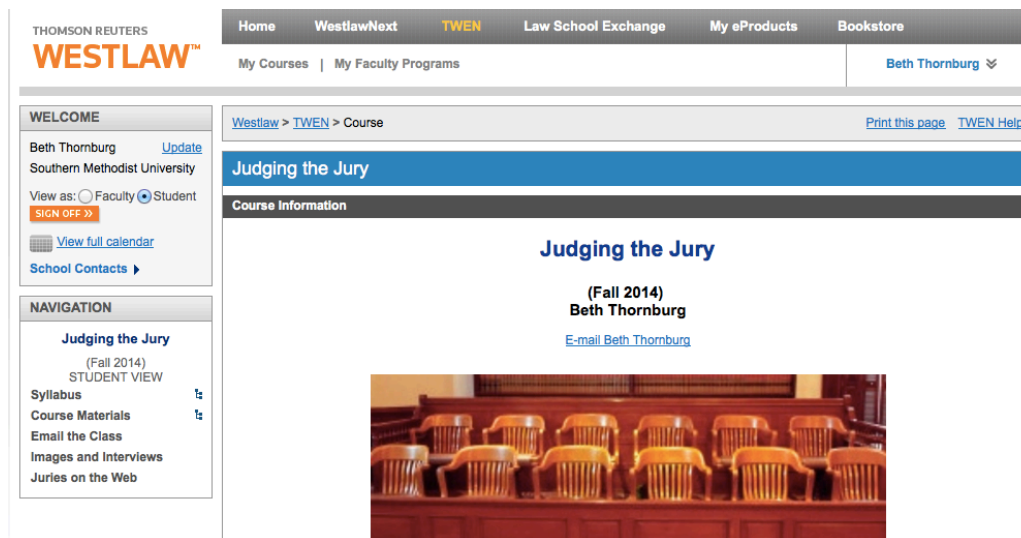


## HOW A TWEN COURSE SITE CAN HELP YOU TEACH

Westlaw provides law schools with a nifty course management system called The West Education Network (TWEN). The next section of this Handbook will give instructions on how to create a TWEN site, but this introduction is intended to let you know why you might want to try it. In addition to giving you an easy way to communicate with the students in your class and a way to post reading assignments without making voluminous print copies, a TWEN site has additional tricks up its sleeve. So here's a brief overview of its most commonly used features.

### Getting Started

You and your students enter the course TWEN site through a landing page, which you create. It displays basic information about the course, and on the left is a navigation bar providing links to the site's content. Here's an example from one I'm currently creating for a seminar on the civil jury:



The screenshot shows a web interface for a TWEN course. At the top, there is a navigation bar with links for Home, WestlawNext, TWEN (highlighted), Law School Exchange, My eProducts, and Bookstore. Below this, there are links for My Courses and My Faculty Programs, and a user profile for Beth Thornburg. The main content area is titled 'Judging the Jury' and includes a 'Course Information' section with the course title, semester (Fall 2014), instructor (Beth Thornburg), and an email link. A photograph of a courtroom jury box is displayed below the text. On the left side, there is a 'WELCOME' section with user information and a 'NAVIGATION' section with links to Syllabus, Course Materials, Email the Class, Images and Interviews, and Juries on the Web.

### Posting Readings

As you can see from that navigation bar, TWEN provides handy places to post your Syllabus as well as materials you want your students to read. That allows them to decide whether to do the reading on their laptops or tablets or print them out – and makes the material available to them wherever they are.

Within the Course Materials area, you can post multiple items, like this:

**About Juries**

[Actions...](#)

Navigate to: [Main Document Page](#) / [Previous Folder](#) / [Tree View](#)

Page size: 100 7 Items in 1 pages

<input type="checkbox"/>	Type	Title	Status	Date	Submitted By
<input type="checkbox"/>	Options	Shuman Jury Service	Read	5/6/2014 10:15:37 PM	Beth Thornburg
<input type="checkbox"/>	Options	Dallas County Jury Service	Read	5/7/2014 7:15:17 PM	Beth Thornburg
<input type="checkbox"/>	Options	Batson Revisited.pdf	Read	5/8/2014 2:58:34 PM	Beth Thornburg
<input type="checkbox"/>	Options	Juror and Jury Use of New Media.pdf	Read	5/8/2014 5:39:28 PM	Beth Thornburg
<input type="checkbox"/>	Options	Jury Instructions A Persistent Failure to Communicate	Read	5/22/2014 5:10:08 PM	Beth Thornburg
<input type="checkbox"/>	Options	Implicit Association Test	Read	5/8/2014 6:04:47 PM	Beth Thornburg
<input type="checkbox"/>	Options	Scientific Jury Selection - What Social Scientists Do and Do Not Know	Read	5/9/2014 3:39:22 PM	Beth Thornburg

Notice that these links can include both documents that you upload and links to websites (you just type in the URL).

