LexisNexis®

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Building LexisNexis® Web Courses *in Blackboard® 6.0*

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Web Courses in Blackboard® 6.0

Introduction to 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.

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. Materials can also be created using simple cut-and-paste commands. 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

What's New

New on LexisNexis Web Courses:

- What's New feature notifies users when changes occur in their Blackboard Courses or Organizations
- Customizable menu bar, collapsible navigation and the ability to copy/move items between courses
- Users are able to do offline authoring of questions for uploading into Web courses, allow makeup/retakes, and modification of assessment after deployment
- Rich Text Editor now works with Netscape® and is an integral part of Web Courses Messaging
- Users may also include images, attach files/documents and URLs into exercise questions or other documents

Wth the new Events Scheduler, you can:

- Easily schedule events from within Blackboard
- Hold office hours and arrange meeting times
- Create course events that the students can sign up to attend
- Gain more flexibility by restricting sign-up times, limiting the number of attendees, creating wait lists, allowing anonymous registration for events and much more
- Set the title, description, location host, and start/end time of the event

LexisNexis Web Courses offer students the same around-the-clock, daily convenience to check assignments, contribute to class activities or to check course schedules.

Basic Requirements

While you are building or editing your course, you will need access to the following services and materials:

- An Internet connection
- A Web browser (Netscape® 4.0 or higher or Microsoft® Internet Explorer 4.0 or higher)
- A text-editor program such as Notepad or Write
- A word-processing program such as Microsoft Word or Corel® WordPerfect®

How to Use this Manual

The Basic Faculty Manual will introduce you to the fundamental concepts of creating and customizing Web courses.

The formatting styles used throughout this Faculty Manual are:

- Buttons and drop-down lists will be indicated in **Bold**.
- Examples of text that you type is indicated in `this font`.
- Locations on the screen are indicated in *italics*.
- Tasks you perform are listed as **Steps**.

> For additional assistance, call LexisNexis Customer Support at
> **1-800-45LEXIS (53947)**

Creating Your Web Course

Create a course for the class you teach. Complete the online form for each course. You can customize courses as you see fit.

Follow the steps below.

Step 1: Go to www.lexisnexis.com/webcourses

Step 2: Enter your LexisNexis ID and click

Note: If you have not already registered your LexisNexis faculty ID, the registration process will be implemented automatically. Follow the instructions on the screen to register your ID.

Step 3: Click **Web Course Creation/Deletion Form**.

Step 4: Click the **Create New Course** button.

Step 5: From the drop-down list, select the **Course Subject Area** that best describes your course content. **Note:** If you don't see a Subject Area that fits your course content, scroll down to the bottom of the list and select **Other Law**.

Step 6: Fill in the appropriate information for the rest of the fields.

Step 7: Click **Save.**

Step 8: Click the **Create New Course** button to create another course OR click **Edit** to change information in a course,
OR click **Delete** to delete a course.

Accessing Your Course

When you created your Web Course, it was categorized to appear within your school's listing in the Course Catalog. To access your course:

1. Go to www.lexisnexis.com/webcourses
2. Enter your LexisNexis ID and click
3. Click **Launch Web Courses**.
4. Under the *My Courses* heading, click the title of the course you wish to access OR click on the *Courses* tab to select **Browse Course Catalog** and look for your Web Course under your school's listing.

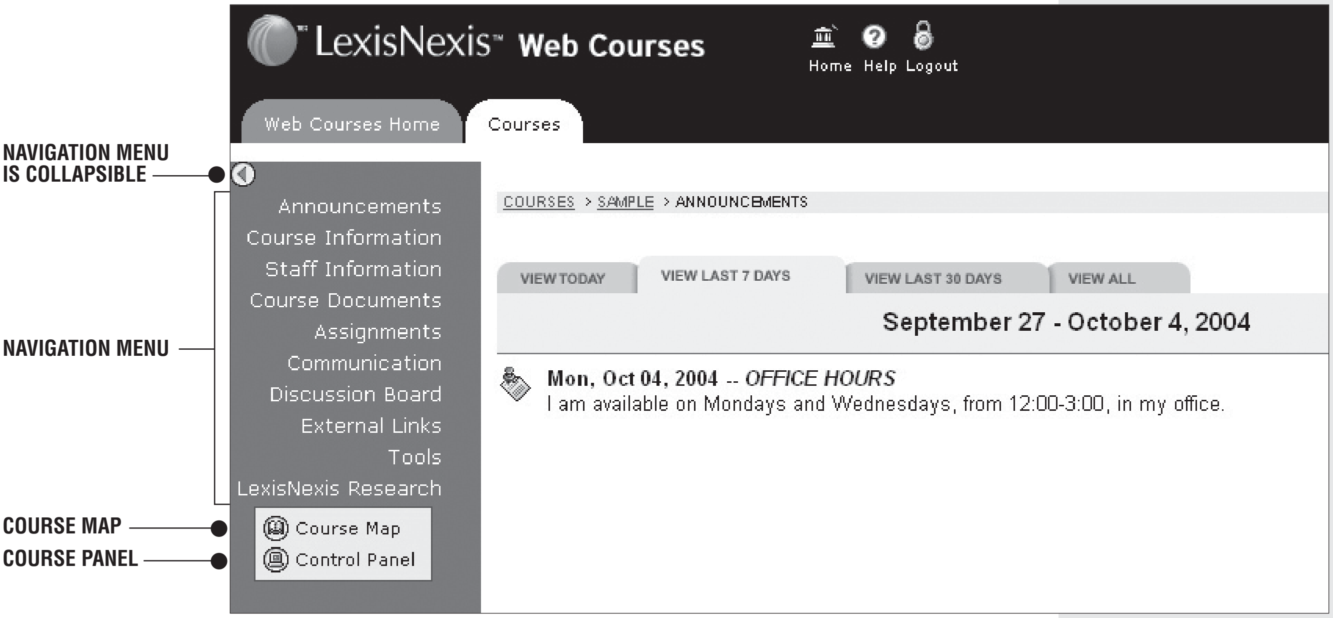
Now you're ready to customize and add content to your course. You can use the suggested text in this Manual (and remove it later) or substitute your own content and actually build your course as you're learning how to use the course-building and management tools.

