



myLesley Quick Start Guide for Faculty

Accessing myLesley

1. Open a web browser, in the address bar, type my.lesley.edu and press enter (no http or www).
The myLesley welcome page will appear in the browser.
2. Type in your username and password.

myLesley Login

Login to myLesley here.

Username:

Password:

3. Click the Login button.



Username/Password Assistance

Your myLesley username and password are the same as your Lesley email and LOIS login.

For username/password assistance, on the welcome page select the help links below the login area in the myLesley Support and System Updates module.

myLesley Support and System Updates

[What's my username?](#) [I don't know my password!](#)

Need Immediate Assistance? Contact 1-888-myLesley 24 hours a day, 7 days a week or get help online by clicking on the [Help icon](#) at the top center of the page.

Navigating Within myLesley

1. The my start page is the default main page.



2. Click on the my courses tab to access your courses.



3. Click on the my community tab to access organizations.



4. Click on the my library tab to access Ludcke Library services, information, databases and passwords.



5. Click on the my services tab to access Lesley services for faculty.



6. Click on the welcome tab to return to the front login page.



Email in myLesley

Your students may wish to reach you via email. Please make sure you are either actively checking your lesley.edu email address or have forwarded your Lesley email to your preferred email account. To set up email forwarding, please login to LOIS at <http://www.lesley.edu/lois>.

To access your Lesley email, on the welcome tab click the **Email Services** drop down list on the top of the page, select **Lesley U.** and click **Go**.

Support in myLesley

Faculty and their students can get assistance in myLesley and access the knowledge base by clicking the "help" button or the "myLesley Support Portal" link both located at the top of the screen.

myLesley support portal



Faculty can also call the 1-888-mylesley support line to receive help 24 hours a day, 7 days a week.

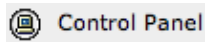
For assistance, click on the myLesley help button  , or call 1-888-mylesley

Commonly used course features and functions

Add an Announcement

Course announcements are added by the instructor and appear on the entry page of the course.

1. To add an announcement, click on **Control Panel**



2. Click on **Announcements** located under Course Tools

3. To add a new announcement, click on **+ Announcement**



4. Enter in a Subject and Message, and click **Submit**



The announcement will appear on the entry page of the course.

Add a Content Item

Coursework and assignment locations may vary by course, such as Course Documents or Assignments.

1. To add an item, click on a content area such as Assignments or Syllabus on the left navigation menu.

2. Click on **Edit View, + Item**

[EDIT VIEW](#)



3. Type in a name and a description for the item

4. To attach a file such as a syllabus, click on **Browse**, locate the file, and click **Open**

Attach local file

[Browse...](#)

5. Choose to make the item available or unavailable for students to view, and click **Submit**.

Discussion Board

Instructors can create community by utilizing the Discussion Board tool. Course and Group discussion forums can be set up under class or group discussion boards.

1. To enter a discussion board, click on **Communication**, and then choose **Discussion Board**.

[Communication](#)



[Discussion Board](#)

2. To create a new discussion forum, click on **+Forum**, type a title and description, choose the forum settings, and click **Submit***.



3. Click a forum name to participate. [Survey Project Questions](#)
Once you have added your ideas

4. To open a new discussion, click **+ Thread**, type the title and message, and press **Submit***.



5. To respond to a message, click the Thread title, click **Reply**, type your answer, and click **Submit***.

* You **must** hit Submit for your message/post to appear in the discussion area.

Grade Center

Instructors can use the Grade Center feature to track and view student progress in a course.

1. To access the Grade Center, click on **Control Panel**, and **Grade Center** from the Assessment Menu.



[Control Panel](#)

[Grade Center](#)

The Grade Center Spreadsheet will appear on screen.

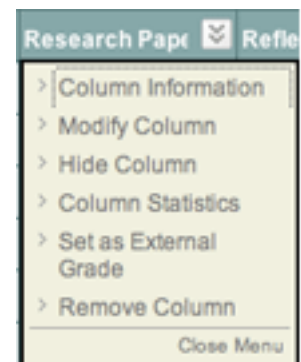
2. To add a grade item, click **Add Grade Column**



3. Enter the column name, category, description, due date, points possible to achieve on item and how the grade will be displayed. Choose **Submit** to enter the item in the Grade Center.

Click on the grade cell to enter or modify a grade, view the grade details, add comments regarding the grade, or exempt the grade from Grade Center calculations.

Click on a grade column header to view, modify or hide the column, view statistics, or set the item as an external grade.



For assistance, click on the myLesley help button , or call 1-888-mylesley