

**Guide to Computer Resources for Students at
Cumberland School of Law**

Overview

As you enter the Beeson Law Library, one of the first things you notice is the large reading room with shelves filled with volumes of reference books such as the Alabama Code or the Southern Reporter. These are the tools that law students study and pore over day in and day out during their legal academic careers.

It is extremely important that law students understand how to use these books as research tools. However, electronic resources such as CD-ROMs, online commercial databases, and Internet websites are increasingly becoming primary sources for legal research.

Also, computer services such as e-mail, access to class materials online, and access to computers and laser printers have become invaluable daily tools for faculty, staff, and students alike.

The Law Library recognizes the importance of these services and has sought to provide the proper computer hardware and software for the law students to be able to take advantage of such information technologies.

The purpose of this guide is to introduce the students at Cumberland School of Law to the various computer resources available to them on and off campus.

I would like to encourage all students to use as many of these resources as possible, if for no other reason that the experience. Computer literacy is important to law students and attorneys as more and more of their research and communication tools move into the new technologies.

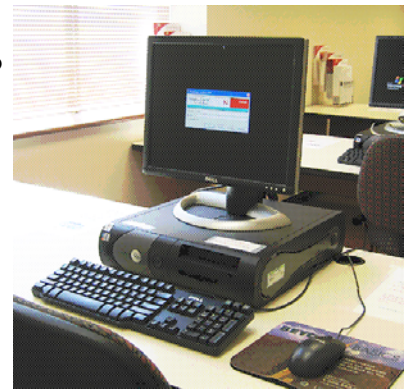
Be willing to learn and use the equipment and software on a regular basis, and to ask questions.

The Law Library has two full time employees who are trained to assist library patrons with their computer problems and questions.

For more information about any of the resources mentioned in this guide, students may contact Grace Simms, the Law Library Computer Services Librarian or refer to the Law Library website at <http://lawlib.samford.edu>

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Computer in Lexis Lab (228)

Samford E-mail

Upon registration, an e-mail account (with ID and password) is created for all full-time Samford students. This e-mail is often referred to as Outlook Web Access because that is the name of the client/server software that we use for this service.

The e-mail is Internet mail which means that users can access their e-mail from off-campus as well as on-campus, as long as they have Internet access.

On-Campus Access

To access Samford e-mail from computers on campus.

- Use the shortcut on each Law Library Lab computer to access Samford E-Mail
- Use the following websites:
- <https://portal.samford.edu/cp/home/displaylogin>
- <http://email.samford.edu>

The following is a brief explanation on how to use the WebAccess.

Using Outlook Web Access from a lab computer:

Click on the e-mail icon, which looks like an envelope, on the desktop

The Campus Portal will start and the following login should appear:

Secure Access Login

User Name:

Password:

[Having problems logging in? Click here.](#)
[Alumni: Need your username and password? Click here to request it.](#)

Type your user name and password in the fields provided. Your password will be masked and appear as *****. Hit the ENTER key.

Once logged in, a new screen will appear. This is the Portal Home. From this page, students may check e-mail, grades, and many other options.

To check e-mail, click on the E-Mail icon on the upper right of the page. Be sure to log out when done.



The Samford University Portal allows students to check e-mail, register for courses, obtain grade information, and much more.

*** Want to forward Samford e-mail to another account such as Gmail or view it in Outlook? Go to: <http://lawlib.samford.edu/labs> for instructions.**



Law Library Computer Services

For more information about the Law Library Computer Labs, go to <http://lawlib.samford.edu/labs>

There are three computer labs in the Law Library for students to use: the Lower Level Lab (room 026), the Lexis Lab (room 228), and the Westlaw Lab (room 226).

These labs are “closed” labs; they are for current Cumberland law students and faculty ONLY.

There are maps of the library at <http://lawlib.samford.edu/maps> if you need them.

Each lab has LaserJet printers. The Westlaw and Lexis Labs also have dedicated Westlaw and Lexis printers.



Law Library Computer Services

- Grace Simms, Computer Services Law Librarian
rm. 251-A, 726-2687, glsimms@samford.edu

COMPUTER SERVICES

For help troubleshooting hardware and software problems with personal computers or for help using Law Library computers and equipment — please see:

Grace Simms, Computer Services Librarian

205-726-2687 glsimms@samford.edu 251A, Beeson Law Library

Services provided include: free McAfee virus protection, wireless setup, Adware/Spyware/virus scanning and removal, document recovery, hardware/software diagnostics and installations.

Please feel free to ask any Law Library staff member to put you in touch with someone to answer your questions. We welcome your questions, and individual training sessions can be arranged.