Overview of the Course Web Site

The screen shown below resembles the first screen you will see after accessing a Web Course. Take note of some of the essential elements on this screen:

- The *Navigation Menu** is collapsible and the buttons are customizable depending on preference and course content.
- The *Course Map* button provides another way of navigating between course components.
- The *Control Panel* button allows you to add or edit content and customize your course.

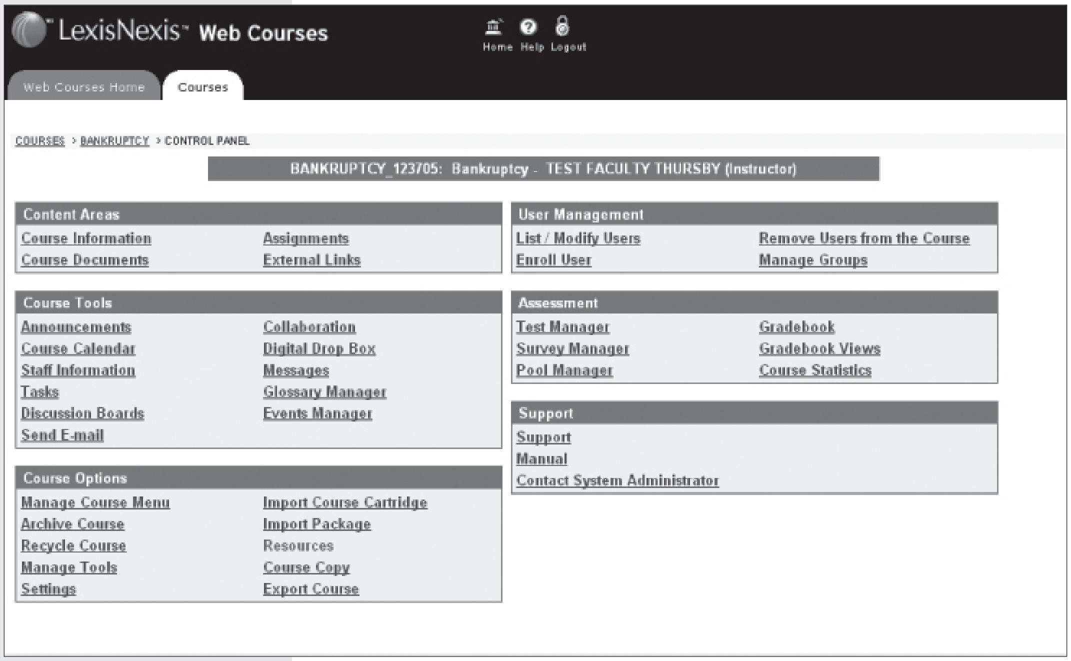
When students access your Web Course, they will be presented with the same initial screen, without the *Control Panel* button.



*The tabs for the Course Documents and Materials (i.e., includes Course Documents and Assignments) are customizable.

Using the Control Panel to Customize Your Web Course

To customize your Web Course or to add or edit content, click the *Control Panel* button. You will see a screen similar to the one depicted below.



The various components to your Web Course are displayed here. Simply click on a link to utilize any of the course-building or course-management tools.

Basic Course Options

LexisNexis Web Courses provide many options that can be useful in customizing your course. These include:

- Changing button style
- Changing button label
- Turning buttons on and off
- Turning features on and off
- Editing the course name and description
- Adding and removing custom course banners

From the *Control Panel*, all course options are located in the *Course Options* area. You can make cosmetic changes to your course by using the Course Design tools, listed under *Settings*. To make your course easier for students to navigate, you may wish to re-label the navigation buttons, and you should disable any functions that you don't plan to use in your course.

