

Professor's Quick Guide to TWEN®

The West Education Network® (TWEN) is an online extension of the classroom that provides law school professors and faculty members with Web-based course management tools. Instructors can create courses online with TWEN, post course materials, distribute assignments and administer online quizzes, and organize class forums. This quick reference guide introduces you to TWEN and discusses some of its basic features and functions.

Westlaw®

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TWEN

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Professor's Quick Guide to TWEN

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.twensupport@thomson.com.

What Is TWEN?

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

How Do I Access TWEN?

1. Open your Internet browser and type lawschool.westlaw.com in the Address text box.
2. Enter your Westlaw password (such as **1234567abcd**) or West OnePass username and password in the appropriate text boxes.
3. Select **TWEN** from the *Sign On to:* drop-down box and click **Sign On**.
 - 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 registered your password, a message is displayed informing you that you need to register your password. Continue with step 4.
4. Click **Register password now!** at the bottom of the sign-on box. The Academic Westlaw password registration page is displayed.
5. Click **Click Here** based on what your Westlaw password status is.
6. Enter your e-mail address, then click **GO**.
7. Enter your Westlaw password, then click **GO**.
8. You need to create a West OnePass. This is a more user-friendly username and password to simplify the sign-on process.
9. Enter your registration information (such as name and e-mail address) by typing information in the text boxes or selecting options from the drop-down lists.
10. Click **Submit Registration**. A 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 add. 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 (such as West and Foundation Press Teacher Manuals) to the My Courses page. To access the My Courses page at any time, click **My Courses** at the top of any page.

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

Click **Update** to modify your user profile (such as your e-mail address).

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

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

The screenshot displays the TWEN interface. At the top, there are navigation tabs: Home, Westlaw® Research, TWEN®, WestlawRewards™, Bookstore, and BAR/BSI™. Below these is a search bar and a 'My Courses' tab. The main content area is titled 'My Courses' and includes a table with columns for Course Name, Term, and Instructor. The table lists two courses: 'Legal Writing Refreshers' and 'Summer Topics Tutorial'. To the right of the table is a calendar for June 2007. On the left side, there is a 'Welcome!' section for user 'Suzi Magill' with an 'Update' link, a 'Sign Off' button, and a 'Support' section with a 'TWEN Help' link. Annotations with orange arrows point from text boxes to these specific elements: 'Home' (top navigation), 'Update' (user profile), 'Sign Off' (button), 'TWEN Help' (support link), 'Create New Course' (button above the table), 'Add a Course' (button above the table), and 'Drop a Course' (button above the table).

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

Click **Add a Course** or **Drop a Course** to manage the courses that are listed on the My Courses page.

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. 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** near 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 (such as forums, document pages, and quizzes). See the following 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 main 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 the **modify page** button at the top right of the 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.

You can display a course graphic.

The name of the course and the term are displayed.

Click this graphic to access an InstaPoll, which allows you to orally conduct a poll in class and display the results in TWEN.

To personalize your course page, click **modify page**.

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

Click **Calendar** to view events for all of your active courses.

The left side of the page lists links you and your students use to access course materials, which can include a course calendar, quizzes, associated Web links, assignments, and sign-up sheets. 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.

Customized polls let you conduct polls in class and then save the results.

Click **Live Discussion** to open a chat window with your students. For example, you might answer questions about an upcoming project.

Click a document page (such as **Syllabus**) to display additional non-interactive read-only materials for this course.

