Tech Skill Modules Available for Upper Level Legal Writing

While generally students understand the basics of tools like Microsoft office, not all students have a complete understanding of the tools available in the Office suite and other common software that they can use to complete their legal writing assignments. The Library Technology Group has created a series of modules to help students master technology skills.

These modules are designed to:

- Bring all students up to speed on the basics of Microsoft Word
- Demonstrate time-saving tools available in Word
- Explore the benefits and risks of using cloud-based tools like Google Drive
- Demonstrate advanced tools in common PDF applications like Adobe Reader
- Showcase some of the tech tools available at Chicago-Kent (e.g. Panopto and Google Apps)
- Explore advanced technology concepts such as mind mapping

These in-class modules will have students work in groups as much as possible to encourage students with advanced skills to share their knowledge with their peers. We can also demonstrate any other technologies you'd like your students to know about.

Modules Available

Microsoft Word

- Word Basics
- Word Advanced

Document Management

- Introduction to Google Drive
- Working with PDFs and Cloud Storage

Other Tech Skills

- Creating Online Videos for Review
- Creating Mind Maps
- Speaking and Listening to Your Computer

Microsoft Word

Word Basics

Reasoning:

While most students know most of the basics of Word, not all students at Chicago-Kent have the same skill set. This module is designed to bring students up to speed.

Student learning outcomes

Students will be able to:

- Design the look and feel of the document with text and heading styles
- Modify headers & footers
- Create footnotes
- Use keyboard shortcuts

Teaching activities

The librarian will use a sample document and have student "experts" (who are already good with Word) help modify it. Students will apply formatting changes using text and heading styles, create 2-3 footnotes, add page numbers, and demonstrate common keyboard shortcuts.

Expected time

15-20 minutes

Word Advanced

Reasoning:

Many law students don't know how to quickly and easily create Tables of Contents and Tables of Authorities. A quick demonstration should help students see how easy these tools are to use and save them time when completing their assignments.

Student learning outcomes

Students will be able to:

- Review using text and heading styles
- Use navigation pane to review document structure
- Create Tables of Contents
- Create Tables of Authorities

Teaching activities

In this module, the librarian will introduce Word skills likely to be new to many students. The librarian will provide a sample document with footnotes. Students will work in small groups modify it. Students will add styles to the sample document. They will use the styles to create a

Table of Contents. They will mark up the citations in the footnotes to create a Table of Authorities.

Expected time

20-30 minutes

Document Management

Introduction to Google Drive

Reasoning:

Chicago-Kent is a Google Apps for Education law school. Students should have an understanding of the tools available to them, as well as know when those tools are appropriate for their work.

Student learning outcomes

Students will be able to:

- Create documents in Google Drive
- Share documents in Google Drive
- Compare Google Drive functionality to Microsoft Office
- Understand the basics of Google Drive security

Teaching activities

Students will work in groups to create a sample document and share it with each other. The librarian will demonstrate some of the differences between Google Drive and Microsoft Office. The librarian will also discuss when using Drive is appropriate, and when they might choose to use other tools.

Expected time

20-30 minutes

Working with PDFs and Cloud Storage

Reasoning:

Students work with many PDFs in their legal writing classes. Students should be aware of the tools available to help them quickly and easily annotate these PDFs. They should also be aware of the options for easily storing and accessing the PDFs.

Student learning outcomes

Students will be able to:

- Add highlighting and notes to PDFs
- Compare available PDF tools for computers and mobile devices

- Save files to Google Drive and Dropbox

Teaching activities

The librarian will provide students will a list of tools. Students will experiment with the tools to highlight and annotate sample PDFs related to their current assignment. Students will report on the features and limitations of the tool they used. The librarian will show ways to use Google Drive and Dropbox for easy file storage, as well as discuss the limitations of these tools.

Expected time

20-25 minutes (less if students install tools on their devices before class)

Other Tech Skills

Creating Videos for Review

Reasoning:

The Panopto video system can be used to record student presentations and in-class simulations for faculty or peer review. Annotations can be added to the video at any point in the video timeline, providing the students with direct feedback about their performance.

Student learning outcomes

Students will be able to:

- Access their account and videos available to them Panopto
- Configure Panopto to record to the correct folder
- Start a recording
- Add annotations to a video
- Record their own Panopto videos using a computer or mobile device

Teaching activities

Students will work in small groups to login to Panopto, configure it for a sample recording, and record a short video. They will add notes (timed to the video itself) and comments (general impressions about the video) to a sample video. The librarian will demonstrate how to record on desktop computers and mobile devices.

Expected time

20-25 minutes

Creating Mind Maps

Reasoning:

Mind maps can be great tools for planning research plans or outlining memos. However, most students are not familiar with mind maps and how helpful they can be.

Student learning outcomes

Students will be able to:

- Create a basic mind map
- Identify free and low-cost tools for making and sharing mind maps

Teaching activities

The librarian will demonstrate what mind maps are and how the work. Students will work as individuals or in groups to create a sample mind map using pen and paper. The librarian will review available tools for mind maps.

Expected time

20-30 minutes

Speaking and Listening to Your Computer

Reasoning:

Most modern PCs, Macs, and tablets feature tools that allow users to hear text read aloud and to translate speech into text. Hearing drafts out loud is a great way to quickly and easily spot typos, grammatical errors, and other issues during the editing process. For students with writer's block, dictating ideas can be a great way to get unstuck.

Student learning outcomes

Students will be able to:

- Identify the basic tools on their computers that enable text-to-speech and speech-to-text.
- Use text-to-speech and speech-to-text in Microsoft Word.

Teaching activities

The librarian will demonstrate how these tools work. Students will then practice using text-to-speech and speech-to-text in a typical Word document.

Expected time

15-20 minutes