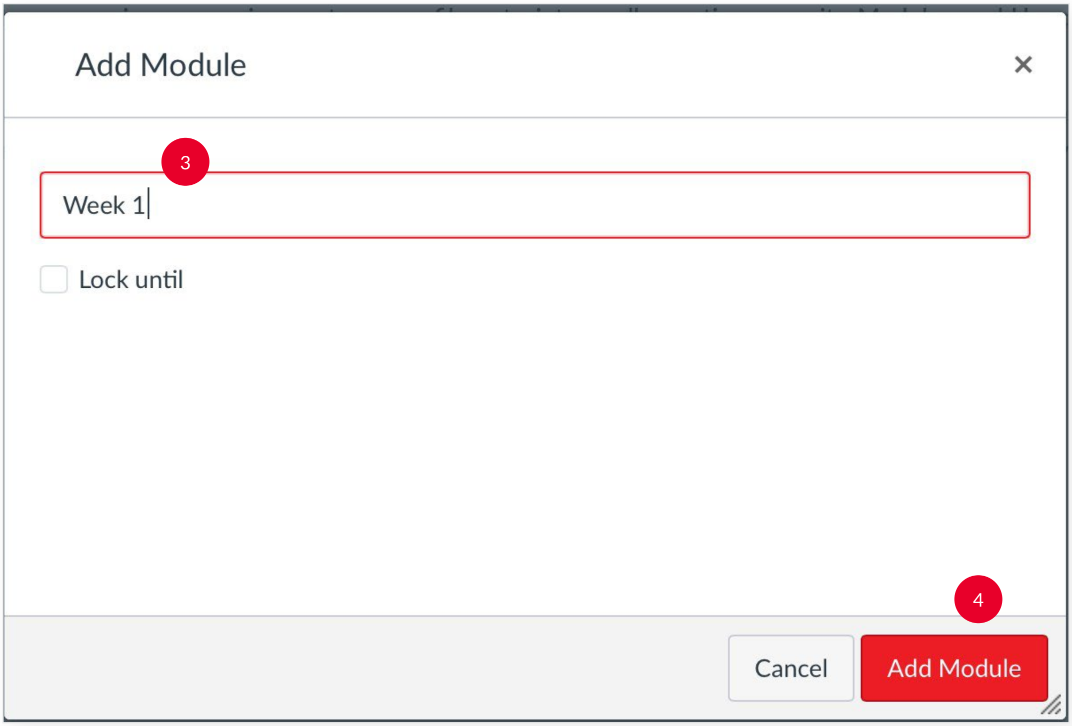


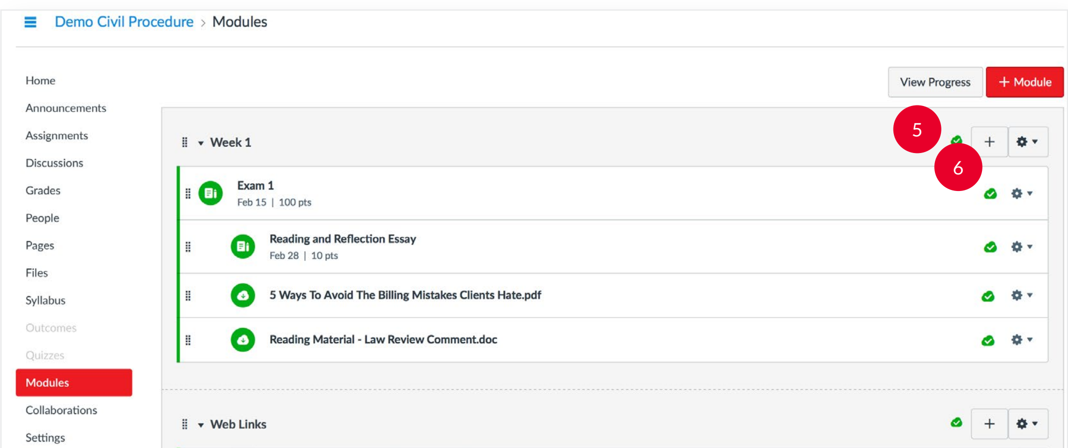
How Do I Create a Module?

