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.

Lexis® Classroom Instructor Training Guide

Manage your class more efficiently with this online course management tool

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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
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 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 🌟 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**.

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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**
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

Divide into equal slots of 30 minutes.

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

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.

Wed, Feb 14

1:00pm 10 Available
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. 

![Image of Course Navigation toolbar with Modules and Web Links sections]

**Add Item to Web Links**

- **Add External 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.
Assignment Group: Assignments
Display Grade as: Points

Submission Type: Online

Online Entry Options:
- Text Entry
- Website URL
- File Uploads
  - Restrict Upload File Types

Group Assignment: This is a Group Assignment

Peer Reviews: Require Peer Reviews

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

Assign:
Assign to: Everyone

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

Available from: [ ]
Until: [ ]

Notify users that this content has changed

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.