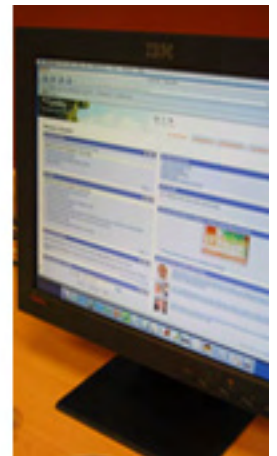




myLesley Faculty Handbook

INTRODUCTION



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Your feedback is important to us. Please report any errors or make suggestions at eLIS@lesley.edu. Please include the handbook title in your email.

Please visit our website <http://www.lesley.edu/elis>

Published by eLearning and Instructional Support, Lesley University
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Table of Contents

myLesley Introduction & Tour	1
Overview	1
How to log into myLesley	2
Introduction	3
“my start page” Tab	4
“my courses” Tab	5
“my community” Tab	5
“my library” Tab	6
“my services” Tab	6
Customizing myLesley	7
Overview	7
Modify Content and Layout Module Buttons	8
Modify Content	9
Modify Layout	10
Web Bookmarks: Shortcut to Current Courses	11
Working in “my courses”	12
Overview	12
Locate a Course	13
Main Navigation Menu	14
Communication	14
Course Tools	14
Control Panel	14
Refresh	14
Detail View/Quick View	15
Adaptive Release	16
Review Status	16
Performance Dashboard	17
Create and Manage Content	18
Overview	18
Using the Visual Text Box Editor	19
Create an Announcement	20
Add Content	22
Add a Syllabus	23
Discussion Board	24
Overview	24
Find the Discussion Board	24
Add A Forum	25
Modify An Existing Forum	25
Remove An Existing Forum	25
Contribute to a Discussion	26
Grade Center	28
Overview	28
Accessing the Grade Center	29
Add a New Grade Column	30
Modifying a Grade Column	31
Enter or Change a Grade	31
Grade Options	32

Table of Contents

Accessing the Course Roster	33
Copying and Reusing Course Content	34
Overview	34
Cut and Paste Content	35
Prepare New Course for Import or Course Copy	36
Export Course	37
Import the Package	39
Course Copy	40
Clean-Up, Reorganize & Customize	42
Working with Attachments When Migrating	43
Copy Folders & Items to Another Course	45
Other Resources	46
Technical Assistance	46
Instructional Design Assistance	46
Lesley Library Online	47
myLesley FAQs	48

myLesley Introduction & Tour

OVERVIEW

myLesley provides an online environment to complement your in-class learning experience, providing ready, online access to your course or can act as your "classroom" for a fully online course. You can access and edit courses and access the library online databases from any location through the convenience of a web browser.

Students are automatically enrolled in myLesley courses once they have registered officially for that course. Students who drop a course are also automatically unenrolled in the myLesley course. Faculty should direct students who are missing from their myLesley course to the Registrar's office or site coordinator. Faculty cannot add or remove students. This is done through the official roster.

Faculty have access to a course 12 weeks prior to the course start date in order to set up the course before students have access. Students who are officially enrolled see the course 8 weeks prior to the course start date.

myLesley
Let's wake up the world.

Home Help Login

myLesley support portal
my account preferences

welcome

Email Services Go! Lesley Hotlinks Go! Calendars + Portals Go! Community Sites Go! Photos/Video/Music Go! News + Info Go!

myLesley Login
Login to myLesley here.
Username:
Password:
Login

myLesley Support and System Updates
LOIS and Colleague will be unavailable on Wednesday morning, April 16th from 6:00 - 9:00 a.m. EDT.
[What's my username?](#) [I don't know my password!](#)
For best results when using myLesley, the recommended browser is [Firefox](#). If you are using Internet Explorer or Safari, you may experience problems with certain text, images or videos. AOL is not a supported browser.
If you need assistance with myLesley phone 1-888-myLesley or [get help online](#).
[University Technology Help Center](#)
Web Course Registration