The *Course Options* area is also where you determine when your course is available to students, how students enroll, and if guests will have access to your course. Options for student enrollment and guest access will be discussed later.

Changing Course Availability

Your Web Course is initially set to be available for student enrollment. If you're working on the course prior to the beginning of a term, you may wish to change it to "unavailable." This means only that your Web Course does not appear within your school's listing in the Course Catalog.

To set course availability status:

Step 1: From the *Course Options* section of the *Control Panel*, click **Settings**, then select **Course Availability**.

Step 2: Click **No** to make the course unavailable.

Step 3: Click **Submit**. A receipt will indicate the successful submission.

Step 4: Click the **OK** button on the receipt.

Note: Don't forget to make the course available when you're ready for it to be displayed within your school's listing in the Course Catalog.

Changing the Button Style or Text

For cosmetic reasons, you may wish to change the button style or text on your Web Course. Follow these steps to change the button style or text:

Step 1: From the *Course Options* section of the *Control Panel*, click **Settings,** then select **Course Design**.

Step 2: Select the desired **Button Style** or **Text**. If selecting text, pick the background and the foreground colors.

Note: If a color is not selected, the text labels will not display.

Step 3: Click **Submit**. A receipt will indicate the successful submission.

Step 4: Click the **OK** button on the receipt.

You should see your new button style.

Changing Navigation Buttons and Disabling Course Areas

To re-label navigation buttons and disable buttons for areas or tools that you choose not to use.

Step 1: From the *Course Options* section of the *Control Panel*, click **Manage Course Menu**.

Step 2: For each of the menu options listed, select **Modify** to set accessibility options and to label each content area. Or, you can select **Remove** to remove that content area from your course menu. Up to 10 content areas can be set.

Step 3: Re-label any content area button by choosing another label from the drop-down list.

Step 4: After you have entered information for a content area, click **Submit**. A receipt will indicate successful submission.

Step 5: Click **OK.**

Step 6: To return to the Student View of the course, click the **Course Name** in the navigation path in the upper left corner of your course.

You should no longer see any navigation buttons that you turned off, and you should see only new labels that you selected.

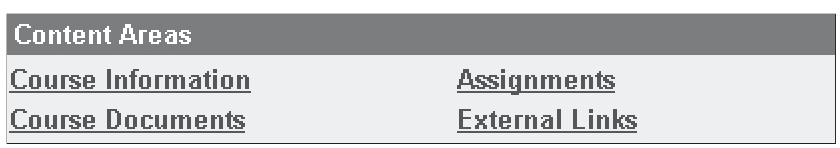
Content Areas

The *Content Areas* section contains tools that enable you to manage the content and information related to your course.

The tools for managing the Content Areas in Web Courses are all similar.

Each has a three-step process:

1. Enter your information.
2. Set your options.
3. Submit the form.



Note: Content Areas names change to reflect the names you may choose to assign to them.

Working with Announcements

Announcements can be used to notify students about new information pertaining to the course. Consider using announcements to alert students to the following types of information:

- When assignments are due
- Changes in the syllabus
- Corrections/clarifications of materials
- Exam schedules
- Anything else that's important

The default setting is to show today's announcements, but the student can see previous announcements by clicking the appropriate tabs at the top of the screen.

The order in which announcements appear on the page is determined by whether an announcement is permanent and by the date of posting. To ensure that students see an announcement every time they access the course, make the announcement permanent.

The following examples show how to add a permanent announcement, to add an announcement with HTML coding, to modify an announcement, and to delete an announcement.

Adding Announcements

Unless otherwise noted, instructor functions are initiated from the *Control Panel*.

Step 1: From the *Course Tools* section of the *Control Panel*, choose **Announcements.**

CHOOSE ANNOUNCEMENTS

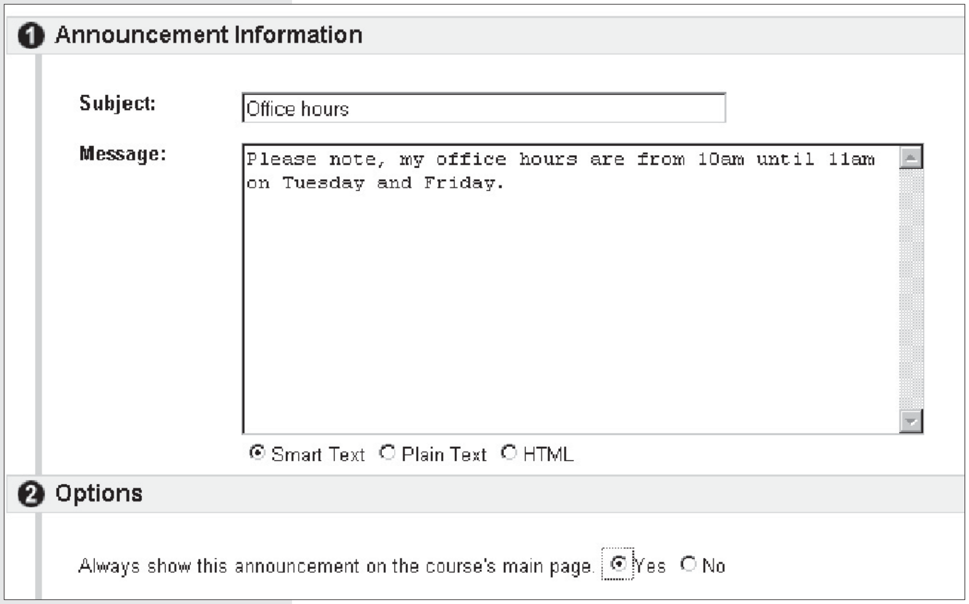
Step 2: Click the **Add Announcement** button.

