Guide to Using CiteStation

CiteStation® is a teaching tool available via TWEN that helps teach legal citation. This quick reference guide introduces you to CiteStation and explains how you can manage CiteStation exercises on TWEN.

What Is CiteStation?

CiteStation is a series of online exercises available via TWEN that are designed to help make teaching legal citation more effective. The exercises were developed by legal research and writing professors who have extensive experience with the challenges associated with teaching legal citation. Each of the exercises is presented in the context of practical legal documents, such as contracts, memoranda, and pleadings, in both *Bluebook* and *ALWD Citation Manual* format.

How Does CiteStation Work?

As students read through a CiteStation exercise, they are presented with questions embedded in the text concerning how, what, and when to cite. By working through the questions, students will learn skills such as when to abbreviate citations, when parallel citations are needed, how to correctly format quotations, and when and how to use short citations.

Once a student submits an answer to a question, he or she will be presented with immediate feedback as to whether the answer is correct and will be asked to try again if the answer is incorrect. When the correct answer is chosen, an explanation is displayed that references the *Bluebook* or *ALWD Citation Manual* rules, where appropriate. A summary of the number of correct responses is displayed for students upon completion of the exercise.

Answers to the questions are automatically scored and can be used for grading purposes or for informational purposes, such as to see which materials have been mastered by the students. You can view results by individual student, class, or question.

For research assistance 24 hours a day, seven days a week, call the Reference Attorneys at 1-800-850-9378, click **Live Chat** on WestlawNext® or **Help** on Westlaw® Classic for a live help session.

For technical support, call **1-800-486-4876**.

You can also send an email message to **west.twensupport@thomson.com**

How Do I Add CiteStation to a Course?

If you choose Legal Research/Writing as your topic when creating a new course, the CiteStation button is automatically displayed in the *Display for Faculty Only* section of the list of navigation links. To add the CiteStation button to an existing course page, complete the following steps:

1. Click **Modify Course** in the list of navigation links.

2. At the next page, click **Modify Course Information**.

3. Select **Show the CiteStation and Legal Research and Writing Tools button**.

4. Click **Submit Course Changes** at the bottom of the page. The CiteStation button has been added to the *Display for Faculty Only* section of the list of navigation links.

How Do I Add CiteStation Exercises?

1. Click the name of the appropriate course at your TWEN home page, e.g., **Civil Procedure**. The course home page is displayed.

2. Click **CiteStation** in the *Display for Faculty Only* section. The CiteStation page is displayed (Figure 1).

3. Click **Add/Update** at the top of the page.

4. To add an exercise, click **Add** below the name of the exercise. The exercise is now marked with a green check mark to show that it has been added to the CiteStation page. When you finish choosing the exercises you want, click **Return to Exercises** at the top of the page. The exercises you chose are displayed (Figure 2).
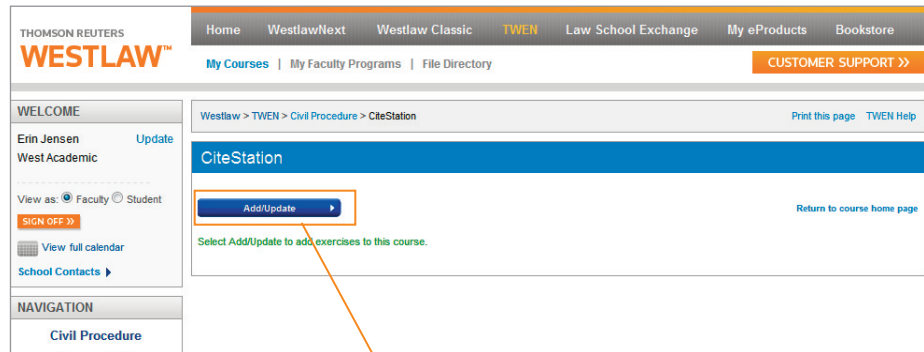

Figure 1. CiteStation page

Figure 2. CiteStation page with added exercises

How Do I Make CiteStation Exercises Available to Students?

By default, CiteStation exercises are hidden from your students. To make the exercises available, you must move the CiteStation link from the *Display for Faculty Only* section of the list of navigation links by completing the following steps:

1. From within your TWEN course, click **Manage Links** above the list of navigation links. The Manage Course Elements page is displayed.

2. Select **Hide/Show Links**, then click **Continue**. The Hide Links page is displayed.

3. Select **CiteStation** in the *Display for Faculty Only* list box, then click **Add** to move it to the *Display for Students and Faculty* list box.

4. Click **Submit**. At the Manage Course Elements page, click **Return to Course Home Page**.

Note: After moving the CiteStation link, you can use the Properties page to hide the exercise from students or to schedule specific dates that your exercise will be displayed. See "How Do I Use the Management Options" on page 4.

How Do Students Complete a CiteStation Exercise?

Students must complete the following steps to access and complete a CiteStation exercise:

1. Access the appropriate course by clicking the course name at the TWEN home page.

2. Click **CiteStation** on the left side of the course home page to display the CiteStation exercises.

3. Click the name of the appropriate CiteStation exercise. The introductory page for the CiteStation exercise is displayed.

4. Click **Start**. The CiteStation exercise is displayed, which contains links to the questions embedded within the text (Figure 3). Questions are indicated with a question mark icon (❓).

5. Answer questions by clicking the question mark icons and following the online instructions.

6. Submit the answers by clicking **Finished** at the bottom of the exercise; at the next page, click **Submit**. The exercise results are then displayed.
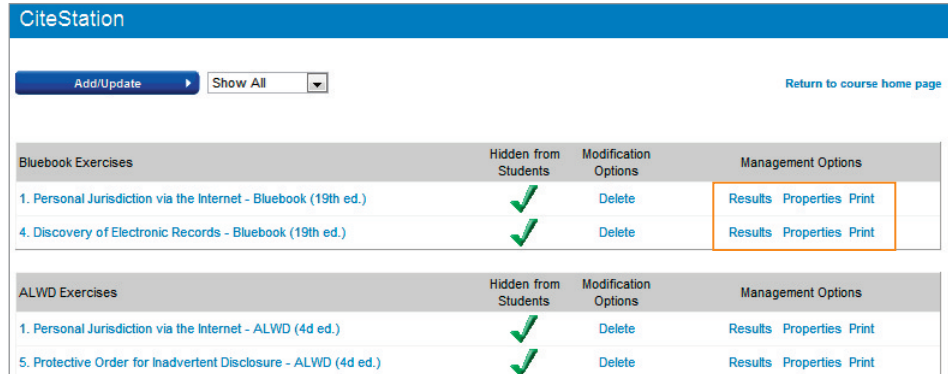

Figure 3. CiteStation exercise

How Do I Use the Management Options?

To manage the CiteStation options for a course, click **CiteStation** in your navigation links, then click a link, e.g., **Results**, under *Management Options* (Figure 4).

- Click **Results** to view exercise results for individual students, the entire class, or specific questions.
- Click **Properties** to choose whether to hide or display the exercise, whether answers are displayed to your students, and whether an exercise can be completed multiple times.
- Click **Print** to choose print options.

Figure 4. Accessing management options

For assistance using WestlawNext, call 1-800-850-9378.

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