University News Headlines
[make my home page](#)
SPECIAL ANNOUNCEMENT
myLesley "welcome" Tab and Login Experience Now Improved, Based on Your Feedback
 [Lesley University Receives \\$136 Million from Gift of Former Trustee Frank C. Doble Largest Gift in University's History Triples Endowment Fuels Growth, Scholarship and New Facilities](#)
 [Lesley Students Continue to Give Back on Alternative Spring Break](#)
 [Sigma Tau Delta welcomes Wicked author Gregory Maguire](#)
Info provided by the [Office of Public Affairs](#)

Lesley Events Calendar
Month at a Glance:
S M T W T F S
13 14 15 16 17 18 19
20 21 22 23 24 25 26
Featured Events
• [Collective Alchemy I Fine Arts Senior Exhibition](#)
| Mon 04/14 | 6:00 PM

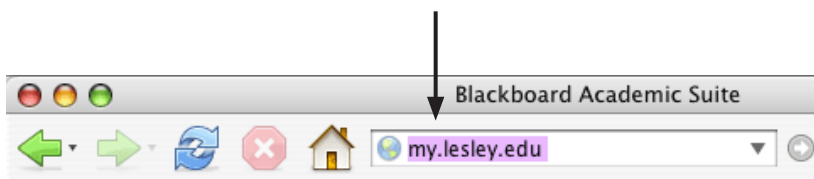
myLesley Introduction & Tour (continued)

HOW TO LOG INTO MYLESLEY

1. Open a web browser by clicking on the icon from the desktop:



2. Type in my.lesley.edu in the address bar at the top



-
- No http or www
 - Type in the address fully and hit enter
-

3. On the Welcome page type in your Lesley Username and Password in the myLesley Login area

myLesley Login

Login to myLesley here.

Username:



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

Password:



You can always call **1-888-mylesley** if you need password assistance.

Login


24/7 help: Please call for your technical support needs

1-888-mylesley (1-888-695-3753)

myLesley Support and System Updates

[What's my username?](#)

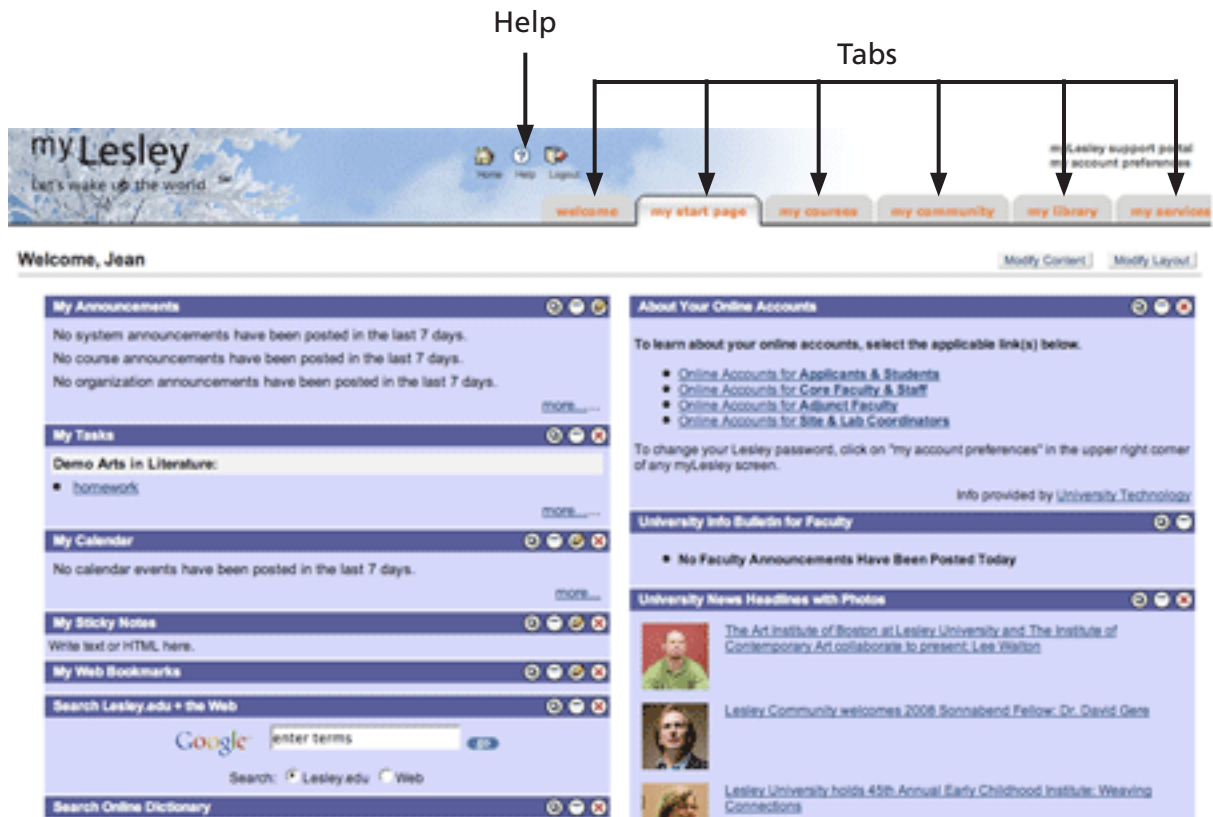
[I don't know my password!](#)