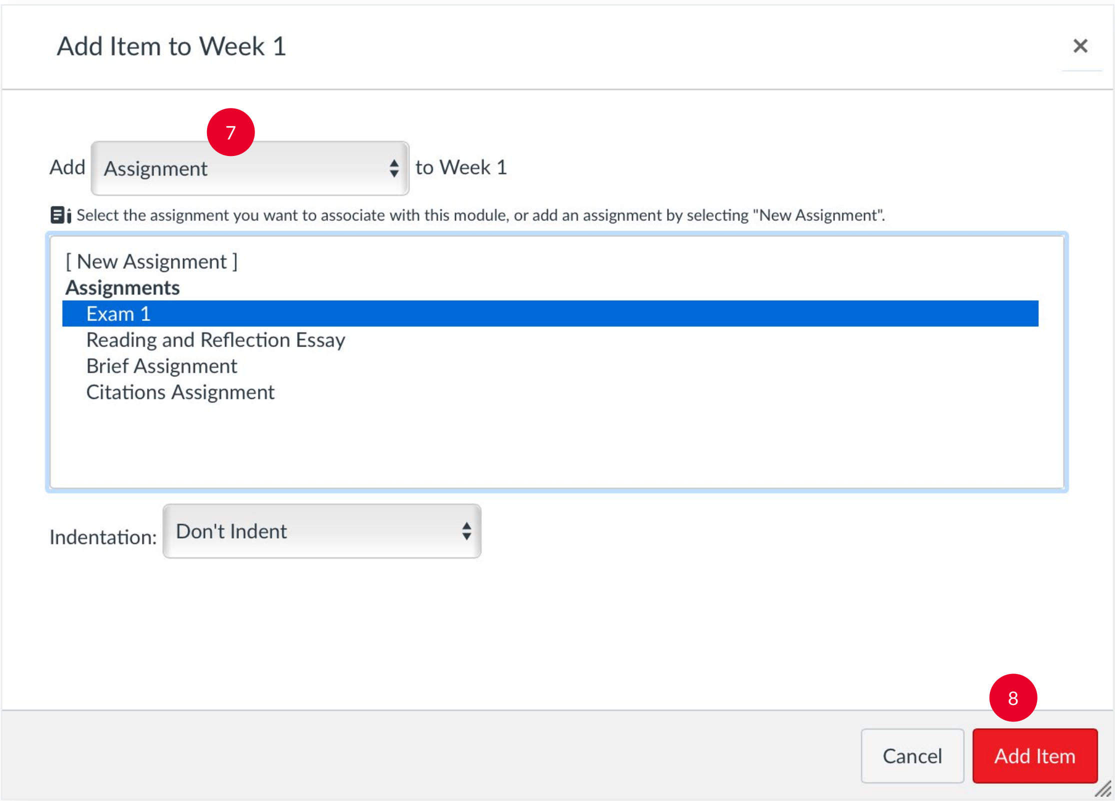
Modules help organize multiple sections of content within the course.