Please contact Grace Simms to discuss computer assistance.

Samford's General Access Computer Labs

As previously mentioned, the Law Library Labs are considered “closed” labs, because they are not open to the all of the faculty and students at Samford. There are several other closed labs on campus. The Divinity School, the Business School, and the Pharmacy school all maintain their own closed labs.

There are, however, 6 general access labs on campus. These are used primarily by Samford's undergraduate population, but are open to ALL Samford students, including the law students.

Students do not have to log in to the network while in the undergraduate labs (not yet, at least).

Each lab has a different set of equipment and software. Each lab also has its own hours of operation. So if you are thinking about using a general access lab, be sure to visit the Samford Labs website first.

For more information about these labs (including their hours of operation and a map), go to:

<http://www.samford.edu/labs/>

Laptops for Student Checkout

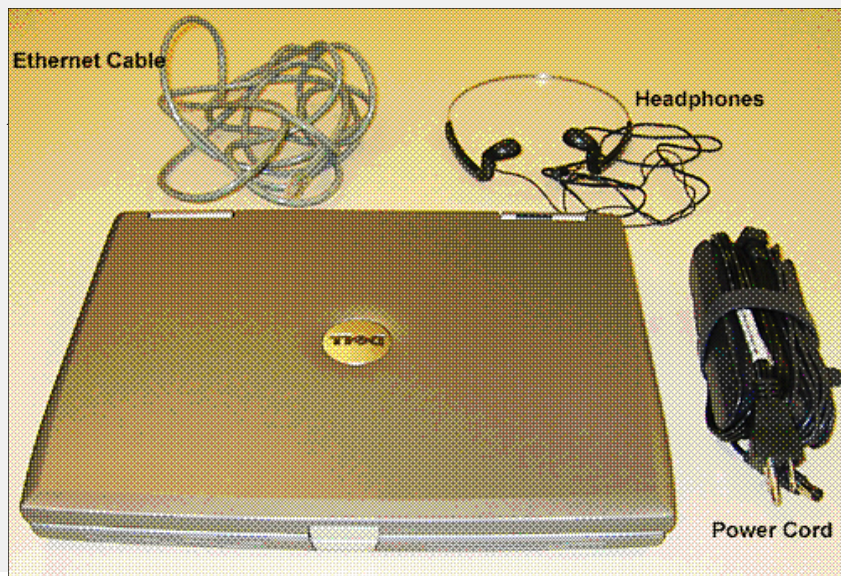
There are four Dell laptop computers (with equipment, as pictured) available for law students only.

Two MacBooks are available as well.

Windows XP is the OS and WordPerfect 11 and Office 03 are installed on them, as well as all of the software available on the computers in the Law Library Labs.

Each laptop is equipped with an Ethernet card and cables, so students may use them in the Law Library carrels and conference rooms to access Labs. The laptops have wireless as Well.

If you need assistance with the Law Library laptops, ask at the Circulation Desk and they will call someone to help you.



Wireless Setup

Students may contact the Computer Services Law Librarian (Grace Simms) for assistance with getting their laptops set up to access the Internet via Samford's wireless network or via ethernet.

Did you know that there are over 170 active network ports available for student use in the Law Library?

Don't know where they are??

Just ask :)

Equipment requirements:

- A laptop (Windows XP, Vista or Apple OS X) with a wireless card or an ethernet port
- Students may use wireless and/or ethernet to access the Internet
- Ethernet cables — cables are available at Samford's bookstore

Where on Campus can you use wireless???

Hotspots include:

- Law Library
- Davis Library
- Law School

To see a list of wireless hotspots:

<http://www2.samford.edu/ts/index.php?option=content&task=view&id=36>



Want to set it up yourself ??

Go to www.samford.edu/wireless

LexisNexis, Westlaw, and LOISLaw

LexisNexis, Westlaw, and LOISLaw are online database services, that students can use for legal research.

The corporate area representatives for the services are:

- Westlaw — Derek Moreton (derek.moreton@thomsonreuters.com)
- LexisNexis — Tracy Templeton (tracy.templeton@lexisnexis.com)

The Law Library has subscriptions to two other online legal databases:

- *LegalTrac (index to Legal Periodicals)
- *HeinOnline (retrospective Law Journal Index)

LexisNexis

<http://www.lexisnexis.com/lawschool/>

- Provides 2 free printers, toner, and paper for law student use
- Organizes training sessions
- Employs student representatives, who works in the Lexis Lab to answer students' Lexis questions
- Provides a telephone "hotline" (the phone in the Lexis room) for immediate help
- Is provided (by the Law School) free of charge to the students and faculty

If you have any questions about Lexis or your Lexis password, please contact Tracy Templeton, our Lexis representative or call 1-800-455-3947.

