William A. Wise Law Library
COLORADO LAW
UNIVERSITY OF COLORADO BOULDER

WestlawNext/TWEN @ Colorado Law
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What Is TWEN?

TWEN is a web course system developed by Thomson Reuters/West, and it is integrated with the WestlawNext research system. Faculty can use TWEN to post syllabi and course materials, receive online assignments, send email messages to students, conduct research on WestlawNext, and more.

This guide presents the basics of TWEN for faculty. For detailed information on TWEN course administration, consult the **Administrator's Guide to TWEN** (Aug. 2013): https://lscontent.westlaw.com/images/content/documentation/AdminTWENGuide2013.pdf.

How Do I Access TWEN?

1. Go to http://lawschool.westlaw.com.
2. Enter your OnePass username and password in the appropriate boxes. You can choose to check the box to save your Username and Password.
3. Choose TWEN from the menu at the top of the Westlaw Welcome screen. The screen will then display the My Courses page on TWEN. This page is the entry point to the TWEN courses you create OR to the option to add other TWEN courses at Colorado Law that you would like to view or participate in.

How Do I Create a Course on TWEN?

1. Click on Create Course from the My Courses page on TWEN.
2. The Course Creation Wizard makes it simple to set up courses, and it guides you through each step needed to create your course (course name, course semester, etc.). By default, the wizard creates a course home page, which is the entry page for your class. The default settings the Course Creation Wizard recommends are usually fine to accept. If you don't want your TWEN course to be visible yet to students, set the registration start date in the future (but not less than two weeks before the class begins).

    The most important features on a TWEN course page are the documents pages. By default, TWEN will create a Syllabus page and a Course Materials page for assignment posting. With many faculty, these are the only features they use, although TWEN also has features for practice quizzes, sign-up sheets, live polls, discussion forums, etc.
3. Click FINISH to complete your course using the default course settings. You can modify the course home page after it has been created.
4. If you are co-teaching the course with another faculty member, one of you can create the TWEN course page and then add the other person as a co-teacher on that site through the Modify Course Information option on the course page.
5. Your students will need to log on to TWEN before the first class and click on ADD A COURSE from their My Courses page. Then they check the box next to your course and click Submit. At that time they are considered to be "registered" on TWEN. Most students are already familiar with how to do this from having taken previous courses at the law school. *After* all of your students have added your course on TWEN, you will be able to send them group email announcements and notices of new document postings through the TWEN course page. Please advise any *non-law* students enrolled in your course who do not already have Westlaw/TWEN accounts to stop by the library reference desk during business hours to pick up passwords and access instructions.

How Do I Post an Item on a Document Page?

1. Click the course name on the My Courses page.
2. Access the document page by clicking the name of the page (e.g., Syllabus or Course Materials) on the left side of the page. Then choose ADD an Item from the drop-down menu at the top of the document page.
3. Complete the online form. You can attach a file from your computer or the online file directory, have TWEN automatically convert the attachment to HTML (Hypertext Markup Language), have citations in the attached file automatically create links to Westlaw, schedule when the item will display, send an email to course participants notifying them of the new posting, and more.
4. Click Preview to view your item before submitting it. Click Edit to make any changes. Then click Submit.

TWEN RESOURCES: https://lawschool.westlaw.com/marketing/display/SI/1

ADMINISTRATOR'S GUIDE TO TWEN (Aug. 2013):
https://lscontent.westlaw.com/images/content/documentation/AdminTWENGuide2013.pdf

24/7 TWEN Support Line: 1-800-486-4876 and TWEN Support Email:
west.twensupport@thomson.com

Contact information for Jeff Brandimarte, Colorado Law's WestlawNext/TWEN representative: jeff.brandimarte@thomsonreuters.com