

# Lexis® Classroom User Guide

Manage your class more efficiently with this online course management tool



Lexis® Classroom, which leverages the open-source version of Canvas®, is a complimentary online course management tool. Access, post and manage your class materials in one place including syllabus, course documents, multimedia resources and announcements. Collaborate and communicate with your students more efficiently utilizing these features: Inbox messaging (email), discussion forums, assignment submissions, scheduling appointments, grading, contacting customer support and more.

## TABLE OF CONTENTS

### Quick Start

How Do I Access Lexis Classroom? (Faculty)	<u>2</u>	How Do I Create a Bio and Set My Course Home Page?	<u>10</u>
How Do I Create a Course?	<u>2</u>	How Do I Send Announcements Using Lexis Classroom?	<u>12</u>
How Do I Create a Password for Students to Enroll in the Course	<u>3</u>	How Do I Send Messages Using Lexis Classroom?	<u>13</u>
How Do Students Enroll Themselves in My Courses?	<u>4</u>	How Do I Use the Calendar?	<u>14</u>
How Do I Know if Students Can See My Content?	<u>5</u>	How Do I Schedule Appointments with Students?	<u>15</u>
How Do I Manually Add Students in My Courses?	<u>6</u>	How Do I Add Content on My Courses?	<u>17</u>
How Do I Use the Lexis Classroom Dashboard?	<u>7</u>	How Do I Create a Module?	<u>17</u>
How Do I Publish My Course?	<u>7</u>	How Do I Post External Links to My Course?	<u>19</u>
		How Do I Create an Assignment?	<u>20</u>

### In Depth

How Do I Change the Time Zone that is Displayed in My Course?	<u>8</u>	How Do I Create an Assignment with Plagiarism Detection/Inline Grading Enabled?	<u>22</u>
How Do I Change the Order of Sections in the Course Navigation Toolbar?	<u>9</u>	How Do I Use the Features within the Plagiarism Detection/Inline Grading Tool?	<u>23</u>
How Do I View the Content that Students Can Currently See?	<u>9</u>	How Do I Grade an Assignment Using Plagiarism Detection/Inline Grading?	<u>24</u>
		How Do I Grade Anonymously?	<u>25</u>
		How Do I View Course Statistics and Analytics?	<u>26</u>



## How Do I Access Lexis Classroom? (Faculty)

- At the LexisNexis® Law School site, [lexisnexis.com/lawschool](https://lexisnexis.com/lawschool), enter your LexisNexis ID and password.
- Click the **My Courses** link found on the right side of the page or the Lexis Classroom link in the top navigation bar, which will open in a separate window.

LexisNexis® for Law School

HOME MY SCHOOL LEXIS CLASSROOM LEXIS LEARN RESOURCES SUPPORT

GO TO Lexis Advance®

Enter search terms or citation to begin research in Lexis Advance®

**Prepare to Practice Program**  
Ensure students are practice-ready with the skills their employer expects

Western State University College of Law

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**Jack Rafter**  
**Kaye Maigue**  
**Daniel McDonald**  
**Alexander Baello**

**WHATS NEW**  
**White Paper: Better Results with Flipped Classroom**  
LR&W professors reveal how the flipped classroom approach benefits students and professors.  
**Summer Associate Research Study**  
Summer associates identify writing and legal research skills required on the job.  
**White Paper: New Attorney Readiness**  
Find out how hiring partners assessed new attorney skills.

**LEXIS CLASSROOM**  
**My Courses**  
Create a Course

**LEGAL DICTIONARY**  
ENTER SEARCH TERMS

## How Do I Create a Course?

- To create a course, click the **CREATE A COURSE** link under the **LEXIS CLASSROOM** section link on the right side of the LexisNexis® Law School home page.
- Fill in the course name and then click **Add**.

**LEXIS CLASSROOM**

MY COURSES

**CREATE A COURSE**

**CREATE COURSE**

Course Name  
Advanced Legal Research

Add Cancel



## \*How Do I Create a Password for Students to Enroll in the Course?

- Inside of your newly created course, click **Settings**. Scroll to the bottom of the screen to **more options**.
- Click the checkbox, “Let students self-enroll by sharing with them a secret Passcode” and then click **Update Course Details**.
- Once **Update Course Details** is clicked, a Passcode will be posted at the bottom of the screen.  
To share with students, give students the last 6 letters of the Passcode.
  - i.e, you would copy the text in red font: **XXXXXX**
  - Students will paste the 6-digit passcode when they enroll into the course on the Law School Home Page.

\*This feature is optional.

