



What Is TWEN?

The West Education Network® (TWEN) is an online extension of the law school classroom available at lawschool.westlaw.com, the online virtual law school community. Using TWEN, you can create and manage courses online, access and post course materials in document pages, create assignments that your students can receive and submit, organize and participate in class forum discussions, administer online quizzes, exchange e-mails with other professors and students, and more.

TWEN and Westlaw® are available on the Web at lawschool.westlaw.com.

For assistance, call **1-800-486-4876**. For technical support you can also send an e-mail message to west.support@thomson.com.

How Do I Access TWEN?

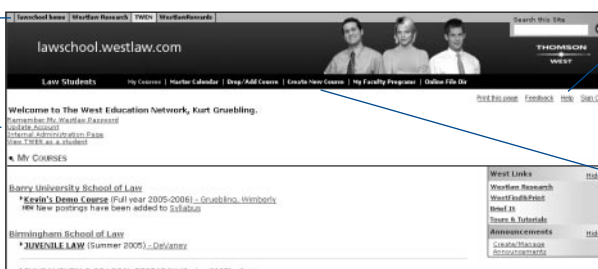
1. Open your Internet browser and type lawschool.westlaw.com in the *Address* text box.
2. Click **TWEN** at the top of the sign-on box.
3. Enter your Westlaw password (e.g., **1234567abcd**) or West OnePass username and password in the appropriate text boxes, then click **GO**.
 - If you are a current TWEN user and have already registered your password, the **My Courses** page is displayed. You do not need to continue with the steps below.
 - If you are a new or current TWEN user and have not yet registered your password, a message is displayed informing you that you need to register your password. Continue with step 4.
4. Click **Register now!** at the bottom of the sign-on box. The Westlaw password registration page is displayed.
5. Click **Yes** to register your Westlaw password.
6. Type your Westlaw password in the text box, then click **GO**.
7. Enter your registration information (e.g., name, e-mail address) by typing information in the text boxes or selecting options from the drop-down lists. If you choose, you can create a West OnePass (Step 2 on this registration page) to create a more user-friendly username and password to simplify the sign-on process.
8. Click **I Agree**. The Westlaw password registration confirmation page is displayed.

How Do I Use the My Courses Page?

The **My Courses** page, which is displayed after signing on to TWEN, is your personal directory for the TWEN courses you create and any other courses (created by other professors) you choose to add and participate in. After you add a course to the **My Courses** page, you can click the course title (a hypertext link) to enter a course, view its course home page, and access course materials and resources. You can also add faculty programs (e.g., author forums) to the **My Courses** page. To access the **My Courses** page at any time, click **My Courses** at the top of any page.

Click **lawschool home** to return to the lawschool.westlaw.com home page.

Click **Update Account** to modify your user information (e.g., e-mail address).



Click **Help** for general assistance with TWEN.

Click **Sign Off** to end your TWEN session.

Click **Create New Course** to create a TWEN course (see the following page for more information).

My Courses Page

How Do I Create a Course?

The Course Creation Wizard makes it simple to create courses by conveniently guiding you through the steps needed to create your course. A status bar is displayed on the left side of the wizard dialog box so you always know your progress within the course creation process.

To create a course, click **Create New Course** at the top of the My Courses page, then complete the steps in the wizard. After creating your course, you can enter it by clicking the course title on the My Courses page. You can personalize the My Courses page and modify your course elements (e.g., forums, document pages, quizzes). See the following two sections for more information.

How Do I Personalize a Course Home Page?

By default, the Course Creation Wizard creates a course home page that serves as the entry page for your course. This home page includes a course title, a space for a graphic, a course schedule, and e-mail addresses. You can personalize this page by clicking **Modify This Course Home Page** at the top of the course home page. Update the information listed on the page by typing new information in the text boxes or by typing over existing information (you may need to click additional links), then click **Submit Home Page Changes** at the bottom of the page.

The screenshot shows a course home page for 'Legal Research and Writing III' on the website 'lawschool.westlaw.com'. The page includes a navigation menu, a course title, a graphic of a building, contact information for the instructors, a course schedule, and a list of course materials. A sidebar on the left contains various interactive tools and administrative options.

Course graphic


To personalize your course home page, click **Modify This Course Home Page**.