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

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

The screenshot shows a course home page for 'Summer Torts Tutorial' on the Thomson West platform. The page features a navigation menu at the top with links for Home, Westlaw® Research, TWEN®, WestlawRewards™, Bookstore, and BAR.BBI™. Below the navigation is a search bar and a 'View full calendar' link. The main content area displays the course title 'Summer Torts Tutorial' and a 'modify page' button. A central graphic shows a gavel on a wooden surface. Below the graphic, the text reads 'Welcome to the Summer Torts Tutorial course home page!' and 'This Course Home Page is hosted by West, Eagan, MN. You can access The West Education Network at lawschool.dev.westlaw.com'. On the left side, there is a sidebar with a 'Welcome!' message from David Epstein, West Group University, and a list of course links including Assignment Drop Box, Calendar, CALL Lessons, Course Materials, Customized Polling, Discussion, Document Quizzes, E-Mail Options, Legal News, Live Discussion, Quizzes, Sign-Up Sheets, Syllabus, and Web Links. At the bottom of the sidebar, there is a section for 'Display for Faculty Only' with links for Legal Research and Writing Tools, CiteStation, Grade Book & Assignments (F), Modify Course (F), and Participants & Usage (F).

Course Home Page

How Do I Modify the Elements of a Course?

After you create a course, you can easily modify the 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 options on the right side of the page to customize your course attributes.

- Click **General Information** at the top of the page, then click **Modify Course Information** to revise the information (such as course name) 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 links (such as **Create/Modify Forums** or **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 links to update, copy, archive, restore, or delete a course.

How Do I Create or Modify a Document Page?

You can attach materials to your course in areas called “document pages.” These non-interactive pages allow you to post and distribute a variety of course information and resources, such as a 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:

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 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 this document page** check box and enter the password.
 - To modify a document page (such as to change the name or archive the page), make any changes by typing over existing information or selecting new options.
5. Click **Submit Document Page Changes**.
6. You can make additional document page modifications (for example, create categories or share this document page) by clicking **modify page** at the top of any document page.

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

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 by clicking the name of the 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. Click **Modify Course** on the left side of the course home page.
2. 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.
3. 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.
 - To give students the option of posting messages anonymously (without their names and e-mail addresses), select the check box to allow anonymous postings.
 - To make a forum read-only, clear the two check boxes allowing students to post main topics and replies.
 - To make a forum secure, type a password and select the **Password-protect the forum** check box. Access is granted only to the students to whom you distribute the password.
4. To modify a forum (e.g., change the forum name or 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 forum.
5. 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. On the left side of the course home page, click the forum name. You have these options:
 - To create a message, click **Post a Message**.
 - To respond to a message, first read the posting, then click **Respond**. 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.
2. Complete the form. You can attach a file from your computer or the online file directory; have TWEN automatically convert the attachment to HTML; create links to Westlaw for citations in your posting and in the attached file; schedule when the posting will display, and more.
3. 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.
 - **View Course Usage Statistics** to view statistics on your students' TWEN usage (such as the number of topics they read in a forum).

Note: You can remove participants from your course by clicking **Remove Participants** at the bottom of the View Participants page. 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.)

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 send messages to a specific student, a group of students, or to your entire class. You can also create and save e-mail distribution groups for individuals with whom you frequently correspond.

How Do I Set Up a Live Discussion?

TWEN provides an easy-to-use "chat room" window you can use to participate in live discussions with your students.

1. Click **Live Discussion** on the left side of the course home page. You can view a list of the scheduled live discussions.
2. Click **Create Live Discussion** at the top of the page.
3. Enter the title of the live discussion.

4. You can choose to add a password for the live discussion.

Note: You need to send your students the password separately.

5. You can enter a description for your students to view.

6. Select the date and time to start and end the session.

7. You can choose a moderator for the live discussion:

- You can choose yourself, a student, or another course administrator as the moderator.
- As the moderator, you control which messages are posted to the live discussion.

7. Select whether you want your students to be able to view a transcript of the session.

8. Click **Create Live Discussion** to save your changes and return to the Live Discussion page.

What Are the TWEN System Requirements?

To use TWEN, you need a Westlaw password and access to the Web. Microsoft Internet Explorer® 6.0 or later, Netscape® 7.2 or later, or Mozilla Firefox® 1.5 or later are required. In addition, you must have JavaScript enabled in your browser.

How Do I Get More Help with Using TWEN?

TWEN assistance is available online by clicking **TWEN Help** in the *Support* box. For additional print documentation, refer to the Professor's Guide to TWEN. Your students can 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 can 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.twensupport@thomson.com.