- 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
Cancel
Add Module

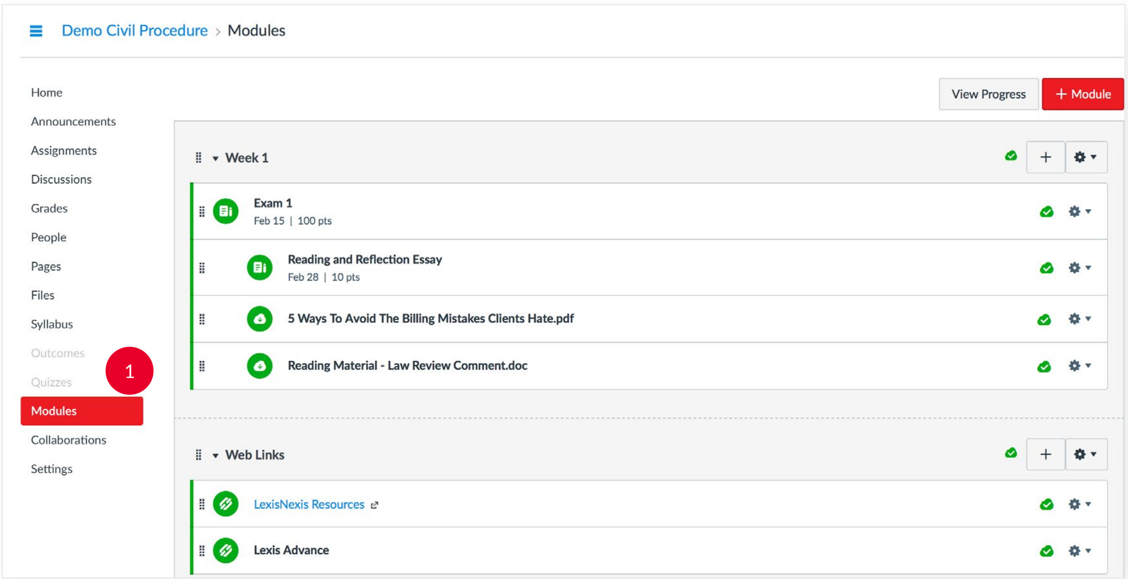

Demo Civil Procedure › Modules
Home
Announcements
Assignments
Discussions
Grades
People
Pages
Files
Syllabus
Outcomes
Quizzes
Modules
Collaborations
Settings
View Progress
+ Module
Week 1
5
6
Exam 1
Feb 15 | 100 pts
Reading and Reflection Essay
Feb 28 | 10 pts
5 Ways To Avoid The Billing Mistakes Clients Hate.pdf
Reading Material - Law Review Comment.doc
Web Links