Step 3: In the *Subject* field, type, e.g., `Office Hours`. In the *Message* field, type, e.g., `Please note, my office hours are from 10am until 11am on Tuesday and Friday`.

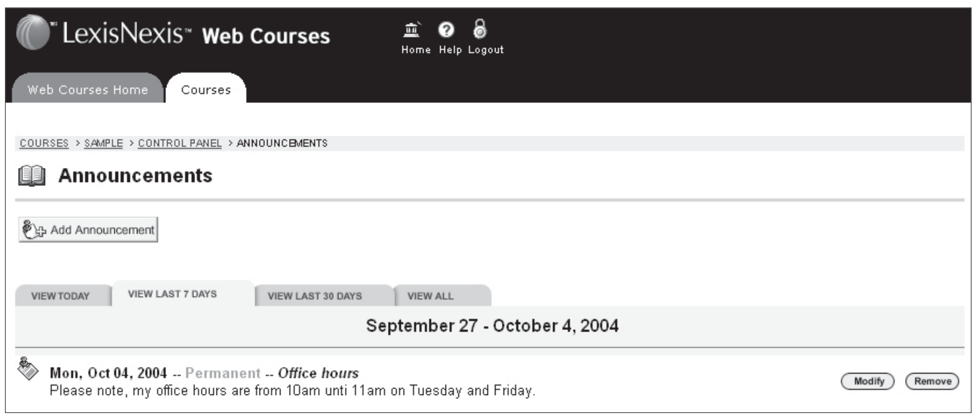
Note: The default text option format is Smart Text. Except as noted later, you will not change this setting.

Step 4: In the *Options* area check the **Yes** box for *Always show this announcement on the course's main page*. Selecting this box makes sure this announcement will always appear in the Announcements section of the course, no matter which of the Announcement views the user has selected.

Announcement Information Screen



Step 5:
Click **Submit**. A receipt will appear to confirm the process.



Notice that the announcement has appeared in the **Course Area.** Web Courses will automatically format all of your text to left-aligned 12-point text in Arial font.

You can, however, use HTML formatting in announcements. HTML (HyperText Mark-up Language) is the set of formatting codes used to format text on Web pages. Using HTML code allows you to change or control the default formatting.

Step 1: From the *Course Tools* section of the *Control Panel*, choose **Announcements.**

Step 2: In the *Subject* field, type, e.g., `Extra Credit`

In the *New Announcements* field, type, e.g.,

```
Read <I> Reno v. Condon,</I> 2000 U.S. Lexis 502,
and write a one page summary of its relevance to
today's class discussion. Bring the summary to class
on Wednesday.
```

Note: This text contains some HTML formatting. The <I>...</I> codes (called "tags") format the words between them—*Reno v. Condon*, in this case—as italics. Be sure to type in the symbols exactly as they appear here.

Step 3: Although the text contains some HTML, leave the text option set to *Smart Text*. It is not necessary to choose HTML.

Step 4: Click **Submit**. A receipt will appear to confirm the process.

Modifying and Removing Announcements

Oops. You made an error in an announcement (in this example, mistyped the page number for Reno v. Condon). You can easily modify the announcement.

Step 1: From the *Course Tools* section of the *Control Panel*, choose **Announcements.**

Step 2: Scroll down and click the **Modify** button located next to the Extra Credit announcement.

Step 3: Make your change (e.g., change the page number `502` to the number `503).`

Step 4: This is an announcement that deals with a particular date, so there is no need to make the announcement permanent. Click **Submit**. A receipt will indicate the successful submission.

To remove an announcement (example "Office hours") from your course:

Step 1: From the *Course Tools* section of the *Control Panel*, choose **Announcements.**

Step 2: Locate the "Office hours" announcement and click **Remove** to remove it from your course.

Step 3: A *Warning Dialog Box* will appear. Click **OK** in response to the question "Are You Sure You Want to Remove this Item?"

Adding Staff Information

The Staff Information area holds specific information about the instructors and any other persons who will be involved in the course. This information is not automatically entered when you create your Web Course.

