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 .

*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.

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 Control Panel.
4. A list of your Web Courses will display. Access a course by clicking on its name. A screen similar to the following 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.

Need more information on LexisNexis Web Courses?

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.