



LAW SCHOOL EXCHANGE: Distributing e-materials to your students

Distribute text documents, PDFs, and photos to your students via The West Education Network® (TWEN®). Follow the instructions below to learn how. Additionally, the instructions are available in a demo on lawschool.westlaw.com.

STEP 1 JOIN LAW SCHOOL EXCHANGE™.

- Register your academic Westlaw® password on lawschool.westlaw.com
- Visit exchange.westlaw.com
- Join using your OnePass username and password

STEP 2 MAKE MATERIALS AVAILABLE ON LAW SCHOOL EXCHANGE.

Materials you want to distribute via TWEN must be on Law School Exchange.

After you are logged in on exchange.westlaw.com:

- For materials on Law School Exchange, do a search to add them to **Favorites (1)**
- For materials not already on Law School Exchange, click the **UPLOAD** button to include them in **My Materials (2)**

LAW SCHOOL EXCHANGE
POWERED BY WEST

Heidi Boe
Thomson - West University
My Notifications (3)
Edit Profile | log off

HOME MATERIALS COLLECTIONS COLLEAGUES GROUPS ADMIN Create Ext Link lawschool.westlaw.com

<< BROWSE >> SEARCH Materials GO ADVANCED SEARCH UPLOAD 2

Materials

Main Recently Added Materials My Materials Favorite Materials + Add Materials

Share Add to Groups Add to Favorites Add to Collections 1

| | TITLE & DESCRIPTION | ADDED BY | SCHOOL | ADDED |
|--------------------------|--|-----------------|-----------------|------------|
| <input type="checkbox"/> | UPDATE MEMO: Update Memo to Maraist, Galligan and Maraist's Cases and Materials on Maritime Law, 2d Student Price: \$0 | West Law School | West Law School | 10/28/2010 |
| <input type="checkbox"/> | Hill and Brown's Landlord and Tenant Law in a Nutshell, 5th Comprehensive guide provides expert explanation of the rules that govern the legal relations between landlords and tenants. Describes the exceptions to these rules, and explores the underlying reasons for | West Law School | West Law School | 10/28/2010 |

WEST AND FOUNDATION PRESS TEACHER'S MANUALS
Available for download
See currently available titles GO

WEST
See all currently available West titles on Law School Exchange GO

STEP 3 CHOOSE THE COURSE IN TWEN.

The screenshot shows the 'Course Materials' page in TWEN. On the left is a 'NAVIGATION' sidebar with links like 'Calendar', 'CALI Lessons', 'Course Materials', etc. The main area has a search bar and buttons for 'Add...', 'Actions...', and 'Modify Page'. A dropdown menu is open under 'Add...', showing options like 'Add an item', 'Add multiple items', 'Add a folder', 'Add a link', and 'Add from LSE'. The 'Add from LSE' option is highlighted with a circled '2'. The table below shows a list of materials with columns for 'Type', 'Title', 'Status', 'Date Added', and 'Submitted By'.

| Type | Title | Status | Date Added | Submitted By |
|---------|--------------------------------|--------|------------------------|-----------------|
| Options | file with an ampersand in name | Unread | 9/3/2009 11:24:20 AM | Dave Osborne |
| Options | citation | Read | 11/12/2009 11:10:38 AM | Jeff Worner |
| Options | 101 sct 1 3 | Unread | 2/26/2010 12:28:06 PM | Bhavin Shah QAd |
| Options | Test | Unread | 7/19/2010 4:45:05 PM | Eric brandess |

For an existing TWEN course:

- Go to your **Course Materials**
- Click the **Add** button (1)
- From the pull-down menu, choose **Add from LSE** (2)

For help creating a TWEN course:

- Click the **Help** button at the bottom of the TWEN page

STEP 4 SELECT MATERIALS FOR THE TWEN COURSE.

The top screenshot shows the 'Add Law School Exchange content to TWEN' page. It includes a summary of documents to be added (0) and a total cost of \$0.00. There are buttons for 'SUBMIT', 'CANCEL', and 'UPLOAD NEW MATERIAL'. A table lists materials with columns for 'Document Name', 'Added By', 'Added', 'Price', and 'Required'. The 'SUBMIT' button is circled with a '6'.

| Document Name | Added By | Added | Price | Required |
|--|-----------|------------------------|-------|----------|
| Black Letter Outline | Professor | 10/25/2010 10:54:55 AM | FREE | |
| Clermont Principles of Civil Procedure, 2d (Concise Hornbook Series) | Professor | 10/25/2010 10:54:38 AM | FREE | |

The bottom screenshot shows the 'My Material' page. It includes a 'SUBMIT' button circled with a '6' and a 'Close window' link circled with a '7'. A table lists materials with columns for 'Document Name', 'Added By', 'Added', 'Price', and 'Required'. The 'Close window' link is circled with a '7'.

| Document Name | Added By | Added | Price | Required |
|---------------|-------------|------------------------|-------|-------------------------------------|
| wmv from twen | Jeff Worner | 12/3/2010 1:10:46 PM | FREE | <input checked="" type="checkbox"/> |
| mp 4 | Jeff Worner | 10/25/2010 10:54:55 AM | FREE | <input type="checkbox"/> |
| wmv | Jeff Worner | 10/25/2010 10:54:38 AM | FREE | <input checked="" type="checkbox"/> |

When you click Add from LSE, a Law School Exchange page appears automatically.

- Click **My Material** or **My Favorites** to locate materials (3)
- Select the materials you want to add (4)
- Click the **Options** checkbox in the right column to designate an item as required for students (5)

Please note: Student purchases of electronic content through TWEN provide a 12-month license to use the content online. The content cannot be downloaded, and only single pages and notes can be printed. If these materials are intended for in-class use, Internet access is necessary

- Click the **Submit** button (6)
- Click the **Close window** link (7)

To learn more and register for Law School Exchange and TWEN, go to lawschool.westlaw.com.

NEW! LAW STORIES SERIES TITLES NOW AVAILABLE BY STORY ON LAW SCHOOL EXCHANGE.