Add yourself as the instructor:

Step 1: From the *Course Tools* section of the *Control Panel*, choose **Staff Information.**

Step 2: In the *Add* field, click **Profile.**

Step 3: Fill out the information fields in the *Profile Information* area with the information you want to make available to your students.

Step 4: Click **Submit**. A receipt will appear to confirm the process.

Step 5: From the navigation menu*, select **Staff Information** to view your entry.

*The navigation menu is collapsible and may not appear on your screen.

Creating Folders to Organize Course Content

Before proceeding to add course content, think about effective presentation of your course materials. You may choose to have individual items or create a directory structure of folders and place content in the folders. Here's how to create a folder.

Step 1: From the *Content Areas* section of the *Control Panel*, choose a content area, i.e., **Course Documents.**

Step 2: In the *Add* field, click **Folder.**

Step 3: In the *Name* field, select **"Other — Add Text Below"** from the drop-down list.

Step 4: In the *specify your own name* field, type, e.g., `Sample Memoranda and Briefs`. You may specify the color of the folder name by clicking the color selector next to *Choose Color of Name*.

Step 5: Add a short description to the folder to give students an indication of the material it contains. Type, e.g., `This folder contains samples that you should review before preparing your first drafts`. Leave the text formatting option set to *Smart Text*.

Step 6: Click **Submit**. A receipt will indicate the successful submission.

Step 7: View the folder you just created by clicking on the **Course Documents** button.

Step 8: Enter the folder, by clicking on the folder's title.

Notice there is nothing in the folder now. To upload a document and place it inside the folder:

Step 1: From the *Content Areas* section of the *Control Panel*, choose **Course Documents.**

Step 2: Click the folder title, e.g., Sample Memoranda and Briefs, to enter the folder.

Note: The navigation information tells you what the Current Folder is and the folder navigation path right below it. The *Top* link returns you to the top of the current section (Course Documents, in this case). If you had folders within folders, the hierarchy would be displayed as links in this folder navigation path.

Step 3: In the *Add* field, click **Item.**

Step 4: In the *Name* field, select **"Other — Add Text Below."**

Step 5: Type the title, e.g., `Memoranda`.

Step 6: In the *Content Attachments* area, click **Browse** and locate the file you wish to upload (e.g., *Memorandum.doc*).

Step 7: In the *Name of Link to File* field, type, e.g., `Memorandum format`.

Note: When you're adding or modifying content, you'll see the "Do you want to make item visible?" option in Section 3. This option controls whether students can see the item. As the instructor you will always be able to see items in the *Control Panel*, including those selected as invisible. Select **No** if you don't want students to have access to the item, or to restrict access to an item that has been visible. You may modify the visibility of an item at any time. You will also see the "Select date(s) of Availability" option in Section 3. This allows you to restrict the access to an item to a specific time frame by selecting the "Display After" and/or "Display Until" and setting a date/time (Time entered is Eastern, so if you use Web Courses in a different time zone you will have to convert your desired time to Eastern prior to setting the time frames).

Step 8: Click **Submit**. A receipt will indicate the successful submission.

Step 9: Click the **Course Documents** button.

Step 10: Click the folder title, e.g., **Sample Memoranda and Briefs**, to enter the folder. Then click the attachment link, e.g., **Memorandum format**, to open the file.

Step 11: Close the file if it opened in a separate window.

Note: You may dynamically reorder items within a folder or a content area. From the *Control Panel* view where you would add an item, select a new placement by changing the number from the drop-down menu next to any item.

Follow these steps to create additional folders, either within a content area or within other folders, and add documents to folders.

Note: Text may also be added within a folder by typing or cutting and pasting. See below for instructions.

Adding Course Content

There are several areas in the course where you will likely build the bulk of your content. The names of these areas are *Course Information, Course Documents,* and *Assignments.**

*These areas are customizable depending on preference and course content.

Creating Your Content Online

You may choose to build some of your course material directly in Web Courses. The Web Courses platform allows you to do so without knowing HTML and without Web-authoring tools.

To enter text describing the course goals in the *Course Information* area:

Step 1: From the *Content Areas* section of the *Control Panel*, choose **Course Information**.

Note: You can change the button labels from a pre-defined list using the *Course Settings* area of the *Control Panel*.

Step 2: In the *Add* field, click **Item**.

Step 3: In the *Name* field choose "Course Goals" from the drop-down list. Alternately, you could choose "Other — Add Text Below" and enter your own title instead of using one of the pre-defined titles.

Step 4: By default, document titles are black, however you can color-code your titles. Click the **Pick** button, and select a color from the color selection window that opens.

Step 5: In the *Text* area, type, e.g.,

```
This course will introduce you to the basic legal
research and writing skills that all attorneys need.
```

Step 6: Leave the text formatting option set to *Smart Text*, and leave the options in Sections 2 (Content Attachments) and Section 3 (Options) set to their defaults.

