

# Student's Guide

## Using TeachingLaw.com – The Basics

### 1. Finding the Site

The URL for the online book is [www.TeachingLaw.com](http://www.TeachingLaw.com). Once there click “Log In”.

### 2. Buying the Book and Logging In

At the Login page (shown below), first-time visitors should click on the “click here to register” link in the **Not Yet Registered?** section.

See the registration process in *Student's Guide: Registering for TeachingLaw.com* for details on registering and paying for TeachingLaw.com.



### TeachingLaw.com Login

User Name:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Log In"/>

[Forgot your password?](#)

#### **Not Yet Registered?**

[click here to register.](#)

#### **Technical Support**

Email:  
[supportservices@loislaw.com](mailto:supportservices@loislaw.com)  
Phone: (877) 471-5632

#### **Already Registered?**

[click here to edit your profile.](#)

#### **Learn more...**

[click here for an interactive flash demo on how to use Teachinglaw.com.](#)

By accessing or using this site, you acknowledge that you have read, understood and agreed to the [User License Agreement](#)

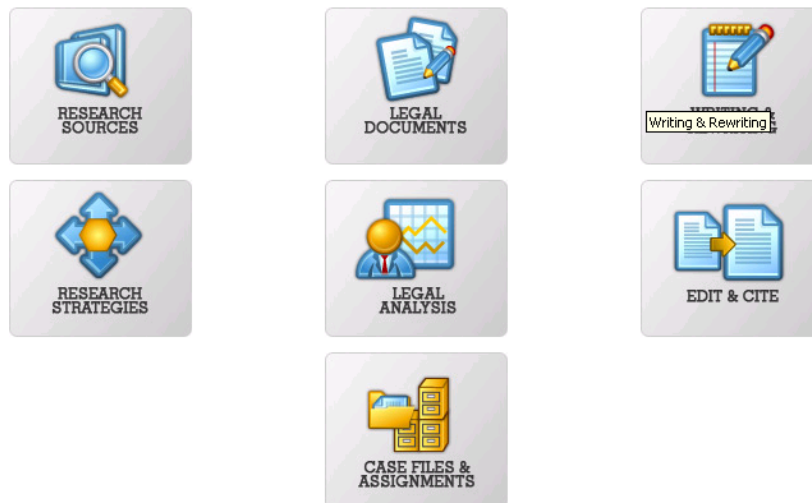
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### 3. Main Menu

Once you have successfully logged in, you will be at the main menu and see the TeachingLaw Toolset icons shown below.

#### TeachingLaw Toolset



The Toolset provides icons with links to the six interactive e-book content areas: Research Sources, Research Strategies, Legal Documents, Legal Analysis, Writing and Rewriting, and Editing and Citation. It also includes an icon that links to the Case Files area, where you will access assignments and syllabi, download assignments, and upload finished work.

The blue navigation bar also contains links to each of the seven areas of TeachingLaw.com. A Help file link is in the upper-right corner of the TeachingLaw.com banner.



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### 4. Case Files – Opening, Downloading, and Uploading Assignments

From the main menu (or the navigation bar), click the “Case Files and Assignments” icon.



You will see the folder(s) for your class that contain the class documents and assignments.




The screenshot shows the TeachingLaw.com interface. At the top, there is a navigation bar with "Aspen Publishers" and "TeachingLaw LEGAL RESEARCH & WRITING". Below the navigation bar is a banner image of a classical building. A secondary navigation bar contains links: "Quick Links", "Research Sources", "Research Strategies", "Legal Documents", "Legal Analysis", "Writing Rewriting", "Editing & Citation", and "Case Files". Below the navigation bar, the user is identified as "Prof. Reviewer Class #1 (Johnson) - Class ID: 1F34204-tlad" and "Welcome, George". Two folders are displayed: "Handout (1 items)" and "Class Documents (2 items)". The "Handout" folder contains one assignment: "Voluntary Mansl..." with a due date of 6/29/2007 12:00 AM. The "Class Documents" folder contains two items: "Syllabus - Clas..." and "Tank in the Par...".

ASSIGNMENT	DRAFT DUE	FINAL DUE
Voluntary Mansl...	5/29/2007 12:00 AM	6/29/2007 12:00 AM


ASSIGNMENT	DRAFT DUE	FINAL DUE
Syllabus - Clas...	N/A	N/A
Tank in the Par...	1/01/2007 12:00 AM	3/22/2007 12:00 AM

To open an assignment, click on the name of the assignment in the folder.

You can download a Word version of the assignment by clicking on the download link in the upper-right corner of the assignment. [Download the Assignment \(.doc\)](#)

To upload a completed assignment and send it to your professor, click on the blue arrow  next to the appropriate assignment file. When the “Upload Assignment” box appears, select “Browse” to access the file you wish to upload. After locating and highlighting the appropriate file, select “Open.” The file name will now appear in the “Upload Assignment” box. Click the “Upload” icon in the lower-left corner of the box to upload your file.

