

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 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 'Anonymous ID' entry page in the TWEN system. 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 contains the 'NAVIGATION' menu with 'Law Library on TWEN' selected. The main content area has a breadcrumb trail: 'Law School Portal > TWEN > Law Library on TWEN > Grade Book > Anonymous Id Entry'. Below the breadcrumb 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. A second note states that the professor is using anonymous grading and that the user's name should not appear on their work. A third note provides instructions on removing potentially identifiable information from files. At the bottom, there is an 'Anonymous ID' input field with '0007' entered, and 'Submit' and 'Cancel' buttons.

Figure 3

This screenshot shows the 'Honor Code' entry page in the TWEN system. The top navigation bar is identical to Figure 3. The left sidebar shows 'Law Library on TWEN' selected. The main content area has a breadcrumb trail: 'Law School Portal > TWEN > Law Library on TWEN > Grade Book > Honor Code'. Below the breadcrumb is a dark blue header for 'PACE ELISABETH HAUB SCHOOL OF LAW' with 'Law School Bookstore' on the right. 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 Law School Portal interface. At the top, there is a navigation bar with the Thomson Reuters logo 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-hand navigation menu lists various resources like Exams, Database Passwords, and CALI Lessons. The main content area features the Pace University logo and the name of the law school, Elisabeth Haub School of Law. The title of the page is 'Display Assignment/Quiz'. A prominent button labeled 'View Assignment/Quiz' is visible. Below this, the assignment is identified as 'Sample Exam 2' with a due date of Wednesday, April 01, 2020 at 9:00 AM. A box contains grading and submission information, including points possible (100.00), a note that grades have not been released, and that anonymous submission is required. It also states that resubmissions are not allowed and that honor code acceptance is required. There are two columns: 'Description' and 'Attached Files'. The 'Attached Files' section shows a link to 'Sample Exam.docx'. A 'Time until Final Due Date/Time' section indicates 0 days, 21 hours, and 19 minutes remaining. At the bottom, there are buttons for 'Submit Assignment' and 'Return to Assignments'.

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 as Figure 5. A note specifies that anonymous grading is used, requiring students to include only their identification number on their submissions and to ensure their names do not appear on the work or in file properties. Below the note, there is a 'Version' dropdown menu set to 'Final'. A text area for a 'Message to course administrator(s)' is provided with a rich text editor toolbar. The message content area currently contains the letter 'p'. A word count indicator shows 'Words: 0'. There is a checkbox for 'Automatically mark citations in the message text to link to Westlaw' which is checked. The 'Upload your submission' section includes a note that attachments cannot exceed 5 megabytes, a file selection button labeled 'Browse', and 'Submit' and 'Cancel' buttons at the bottom.

Figure 6

Student TWEN Screen Shots

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

NAVIGATION

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

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PACE | ELISABETH HAUB SCHOOL OF LAW

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				Not Released
	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

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

PACE | ELISABETH HAUB SCHOOL OF LAW

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