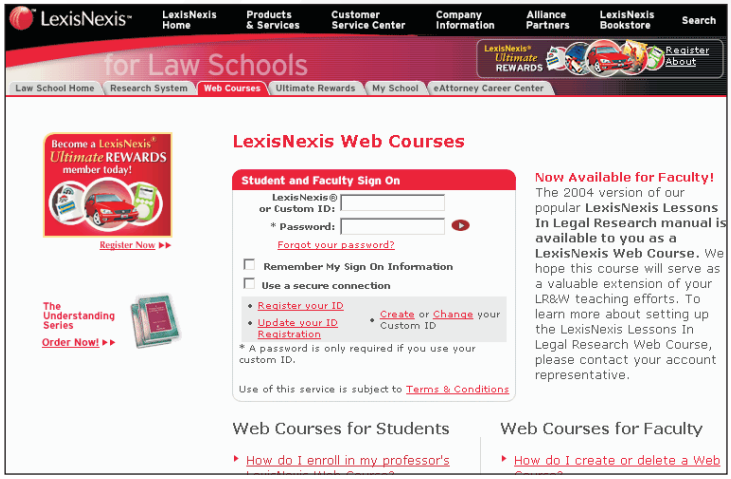
LexisNexis®
It's how you know™

LexisNexis® Web Courses *for Faculty*



Accessing LexisNexis Web Courses

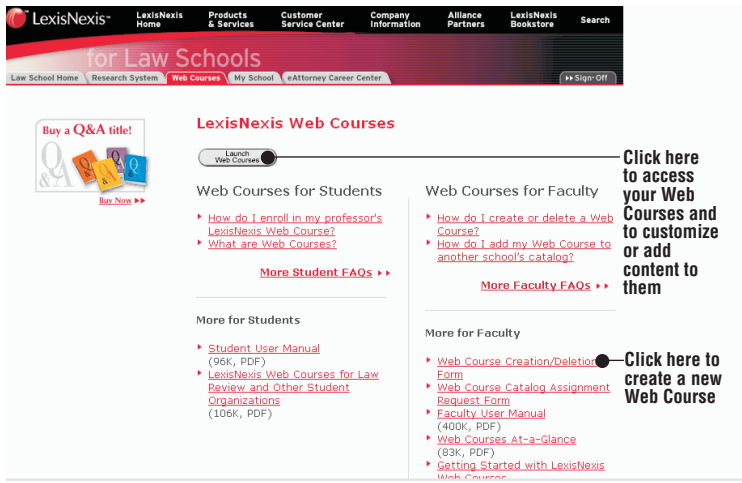
To create or access a Web Course:

1. Go to **www.lexisnexis.com/lawschool/webcourses**
2. Enter your LexisNexis ID* and click ▶.
3. Select from one of the following functions:

   To create a new Web Course, click **Web Course Creation/Deletion Form.**

   To customize or add content to a Web Course, click Launch Web Courses

*NOTE: If this is your first time using LexisNexis Web Courses, you will need to register your ID. Click the Register your ID link and follow the instructions to complete the process.



What are LexisNexis Web Courses?

LexisNexis Web Courses allow law school professors to create and manage online course content using any Web-connected computer. Web Courses are powered by Blackboard 6.0, a comprehensive software platform for Web-enabled classes and academic communities.

How can I use LexisNexis Web Courses?

The simple user interface of LexisNexis Web Courses allows professors to easily convert traditional course content into Web-based instructional materials. Course materials can be created from existing Microsoft® Word or PowerPoint® documents. Through the Blackboard platform, professors can also:

- Create links to LexisNexis authoritative legal research content
- Post announcements
- Track Web site usage
- Gather student feedback
- Add links to CALI (Computer-Assisted Legal Instruction) Lessons

Creating a Web Course

1. Go to **www.lexisnexis.com/lawschool/webcourses**
2. Enter your LexisNexis ID and click ▶.
3. From the *Web Courses for Faculty* section, located on the right side of your screen, select the **Web Course Creation/Deletion Form.**
4. Click **Create New Course.**
5. Select a subject area for your course from the drop-down menu.
6. Enter requested information in the remaining fields.
7. Click **Save.**

Adding Content to a Web Course

Once you have created a Web Course, you can add information and materials to your course.

To customize your Web Course:

1. Go to **www.lexisnexis.com/lawschool/webcourses**
2. Enter your LexisNexis ID.
3. Click [Launch Web Courses].
4. A list of your Web Courses will display. Access a course by clicking on its name. A screen similar to the folowing will appear:

5. From the menu on the left side of your screen, scroll down to the bottom and select **Control Panel.**

Using the Control Panel to Edit your Web Course

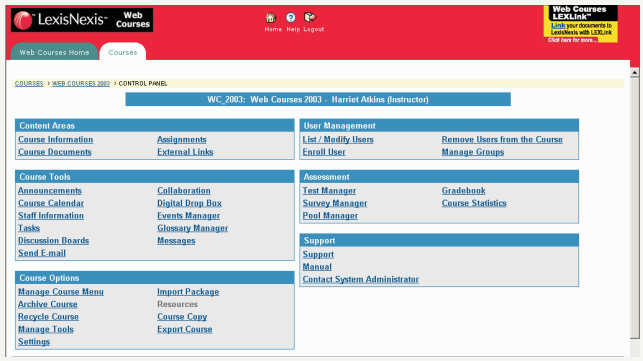
To post a syllabus:

1. Under **Content Areas,** select **Course Information.**
2. In the **Add** field, click **Item.**
3. From the drop-down menu in the **Name** field, select **Syllabus.**
4. Enter relevant information in the **Text** field.
5. To include an attachment, click the **Browse** button, (in the Content Attachments section), to find a file. Follow the instructions online for completing the attachment.
6. Click **Submit.**

To post an announcement:

1. Under **Course Tools,** select **Announcements.**
2. Click **Add Announcement.**
3. Enter the text in the **Subject** field.
4. Under **Options,** indicate if you want this announcement displayed on the Web Course main page and indicate a date range, if applicable.
5. Click **Browse** if you wish to upload a file from your hard drive with this announcement.
6. Click **Submit.**

If you want to . . .	Go to
Add or modify information, post documents, etc.	Content Areas
Create a Course Calendar, Tasks, or Discussion Board	Course Tools
Send e-mail, moderate a Virtual Classroom, or get a student paper from the Digital Drop Box	Course Tools
Select names for navigation buttons, disable a given function, change enrollment options, etc.	Course Options; Course Settings
Select colors for navigation buttons	Course Options; Settings; Course Design
Recycle a course	Course Options
Create or change groups	User Management
Create a quiz or survey, or measure student usage	Assessment



All changes to the Web Course are made through the control panel except creating links.

Please note: Each tab can be customized based on preference and course content.

Need more information on LexisNexis Web Courses?

Obtain an electronic copy of the Web Courses Faculty Manual at http://webcourses.lexisnexis.com.

You may request a printed version of the manual from your LexisNexis account executive.

To receive technical or other assistance, contact LexisNexis Customer Support (1-800-45-LEXIS), 24 hours a day, 7 days a week.

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