

**eLearning & Instructional Support (eLIS)
Support for Faculty**

eLIS provides a variety of services to faculty who are interested in enhancing their teaching through the use of technology. The office is located in University Hall 3-076. Faculty are welcome to call (617.349.8960) or email (elis@lesley.edu) for an appointment or drop in with questions.

Web - and Technology – Enhanced Courses	Help you select and integrate technology appropriate for your course(s) and/or program. Consult with you and teach you how to use technology appropriate for your course(s).	Kris McElroy Rebecca Petersen	kmcelro3@lesley.edu rpeterse@lesley.edu
	Develop customized workshops and resources as needed Work with you or your program to facilitate the appropriate integration of technology. Establish and evaluate pilots of new technological tools or resources. Assist with the development of Academic Technology Grants.	Rebecca Petersen	rpeterse@lesley.edu
	Consult and provide instruction on the use of technology relating to photo and other media.	Kris McElroy	kmcelro3@lesley.edu
	Assistance using the digital resources collection or in identifying digital resources appropriate to a specific course	Rebecca Petersen Danielle Powell	rpeterse@lesley.edu dpowell2@lesley.edu
Hybrid Courses	Training in and support for course design and development Contact for enrolling in hybrid course design seminar	Janet Houser	jhouser@lesley.edu
	Support for teaching in a hybrid format, Assistance with ongoing design or instructional issues related to hybrid courses.	Janet Houser Kristen Bourgault	jhouser@lesley.edu kbourgau@lesley.edu
Online Courses	Training in and support for course design and development Contact for enrolling in online course design seminar	Kristen Bourgault	kbourgau@lesley.edu
	Support for teaching in an online format Assistance with ongoing design or instructional issues related to online courses.	Kristen Bourgault Janet Houser	kbourgau@lesley.edu jhouser@lesley.edu
	Contact for student-related issues with online courses Program-related advising support for online students Ombudsman to faculty for any general problem or	Mike Matvichuk	mmatvich@lesley.edu

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	miscellaneous issues for online students Contact for course evaluations for online courses		
	Assistance with questions regarding recruitment and admissions for online programs.	Sabina Petrucci	spetrucc@lesley.edu
	Web page development and support	Mike Matvichuk Sabina Petrucci Elaine Wood	mmatvich@lesley.edu spetrucc@lesley.edu ewood3@lesley.edu
myLesley	Training on the basic use of myLesley.	Barbara Chervin	bchervin@lesley.edu
	Consulting on best practices in building communities in myLesley.	Kris McElroy	kmcelro3@lesley.edu
	Individual or small group consultation on the use of myLesley.	Barbara Chervin Elisabeth Gabriel Kris McElroy	bchervin@lesley.edu egabriel@lesley.edu kmcelro3@lesley.edu
	Assistance copying courses within and uploading content into myLesley	Erin Nichols	enichol2@lesley.edu
	Management of community/orientation for online students	Mike Matvichuk	mmatvich@lesley.edu
Microsoft Training	Training faculty and staff in the use of Microsoft Office products	Barbara Chervin	bchervin@lesley.edu
Web 2.0 Tools (Wikis, Blogs, Podcasts and Others)	Research on and demonstration of Web 2.0 tools.	Elisabeth Gabriel Kris McElroy Rebecca Petersen Kristen Bourgault Janet Houser Erin Nichols	egabriel@lesley.edu kmcelro3@lesley.edu rpeterse@lesley.edu kbourgau@lesley.edu jhouser@lesley.edu enichol2@lesley.edu
	Assistance learning to use webinar tools and support when offering webinars through Elluminate	Kris McElroy	kmcelro3@lesley.edu
Off-Campus Materials and Resources	Assist course mentors with the selection and purchase of software and resources for use in off-campus courses.	Danielle Powell	dpowell2@lesley.edu
	Test and identify new software and online resources to be used in off-campus courses.	Danielle Powell Matt Griffin	dpowell2@lesley.edu mgriffi3@lesley.edu
General Information	Assist faculty who are unsure of whom to contact. Questions about times/locations/registration of workshops General information about the department	Elaine Wood	ewood3@lesley.edu 617.349.8960

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Additional University Support for Courses, beyond eLIS

The eLIS office does not provide assistance with LOIS or problems with technology itself. For help with these issues, try the following resources.

Academic Computing at AIB, 617.349.6663, http://www.lesley.edu/aib/studentlife/services_lib.html

Large format printing (posters, banners), convert traditional slides into digital format, make traditional slides from digital images. Loaner pool of cameras, drawing tablets and digital video cameras.

Digital Video and Production, Kresge Media Center, 617.349.8860, http://www.lesley.edu/library/resources/kresge_collections.html

The Kresge Media Center in the Library assists faculty with creating digital videos or digitizing existing video (provided the appropriate permissions are gathered). Please contact the Kresge center directly at 617.349.8860.

Lesley University Library Reference Services, 617.349.8850, <http://www.lesley.edu/library>

- E-reserves Research Instruction and Online Tutorials Ask a Librarian online chat service
- Off campus handbook for library resources

LOIS

For detailed instructions check out the web page http://www.lesley.edu/services/registrar/ois_faculty.html or email registrar@lesley.edu

- Help with submitting grades Checking on advisees Obtaining course rosters
- Web advising

University Technology, 617.349.8770 option #2, <http://www.lesley.edu/ut>, or email ut@lesley.edu

UT can help faculty with the following types of issues:

- Problems using classroom technology Software installation needs for computer labs Printer issues
- Difficulties with internet or email access Log in/password problems Computer repair