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.

myLesley Introduction & Tour (continued)

INTRODUCTION

After logging in, myLesley automatically opens to the “my start page” tab. Several tabs contain information organized into modules. The modules are customizable areas allowing for personalized viewing of the content information. The content on the tabs and modules are specific to your role and work at the institution, and are used by the University to communicate important information to you. Some modules can be edited and removed, others cannot. There are many additional modules available by clicking on the contents button. New modules are added under the “Contents” button periodically.



myLesley Introduction & Tour (continued)

“MY START PAGE” TAB

The “my start page” contains modules and can be customized to include Lesley news, New York Times headlines and other helpful information.

The screenshot shows the myLesley interface. At the top, there is a navigation bar with tabs: **welcome**, **my start page** (highlighted), **my courses**, **my community**, **my library**, and **my services**. An arrow points from the text "my start page Tab" to the "my start page" tab. In the top right corner, there is a link for "myLesley support portal my account preferences". An arrow points from the text "my account preferences update" to this link, with a list of items below it: "email", "phone number", and "address".

my account preferences update

- email
- phone number
- address

my start page Tab

myLesley support portal my account preferences

Welcome, Jean Modify Content Modify Layout

My Announcements
No system announcements have been posted in the last 7 days.
No course announcements have been posted in the last 7 days.
No organization announcements have been posted in the last 7 days. [more...](#)

My Tasks
Demo Arts in Literature:
• [homework](#) [more...](#)

My Calendar
No calendar events have been posted in the last 7 days. [more...](#)

My Sticky Notes
Write text or HTML, here.

My Web Bookmarks

Search Lesley.edu + the Web
Google
Search: Lesley.edu Web

Search Online Dictionary

About Your Online Accounts
To learn about your online accounts, select the applicable link(s) below.
• [Online Accounts for Applicants & Students](#)
• [Online Accounts for Core Faculty & Staff](#)
• [Online Accounts for Adjunct Faculty](#)
• [Online Accounts for Site & Lab Coordinators](#)
To change your Lesley password, click on "my account preferences" in the upper right corner of any myLesley screen.
Info provided by [University Technology](#)

University Info Bulletin for Faculty
• **No Faculty Announcements Have Been Posted Today**

University News Headlines with Photos
 [The Art Institute of Boston at Lesley University and The Institute of Contemporary Art collaborate to present Lee Walton](#)
 [Lesley Community welcomes 2008 Sonnabend Fellow: Dr. David Gera](#)
 [Lesley University holds 45th Annual Early Childhood Institute: Weaving Connections](#)

myLesley Introduction & Tour (continued)

“MY COURSES” TAB

By clicking on the “my courses tab, you will be able to view a list of all courses you are associated with.