When your upload has been successful, a green checkmark  will replace the blue arrow.

Assignments with answer keys have a key icon  that you can click on to access the key.

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### 6. E-book Content – Navigation - Common Icons

The six content areas of TeachingLaw.com are web pages, and you can navigate them as you would any web page on the Internet. The Toolset icons or navigation links take you the introductory web page for each section. At the bottom of the introductory web page for each content section is an “interactivity box” that may contain exercises, quizzes, self-assessments, or other supplemental materials for the section. Below is an example from the Research Sources web page.

The screenshot shows the top navigation bar with links: Quick Links | Research Sources | Research Strategies | Legal Documents | Legal Analysis | Writing | Rewriting | Editing & Citation | Case Files. Below the navigation bar is a search box and a "Show Navigation" button. The main content area is titled "Research Sources" and contains a description of primary and secondary law. A navigation tree is displayed, with a red box highlighting an interactivity box containing links for "Mandatory vs. Persuasive", "Quick Reference", and "Class Exercises".

Quick Links | Research Sources | Research Strategies | Legal Documents | Legal Analysis | Writing | Rewriting | Editing & Citation | Case Files

Show Navigation Search

Research Sources

The section is divided into *primary law*, the actual law on the books, and *secondary sources*, materials that discuss and comment on primary law. Here, you will learn about various legal research sources. In addition, you can access online sources and view sample book sources.

**Primary Law**


- ◆ Federal Law
  - ▶ Congress
    - ↳ Statutes
  - ▶ Courts
    - ↳ Cases
  - ▶ Agencies
    - ↳ Administrative Law
- ◆ State Law
  - ▶ Legislatures
    - ↳ Statutes
  - ▶ Courts
    - ↳ Cases
  - ▶ Agencies
    - ↳ Administrative Law

**Secondary Sources**

- ◆ Legal Encyclopedias
- ◆ American Law Reports
- ◆ Treatises and Hornbooks
- ◆ Law Reviews
- ◆ Restatements

Mandatory vs. Persuasive  
Quick Reference  
Class Exercises

The navigation toolbar links will take you to the first page of any content area and you can follow the links as appropriate.

There is also a navigation button  on each page. You can click this button to bring up an outline of the section of TeachingLaw.com that you are currently viewing. Clicking the “Show Navigation” button will open the pop-up outline. Clicking the “Hide Navigation” button will close the pop-up.

The screenshot shows a "Hide Navigation" button and a pop-up outline of the Research Sources section. The outline is a tree structure showing the hierarchy of the content.

Hide Navigation

Research Sources


- Primary Law
  - Federal Law
    - Legislatures
    - Courts
      - Trial Courts
      - Appellate Courts
    - State Cases
  - Agencies
- State Law
  - Legislatures
  - Courts
    - Trial Courts
    - Appellate Courts
  - State Cases
- Agencies


- Secondary Sources
- Quick Reference
- Class Exercises
- More Info


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## **Using TeachingLaw.com – The Basics**


Common icons used in the e-book include the following:

 Sample pages: Allows you to view sample pages from research sources and various types of legal documents. You should always read these.

 More information: Allows you to link to other sources to view more information on a particular topic. It is generally a good idea to read these.

 Exercises: Allows you to link to interactive exercises, including exercises in various types of legal research, writing, editing, and analysis. These exercises are optional.

 Quizzes: Allows you to link to interactive quizzes and self-diagnostic exams on topics including grammar, citation, updating, and more. These quizzes are useful if you are having difficulty with a particular concept or topic.

 Quick Reference: Allows you to link to easy-to-print summaries of information contained in each section of the book.

# *Student's Guide*

## Using TeachingLaw.com – The Basics

### Technological Specifications and Systems Requirements

#### **Computer Hard Drive**

- Minimum: 733 MHz
- Recommended: 256MB RAM

#### **Operating System**

- Microsoft Windows
- Macintosh

#### **Internet Browsers**

In preferred order:

- IE 6.0 or higher
- Firefox 1.0 or higher
- Netscape 6.2 or higher
- Safari (not preferred) 1.0.2

#### **Browser Settings**

- JavaScript must be enabled
- Pop-ups must be enabled

#### **Applications**

- Real Player 10.0
- Flash PlugIn 7.0 or higher
- Latest version of Adobe Reader

#### **Animation**

Flash Plug-in 7.0

#### **Accessories**

- Speakers or headset
- Soundcard

#### **Acceptable Platform Combinations**

Windows 2000

Windows XP

Internet Explorer 6.0

Netscape 6.2 or higher

Mozilla 1.4 or Firefox 1.0

Mac OS X.2 (Jaguar)

Safari 1.0.2 (not preferred)

Mozilla 1.5.1 or Camino