Home

Course Details Sections Navigation Apps Feature Options

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

**Settings**

**Course Details**

Name: Contract Law

Course Code: Contract

Time Zone: Mountain Time (US & Canada)

SIS ID:

Subaccount: PTO Tier A Acct

Term: Default Term

Starts: Jul 21, 2018 at 9pm

Ends: Sat Jul 21, 2018 9:00pm

☐ 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))

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**

[fewer options](#)

☒ Let students self-enroll by sharing with them a secret Passcode

☐ Add a "Join this Course" link to the course home page

☐ Show recent announcements on Course home page

3 Number of announcements shown on the homepage

☐ Let students attach files to discussions

☒ Let students create discussion topics

☒ Let students edit or delete their own discussion posts

☒ Let students organize their own groups

☐ Hide totals in student grades summary

☐ Hide grade distribution graphs from students

☐ Disable comments on announcements

Only Teachers can create, rename, and edit course pages by default

**Update Course Details**

Description:

This course has enabled open enrollment. Students can self-enroll in the course once you share with them this Passcode: MTWFHX [more options](#)

**Update Course Details**



# How Do Students Enroll Themselves in My Courses?

At the beginning of the semester, students are able to self-enroll in your course.


- In the **Student** view, click the **Add A Course** link found on the right-hand side of the page.
- Find the Faculty member's name, then click on their name.
- Click the course title under **Select Course to Enroll**; you will then be directed to your course.

Note: If your professor has provided an optional 6-letter passcode, a screen will appear asking for the passcode.