The name of the course

Click **Manage Links** to arrange your course links to better suit your needs.

Access related course materials, which may include a course calendar, a course quiz, associated Web links, live discussion sessions, related CALI lessons, assignments, sign-up sheets, and document quizzes. In addition, you can click **E-Mail Options** to send e-mail messages to your course participants or click **Westlaw Research** to perform legal research using Westlaw.

Click a document page (e.g., **Syllabus**) to display additional noninteractive read-only materials for this course.

Click a forum name (e.g., **Defamation Forum**) to access interactive forums with threaded discussion areas.
Note: This icon  indicates a secure forum or document page (i.e., a password is required for access).

Click **Grade Book & Assignments** to create course assignments that your students can electronically receive and submit.

Click **Modify Course** to make changes to the course information (e.g., course name) and course elements (e.g., forums) and to perform administrative tasks such as archiving your course.

Click **Help** to access context-sensitive TWEN online help.

The final exam will be on 12/17 at 1:00pm in Room #4.

Course Home Page

Click this graphic to access InstaPoll, which allows you to verbally conduct a quick poll within class.

You can specify links that are displayed for faculty only.

Click **Customized Polling** to create a poll where the question and answers can be customized. The poll results can be saved.

Click **Participants & Usage** to view your course participant list, view course usage statistics, and more.

Click **Sign Off** to end your TWEN session.

How Do I Modify the Elements of a Course?

After you create a course, you can easily modify your course elements. Enter the course by clicking the course title on the My Courses page, then click **Modify Course** on the left side of the course home page. The Modify This Course page is displayed. Use the links that are displayed on the right side of the page to customize your course attributes.

- Click **Modify Course Information** to revise the information (e.g., course name, e-mail options) that you submitted when creating the course, or click **Create Guest Users** to create a password for a guest participant.
- Click **Course Elements** at the top of the page, then click one of the displayed links (e.g., **Create/Modify Forums**, **Modify Grade Book**) to change course elements such as the course home page, document pages, forums, calendar, live discussion, grade book, quizzes, sign-up sheets, and CALI lessons.
- Click **Administration** at the top of the page, then click one of the displayed links to update, copy, archive, restore, or delete a course.

How Do I Create or Modify a Document Page?

TWEN allows you to attach materials to your course in areas called “document pages.” These noninteractive pages allow you to post and distribute a variety of course information and resources, such as a course syllabus, text supplements, class notes, attached files (e.g., Microsoft® Word), or any other materials that you want to make available to your students. The materials you place on document pages can be accessed via links from within your course. When you create a course, two document pages (titled “Syllabus” and “Course Materials”) are added to your course by default. To create additional document pages or modify an existing document page, complete the following steps:

Note: Document pages and forums offer many similar features; however, document pages are best used for noninteractive purposes, such as distributing course materials, while forums are best used for interactive threaded discussions.

1. Select the course name on the My Courses page.
2. Click **Modify Course** on the left side of the course home page.
3. Click **Course Elements** at the top of the page, then click **Create/Modify Document Pages**.
4. Complete one of the following, using the form that is displayed:
 - To create a new document page, scroll down the right side of the page to the first set of blank text boxes and type the document page name. If you want to password-protect the page, you must also select the **Password-protect...** check box and enter the password.
 - To modify a document page (e.g., change the name, archive the page), make any changes by typing over existing information or selecting new options.

Note: You can make additional document page modifications (e.g., create categories, share this document page) by clicking **Modify Doc Page** at the top of any document page.

5. Click **Submit Document Page Changes**.

How Do I Post an Item on a Document Page?

1. Click the course name on the My Courses page.
2. Access the document page to which you want to add an item by clicking the name of the document page (e.g., **Syllabus**) on the left side of the page, then click **Add an Item** at the top of the document page.
3. Complete the online form. You can attach a file from your computer or the online file directory, have TWEN automatically convert the attachment to HTML (Hypertext Markup Language), have citations in the attached file automatically create links to Westlaw, schedule when the item will display, and more.
4. Click **Preview** to view your item before saving it (click **Edit** to make any changes), then click **Submit**.

How Do I Create or Modify a Forum?