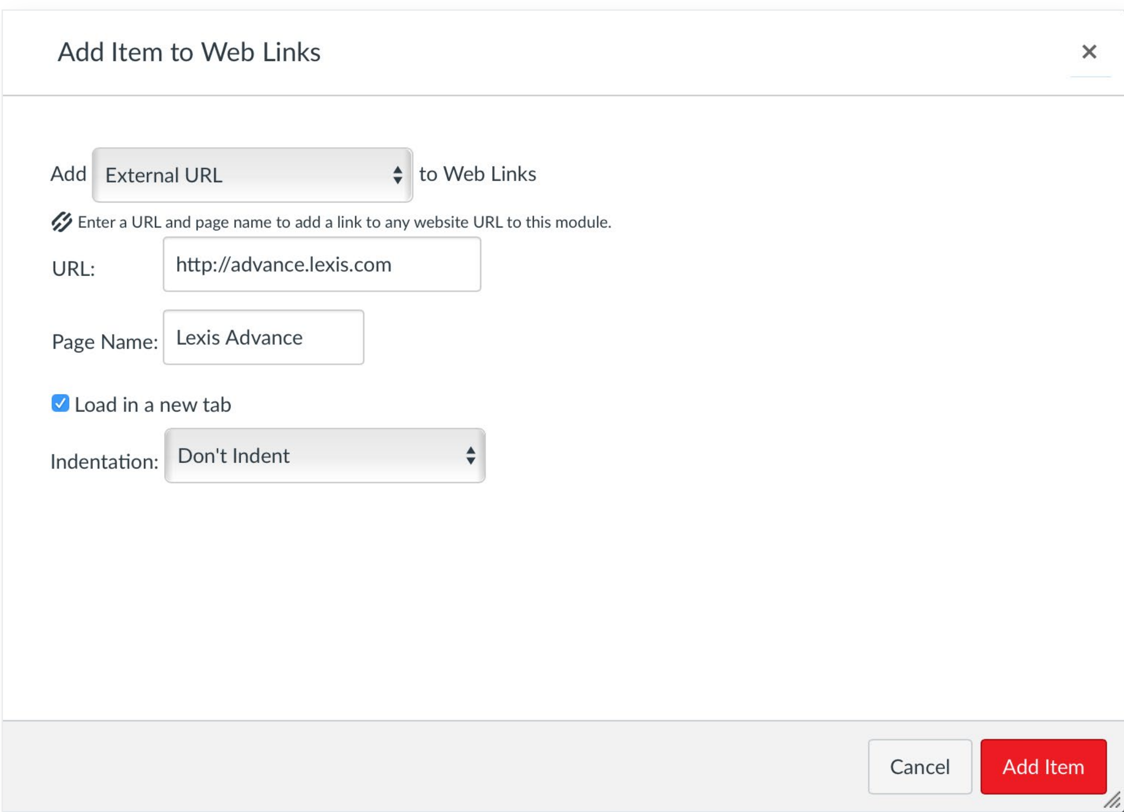

Add Item to Week 1
7
Add
Assignment
to Week 1
Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".
[New Assignment]
Assignments
Exam 1
Reading and Reflection Essay
Brief Assignment
Citations Assignment
Indentation:
Don't Indent
8
Cancel
Add 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** 1.