Note: When you're adding or modifying content, you'll see the "Do you want to make item visible?" option in Section 3. This option controls whether students can see the item. As the instructor you will always be able to see items in the *Control Panel*, including those selected as invisible. Select **No** if you don't want students to have access to the item, or to restrict access to an item that has been visible. You may modify the visibility of an item at any time. You will also see the "Select date(s) of Availability" option in Section 3. This allows you to restrict the access to an item to a specific time frame by selecting the "Display After" and/or "Display Until" and setting a date/time (Time entered is Eastern, so if you use Web Courses in a different time zone you will have to convert your desired time to Eastern prior to setting the time frames).

Step 7: Click **Submit**. A receipt will indicate the successful submission.

Step 8: Click the **Course Information** button in the navigation menu to see the text you entered.

What about your course materials from previous semesters that are already in digital format? It is possible to incorporate this material without retyping or reformatting anything. One way is to copy existing text from one file and paste it into a *Text* field in your Web Course. You also have the option to upload files directly into your Web Course.

Attaching a Document

Instead of adding content directly into the course, you might want to attach existing files.

Note: When you attach files, students must have appropriate software to open and use the files. For example, if you attach a Microsoft PowerPoint presentation, students must have PowerPoint (or some application that can view PowerPoint files) on their computer. Many software programs allow you to save your files in HTML format. When saving a file that you plan to use in a Web Course, select "HTML format" if that's a "Save as" option in your software program.

To attach a Microsoft Word file:

Step 1: From the *Content Areas* section of the *Control Panel*, choose **Course Documents.**

Step 2: In the *Add* field, click **Item.**

Step 3: In the *Name* field, select "Other – Add Text Below."

Step 4: In the *or specify your own name* field, type the document title, e.g., `Introduction`.

Step 5: The content will be in the attached file, but you may still want to use the *Text* field to enter a brief description of the file you are attaching. Type in the *Text* field, e.g.,

```
This document introduces some of the main
concepts we will address over the duration of
this course.
```

Step 6: In the *Content Attachments* area, click the **Browse** button and locate the file you wish to attach.

Step 7: In the *Name of Link to File* area, type a file or descriptive name, e.g., `Course Introduction (Microsoft Word document).`

The Name of Link to File becomes the linked text that the user clicks on to open the file.

Step 8: Leave the *Special Action* set to the default "Create a link to this file." Leave the options in the *Options* area set to their defaults.

Step 9: Click **Submit**. A receipt will indicate the successful submission.

Step 10: Click the **Course Documents** button in the navigation menu of the Student View.

Step 11: Beneath the document titled "Course Introduction" you will see a link. Click the **Introduction (Microsoft Word document)** link to view the document. The word-processing program will launch and open the file on your computer.

Note: Depending on the combination of browser and word processor you are using, along with the file association settings on your computer, the file may launch differently. For example, Netscape browsers will typically ask whether you want to *Open* or *Save* a Microsoft Word document (select *Open*), and open the document in a separate Microsoft Word window, leaving a grayed-out pane in Blackboard. Alternately, Microsoft Internet Explorer may open a Microsoft Word document within the browser itself or launch Word separately. Various combinations of computer settings, browsers and applications can affect how a document will be launched.

Step 12: Close the document if it opened in a new window.

Adding a Document through LEXLink™, the LexisNexis Research Services, or Computer-Assisted Legal Instruction (CALI)

You can add documents to Web Courses and have the citations within the document automatically identified and marked with links to the LexisNexis services. Just go through the *Control Panel* and follow these instructions.

Step 1: From the *Control Panel*, click on the area where you wish to place the document that you are going to run through the LEXLink feature (e.g., *Course Documents*).

Step 2: Click the drop-down menu and select LEXLink, LexisNexis links, or CALI.

Step 3: Click **Go**.

Step 4: Enter a name and any relevant information that you wish to include about the document.

Step 5: In the *Document Attachment* field, click the **Browse** button to locate the file that you want to add to your Web Course.

Step 6: Once the file is located, click on the file to highlight it, then click **Open**, which will return you to the previous screen.

Step 7: Click the **Submit** button.

Step 8: You will get a confirmation message indicating the attachment file has been added to your Web Course.

Working with Other Media

For information about types of media files that work within Web Courses, contact Customer Support at 1-800-45LEXIS.

Adding External Links

You can designate links to Web sites that students may find useful as resources or supplemental materials.

Note: Web sites often move or are edited by the site owner. To avoid missing or broken links in a course, you should regularly check your external links to confirm they are functioning. (Alternately, let your students do the monitoring.)

Step 1: From the *Content Areas* section of the *Control Panel*, select **External Links.**

Step 2: In the *Add* field, click the **URL** button.

Step 3: Type the title of the first Web site, e.g., `LexisNexis Law School Web Site`.

Step 4: In the *URL* field, enter the Web address after the http:// e.g., `www.lexisnexis.com/lawschool`

Step 5: Enter a brief description of the link in *Description* field, for example:

```
The LexisNexis law school Web site is a valuable
free resource to help students succeed in law
school, get a job, and learn about legal
research using the LexisNexis services.
```

Set the text setting to *Plain Text*.