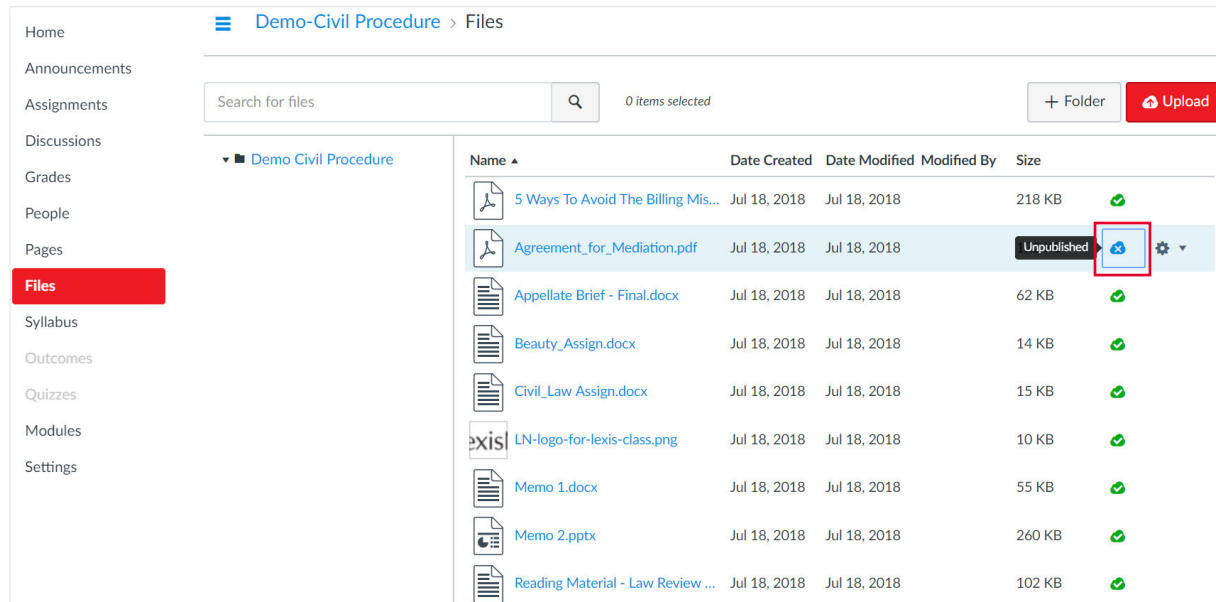











## How Do I Know if Students Can See My Content?

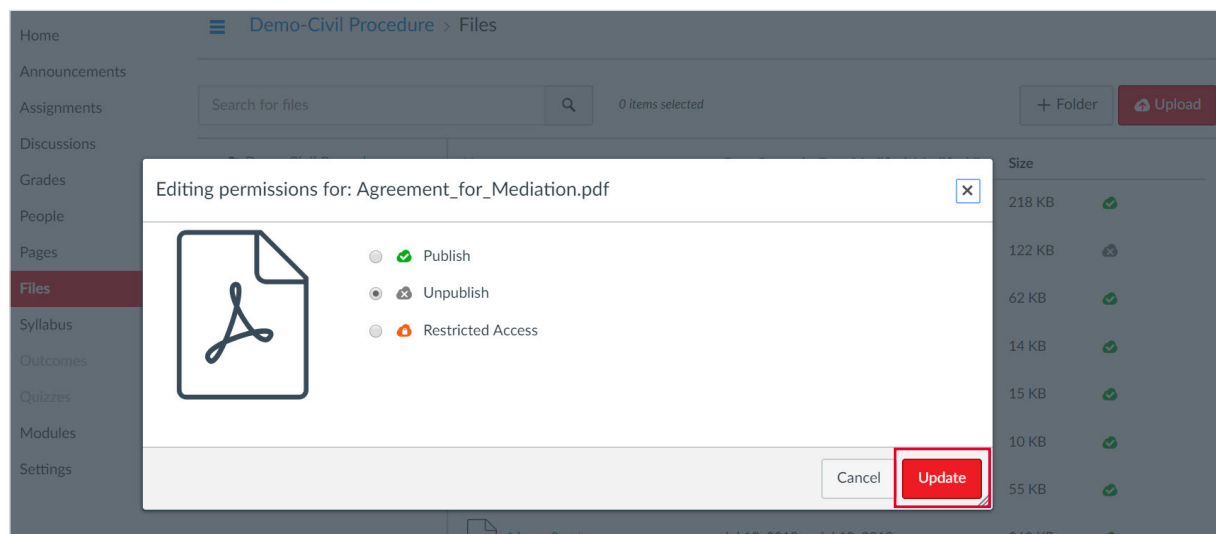
Students will only be able to see content that you post in your course if that content is “published.” You can easily manage content to make sure that specific items are visible to your students. Managing the content is most commonly done in the Files section, but can also be done in the **Modules** section.

- The  denotes that content is “Published.”
- The  denotes that content is “Unpublished.”


To Publish/Unpublish content, simply click on the clouds and then click Update.



Name	Date Created	Date Modified	Modified By	Size	Status
5 Ways To Avoid The Billing Mis...	Jul 18, 2018	Jul 18, 2018		218 KB	
Agreement_for_Mediation.pdf	Jul 18, 2018	Jul 18, 2018		62 KB	Unpublished 
Appellate Brief - Final.docx	Jul 18, 2018	Jul 18, 2018		62 KB	
Beauty_Assign.docx	Jul 18, 2018	Jul 18, 2018		14 KB	
Civil_Law_Assign.docx	Jul 18, 2018	Jul 18, 2018		15 KB	
LN-logo-for-lexis-class.png	Jul 18, 2018	Jul 18, 2018		10 KB	
Memo 1.docx	Jul 18, 2018	Jul 18, 2018		55 KB	
Memo 2.pptx	Jul 18, 2018	Jul 18, 2018		260 KB	
Reading Material - Law Review ...	Jul 18, 2018	Jul 18, 2018		102 KB	



Editing permissions for: Agreement\_for\_Mediation.pdf



☒ Publish

☐ Unpublish

☐ Restricted Access

Cancel Update



## 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.

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, mfooster@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.

