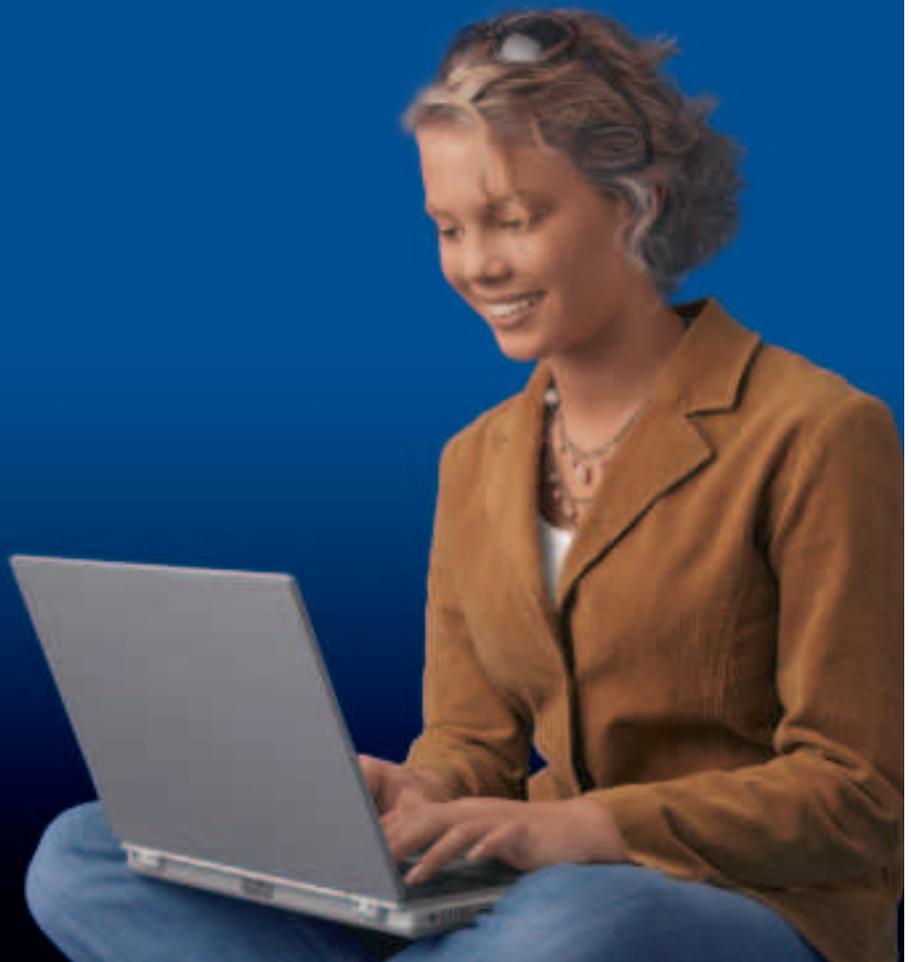# Student's Guide to TWEN®

Westlaw®

The West Education Network® (TWEN) is an online extension of the classroom that provides law school faculty and students with Web-based, interactive course materials. You can use TWEN to access course information, calendars, and reading material; participate in class discussions; submit online assignments; complete quizzes; and exchange e-mail with your professor and other students. This quick reference guide introduces you to TWEN and discusses some of its basic features and functions.

Category:
TWEN

Ideal for:
1Ls, 2Ls, and 3Ls attending classes that use TWEN

Related materials:
Law Review Editor's Guide to TWEN

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Student's Guide to TWEN

What Is TWEN?

The West Education Network (TWEN) is an online extension of the law school classroom. You can use TWEN to access your course materials, participate in class discussions, receive and submit online assignments, complete quizzes, exchange e-mail messages with your instructors and classmates, and more.

To participate in TWEN, you need a Westlaw password (if you do not have a Westlaw password, contact your academic account manager) and you need to add a course created by one of your professors (see "How Do I Add a Course to the My Courses Page?" below).

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 Westlaw password registration page is displayed.

5. Click **Click Here** based on what your Westlaw password status is. If you are transferring schools, you will then need to select the name of your previous school and click **GO**.