Students and faculty are automatically enrolled in a course based on course roster information.

- Faculty see their course 12 weeks prior to the course start date. Faculty should speak with the program director if they do not see their course within this time frame.
- Students see their course 8 weeks prior to the course start date. Please refer students to the site coordinator or Registrar’s office if they do not appear within this time frame.



“MY COMMUNITY” TAB

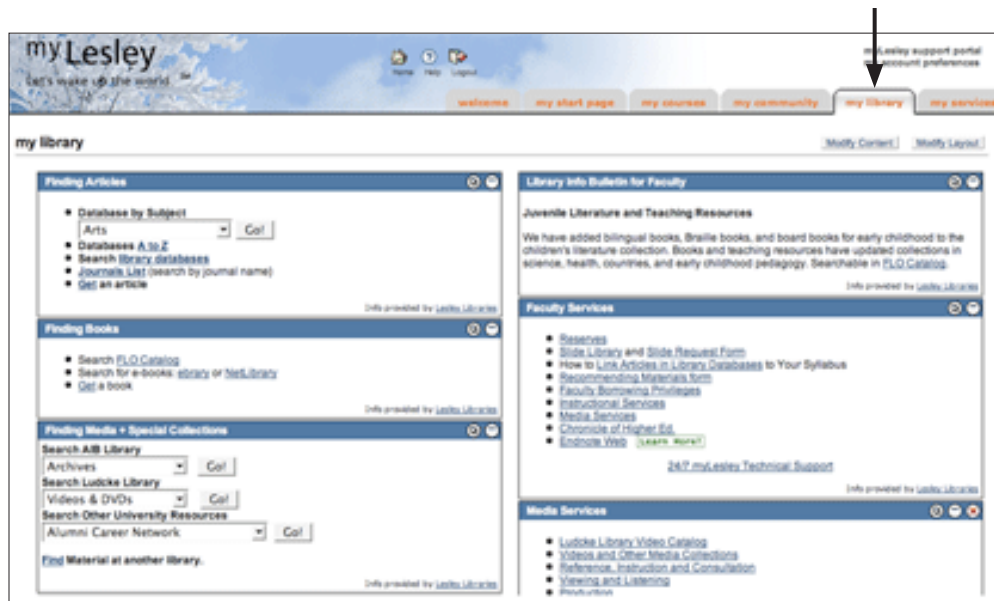
Communities are for non-course related communication and collaboration



myLesley Introduction & Tour (continued)

“MY LIBRARY” TAB

This tab provides students, faculty and staff with access to the Ludcke Library’s online databases and other resources. Click on the “my library” tab in myLesley. Please see page 46 for additional information about using “my library.”



“MY SERVICES” TAB

Click on the “my services” tab to view Staff related news and information.



The following pages include information about how to customize pages that contain modules.





Customizing myLesley

OVERVIEW

Pages such as the “my start page,” “my library” and “my services” contain customizable areas called modules, allowing for personalized viewing of information. Some modules, such as “My Announcement,” can be relocated but not removed.



At the top of each module are icons. Not all modules have all of the icons.

-  **Detach module:** Allows this module to launch in its own window
-  **Minimize module:** Allows this module to be collapsed
-  **Edit module:** Allows the content of this module to be edited
-  **Delete:** Allows this module to be removed from view
It can be brought back by clicking on the modify content button

Customizing myLesley (continued)

MODIFY CONTENT AND LAYOUT MODULE BUTTONS

Click here to customize the contents and layout of any page in myLesley that use modules.

