TO: Students

FROM: Horace Anderson, Associate Dean for Academic Affairs

RE: Using The West Education Network (TWEN)

We use The West Education Network (TWEN) as our electronic classroom. In order to use this electronic classroom, you must have a Westlaw password. If you do not have a Westlaw password, or you have forgotten it, please contact Jack McNeill, Associate Director of the Library, at jmcneill@law.pace.edu or (914) 422-4414.

Each professor will be using TWEN differently. A professor may use it to host a discussion list, post syllabi and assignments, or list their office hours. At the very least, each professor should post his or her syllabus and the first assignment on TWEN. To use TWEN, go to Current Students on our Website and scroll down until you see TWEN. If you click on this, you will be brought to the TWEN home page. You will also be able to take a tour of TWEN to see some of its services. Type in your Westlaw password and click Go. If you have never used TWEN before, you will be taken to a registration screen where you can register your password. After you register, you will be taken back to the TWEN home page. Click the Drop/Add a Course button slightly below and to the right of the Welcome to TWEN message. For future reference, please remember that dropping and adding on TWEN is not the same as dropping and adding a course through the Registrar. Find the course for which you are registered among the listed courses and check the box next to the course name. Then click the Submit button at the bottom of the page. That will bring you to the page for the course itself.

Remember that the page will only contain the information that the Professor has put up for the course. If you do not find what you need, you should contact the professor or the professor’s assistant directly. If you are having trouble with the TWEN system, please contact Jack McNeill at the above number.
FREQUENTLY ASKED QUESTIONS

1. What is The West Education Network (TWEN)?

TWEN is an on-line classroom. Using TWEN, you can access syllabi, assignments, participate in e-mail discussion lists, and more.

2. What do I need to have in order to use TWEN?

You must have a Westlaw password. If you do not have one or have forgotten yours, please contact Jack McNeill in the Pace Law Library by e-mail jmcmnell@law.pace.edu or by telephone (914) 422-4414.

3. Once I have my Westlaw number, how do I access TWEN?

You can access TWEN through several ways. You can open your Internet browser to https://lawschool.westlaw.com/ and click on the TWEN tab. You can also access TWEN directly through the Pace Website by going to the Current Students section and clicking on the TWEN tab in the drop down list. If you go to the A-Z Index, the TWEN link will be listed under the letter T.

4. Once I have accessed TWEN, how do I view a particular course?

The TWEN home page has a button that says Drop/Add a Course. After you click that button, find the course you are interested in among the listed courses and check the box next to the course name. Then click the submit button at the bottom of the page. That will bring you to the page for the course itself.

5. What if the course in which I am interested is not in the list of courses, or once I enter the course there is nothing on the page?

That means that the Professor teaching the course has either decided not to use TWEN or that the Professor has not yet uploaded any information on the course to the site. The page will only contain the information that the Professor has put up.

6. What if I need course information and it is not on TWEN?

Contact the Professor teaching the course or his or her staff assistant, either by e-mail or telephone. If the Professor teaching the course is an adjunct, the staff assistant is Beryl Brown, who can be reached at (914) 422-4264. For full-time faculty, you may find phone numbers and staff assistants in the law school directory or the Web.

7. Are syllabi and first assignments posted anywhere else other than TWEN?

Some Professors will post first assignments on the bulletin boards in the student lounge. Remember that some Professors will not post syllabi or first assignments until the last minute, or they may have them available from their faculty assistants.

8. What if I have difficulty accessing TWEN?

Call or e-mail Jack McNeill (contact information is above) in the Pace Law library.

9. What if I have general questions about the first assignment and syllabi?

Call or e-mail the individual professor or that professor’s staff assistant. If all else fails, call or e-mail Horace Anderson, Associate Dean for Academic Affairs or his assistant, Beryl Brown.