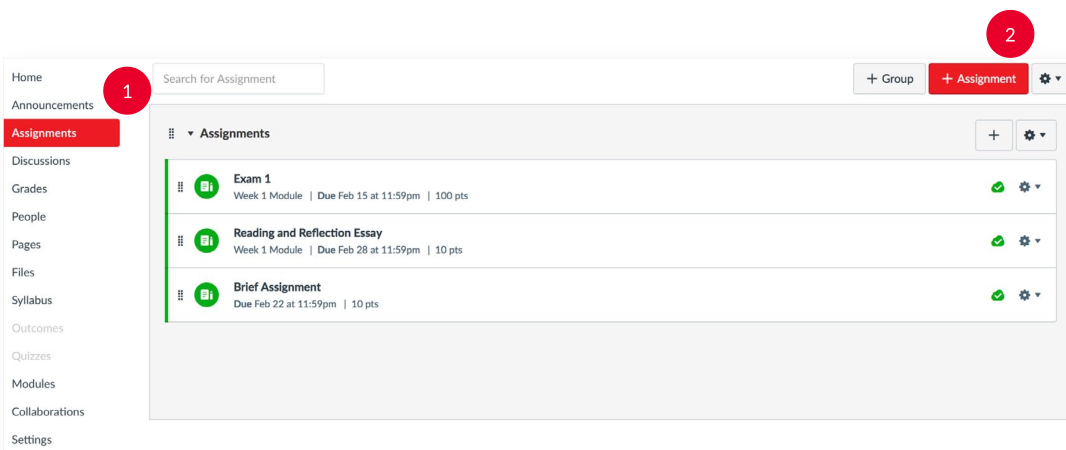


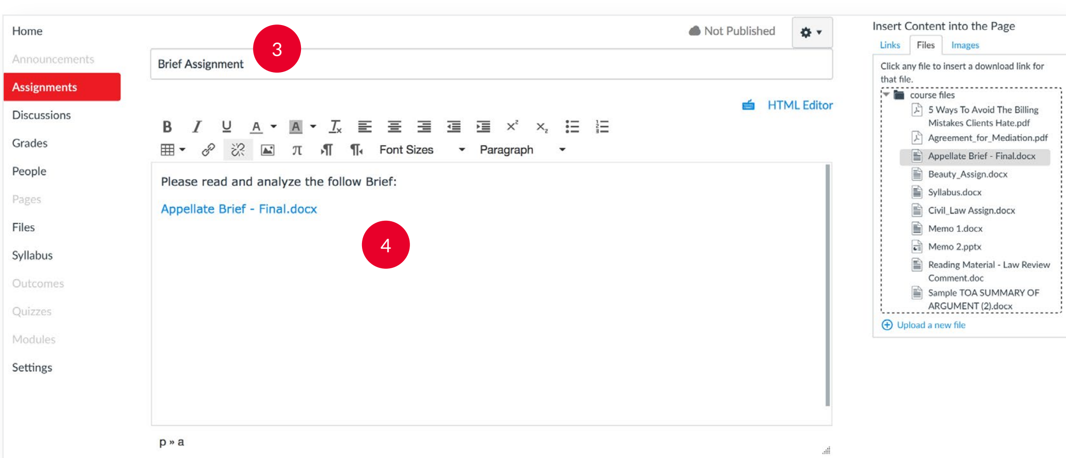


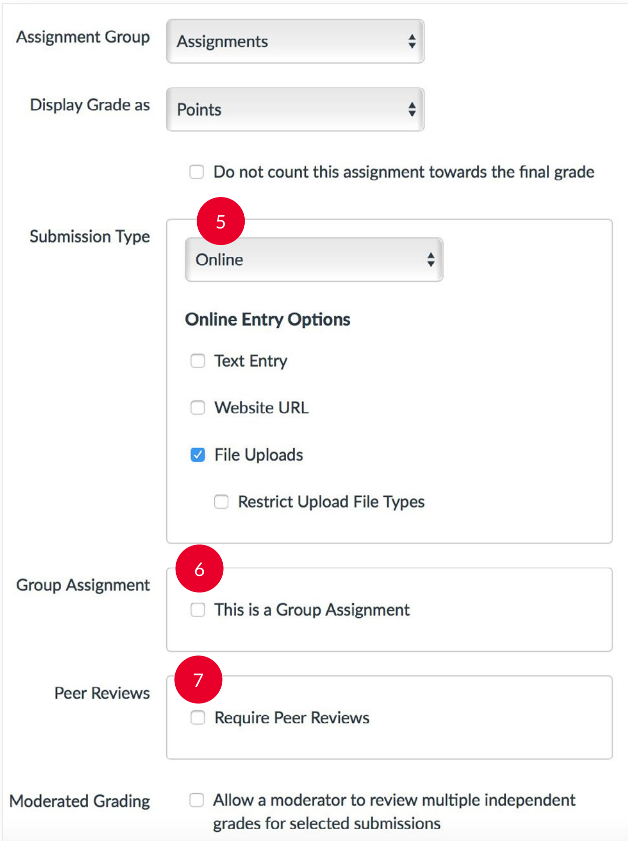
How Do I Create an Assignment?

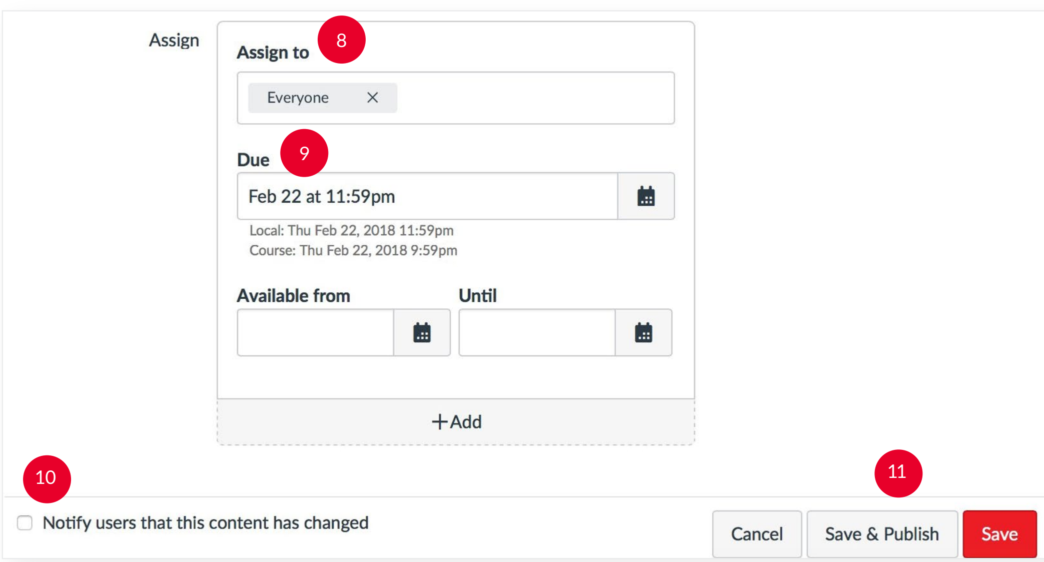
- In the Course Navigation toolbar, click **Assignments** 1.
- In the top-right corner of the screen, click **+ Assignment** 2.
- Title your Assignment 3.
- Insert a message or description about the assignment 4.
- In **Submission Type**, choose how you want your students to upload the assignment 5.
- 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.









NEED ADDITIONAL ASSISTANCE?

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