Managing Your Write-On Competition with TWEN

Coordinating and managing a write-on competition for your law school program can be a daunting challenge. You may be familiar with TWEN in the classroom and for your law review, but are you aware that TWEN is also a powerful write-on competition tool? You can create a separate law review course in TWEN to manage student submissions, maintain anonymity among the competitors, plan competition schedules, and record and announce results at the end of the competition.

Creating a Course in TWEN

Your academic account manager (AAM) or student representative will create a course in TWEN for your write-on competition. Once the course is created, the AAM or student representative must add the students who are managing the write-on competition as co-teachers or administrators for the course. Administrators and co-teachers have full access rights to the course.

Becoming an Administrator for Your Write-On Competition Course

In order to manage the Write-On Competition course in TWEN, your AAM, student representative, or an existing course administrator, such as an outgoing editor, will need to add you as a co-administrator or co-teacher for the course.

To add an administrator or co-teacher for a course, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Modify Course** under *Display for Faculty Only* in the left column to display the Modify This Course page.
3. Click **Modify Course Information**. The Modify Course Information page is displayed.
4. In the *Access Groups* section, enter the numeric portion of the individual's Westlaw password in the *Co-Teacher Access* text box.
5. Click **Submit Course Changes**.

Enter the course by clicking the course title on the My Courses page. You can personalize the course home page and modify any of the course elements that suit the needs of your competition, such as forums, document pages, and quizzes.

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**.

Designating a Neutral Proctor

Anonymous grading allows you to use student-created identifiers instead of names when reviewing write-on competition packet submissions so that you don't know which student's work you are reviewing.

You can designate a neutral proctor to manage the submissions for the write-on competition. A neutral proctor is the only administrator with the ability to deactivate anonymous grading for assignments once they've been submitted. Typically a neutral editor is designated as the neutral proctor for the write-on competition.

To designate a neutral proctor, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Grade Book and Assignments** under *Display for Faculty Only* in the left column. The Grade Book Home page is displayed.
3. Select **Manage Anonymous Instructions** from the drop-down list at the top of the page.
4. Select a name from the *Designate a Neutral Proctor for the course* drop-down list. The list contains the names of all of the administrators for the course as well as a default *No Proctor* option.
5. In the *Anonymous Grading Instructions* text box, enter instructions on how to submit the assignment. These instructions will be visible to all course participants.
6. Click **Submit**.
   - Once you have established anonymous grading for this assignment, you can contact Technical Support to remove anonymity if a neutral proctor is not specified.
   - When you view a list of student identifiers, the list is sorted alphabetically based on the student identifiers.

Creating a Write-On Competition Assignment

To create a new assignment, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.
2. Click **Grade Book and Assignments**. The Grade Book Home page is displayed.
3. Select **Create an Assignment** from the drop-down list at the top of the page. The Create/Edit Assignment page is displayed.
4. Type a title for your assignment in the *Title* text box.
5. Type a description of your assignment in the *Description of the assignment* text box.
6. Clear the **Automatically mark citations in your description to link to WestlawNext** check box if you do not want citations in your assignment description linked to WestlawNext.
7. To upload a file from your computer, click **Browse** next to the *Upload Files* text box. Locate the file you want to attach and then click **Open**. The path and file name are displayed in the text box. Click **More Files...** if you need to attach more than three files to the assignment.
8. Specify when the assignment will be available to students by choosing the appropriate availability option under *Set Assignment Availability*.

9. Set the assignment due date and time under *Set Due Date*.

10. Set the assignment value under *Set Assignment Value*.

11. Under *Additional Settings*, select from the following settings, using the check boxes:

    • Activate anonymous grading for the assignment.

    • Require honor code acceptance for the assignment.

    • Allow assignments to be submitted online.

    • Allow multiple submissions.

    • Clear the **Send an e-mail message to me each time a student submits to this assignment** check box if you do not want to receive notification (via email) each time a student submits an assignment.

    • Include this assignment in the total grading calculation.

    • Allow students to see their own grade for the assignment.

    • Make the assignment a timed assignment and add an explanatory message that is displayed before the student accesses the assignment.

    • Allow students to attach multiple files to a single submission or draft.

    • Add the assignment as a course calendar event.

    • Have TWEN send an automatic email reminder to course participants prior to the due date.

    • Select the drop box that you want to associate with the assignment.

12. Click **Submit**.

Note: Students can access your course assignments by clicking **Assignment Drop Box** on any course page.

Modifying and Deleting Assignments

To modify or delete an assignment, complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.

2. Click **Grade Book and Assignments**. The Grade Book Home page is displayed.

3. Click the title of the assignment you want to modify or delete in the table. The Assignment Drop Box page is displayed.

4. Click **Edit Assignment**. The Create/Edit Assignment page is displayed. Then do one of the following:

    • To modify an assignment, update the information on the form and click **Submit**.

    • To delete an assignment, click **Delete**. Click **Delete** again to confirm the deletion.

Downloading Submissions

You can download all of the submissions for an assignment at once by completing these steps:

1. Click the course name on the My Courses page. The course home page is displayed.

2. Click **Grade Book and Assignments**. The Grade Book Home page is displayed.

3. Click **Enter Grades** next to the assignment. The Grade Assignments page is displayed, listing all the student submissions.

4. Click **Batch Download** at the top of the page. The Download Assignment page is displayed. Select the check boxes for the submissions you want to include.

5. Click **Download Selected**. A .zip file is created containing the submissions you selected to include in the batch. A batch manifest is also included in the .zip file.

6. Click **Open** to open the .zip file or **Save** to save the file on your computer or network.

Removing Anonymous Grading

After all of the write-on competition submissions have been turned in, you will need to remove anonymous grading from your Write-On Competition course in order to view who submitted which assignment. Only the designated neutral proctor can remove anonymous grading from the assignment.

To remove anonymous grading from the assignment, the neutral proctor must complete these steps:

1. Click the course name on the My Courses page. The course home page is displayed.

2. Click **Grade Book and Assignments**. The Grade Book Home page is displayed.

3. Click **Edit** in the *Actions* column for the assignment. The Create/Edit Assignment page is displayed.

4. In the *Additional Settings* section, clear the **Activate anonymous grading for this assignment** check box.

5. Click **Submit**.

For assistance using WestlawNext, call 1-800-850-9378.
For free reference materials, visit **store.westlaw.com/westlaw/guides**.