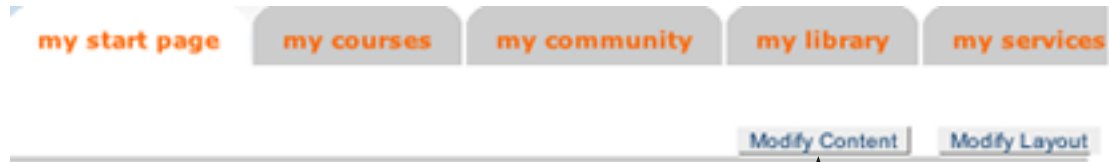
Some modules, such as the "My Sticky Notes" can be made to appear on multiple pages at the same time; pages such as the my library tab.



Customizing myLesley (continued)

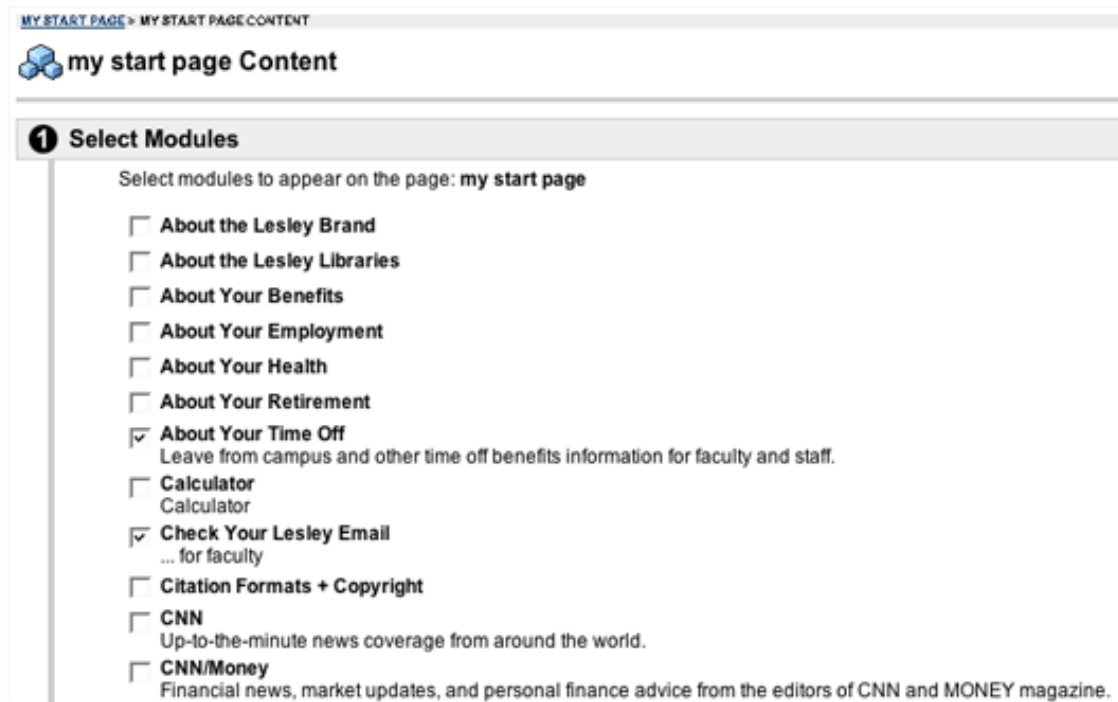
MODIFY CONTENT

Select or remove the information on pages that contain modules.



1. Click the **Modify Content** button

The following page will appear.



2. Check the **boxes** for information you would like displayed on your start page and un-check those you would like removed.

NOTE: Boxes with Red Checks cannot be removed.

3. When complete click **Submit** at the bottom of the window.

Customizing myLesley (continued)

MODIFY LAYOUT

Change color scheme and the order of the modules.



1. Click the **Modify Layout** button

2. The “my start page Layout” page will appear. Click an item from either the right or left column and then use the arrows to place it where you prefer.

Move Down

Move to the Right

Move Up

Move to the Left

Personalize Theme:
Click a **radio button** to choose a color scheme.

3. Click **Submit** →

Customizing myLesley (continued)

WEB BOOKMARKS: SHORTCUT TO CURRENT COURSES

The "My Web Bookmark" module is useful for holding web links that you use frequently. Also use this option to create links to your most current courses on the "my start page."