If you have a lot of materials, you can create multiple folders for different topics. Here's an example, from Civil Procedure:

<input type="checkbox"/>	Options	Overview Materials <i>Civil Procedure course, Court System, Proceeding Through Court, "Haves" article</i>	Read	7/28/2012 3:10:01 PM	Beth Thornburg
<input type="checkbox"/>	Options	Subject Matter Jurisdiction <i>Diversity, Federal Question, Supplemental Jurisdiction, Removal</i>	Read	7/28/2012 4:32:48 PM	Beth Thornburg
<input type="checkbox"/>	Options	Personal Jurisdiction	Read	7/28/2012 4:37:17 PM	Beth Thornburg
<input type="checkbox"/>	Options	Venue & Forum Non Conveniens	Read	7/28/2012 4:42:59 PM	Beth Thornburg
<input type="checkbox"/>	Options	Pleadings <i>Complaints, Responses, Amendments, Good Faith</i>	Read	7/28/2012 4:44:23 PM	Beth Thornburg
<input type="checkbox"/>	Options	Joining Claims and Parties	Read	7/28/2012 4:46:25 PM	Beth Thornburg
<input type="checkbox"/>	Options	Preclusion	Read	7/28/2012 4:51:22 PM	Beth Thornburg
<input type="checkbox"/>	Options	Aggregate Litigation <i>Class Actions &amp; MDLs</i>	Read	1/1/2013 3:36:19 PM	Beth Thornburg
<input type="checkbox"/>	Options	Discovery	Read	7/28/2012 4:47:21 PM	Beth Thornburg

### **Email the Class**

You can instruct your students to sign up for the TWEN site, and when they do so it automatically creates a tool to use to email the students. You can email the entire class or individuals by using checkboxes to choose the email recipient(s). You can merely send a message, or include up to three attachments. Here's what the interface looks like:

**Send E-Mail** **Create Group** **View Sent E-Mail**

**Send E-Mail** **Save Draft**

⊞ **Hide E-Mail Recipients**

**E-Mail Recipients**

To send an e-mail message to all participants, select "**All course participants.**"

All course participants

---

**Select individual recipients:**

Name	Address
<input type="checkbox"/> Thornburg, Beth (include yourself)	ethornbu@mail.smu.edu
<input type="checkbox"/> almutairi, meshal	malmutairi@smu.edu
<input type="checkbox"/> Alves, Uanna	ualves@smu.edu
<input type="checkbox"/> An, So-Young	san@mail.smu.edu
<input type="checkbox"/> Anderson, Philip	pjanderson@smu.edu
<input type="checkbox"/> Atkins, John	jatkins@smu.edu
<input type="checkbox"/> ...	...

and this:

**Compose Message**

Include Course Title In Subject Line.  
 Send Message as Attachment (Some schools restrict in-line message length).

**Subject**

\_\_\_\_\_

Message:


Style | Default Font | Size | ABC | [Icons]

**B** *I* U [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons]

I use this feature to let students know about scheduling changes, email news stories about my subject, return assignments, make appointments, or anything else I might want to do by email.

**Online Discussion Board (Forums)**


Sometimes you might want to get a class-wide discussion going. In that case the Forums feature is quite helpful. For example, I have used it before the final exam to let students post questions – and I also encourage fellow students to provide answers (although I check to be sure they are correct). While I often end up answering the questions myself, it provides a space where students can ask their questions anonymously, and I can answer the question once and give the same answer to everyone. Here’s a screenshot showing a student question and answer:

**Re: Substance**  (Posting Read) [Quote](#) [Reply](#) [Edit](#) [Delete](#)  
by Anonymous - Thursday, May 1, 2014 2:35:59 PM [Edit Author And Time](#)

For anticipation of litigation concerning work product, it says anyone who is an "agent" of the party may create work product. So does "agent" mean you can make an argument for anyone involved in the lawsuit being an "agent"?

A little confused.

