

STUDENT TWEN EXAM INSTRUCTIONS

1. Go to your course on TWEN.
2. Click on the link for Assignments & Quizzes. (Figure 1)
3. Click on the Title of the Assignment. (Figure 2)
4. You will be prompted to enter your anonymous grading ID. You should have received this information from the Registrar. (Figure 3)
5. If your professor has elected to require you to accept an honor code statement you will need to read it and click on accept. (Figure 4)
6. You will then see the page titled, "Display Assignment/Quiz," with the exam. (Figure 5)
 - a. You will find information on the exam such as when it is due, whether resubmissions are allowed, etc.
 - b. Under Attached Files, you will see the exam documents your professor has uploaded.
 - c. Click on the file name. You may get a dialog box that asks you to open the document using Word or the document may download automatically, in which case you will find it under your downloads.
7. You may want to click on Return to Assignments at this point since you will be working on your exam. You can also remain on the same page or leave TWEN altogether.
8. When you have completed your exam, save the file in Word:
 - Include your anonymous ID number as part of the file name and on every page of the document.
 - Do not include any identifying information anywhere in your document, including your name.
 - Make sure to remove any identifying properties in your document. For instructions, go to <http://libraryanswers.law.pace.edu/faq/164905>.
 - **Do not submit a pdf.** Doing so could interfere with and delay the grading of your exam.
9. When you are ready to submit your exam, go back to the "Display Assignment/Quiz" page and click on the Submit Assignment button. (Figure 5)
10. Enter any information that you feel is necessary in the box, but be careful not to provide any identifying information. (Figure 6)
11. Un-check the box that says, "Automatically mark citations in the message text to link to Westlaw." (Figure 6)
12. Browse through your files to find and upload your saved exam with your answers. (Figure 6)
13. Click Submit. (Figure 6)
14. You will then see the page titled, "Assignments & Quizzes," which will have a notation of the day and time you submitted your exam. You can click on the final version to see your submission. (Figures 7 and 8)
15. If you encounter problems submitting your exam you can always contact the Registrar to have them forward your exam to your professor. You can also contact Deborah Heller,

Acting Director of the Law Library, who has some administrative functions in TWEN, at dheller2@law.pace.edu.

Student TWEN Screen Shots

lot secure | lawschool.westlaw.com/manage/homepage.aspx?courseId=54883

Return to Law School Homepage Westlaw, TWEN, Practical Law... Deborah Heller Pace University

NAVIGATION

- Law Library on TWEN (Full Year 2019-2020) STUDENT VIEW
- Exams
- Database Passwords
- CALI Lessons
- Research Guides
- Library Website
- Materials / Information
- Pace Law Library Blog
- Sign-Up Sheets
- Assignments & Quizzes**

Law School Portal > TWEN > Course

PACE ELISABETH HAUB SCHOOL OF LAW Law School Bookstore

Law Library on TWEN

Course Information

Law Library on TWEN (Full Year 2019-2020)

Figure 1

Law School Portal > TWEN > Law Library on TWEN > Grade Book > Assignments & Quizzes

Law Library on TWEN (Full Year 2019-2020) STUDENT VIEW

Assignments & Quizzes

Current TWEN time: Tuesday, March 31, 2020 at 12:09 PM Times displayed in Eastern Time.

Deborah Heller Manage Anonymous I.D.'s

Assignment/Quiz	Submitted	Version	Comments	Grade
Sample Exam Due: 4/01/2020 9:00 AM (Wed) Time until Due: 0 days, 20 hours, 50 minutes <input type="button" value="Submit"/>	No Submission			Not Released
Sample Exam 2 Due: 4/01/2020 9:00 AM (Wed) Time until Due: 0 days, 20 hours, 50 minutes	3/31/2020 11:44 AM (Tue)	Final		Not Released
Sample Exam Due: 4/01/2020 9:00 AM (Wed) Time until Due: 0 days, 20 hours, 50 minutes <input type="button" value="Submit"/>	No Submission			Not Released
Absences: 0				Total:

Figure 2

Student TWEN Screen Shots

This screenshot shows the TWEN interface for an Anonymous ID entry. The top navigation bar includes 'Return to Law School Homepage', 'Westlaw, TWEN, Practical Law...', a notification bell with '34', and the user name 'Deborah Heller Pace University'. The left sidebar features the Thomson Reuters logo and a 'NAVIGATION' menu with options like 'Law Library on TWEN', 'Exams', 'Database Passwords', 'CALI Lessons', 'Research Guides', 'Library Website', 'Materials / Information', 'Pace Law Library Blog', 'Sign-Up Sheets', and 'Assignments & Quizzes'. The main content area has a breadcrumb trail: 'Law School Portal > TWEN > Law Library on TWEN > Grade Book > Anonymous Id Entry'. Below this is a blue header 'Anonymous ID' and a text input field containing 'Anonymous ID for Deborah Heller'. A note instructs the user to enter an anonymous ID to access the assignment/quiz and to ensure their name does not appear on their work. A second note mentions removing potentially identifiable information from files. At the bottom, there is an 'Anonymous ID' input field with '0007' and 'Submit' and 'Cancel' buttons.