1. Go to the "my courses" tab.
2. Right click (PC) or Control click (Mac) on the link to the first course you wish to make a shortcut to and choose "copy shortcut" or "copy link location."
3. Go to the "my start page" tab.
4. Click the **Pencil** in the My Web Bookmarks Title Bar.



The "Customize My Web Bookmarks" screen will appear.

5. Type a name for this link in the "Name" field.
6. Click in the "External Link" field and paste the link you retrieved in Step 2, or add the link to an external website.

Customize: My Web Bookmarks

1 Modify Module Text

Open Links in New Window

Name	External Link
Lesley Online Email	https://email.lesley.edu/
Demo Discussion Board Course	courses&url=/bin/common/course.pl?course_id=_26082_3

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

7. Click **Submit**

A screenshot of the "Customize My Web Bookmarks" screen. It shows a form with two columns: "Name" and "External Link". The first row has "Lesley Online Email" and "https://email.lesley.edu/". The second row has "Demo Discussion Board Course" and "courses&url=/bin/common/course.pl?course_id=_26082_3". There are empty fields for a third row. Below the form is a "Submit" button, which is highlighted by a black arrow. There is also a "Cancel" button next to it.

MY START PAGE > CUSTOMIZE MY WEB BOOKMARKS

Customize My Web Bookmarks

The module has been successfully updated.

Friday, October 20, 2006 10:58:01 AM EDT

8. Click **OK**

A screenshot of the "Customize My Web Bookmarks" screen after the update. It shows a message: "The module has been successfully updated." Below the message is the date and time: "Friday, October 20, 2006 10:58:01 AM EDT". At the bottom right, there is an "OK" button, which is highlighted by a black arrow.

Repeat these steps until all the current courses are in "My Web Bookmarks."

Working in “my courses”

OVERVIEW

Each new course in myLesley is created using a standard template with similar, customizable navigation areas within each newly created course shell.

Within these tools there are more advanced features. For more information on these advanced features, please contact 1-888-myLesley or view the eLearning and Instructional Support myLesley Tips & Tutorials resources page at <http://www.lesley.edu/elis/resources/mylesleytutorials.html>.

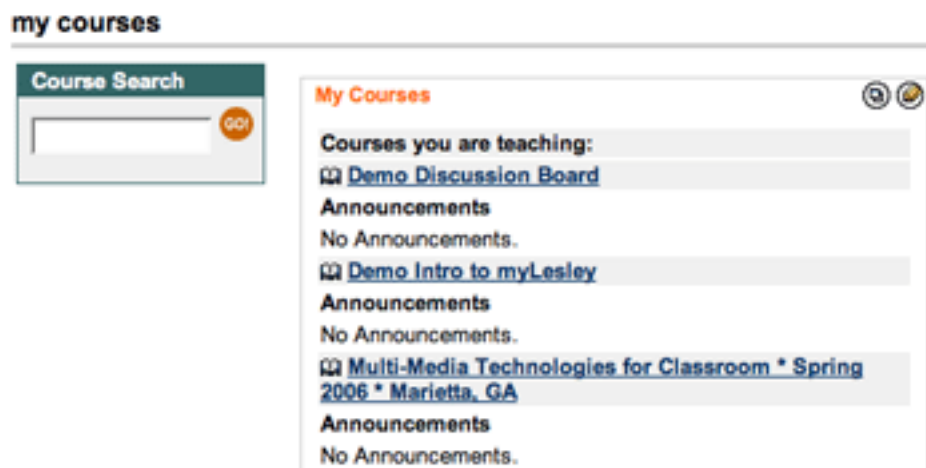
Working in “my courses” (continued)