6. Enter your email address or type your Westlaw password in the text box, then click **GO**.

7. Enter your registration information (name, e-mail address, West OnePass username and password information) in the text boxes or select options from the drop-down lists. You will not need to enter this registration information the next time you access TWEN.

8. Click **Submit Registration**. The Westlaw password registration confirmation page is displayed.

How Do I Add a Course to the My Courses Page?

The My Courses page is your personal directory, which contains hypertext links to the TWEN courses you choose. Complete these steps to add a course:

1. Click **Add a Course** at the top of the My Courses page. The TWEN courses that are available at your school are displayed.

3. Select the check box next to each course you want to add.

4. If a password is required to add the course, type the password in the **Password(s)** text box. You will need to obtain the course password from the professor.

5. Click **Submit** to return to the My Courses page and view your courses.

How Do I Navigate Within a Course?

To enter a course, click the course title (a hypertext link) on the My Courses page. The course home page is displayed, which provides access (via links on the left side of the page) to all of the materials and resources your professor has chosen. Click these links to access course materials, such as online forums, quizzes, a course calendar, live discussions, and assignments.

How Do I Read Materials in Forums or Document Pages?

Document pages and online forums are areas created by your professor for distributing course materials and facilitating course discussions. To access an item posted within a document page or to read a forum posting, enter the course by clicking the course name on the My Courses page. Select a specific document page or forum name from the links on the left side of the course home page. Then click the title of a document page item or posting on the right side to display the item or the forum message.

How Do I Respond to and Create Messages in Forums?

1. Click **Discussion** on the left side of the course home page.

2. You have these options, depending on the posting rights determined by your professor:

   - To write a new message, click **Post a Message** at the top of the page.

   - To respond to a message, first read the posting, 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.

3. If anonymous postings are allowed, a check box labeled **Post anonymously?** is displayed. If you select this check box, your name and e-mail address are not displayed with your posting.

4. If posting categories have been chosen for this forum, select one from the **Category** drop-down list.

5. Type the subject and the content for your posting in the **Subject** and message text boxes.

6. To attach a file from your computer, click the **Browse** button. Locate and select the file you want to attach, then click **Open**.

7. To attach a file from your online file directory (OFD), select the file from the drop down list.

8. The attached file is converted to HTML format and displayed in the body of your posting by default. If you clear the *Publish attached file...* check box, only the file name is displayed in your posting. Participants can click the file name to download the attached file in its original format (such as Microsoft® Word).

9. Citations in your message and in the attached file will automatically create links to Westlaw. Clear the **Automatically mark citations...** check box if you do not want to display these links.

10. 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 Send an E-Mail Message to My Professor?

You can send an e-mail message to your professor from the My Courses page or from a course home page by clicking the professor's e-mail link (if available) and completing the form. Or, if your professor has granted students e-mail rights, click **E-Mail Options** on the left side of the page to send a message to your professor or other students.

How Do I Participate in a Live Discussion?

TWEN provides an easy-to-use "chat room" window you can use to participate in live discussions with your professor and other 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 the name of the session you want to enter. (If the live discussion is moderated, the messages you submit do not appear in the chat window until they are approved by the moderator.)

3. When you enter a live discussion, the session opens in a separate "chat" window.

4. To send a message, type the message in the text box and click **Send**.

5. If this is a moderated session, the moderator reviews the messages and decides which ones to post to the live discussion.

How Do Custom Polls and InstaPolls Work?

TWEN provides polling features your professor can use to survey students. You have these polling options:

- Customized polling—Your professor can set up these polls for each course. To take the poll, click **Customized Polling** on the left side of the course home page. Click a poll title and answer the question. When the professor is ready to display the results, you can view the poll as a bar graph or pie chart. Custom poll results are saved in TWEN so you and your professor can view the results later.

- InstaPolls—Your professor asks a question in class and you click the **InstaPoll** icon on the course home page to submit your vote. When voting is complete, you can view the results as a bar graph or pie chart. InstaPoll results are not saved.

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 **Help**. To order free reference materials, visit **west.thomson.com/westlaw/guides**.

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