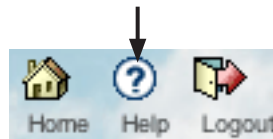

Other Resources







TECHNICAL ASSISTANCE

Contact **1-888-mylesley** (1-888-695-3753) for 24/7 live help.

If you need help at any point while in myLesley, the **Help** icon (shown below) is available at the top of your screen.



Useful Links:

-  [KnowledgeBase Table of Contents](#)
-  [Make an equipment reservation](#)
-  [Reserve the Laptop Cart](#)
-  [Check Print Credits \(On-Campus ONLY\)](#)
-  [Submit Request for Technical Support \(Generate Ticket\)](#)
-  [Request Forms](#)

Clicking on the help icon will give you access to the online knowledgebase, access to request additional help, and access to the course access request forms.

INSTRUCTIONAL DESIGN ASSISTANCE

eLearning and Instructional Support (eLIS):
<http://www.lesley.edu/elis> or email eLIS@lesley.edu

Contact eLIS to learn how to:

- Best structure your course content in myLesley
- Receive a tour of myLesley
- Attend a workshop on myLesley and other technology tools
- Explore and gain new knowledge of the enhanced and fully online classroom

Additional Downloadable myLesley Tips and Tutorials:
<http://www.lesley.edu/elis/resources/mylesleytutorials.html>

Other Resources (continued)

LESLEY LIBRARY ONLINE

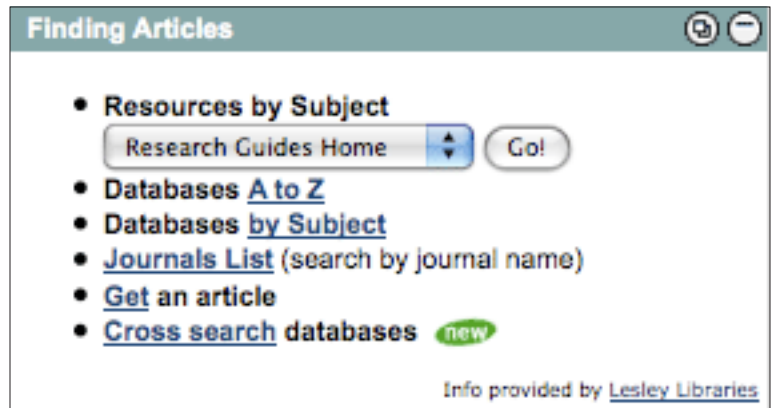
Access Lesley's online library databases. Click on the "my library" tab in myLesley.



The "my library" tab on myLesley offers one-stop library research. As with all myLesley pages with modules, you can customize each area for a more personalized view.

The "Finding Articles" module gives users access to the library databases. Off-campus access to library databases is now available through this module.

To direct students to individual articles in library databases, give the complete citation and the name of the database containing full text.



PLEASE NOTE: Pasting the URL or Web address of the article into a myLesley course WILL NOT WORK from off-campus. We strongly recommend that you test the link before assigning the article to your students, or simply provide information about the article's location. Librarians are happy to help with this.

ARTICLE LOCATION AND CITATION TEMPLATE

Feel free to use this text for your syllabus to guide students to required readings located in the library databases.

Required Reading:

Please download and read the following article for class. Go to the "my library" tab/ Finding Articles module/Search library databases. Firewalls or other security settings on the students' computer may prevent access to the databases.

Author, Initials. (year, month). Article title. Journal Name, volume (issue), pages.
Retrieved date from Database Name.

Faculty members choosing to post online documents must follow all Federal and University copyright laws and policies. A link to the University copyright policy is located on the "my library" page.