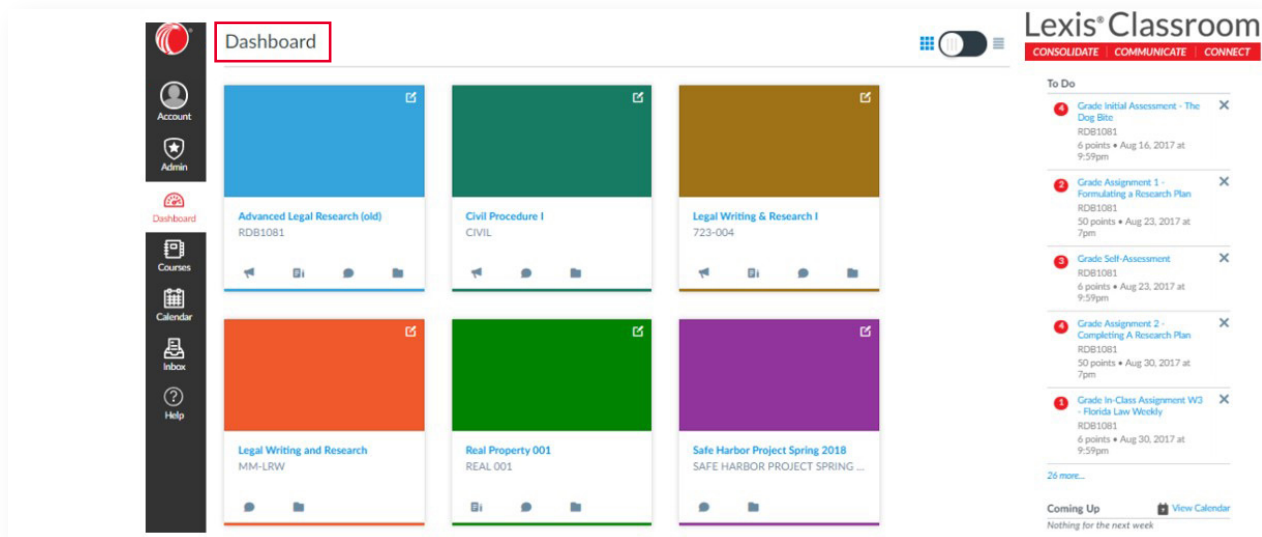
Cancel Next









## How Do I Use the Lexis Classroom Dashboard?

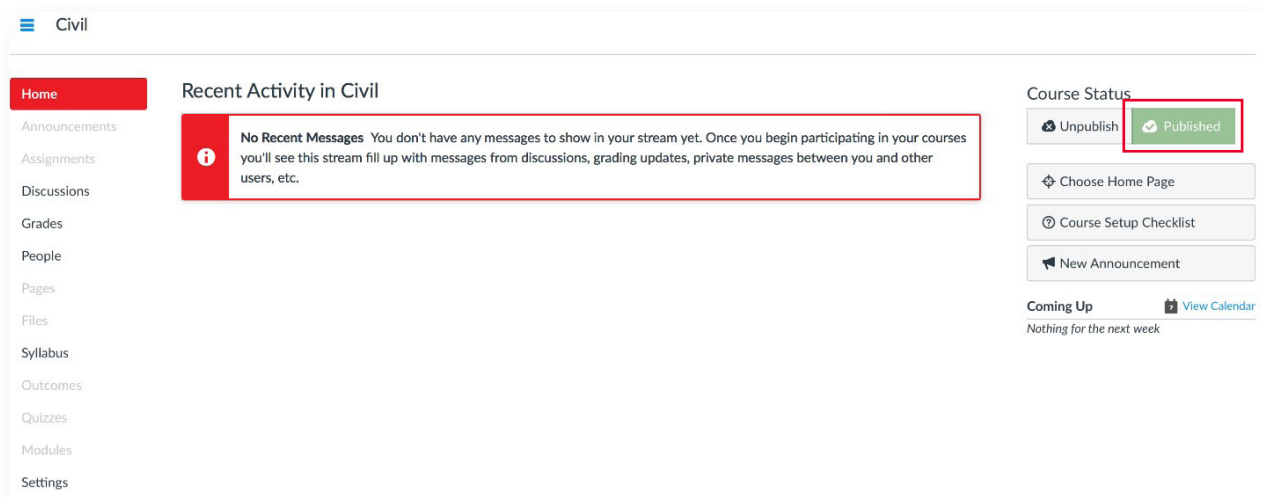
The Lexis Classroom Dashboard, which is displayed after clicking the **My Courses** link, is your personal directory for the courses you have created.



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 home page, 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.

Home

Course Details Sections Navigation Apps Alerts Feature Options

Course is Published

Course Details

Name: Demo Civil Procedure

Course Code: Demo Civil Pro

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** 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**.

Moot > Settings

Course Details Sections **Navigation** Apps Feature Options

Drag and drop items to reorder them in the course navigation.

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

Drag items here to hide them from students.  
Disabling most pages will cause students who visit those pages to be redirected to the course home page.

**Save**

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: None  
Teachers: 2  
TAs: None  
Designers: None

## 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.

Course Details Sections Navigation Apps Alerts Feature Options

Course is Published

**Settings**

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

Course Details

Name: Demo Civil Procedure

Course Code: Demo Civil Proc

Time Zone: Mountain Time (US & Canada)

Subaccount: SQE\_LS\_Accredited2\_CDC1(COPY\_OF\_urn:ecm:111004QJMMM)

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))



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

[Update Course Details](#)

## 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**.

[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. <a href="#">Add one!</a>		



**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](mailto: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](mailto: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><p>Edit</p><p>Delete</p><p>Use as Front Page</p></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. <a href="#">Add one!</a>		



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



Civil > Announcements > Create new

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Settings

Exam 1 Review

HTML Editor

Hi All,

For your upcoming first exam, please come to the review session after class on Wednesday or by appointment with your TAs, Nicole Dee and Justin Hank.