A forum is a virtual environment you can use to conduct in-depth online discussions or elicit responses to a topic or idea. The threaded posting areas within forums are designed specifically for interactive communication between students and the professor or entirely among students. When you create a course, one forum (titled “Discussion”) is added to your course by default. To create additional forums for your course or to modify a forum, complete the following steps:

1. From the My Courses page, enter the course for which you want to create or modify a forum. The course home page is displayed.
2. Click **Modify Course** on the left side of the course home page.
3. Click **Course Elements** at the top of the Modify This Course page, then click **Create/Modify Forums** on the right side of the page. A template for setting up forum properties is displayed.

- To create a forum, scroll down the right side of the page to the first set of blank text boxes, type the requested information, and select the appropriate check boxes.

Note: To give students the option of posting messages anonymously (unaccompanied by their names and e-mail addresses), select the check box allowing anonymous postings. To make a forum read-only, clear the two check boxes allowing students to post main topics and replies. In addition, to make a forum secure, type a password and select the **Password-protect...** check box so that access is granted only to the students to whom you distribute the password.

- To modify a forum (e.g., change the forum name, change student posting rights), type new information or select or clear the appropriate check boxes. You can also change categories; sort postings; and archive, share, or delete a document page by clicking the appropriate button next to the forum name.

4. Click **Submit Forum Changes** at the bottom of the page.

Note: You can also make forum modifications by clicking **Modify Forum Info** at the top of any forum.

How Do I Post a Message in a Forum?

1. Click the course name on the My Courses page.
2. On the left side of the course home page, click the forum name (e.g., **Discussion**) in which you want to post a message, then complete one of the following:
 - To respond to a message, you must be viewing the body of the message to which you want to respond, then click the **Respond** button. If you are reading a response to a main topic posting, you can click one of two buttons: **Respond** or **Respond to Response**, depending on which message you want to reply to.
 - To create a message, click **Post a Message** at the top of the page to display the Post Message page.
3. Complete the form. You can attach a file from your computer or the online file directory, have TWEN automatically convert the attachment to HTML, have citations in your posting and in the attached file create links to Westlaw, schedule when the posting will display, and more.
4. Click **Preview** to view your posting before sending it (click **Edit** to make any changes), then click **Submit** to add it to the forum.

How Do I See Who Is Registered for My Course and View Usage Statistics?

1. Enter the course by clicking the course title on the My Courses page.
2. Click **Participants & Usage** on the left side of the course home page, then click one of the following:
 - **View Course Participants** to view a list of the individuals who are registered for your course.

Note: You can remove participants from your course by clicking **Remove Participants** at the bottom of the page and following the online instructions. Once removed, these participants cannot access this course again. (You can also send an e-mail message to a specific participant by clicking the participant's name.)

- **View Course Usage Statistics** to view statistics on your students' TWEN usage (e.g., number of topics read in a forum).

How Do I Send E-Mail Messages Using TWEN?

TWEN allows you to easily communicate with your students and other faculty members via e-mail. Click **E-Mail Options** on the left side of any course page and follow the instructions to create and save e-mail message distribution groups for individuals with whom you frequently correspond, as well as send messages to a specific student, a group of students, or to your entire class.

What Are the TWEN System Requirements?

To use TWEN, you need a Westlaw password and access to the Web. Microsoft Internet Explorer® 5.0 or later, or Netscape® 6.0 or later are required. (For best performance, use Internet Explorer 6.x or later, or Netscape 6.x or later; for Macintosh®, use Internet Explorer 5.x or later, or Netscape 6.x or later). In addition, you must have JavaScript enabled in your browser. TWEN is not compatible with Macintosh users who use AOL® as their Internet provider.

How Do I Get More Help with Using TWEN?

TWEN assistance is available online by clicking the **Help** button on the left side or the **Help** link in the upper-right corner. For additional print documentation, refer to the *Professor's Guide to TWEN* or, for your students, refer to the *Student's Guide to TWEN*. To order these and other documentation pieces, visit west.thomson.com/westlaw/guides. (These pieces can also be downloaded from the TWEN online help.)

For more information about TWEN, contact your school's Westlaw account manager. You may also contact a TWEN team expert at 1-800-306-9378 or at west.academic@thomson.com.

For general or technical questions about TWEN, call 1-800-486-4876 or send an e-mail message to west.support@thomson.com.