LOCATE A COURSE

1. Choose **my courses** from the tab list.



2. Under “My Courses” go into the course or “my Space” by clicking on the name of the course, which is a link.

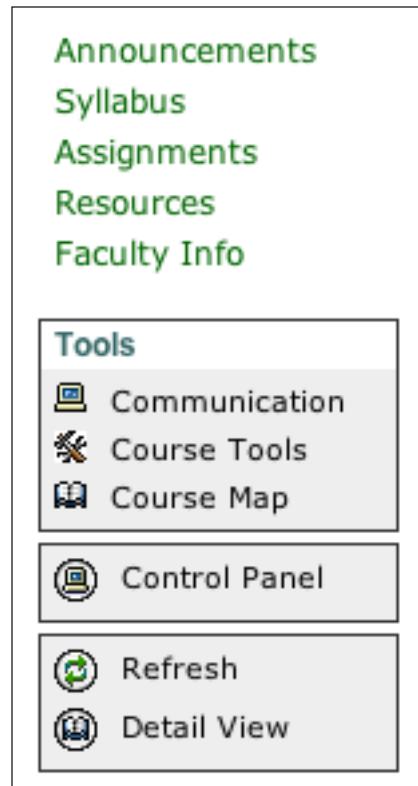


Working in “my courses” (continued)

MAIN NAVIGATION MENU

Each course is generated using a standard course shell. This shell includes the following:

- Announcements
- Syllabus
- Assignments
- Resources
- Faculty Info



COMMUNICATION

The Communication area contains tools to help members communicate with one another. The most popular tools are enabled by default such as the Discussion Board, Roster and Send Email. Faculty/Leaders can turn items on or off.

COURSE TOOLS

The Course Tools area contains various tools to help members of the course or community to work together collaboratively.

CONTROL PANEL

The control panel is only viewable by the course instructor and TA only. This allows the instructor to edit and customize areas of the course.

REFRESH

Changes to the main navigation menu appear when you return from the Control Panel. If you do not see the change appear, choose the “Refresh” button at the bottom of the main navigation menu.

Working in “my courses” (continued)

DETAIL VIEW/QUICK VIEW

This option is known as the “Advanced Course Menu.”

The “Quick View” is the default setting for the navigation menu, while the “Detail View” allows users to expand and collapse the Course Menu, and displays a clickable link to each item in the course allowing the user to click jump to a specific folder or item. This is particularly useful if faculty/facilitators have deep sub-folders.

Users can customize their personal view by toggling between the Quick View and the Detailed View; or the faculty/facilitator can disable this feature for the user/student and choose one or the other.

Detail View

The Detail View navigation menu for a course titled "demo faculty course" is shown. At the top, there are expand (+) and collapse (-) icons. Below the course name, a tree structure is displayed with a red pin icon next to "Announcements". The tree includes "Announcements", "Syllabus", "Assignments", "Resources", and "Faculty Info", each with a folder icon. Below the tree is a "Tools" section with three items: "Communication" (with a computer icon), "Course Tools" (with a wrench icon), and "Course Map" (with a map icon). Below the Tools section is a "Control Panel" button with a computer icon. At the bottom, there are two buttons: "Refresh" (with a circular arrow icon) and "Quick View" (with a person icon).

Quick View

The Quick View navigation menu for a course is shown. It lists five course items in green text: "Announcements", "Syllabus", "Assignments", "Resources", and "Faculty Info". Below these items is a "Tools" section with three items: "Communication" (with a computer icon), "Course Tools" (with a wrench icon), and "Course Map" (with a map icon). Below the Tools section is a "Control Panel" button with a computer icon. At the bottom, there are two buttons: "Refresh" (with a circular arrow icon) and "Detail View" (with a person icon).

Working in “my courses” (continued)

ADAPTIVE RELEASE

This is a more advanced tool that allows an instructor to create an individual student centered learning experience through course content and activities. Content items, assessments, assignments, or other activities can be released to students based on a set of criteria including: date and time, specific users, group membership, grades or attempts on a particular test or assignment, or Review Status of another item in the course.

REVIEW STATUS

If a faculty has enabled Review Status, students are able to mark items as “read” to help them manage their learning experience. This tool works independently or with the Adaptive Release feature to help instructors scaffold the learning experience.