Cheers,

Professor Chin

Attachment Choose File no file selected

Options

☐ Delay posting

☐ Users must post before seeing replies

☐ Enable podcast feed

☐ Allow liking

Cancel Save

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

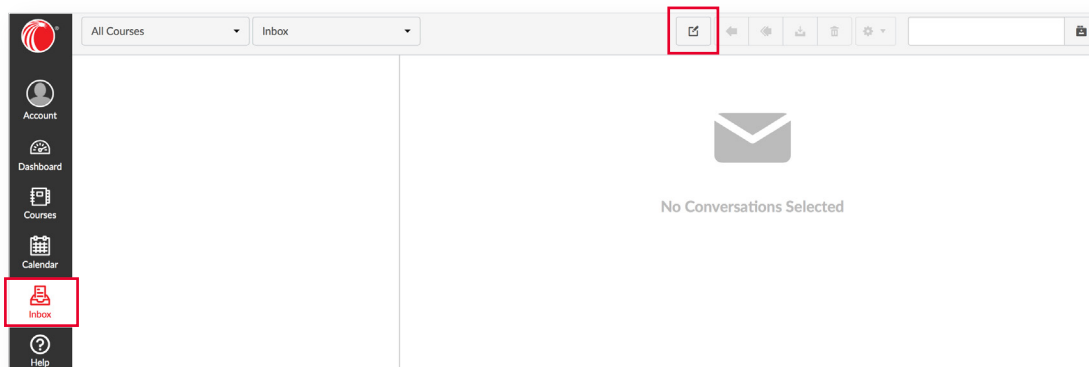
Discussions

Modules

Course Navigation

## How Do I Send Messages Using Lexis Classroom?

- In the Global Navigation toolbar, click **Inbox**.
- Click **Compose a new message**.
- Select the course you want to draft a message to.
- Select the message's recipients, title your message and write in the message box.
- Click **Send**.





×

Course

Demo Civil Procedure

To

Demo Civil Procedure: Students

📧

Subject

Thursday's Class

☐ 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.

📎

Cancel

Send

## 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**.

🏠

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	1	2	3

CALENDARS

Nick Chin

Civil Procedure

UNDATED

Calendar Feed



Edit Event

×

Event

Title: Guest Speaker

Date: Thu Feb 22, 2018

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 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

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6

7

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10

11

12

13

14

15

16

17

18

19

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21

22

23

24

25

26

27

28

1

2

3

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.

Wed, Feb 14

1:00pm

10 Available

You can sign up for this.

< 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	1	2	3

CALENDARS

Taylor Sanders

Advanced Legal Research

Civil Procedure



## 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**.

Home

Civil > Files

Search for files

0 items selected

+ Folder

Upload

Civil Procedure

Name	Date Created	Date Modified	Modified By	Size
5 Ways To Avoid The Billing Mistakes CIL...	Feb 6, 2018	Feb 6, 2018	Nick Chin	218 KB
Agreement_for_Mediation.pdf	Feb 6, 2018	Feb 6, 2018	Nick Chin	122 KB
Appellate Brief - Final.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	62 KB
Beauty_Assign.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	14 KB
Civil_Law Assign.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	15 KB
Memo 1.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	55 KB
Memo 2.pptx	Feb 6, 2018	Feb 6, 2018	Nick Chin	260 KB
Reading Material - Law Review Comment...	Feb 6, 2018	Feb 6, 2018	Nick Chin	102 KB
Sample TOA SUMMARY OF ARGUMEN...	Feb 6, 2018	Feb 6, 2018	Nick Chin	20 KB
Syllabus.docx	Feb 6, 2018	Feb 6, 2018	Nick Chin	18 KB

0% of 471.9 MB used

All My Files

## 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**.

Civil > Modules

Home

View Progress

+ Module

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Settings

Course modules let you organize your assignments, pages, files, etc. into smaller sections or units. Modules could be centered around a theme, focused on a specific topic, or even just grouped chronologically.

You can also sequence modules by defining criteria and prerequisites for each module. Students won't be able to access modules until they have unlocked all their prerequisites. That way you can prevent students from accessing certain content or files until they have, say, gotten at least 75% on a review quiz.

To start organizing your course into modules, click the "Add a New Module" button to the right.



### Add Module

Week 1

☐ Lock until

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

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

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

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**.

The screenshot shows the Course Navigation toolbar on the left with the 'Modules' option highlighted in a red box. The main content area displays 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**.
- In the top-right corner of the screen, click **+ Assignment**.
- Title your Assignment.
- Insert a message or description about the assignment.
- In **Submission Type**, choose how you want your students to upload the assignment.
- In **Group Assignment** (optional), select if you want to assign this assignment individually or in a group.
- If you want your assignment to be Peer Reviewed (optional), scroll down to **Peer Reviews**.
  - 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).
  - Choose the **Due** date of the assignment.
  - Select **Notify users that this content has changed** (optional) to send students a notification.
  - Click **Save & Publish**.