Word Count: 42

**Re: Substance**  (Posting Read) [Quote](#) [Reply](#) [Edit](#) [Delete](#)  
by Liang Yue - Thursday, May 1, 2014 2:45:46 PM [Edit Author And Time](#)

According to Rule 26(b)(3) work product privilege, there is a "broad agent" concept, including the party's attorney, consultant, surety, indemnitor, insurer, or anyone the party hired to prepare the work product for him/her shall be considered an "agent". Hope it helps.

I have also used the Forums feature to create student accountability for assigned readings, especially in small classes such as seminars. I did that by assigning students to post to the forum at least two thoughtful discussion questions about the reading no later than the day before class. Not only did that give me some check on their reading, it also provided ideas for class discussion by showing what interested the students.

### **Turning In Assignments**

TWEN also has an Assignment Drop Box (if you want them to turn in an assignment in digital form, they can just upload it to TWEN and avoid clogging your email Inbox.) You can set it up to allow late submissions if you like (or not), but in any case it will let you know whether the student turned the assignment in on time. You can grade the assignments right within TWEN, or download them for grading in the traditional way.

### **Online Quizzes**

Quizzes are another useful tool in TWEN. You can create multiple choice, true/false, or short answer questions that the students answer within TWEN. You can use it to test their understanding at the end of a unit, to give you information about where their confusion lies before you cover it in class, or to give them extra practice in applying the law to facts. I find these quizzes very useful as a way to start the students thinking about straightforward applications of the material I'm teaching, which in turn allows me to start class at a more advanced place for problems or discussions.

TWEN's quiz-creation wizard is very user-friendly. If you want to give the students immediate feedback, you can designate which answers are correct on objective tests, and even provide an explanation of why the options are right or wrong. The TWEN "grade book" helps you keep track of all of them.

(One professor I know uses the Quiz feature to make sure the students have read the Syllabus – helps avoid those choruses of "but I didn't know I had to do that.")

### **Practice Exercises**

TWEN also contains links to the many supplemental materials created by CALI (Computer-Assisted Legal Instruction). When you create a course, it will give you the option of selecting (or de-selecting) CALI exercises that might be relevant to your course. Here's an

example of what I ended up with for Civil Procedure:

### CALI® Lessons

The CALI (Center for Computer-Assisted Legal Instruction) lessons are a collection of more than 600 exercises written by law faculty and used in the law school curriculum. The CALI Library of Lessons teaches students by providing complicated hypotheticals and detailed explanations in an interactive environment. Lessons can be used as supplemental assignments or they can be integrated with existing course materials.

**Note:** When you click on the link for your CALI Lesson you will be prompted to log in to the CALI website using your email address and password. If this is the first time you are visiting the CALI website, you will need to register before you can access the Lesson. Registration requires your school's authorization code. If you do not know the authorization code, contact your school's CALI representative. If you do not know who your CALI representative is, you can find out by going to: <http://lessons.cali.org/contacts.html>

- [A Review of Joinder Concepts](#)
- [Analysis of a Diversity Case](#)
- [Demurrers and Judgments on the Pleadings](#)
- [Drafting a Complaint](#)
- [Evidence for Procedure Students](#)
- [Expert and Opinion Evidence](#)
- [Joinder of Claims and Parties](#)
- [Judgments as a Matter of Law](#)
- [Jurisdiction and Venue](#)
- [Jurisdiction Over the Person](#)
- [Preclusion](#)
- [Summary Judgment](#)
- [The Role of the Jury in Torts Cases](#)
- [Waiver Under Rule 12](#)
- [Woburn: A Game of Discovery](#)

### Supplemental Information

Sometimes you don't exactly want to assign something as reading, but you want to make it available to students as an example, or for enrichment purposes. TWEN makes that easy, too. One feature that's built in is called Web Links. You can create links to websites relevant to your course, and display them either on a separate page like this:

### Web Links [Rename this page](#)

- [FRCP - text of the rules and comments](#)
- [SMU Law Library Guide to Civil Procedure](#) - guide to sources for civ pro research
- [US Judiciary Home Page](#) - introduction to the federal court system
- [US Courts Rules Page](#) - fabulous resource on federal rulemaking
- [Civ Pro Blog](#) - civil procedure news & commentary
- [Federal Civil Practice Bulletin](#) - blog with litigation news
- [How Appealing](#) - blog with appellate litigation news
- [Map of Federal Circuits](#) - helpful reminder of which states are in which circuits
- [Jurist](#) - legal and law school news
- [Thornburg Web Page](#) - links to her articles