Figure 3

This screenshot shows the TWEN interface for an Honor Code entry. The top navigation bar is identical to Figure 3. The left sidebar is also identical. The main content area has a breadcrumb trail: 'Law School Portal > TWEN > Law Library on TWEN > Grade Book > Honor Code'. Below this is a blue header 'Honor Code' and a text input field containing 'Honor Code required for Deborah Heller'. A note instructs the user to review the text and choose 'Accept' or 'Decline'. Below the note is a pledge: 'You pledge not to cheat or get help from anyone during this exam. You agree to only use your casebook and class notes for this exam.' At the bottom, there are 'Accept' and 'Decline' buttons.

Figure 4

Student TWEN Screen Shots

The screenshot shows the TWEN interface for a law school. At the top, there is a navigation bar with 'the answer company THOMSON REUTERS' logo, 'TWEN' text, and links for 'Events', 'Knowledge Center', 'Survival Guide', and 'Contact Us'. Below this is a breadcrumb trail: 'Law School Portal > TWEN > Law Library on TWEN > Grade Book > Display Assignment/Quiz'. A left sidebar contains a 'NAVIGATION' menu with categories like 'Law Library on TWEN', 'Exams', 'Database Passwords', 'CALL Lessons', 'Research Guides', 'Library Website', 'Materials / Information', 'Pace Law Library Blog', 'Sign-Up Sheets', and 'Assignments & Quizzes'. The main content area features the 'Pace School of Law' logo and the title 'Display Assignment/Quiz'. A 'View Assignment/Quiz' button is highlighted with a red circle. Below it, the assignment is identified as 'Sample Exam 2' with a due date of 'Wednesday, April 01, 2020 at 9:00 AM'. A 'Grading & Submission Information' box lists rules such as 'Points Possible: 100.00', 'Grades have not been released', 'Anonymous submission required', 'Resubmissions are currently not allowed', 'Submissions are allowed after the due date', and 'Honor code acceptance is required for submission'. An 'Attached Files' section shows a link for 'Sample Exam.docx' circled in red. A 'Time until Final Due Date/Time' box indicates '0 days, 21 hours, 19 minutes'. At the bottom, 'Submit Assignment' and 'Return to Assignments' buttons are also circled in red.

Figure 5

This screenshot shows the submission interface for the 'Sample Exam 2'. It includes a 'View Assignment Details' link and the same due date. A 'Note' section provides instructions on anonymous grading, stating that only the student's identification number should be included and that names should not appear on the work. Below the note, there is a 'Version' dropdown set to 'Final' and a 'Message to course administrator(s):' text area with a rich text editor toolbar. The text area contains a single paragraph 'p' and a 'Words: 0' counter. A checkbox for 'Automatically mark citations in the message text to link to Westlaw' is checked. The 'Upload your submission:' section includes a 'Browse' button and a note that attachments cannot exceed 5 megabytes. At the bottom, there are 'Submit' and 'Cancel' buttons.

Figure 6

Student TWEN Screen Shots

Law School Portal > TWEN > Law Library on TWEN > Grade Book > Assignments & Quizzes

Law Library on TWEN
(Full Year 2019-2020)
STUDENT VIEW

Exams
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Pace Law Library Blog
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Assignments & Quizzes

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Law School Bookstore

Assignments & Quizzes

Current TWEN time: Tuesday, March 31, 2020 at 11:52 AM Times displayed in Eastern Time.

Deborah Heller Manage Anonymous I.D.'s

Assignment/Quiz	Submitted	Version	Comments	Grade
Sample Exam Due: 4/01/2020 9:00 AM (Wed) Time until Due: 0 days, 21 hours, 7 minutes Submit	No Submission			Not Released
Sample Exam 2 Due: 4/01/2020 9:00 AM (Wed) Time until Due: 0 days, 21 hours, 7 minutes	3/31/2020 11:44 AM (Tue)	Final		Not Released
Sample Exam Due: 4/01/2020 9:00 AM (Wed) Time until Due: 0 days, 21 hours, 7 minutes Submit	No Submission			Not Released

Absences: 0 Total:

Figure 7

Law Library on TWEN
(Full Year 2019-2020)
STUDENT VIEW

Exams
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[Sign-Up Sheets](#)
Assignments & Quizzes

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Law School Bookstore

View Submission

Times displayed in Eastern Time.

0007

[Details](#)

[Sample Exam 2](#)
Wednesday, April 1, 2020 9:00 AM

[Submission Details](#)

Submission Version: Final
Submission Date: 3/31/2020 11:44 AM (Tue)
Submission Attachment(s): [Sample Exam 0007.docx](#)
Submission Text:

Grade: Not Released

[Comments](#)

No Comments

Figure 8