Home

Search for Assignment

+ Group + Assignment

Announcements

**Assignments**

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Collaborations

Settings

▼ Assignments

- Exam 1  
Week 1 Module | Due Feb 15 at 11:59pm | 100 pts
- Reading and Reflection Essay  
Week 1 Module | Due Feb 28 at 11:59pm | 10 pts
- Brief Assignment  
Due Feb 22 at 11:59pm | 10 pts

Home

Announcements

**Assignments**

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

Settings

Brief Assignment

Not Published

HTML Editor

Please read and analyze the follow Brief:  
[Appellate Brief - Final.docx](#)

Insert Content into the Page

Links Files Images

Click any file to insert a download link for that file.

- course files
- 5 Ways To Avoid The Billing Mistakes Clients Hate.pdf
- Agreement\_for\_Mediation.pdf
- Appellate Brief - Final.docx
- Beauty\_Assign.docx
- Syllabus.docx
- Civil\_Law Assign.docx
- Memo 1.docx
- Memo 2.pptx
- Reading Material - Law Review Comment.doc
- Sample TOA SUMMARY OF ARGUMENT (2).docx

Upload a new file



Assignment Group Assignments

Display Grade as Points

☐ Do not count this assignment towards the final grade

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** 📅

+ Add

☐ Notify users that this content has changed

Cancel Save & Publish Save



# How Do I Create an Assignment with Plagiarism Detection/Inline Grading Enabled?

You can enable assignments to check the originality of the documents uploaded by students. This is done by configuring an assignment with Turnitin®. Assignments should be configured with Turnitin before students upload a document to the assignment.

- In Assignments, click **+ Assignment**.
- In **Submission Type** section, change the pull-down menu to Plagiarism Detection/Inline Grading.
- In the **External Tool Options** textbox, a link will automatically appear, which enables Turnitin.
- In **Assign**, select which students you want the assignment to Assign to (Everyone is the default).
  - Choose the **Due** date of the assignment.
  - Select **Notify users that this content has changed** (optional) to send students a notification.
  - Click **Save & Publish**.

Demo-Civil Procedure > Assignments

Home Search for Assignment + Group **+ Assignment**

**Assignments**

- Final Exam Week 1 Module | Due Jul 31 at 11:59pm | 100 pts
- Reading and Reflection Essay Week 1 Module | Due Jul 20 at 11:59pm | 10 pts
- Brief Assignment Due Jul 20 at 11:59pm | 10 pts
- Citations Assignment Due Jul 25 at 11:59pm | 100 pts