Westlaw

<http://lawschool.westlaw.com>

- Provides 1 free printer, toner, and paper for law student use
- Organizes training sessions
- Employs student representatives, who work in the Westlaw Lab to answer students' Westlaw questions
- Provides a telephone "hotline" (the phone in the Westlaw room) for immediate help
- Is provided (by the Law School) free of charge to the students and faculty

If you have any questions about Westlaw or your Westlaw password, please contact Derek Moreton, our Westlaw representative or call 1-800-westlaw.

LOISLaw

<http://www.loislawschool.com>

LOISLaw operates a little different from Lexis and Westlaw.

Their staff is smaller, and the support is handled via e-mail or telephone — 1-800-364-2512

Unlike Lexis and Westlaw, they do not pass out passwords during mandatory training sessions. The student who wants to use LOISLaw must go to the website and register, using the Cumberland Access Code (case sensitive): ALLSA15

This service is free to all law students and faculty.

A note about TWEN. "TWEN" stands for The West Education Network. It is a web-hosting service for law school class materials which is provided to law professors by The West Group.

It is NOT the same as Westlaw. If you are taking a class that uses TWEN, your professor will give you more information.

VersusLaw

<http://www.versuslaw.com>

VersusLaw is a service, similar to LOISLaw, that is free to all law students who sign up at their website.

All assistance and information is on their web page.

Other Law Library Computer-Related Equipment

DATA PROJECTOR, DVD PLAYERS, & CAMERA

The Law Library has two data/video projectors for student use in the library. The projector can be used to project the screen of a laptop onto any flat surface, such as a wall or a whiteboard.

Uses for the projector in the Law Library:

- students can project notes and outlines that they'd like to discuss with study partners in the Law Library conference rooms
- students can make computer-enhanced class presentations (i.e. PowerPoint) in Law Library rooms which are used as classrooms, such as the Formal Conference Room on the lower level.

Three DVD Players are available. The DVD players are connected to televisions and are on carts ready for use in a classroom or a Law Library conference room. TV/VCR combos are available as well.

A Logitech QuickCam is also available for student use.

For more information, contact a librarian at the Law Library Circulation Desk.



In December of 1997, Cumberland School of Law became a member of CALI: The Center for Computer Assisted Legal Instruction.

According to the CALI web page <http://www2.cali.org> — the objectives of CALI are to:

- Coordinate distribution and use of computerized instructional materials
- Support authors in the development of new instructional programs
- Sponsor research for advancing quality and effectiveness of exercises
- Establish standards for hardware, software and courseware
- Support and coordinate the sharing of information relating computer applications in legal education and law

The CALI Lessons are available from the CALI website on all 27 of the Law Library Lab computers as well as the laptops available for checkout at the Circulation Desk. Just click on the CALI icon on the lab computer's desktop to start the program.

It is necessary to create a login ID and password to run the CALI lessons on the web.

If you have any questions about CALI, the lessons, or the password, please contact Grace Simms (glsimms@samford.edu, 726-2687, rm. 251-A Law Library) .

CALI Registration

Law students must register at the CALI website in order to access the CALI lessons online

In order to register, students will need to obtain the CALI authorization code. Please see Grace Simms (glsimms@samford.edu) or Brenda Jones (bljones@samford.edu) for the code.

Students will need to register only once. It is a quick process. Once registered, students may access all of the online CALI lessons.

Support Available to Law Students:

- with the equipment or software in the Law Library or with your own computer or software, contact:

Grace Simms, Computer Services Librarian, at
glsimms@samford.edu, 251-A Law Library, 726-2687
- with reference questions or legal research tools, such as LegalTrac, LexisNexis, Westlaw, HeinOnline — ask for a Law Library Reference Librarian (Ed Craig or Brenda Jones) at the Circulation Desk.
- with Westlaw, contact the Westlaw student representative (lab hours should be posted in the Westlaw Lab, room 226 in the Law Library) or call 800-WESTLAW.
- with Lexis, e-mail your LEXIS account rep or your LEXIS Associate student representative (lab hours should be posted in the Lexis Lab, room 228 in the Law Library) or call 800-455-3947.

<http://lawlib.samford.edu/labs>

Questions??

Phone: 726-2687

Email: glsimms@samford.edu

GOOD LUCK with the 2008-2009 YEAR!!!

If you have any questions, please ask a Law Librarian.

