

Law School Exchange – Creating Groups

Are you working on a manuscript with another professor, perhaps you are both at different schools, in different states?

Are you co-teaching a course?

Do you want to network with other faculty teaching in your subject area?

Do you have an organization that needs a central location for materials and for members to communicate?

If you answer yes to any of these questions, Law School Exchange Groups can help you achieve your goals. Once you are a registered member of Law School Exchange, you can easily create groups to allow for greater collaboration with fellow faculty.

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 after this will be able to simply log into Law School Exchange and access all of the content.

Here are the steps to register the first time.

- Go to 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

You can build and join groups made up of colleagues who share a common interest or activity. You can share, connect, publish, and collaborate with each other on content, events, and issues important to your community. Groups can be designed around a particular subject matter or your law school. Groups are a big part of Law School Exchange and allow users to communicate, collaborate, and share ideas within a safe, secure forum. You set the security level and name for the group.

To create a 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.
 - Type a description of the group in the **Group Description** text box.
 - Choose a subject for the group from the **Group Subject** drop-down list (optional).

- Type any tags that you wish to assign to your group (optional). 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**.
- If you want members to be notified when new materials are added, select the **Choose for collection members to receive a notification when new materials are added** check box.
- Under **Privacy Level**, select **Private** if you do not want the group viewable to the public. Select **Public-Controlled** if you want members to be able to locate the group but membership must be approved by a group administrator. Select **Public** if you want the group to be viewed by the public and appear in searches. (Public is the default setting.)
- Under **Featured group**, select **May be displayed** to display the group on the **Featured Collection** tab on the Law School Exchange home page or **Do not display** if you do not want the group displayed.
- Click **Create** to create the group.

Joining a Group

To join a group, complete these steps:

- Browse the list of groups and click **Join Group** next to the group you want to join.
- To leave the group, click **Leave Group**. If the group is a controlled public group, you will receive access after you have been approved by the group's owner.

Communicating within a Group

- You can post a message to members of your group by clicking the group's name and then typing a message in the text box. Click **POST** to post your message to the group and send out a notification to the group members.
- You can send an e-mail to group members by clicking the group's name and then clicking **Email Members**.
- Type your message in the text box that is displayed and click **Send**.
- Invite others to join your group by clicking the group's name and then clicking **Invite Members**.
- Choose the person 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 a Group

To post materials to your 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 the groups 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 group page.