Step 6: To open the link in a new window, select **Yes** to the "Launch item in external window?" option. Select **Yes** next to "Do you want to make item visible?"

Step 7: Click **Submit**. A receipt will indicate the successful submission.

Step 8: Click the **External Links** button in the navigation menu.

Step 9: You'll see the item you just added. Click the link. A new browser window will open to display the site.

Step 10: Close the new window to return to your Web Course.

Use these steps to create other external links. For example, use the following information to allow students to complete Bluebook citation exercises. Be sure to set the *External Window* option so that students open a new browser window.

Title: `Interactive Citation Workstation (ICW)`

URL: `lawschool.lexisnexis.com/icw/`

Description: `Click the link for Bluebook to access the citation exercises.`

Using Rich-Text Editor/AOI WYSIWYG

(What You See Is What You Get)

Adding graphics (rich text) links to other Web sites, and basically placing what you want into your course is much easier when using the Rich-Text Editor. Just follow the simple steps below to start the Rich-Text Editor.

Step 1: From the *Control Panel*, click on the *Content Area* where you wish to add content using the Rich-Text Editor.

Step 2: Click the drop-down menu and select **AOI WYSIWYG Editor**.

Step 3: Click **Go**.

Step 4: Rich-Text Editor will open in a screen similar to a word-processing screen which functions basically the same as most word processors.

Step 5: When finished adding your content into the Rich-Text Editor, click the **Submit** button at bottom of the screen to add the content to your Web Course.

Enrolling Students

When creating your course, you chose whether to allow students to self-enroll. If you chose self-enrollment, students must locate your course in the Course Catalog listing for your school and click the **Enroll** button.

Note: Be sure that your course is set to "available" so that it appears in the Catalog; see *Changing Course Availability* covered previously in this Manual.

If you chose not to allow self-enrollment, here's how to enroll students in the course:

Step 1: From the *User Management* section of the *Control Panel*, select the **Enroll User**.

Step 2: Enter a Last Name and click the **Search** button to display all students at your school with that name.

Step 3: Click to put a check in the ADD box preceding any student you wish to enroll.

Step 4: Click **Submit**. A receipt will indicate the successful submission.

Step 5: Click the **OK** button.

To change the enrollment option:

Step 1: From the *Course Options* section of the *Control Panel*, select **Settings.**

Step 2: Select the **Enrollment Options** link.

Step 3: Choose Instructor/Admin or Self-Enrollment by clicking the radio button preceding your choice.

Note: If you choose Self-Enrollment, you may want to require an access code and give it only to students who are taking your course. Using an access code keeps unwanted registrants out of your course.

Step 4: Click **Submit**. A receipt will indicate the successful submission.

Step 5: Click the **OK** button.

Deleting Students and Recycling a Course

To delete individual students from the class roster:

Step 1: From the *User Management* section of the *Control Panel*, choose **Remove Users from the course.**

Step 2: Click the **Search** button to show all students in the course or enter a Last Name and click the **Search** button.

Step 3: Select the checkbox next to the name of the student(s) you wish to remove.

Step 4: Type the word "`Yes`" in the text box at the bottom right of the screen to remove the selected user.

Step 5: Click **Submit**. A receipt will appear to confirm the process. The student(s) will be removed from the student roster and all associated class activities.

Step 6: Click **Control Panel** in the navigation path in the upper left corner of your course.

Step 7: From the *User Management* area, choose **List/Modify Users.**

Step 8: Click the **Search** button next to the text box to display the current list of enrolled students.

You can also delete **all** students and the information associated with them (Online Gradebook, Discussion Forum Postings, Digital Drop Box, etc.).

Note: Save any information you wish to keep before using this procedure to delete all the students.

Step 1: From the *Course Options* section of the *Control Panel*, choose **Recycle Course**.

Step 2: In Section 2, select **Other Areas To Recycle** and check the **Users** box.

Step 3: Type "`Remove`" in the box in the lower right corner.

Step 4: Click **Submit**. A receipt will indicate the successful submission.

Step 5: Click the **OK** button on the receipt.

This removes all users, except for the instructor, and leaves all other areas and content intact.

Communicating with Students

Web Courses provide many ways to communicate with students. These include e-mail, discussion boards, group chats, and even file transfers. Here's how to send a student e-mail and post a question to the discussion board.

Sending E-mail

The e-mail tool is a quick and easy way for you to e-mail individual students, groups of students, or all course members directly from the course.

To send an e-mail to one student in the course:

Step 1: In the *Control Panel*, under *Course Tools*, click **Send E-mail.**

Step 2: Select the recipient(s) of the message—group or individual.

Step 3: Select the type of message you want to send.

Step 4: Enter the message information on the displayed form.

Step 5: Click **Submit** to send.