Submission Type

Plagiarism Detection/Inline Grading

No Submission  
Online  
On Paper  
Plagiarism Detection/Inline Grading

<https://api.turnitin.com/api/lti/1p0/assign> Find

☐ Load This Tool In A New Tab

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

Assign

Assign to

Everyone

Due

Aug 1 at 11:59pm

Local: Wed Aug 1, 2018 11:59pm  
Course: Wed Aug 1, 2018 9:59pm

Available from Until

+ Add

☒ Notify users that this content has changed

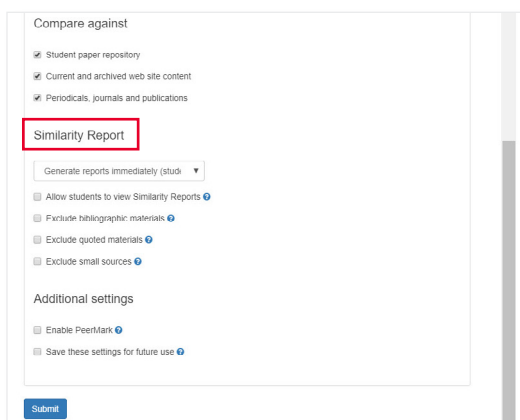
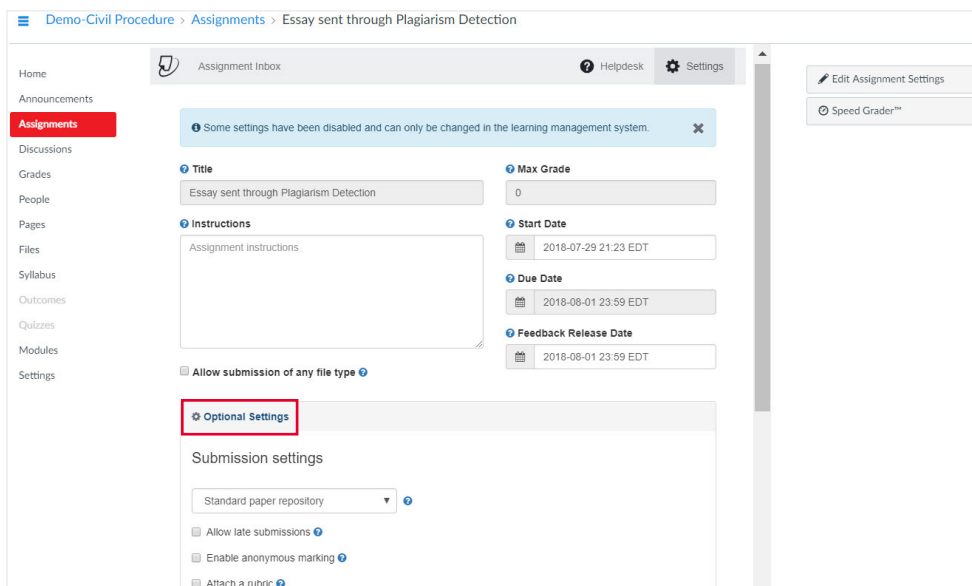
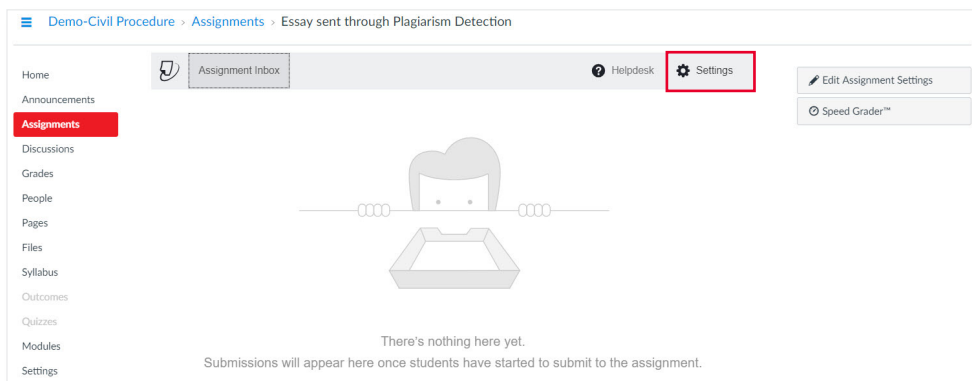
Cancel **Save & Publish** Save





# How Do I Use the Features within the Plagiarism Detection/Inline Grading Tool?

Before a student uploads a document that will be checked for plagiarism, you are able to go into the settings of that assignment. In the **Settings** section, you will be able to enable optional items, such as how the **Similarity Report** is displayed, which shows how much of the document is the student's original work.





After a student uploads a document, you will be able to immediately see the results of their **Similarity Report**. The color next to the similarity percentage indicates the following about the document:

- **Blue:** No matching text
- **Green:** 1 – 24% matching text
- **Yellow:** 25 – 49% matching text
- **Orange:** 50 – 74% matching text
- **Red:** 75 – 100% matching text




# How Do I Grade an Assignment Using Plagiarism Detection/Inline Grading?







Inline Grading gives Faculty the ability to edit directly on a student's uploaded document. This is done by configuring an assignment with Turnitin. Assignments should be configured with Turnitin before students upload a document to the assignment.

- Click the  to open the document that the student uploaded.
- You can enter the grade that you want to give the student, the grade you input will be tied to the Grades section in your course.
- You can write a comment on the student's uploaded document by highlighting text with your mouse. Once you highlight a piece of text, a pop-up will appear. Click the  and then write your comment in the text box.


Please write an essay based on the research you conducted over the last few weeks.

 Assignment Inbox Helpdesk Settings Edit Assignment Settings Speed Grader™

Search Download All Download Selected

<input type="checkbox"/>	Author / Paper Title	Uploaded	Viewed	Grade	Similarity	Options
<input type="checkbox"/>	Taylor Sanders ALW Paper 1.docx	Jul 17th 2018, 10:06 AM EDT			 100%	...
<input type="checkbox"/>	DrewsGus Gus anony test	Jul 16th 2018, 1:55 PM EDT			 48%	...


feedback studio Taylor Sanders ALW Paper 1.docx -- /0 2 of 2

 IN THE DISTRICT COURT OF THE UNITED STATES OF AMERICA  
MIDDLE DISTRICT OF CAMPBELL

JOSEPH ARCHIBALD, )  
)  
Plaintiff, )  
)  
vs. ) CIVIL ACTION NO. CV16111  
)  
NORMAN WIGGINS, )  
)  
Defendant. )


TRIAL BRIEF IN SUPPORT OF PLAINTIFF'S MOTION TO EXCLUDE

feedback studio Taylor Sanders ALW Paper 1.docx -- /0 2 of 2

 IN THE DISTRICT COURT OF THE UNITED STATES OF AMERICA  
MIDDLE DISTRICT OF CAMPBELL

JOSEPH ARCHIBALD, )  
)  
Plaintiff, )  
)  
vs. ) CIVIL ACTION NO. CV16111  
)  
NORMAN WIGGINS, )  
)  
Defendant. )

Nice job of finding an appropriate case!