NAVIGATION	
<b>Texas State Court Education Program Externship</b>	
(Summer 2014) <a href="#">Manage Links</a>	
Calendar	
Email the Externs	
Forums	
Resource Materials	
Evaluation Forms	
Texas Courts Online	
Dallas Court of Appeals	
Dallas County Trial Courts	
Texas Code of Judicial Conduct	
Courthouse Maps	

or you can name and display them as part of the navigation bar that's always in the left column on your site:

In this example, you'll note that there are multiple "document pages" for posting things (Resource Materials contains the reading assignments, while Evaluation Forms are provided for the convenience of students and extern supervisors). The five headings below that are clickable web links.

TWEN actually allows you to create several document pages, and that is also helpful for supplemental materials. For example, I created one to post examples of class action notices when we

were studying class actions, another for model exam answers, and another for quirky examples of civil procedure in action.

### **Polling the Class**

Want to get student opinion on something – the best day for a makeup class, perhaps, or preferences among topics that could be covered? Customized Polling makes it easy. You create the questions and possible answers. You decide whether students can vote more than once; you decide if they can vote anonymously; you decide whether anyone but you can see the results. Easy as pie, and sometimes very informative.

### **Sign-Up Sheets**

In the old days, we tacked pieces of paper on our door with time slots so students could sign up for appointments. Technology has made that far easier. TWEN lets you create sign-up sheets for office hours and appointments, or for presentation dates, or assignments, or whatever you like. (If you have dates for them to remember other than class time, it also has a Calendar function).

### **Monitoring Student Work**

Want to know if the students have read your posted materials? TWEN's feature called "Participants and Usage" actually lets you check an assignment and see which students, by name, have accessed that part of the TWEN course. (It will only tell you that a student has clicked on something, not that s/he has actually read it – perhaps that would be too creepy – but you will know if they didn't even bother to access it. Unfortunately, the reports end at midnight on the day before you are checking, but ultimately you can check student activity as of any date you choose.

Worried about a particular student? You can search by name and pull up information about all of that person's interactions with TWEN. Here's one busy day for one student:

Event Date Time	Event Display Information
2/2/2014 10:42:58 PM	Signed on
2/2/2014 10:43:20 PM	Viewed course home page
2/2/2014 10:43:27 PM	Viewed the <a href="#">"Assigned Readings"</a> document page
2/2/2014 10:43:32 PM	Viewed the <a href="#">"Preclusion"</a> folder in "Assigned Readings" document page
2/2/2014 10:43:38 PM	Viewed the <a href="#">"Claim Preclusion Clicker Questions"</a> document in "Preclusion" folder within "Assigned Readings" document page
2/2/2014 10:43:46 PM	Viewed the <a href="#">Quizzes Main List</a>
2/2/2014 10:43:53 PM	Viewed the <a href="#">calendar</a> (month view)

### **Try It, You'll Like It**

Perhaps you'd like to play around in a TWEN course, and see what it's like from the student's perspective. I created a special TWEN site with resources for teaching issues for a faculty brown-bag series, and I've made it available on TWEN so you can sign up for it. In addition to web links to sites with teaching ideas, it has the materials from programs on experiential learning, writing seminars, constructing multiple choice exams, using "clicker" questions, and "screencasting" (capturing what's on your computer screen, such as a PowerPoint presentation, adding narration, and turning the whole thing into a video – great tool for introducing new material or creating a make-up class). Get a Westlaw password (see below), and under My Courses you should see an option for "SMU Dedman School of

Law Teaching Resources.” Add it, and all those resources become available to you (and you can experience TWEN).

### **Summary**

Although it takes a little time to set up a TWEN course site, its many features and easy interface means that it saves time in the long run. (One year’s course can also be re-activated for a new semester, so the efficiencies are even greater over time.) Even if you use it only for posting reading materials and communicating with the class, it saves time and trees.

Interested in learning more? You’ll need a law school Westlaw password (for educational use only), which you can get by emailing our reference librarians at [lawref@smu.edu](mailto:lawref@smu.edu). Take a look at the next section of the Handbook with information about setting up a TWEN course. For more information about training for you or your assistant, email me ([ethornbu@smu.edu](mailto:ethornbu@smu.edu)) and we can discuss what you need.