To e-mail messages within Web Courses:

Step 1: In the *Control Panel*, under *Course Tools*, click **Messages.**

Step 2: Click **New E-mail** tab to initiate new e-mail.

Step 3: Click the **To** button to select e-mail recipients.

Step 4: Click **Add Users** after selecting recipients and enter your e-mail message.

Step 5: Click **Send** to distribute the e-mail message to all.

Discussion Board

The Discussion Board is used to engage students in collaborative learning activities throughout a course.

The basic unit of the Discussion Board is the *message*. A message and all of the replies to that message are collectively called a *thread*. Threads are stored in *Forums*; each Forum is set up by the Instructor and can have different properties. All of the Forums together form the *Discussion Board*.

First you have to establish a Forum to hold the message threads.

Creating a Forum

Step 1: From the *Course Tools* section of the *Control Panel*, choose **Discussion Boards**.

Step 2: Click the **Add Forum** button.

Step 3: In the *Title* area, type, e.g., `General Discussion`

Step 4: In the *Description* area, type, e.g., `In this forum we will focus on drafting legal documents.`

Step 5: Under **Forum Settings** check the options *Allow author to edit message after posting, Allow file attachments,* and *Allow new threads*. Uncheck all other options.

Note: The Forum Settings allow you to assign students privileges for posting and editing their discussion threads.

Allow anonymous posts – Threads will be posted without an author's name attached.

Allow author to edit message after posting – Students may change the content of their thread after it is posted.

Allow author to remove own posted messages – Author can delete their own discussion thread.

Allow file attachments – When posting a thread, users can also attach a document or image to the thread.

Allow new threads – Students can begin a new discussion thread in a forum.

Step 6: Click **Submit**. The new Forum will appear.

Creating a Thread

Now that you have created the Forum, enter the Forum and begin a discussion thread.

Step 1: Click the Forum title, e.g., **General Discussion**, to enter that Forum.

Step 2: Click the **Add New Thread** button.

Step 3: In the *Subject* field, type, e.g., `Memoranda`.

Step 4: In the *Message* field, type, e.g.,

```
What's the purpose of a memorandum? How long
should it be?
```

Leave the text formatting option set to *Smart Text*.

Step 5: Click the **Preview** button. The preview function allows you to see how your message will appear. This is especially useful if you are including HTML in your message.

Step 6: Click **Submit**. You are returned to the Forum and will see that your message has been posted.

Step 7: To read a message, click the message's title. Click the message title, e.g., **Memoranda**, to read the message.

Step 8: Post your own reply to the discussion, by clicking the **Reply** button.

Note: In a true discussion, students would be responding to the thread you just posted.

Step 9: Notice the *Subject* field is already filled for you. It is possible to edit the Subject if necessary, but for now just position the cursor in the *Message* field, and enter your thoughts about the purpose and length of a memo.

Step 10: Click **Submit**. You are returned to the forum and will see that your reply has been posted. A reply is always indented beneath the message to which it is responding.

Step 11: Click, e.g., **Re: Memoranda** to view the message.

Step 12: Return to the *Control Panel* of the course by clicking the **Control Panel** button in the navigation path in the upper left corner of your course.

Guest Access

By default, guest access is turned off. Here's how to turn on guest access.

Step 1: From the *Course Options* section of the *Control Panel*, choose **Settings**.

Step 2: Select **Guest Access**.

Step 3: Select the radio button preceding **Yes**.

Step 4: Click **Submit**. A receipt will indicate the successful submission.

Step 5: Click the **OK** button on the receipt.

If you allow guest access, you may want to secure some of your content areas. In Web Courses, "secure" means that the content is only accessible to users who are enrolled in the course. By default, the Communication Area and any assessments are automatically secure. Announcements, the start page of the course, cannot be secured.

Step 1: From the *Course Options* section of the *Control Panel*, choose **Manage Course Menu.**

Step 2: Click **Modify** next to any area that you wish to allow guest access.

Step 3: Indicate whether you wish to allow guest or observer access by selecting the appropriate boxes.

Step 4: Click **Submit.** A receipt will indicate the successful submission.

Step 5: Click the **OK** button on the receipt.

Though you will not see a visible change in the course, those areas will now be inaccessible to all but enrolled users.

Deleting a Course

To remove a course permanently:

Step 1: Go to www.lexisnexis.com/webcourses

Step 2: Click **Web Course Creation/Deletion Form**.

Step 3: Select **Delete** next to the course you wish to delete.

Note: Courses are not copied or archived before they are deleted. Be sure that you've made a copy of anything in the course that you'd like to keep.

Web Courses Support and Help

To access Faculty Manuals, FAQs and other resources:

Step 1: From the *Support* section of the *Control Panel*, choose **Manual** to go to the Table of Contents for the Faculty Manual OR choose **Support** to go to www.Blackboard.com

Step 2: Use the **Back** button on your browser's menu bar to return to the *Control Panel*.

For help, call Customer Support

at 1-800-45LEXIS

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