 Convert to QuickMark



# How Do I Grade Anonymously?

You can enable Anonymous Grading to grade all student submissions anonymously. Anonymous grading should be enabled before assignments are created and before students upload documents to assignments. Once Anonymous Grading is enabled, the student's identification in the **Grades** sections will be replaced with the text, "Student 1," "Student 2," "Student 3," etc. Once Anonymous Grading is enabled, the names of individual students will be hidden from the Faculty's view when using the **SpeedGrader** to grade uploaded documents.

- To grade all assignments anonymously, go to **Settings** and click **Feature Options** in the top-right corner.
- Click the toggle button next to **Anonymous Grading** to have Lexis Classroom automatically grade assignments anonymously.
- After students have uploaded their assignment, you can grade anonymously by going into the Grades section. Once you're in the Grades section, click on the pull-down menu next to the assignment title and click **SpeedGrader**.

Home Course Details Sections Navigation Apps **Feature Options**

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

Outcomes

Quizzes

Modules

**Settings**

- ▶ Learning Mastery Gradebook
- ▶ Student Learning Mastery Gradebook
- ▶ Gradebook - List Students by Sortable Name
- ▶ **Anonymous Grading**
- ▶ New Annotations **beta** On
- ▶ Quiz Log Auditing **beta**

Individual View

Filter by student name or secondary ID

Import Export Settings

Student Name	Secondary ID	Exam 1 Out of 100	Brief Assignment Out of 10	Citations Assignment Out of 100	Assignments	Total
DrewsGus	CA1850997798		9	-	90%	90%
Taylor Sanders	CA1850997797	-	10	-	100%	100%
Adam Smith	CA1850997799		10	-	100%	100%

Demo Civil Procedure > Grades

Individual View

Filter by student name or secondary ID

Import Export Settings

Student Name	Secondary ID	Exam 1 Out of 100	Brief Assignment Out of 10	Citations Assignment Out of 100	Assignments	Total
DrewsGus	CA1850997		9	-	90%	90%
Taylor Sanders	CA1850997		10	-	100%	100%
Adam Smith	CA1850997		10	-	100%	100%



## How Do I View Course Statistics and Analytics?

Course Statistics helps illustrate a picture of what is happening in your course. You are able to track what students are accessing your course, when students are accessing and uploading materials, how individual students are participating in the course and an overall description of how the course is structured and being utilized.

- In **Settings**, click **Course Statistics**.
- You are initially directed to the general statistics of the course. The **Totals** and **Assignments** tabs depict the type of content that Faculty create and give a count of how the class as a whole is using these items.
- To view the reports of individual students, click the **Students** tab. This tab shows you when the last time a specific user signed in to your course. To view more details of a specific user, click on their name.
- You are now directed to that user's profile. Click on **Access Report**, which provides you explicit details of how a particular individual is participating in the course.



## DrewsGus

### Name and Email

Full Name: DrewsGus

Display Name: DrewsGus

Sortable Name: DrewsGus

Profile Picture:  [Remove avatar picture](#)

Default Email: noreplylsp@lexisnexis.com

Time Zone: US/Eastern

[more user details...](#)

### More About This User

✓ Grades

✉ Send Message

👤 Interactions Report

🕒 Access Report

### Registered Web Services

DrewsGus hasn't linked any external services to their account yet.

## DrewsGus Access Report

◀ Back to User Page

Content	Times Viewed	Times Participated	Last Viewed
📖 Course Assignments	8		Jul 16, 2018 9:09pm
🏠 Course Home	4		Jul 16, 2018 9:09pm
📖 Brief Assignment	1		Jul 3, 2018 12:05pm
📖 Citations Assignment	2		Jul 3, 2018 12:05pm
📖 6/26 Test Turnitin	1		Jul 3, 2018 12:05pm
📖 Exam 1	1		Jul 3, 2018 12:03pm
📖 Reading and Reflection Essay	1		Jun 26, 2018 7:11pm
📁 Course Files	1		Jun 26, 2018 7:11pm
📊 Course Grades	2		Jun 26, 2018 7:11pm
💬 Civil Suits Can Be Brought By Anyone	2	1.0	Jun 26, 2018 7:11pm
💬 Course Discussions	1		Jun 26, 2018 7:10pm
💬 Exam 1 Review	1		Jun 26, 2018 7:06pm
📢 Course Announcements	2		Jun 26, 2018 7:06pm
📍 Lab 1 visit	1		Jun 26, 2018 7:06pm
👤 Course People	1		Jun 26, 2018 7:06pm

### NEED ADDITIONAL ASSISTANCE?

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

