

## Law School Exchange – Creating Author Groups

As a West Academic or Foundation Press author, Law School Exchange now offers you a helpful tool to stay in touch with your adopters. Once you are a registered member of Law School Exchange, you can easily create an “author group” to communicate with your adopters, and for your adopters to communicate with you and each other about your casebook. You can post update memos, PowerPoint slides, and other teaching aids and tips for your adopters, and they can do the same.

### Registering your password for Law School Exchange

Even though you have a registered OnePass Username and Password, the first time you go to Law School Exchange, you have to register. Basically you have to go in and designate a subject area preference and accept the User Agreement. You only have to do this one time and will then be able simply to log into Law School Exchange and access your Author Group.

Here are the steps to register the first time.

- Go to [exchange.westlaw.com](http://exchange.westlaw.com)
- Click on the “Join Now” button in the middle of the page.
- From this page, log in with your registered OnePass Username and Password,
- Choose a subject area, agree with the user agreement, and click submit.
- You have now registered and are taken to the LSE home page.

SHARE. PUBLISH. COLLABORATE.


Law School Exchange allows law faculty to share, digitally publish, and find teaching materials in collaboration with an online community of peers.

Not a Law School Exchange Member?

[JOIN TODAY!](#)

### Creating a Group

To create an Author Group in Law School Exchange, follow these steps:

- On the Law School Exchange home page, click “Groups” at the top of the page.
- Click “Create A Group”. 
  - Type a name for the group in the **Group Name** text box (e.g., Hazard, Tait, Fletcher, and Bundy’s Pleading and Procedure).
  - Type a description of the group in the **Group Description** text box (e.g., Author Group for Hazard, Tait, Fletcher, and Bundy’s Pleading and Procedure).
  - Choose a subject for the group from the **Group Subject** drop-down list (optional) (e.g., “Civil Procedure”).
  - Type any tags that you wish to assign to your group (optional) (e.g., “hazard,” “tait,” “fletcher,” “bundy,” “civil procedure,” “casebook,” “Hastings,” “Connecticut,” “Berkeley”). Tags are common terms that relate to your group and will enhance the ability for your group to be found during searches on Law School Exchange.
  - Select whether materials can be added to your group by “All Participants” or “Administrators Only”. This selection depends on whether you want any adopter to be able to post his or her materials for the other adopters and you to see and use (“All Participants”), or whether you want to control what materials get added to the group (“Administrators Only”), with you as the Administrator.

- If you want members to be notified when new materials are added, select the check box labeled “Choose for group members to receive a notification when new materials are added.”
- Under **Privacy Level**, select “Private,” if the group will be accessible only to invited members and you do not want the group viewable to the public; “Public-Controlled,” if you want adopters to locate the Author Group, but membership must be approved by you; or “Public,” if you want the Author Group to be viewed by the public, appear in searches, and be open to any faculty member who chooses to join. (“Public” is the default setting.)
- Click “Create” to create your Author Group.

### Joining an Author Group

To join an Author Group, complete these steps:

- Browse the list of groups and click “Join Group” next to your Author Group. If your Author Group is “Public-Controlled,” your adopters will receive access after you have approved them as members of your Author Group.
- If an adopter subsequently wants to leave your Author Group, he or she would merely click “Leave Group.”

### Communicating within an Author Group

- You can post a message to your adopters by clicking your Author Group’s name and then typing a message in the text box. Click “Post” to post your message to your Author Group and send out a notification to your adopters.
- You can send an e-mail to your adopters by clicking your Author Group’s name and then clicking “Email Members.”
- Type your message in the text box that is displayed and click “Send.”
- Invite other professors to join your Author Group by clicking your Author Group’s name and then clicking “Invite Members.”
- Choose the professor you want to add from the *Law School Exchange Members* or *My Colleagues ONLY* drop-down list and click “Add.” Or type the e-mail address for the professor you want to add in the *Other Law Professor Email Address* text box and click “Add.”
- Click “Send” to send the invite.

### Adding Materials to an Author Group

To post materials to your Author Group, complete the following steps:

- Select your document in the My Materials, Favorites, or Search Results sections.
- Click “Add to Group.” The Select Groups dialog box is displayed.
- Select your Author Group to which you want to add the material in the *Make Group selections here* list, and click “Add” to move it to the *Selected Group(s)* list.
- Click “Done.” The material will now be listed in the *Materials* section of your Author Group page.