



SAN JOAQUIN COLLEGE OF LAW

Create the TWEN Site

- 1) Log onto [Westlaw](#) and select **TWEN** Select **Create Course** and follow the steps through completion (Note: We recommend making one site for the entire academic year)

Create Course

School: San Joaquin College of Law

Course Name:

Display visible administrator(s) on course listing

Topic:

Semester:

Registration: to

Course Password:

- a) Name your course
 - b) If using a password make certain you email students the password
- 2) Select **Create** to complete, your course will now appear on your main TWEN page
 - 3) Select course and then **Manage Course** from the left navigation

SJCLIT-Test
(Full Year 2022-2023)
Manage Features

Manage Course

- Course Information**
Modify basic information such as the course name, semester, and registration start and end dates.
- Manage Users**
Add, remove, or revoke user access to the course.
- Manage Features**
Add or remove course features such as document pages, forums, etc.
- Copy Course**
Make a copy of this course for yourself or another administrator.
- Archive**
Store this course for later use on TWEN. The course becomes accessible only to administrators when archived.
- Delete**
Remove this course entirely from TWEN. The course will become inaccessible to participants and administrators.

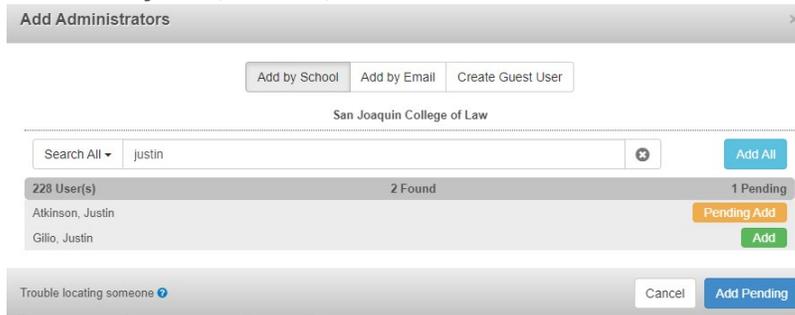
Administrators Only
Training
Grade Book (A)
[Manage Course \(A\)](#)
Course Usage (A)

- a) Select **Manage Users**
- b) Scroll to the end of the page and **Add** to the right of Administrators
- c) Add your Dean Atkinson, Derron Wilkinson, and any Faculty Support Assistant if you would like them to manage the assignments

d) Click add to the right of Administrators



e) Search for Justin, Derron, and TA and click add.



f) Once each person has been added click Add Pending to finish adding them all.

4) Direct your students to [Anonymous submission \(Students\)](#) for information on adding the TWEN site to their account

Create the Assignment

- 1) Log onto [Westlaw](#) and select **TWEN**
- 2) Select your course and then **Assignment & Quiz Drop Box** from the left navigation
- 3) In the top right, select the drop-down menu and select **Add an Assignment**
 - a) Fill out the information, attach files, etc.
- 4) Select **Activate anonymous grading for this assignment**
- 5) Check **Require students to enter a unique I.D. number for this specific assignment** (students will enter in their exam ID)
- 6) Complete the assignment creation
- 7) Select **Assignment & Quiz Drop Box**
- 8) In the top right, select the drop-down menu and select **Manage Anonymous Instructions**
- 9) Scroll to **Anonymous Grading**
- 10) Direct your students to [Anonymous submission \(Students\)](#) (Link to Anonymous sub for student doc on our website) for information on submitting