



# Getting Started

## *Lesson Transcript*

Slide 1 - Let's get started. First, in your search engine or browser window, enter the Westlaw URL: [lawschool.westlaw.com](http://lawschool.westlaw.com).

Slide 2 - From this home page, enter your Westlaw OnePass username and password, and select "TWEN" from the "Sign On to" drop down menu. You may disregard the guest password field. Tap "Sign On."

Slide 3 - This is your TWEN home page. From this page, you will access courses and extracurricular group materials throughout your law school career. Now, let's add your course. Let's assume you are enrolled in "Special Topics in Professional Responsibility." Tap "Add Course."

Slide 4 – You will see a list of all of the courses that have TWEN pages at your law school. Check the "Special Topics in Professional Responsibility" box, and tap "Submit."

Slide 5 - You will now be able to view this course from your TWEN home page. If you have multiple classes utilizing TWEN, you will add each of them in the same manner, and they will be added to your home page. Now, tap your course title.

# TWEN Fundamentals

From T<sup>2</sup>Learning



Slide 6 - This is your course home page. We will work from here throughout our training, and you will work from here throughout the class duration. To access materials that your professor may have posted, tap “Course Materials” from the left hand navigation menu.

Slide 7 - Here, you will see the materials posted by your professor. Some may be freestanding, such as the Class Policies word document. Others may be embedded in folders and sub-folders, with which you familiar. Now, tap the “Restatement Section 48” title.

Slide 8 - This document will open in a new window. From here, you may download or print the document. You may also access materials within Westlaw that are hyperlinked in the document. For example, you could move to the Restatement Second of Torts, Section 281 by tapping the hyperlinked title in Comment a. Web sources outside of Westlaw may also be accessible from the document. Close the document by tapping Close in the top right corner. This will close the window and take you back to your Course Materials page.

Slide 9 - From here, you may access other features of TWEN, which we will talk about in our next three units.