To access these features in a content area, click on “Edit View” and click **Manage** next to the content item you wish to update. A menu screen will appear with several of these new features.



- ▶ **[Adaptive Release](#)**
Create or modify a basic Adaptive Release rule.
- ▶ **[Adaptive Release: Advanced](#)**
Create or modify advanced Adaptive Release rules. Use this feature when creating multiple rules.
- ▶ **[Review Status](#)**
Enable or disable review for this item.
Current Status: *Disabled*
- ▶ **[Adaptive Release and Review Status: User Progress](#)**
View availability and review status of this item for all users.
- ▶ **[Statistics Tracking](#)**
Enable or disable tracking for this item. View system tracking information for this item.
Current Status: *Enabled*
- ▶ **[Metadata](#)**
Set metadata information for this content item.

Working in “my courses” (continued)

PERFORMANCE DASHBOARD

This tool gives instructors the ability to see user performance and activity information for better one-on-one student centered learning.

To access the Performance Dashboard, go into the Control Panel, and click on **Performance Dashboard** located under the “Assessment” menu.



Performance Dashboard

Use the links provided to view user progress details for each performance measurement.

 Print

Review Status	Adaptive Release	View Grades
0		
0		
0		

Create and Manage Content

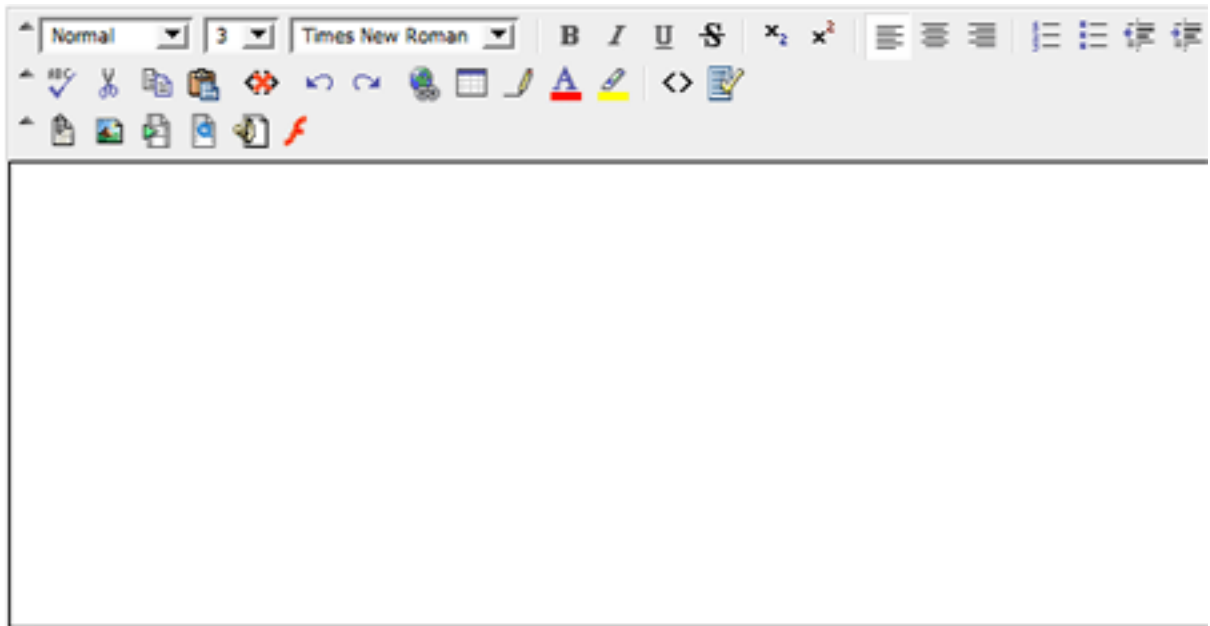
OVERVIEW

myLesley has several tools that help you edit and design information directly in the course. Before going into how to add content such as announcements and a syllabus, we will review how to use the primary editing tool, the Visual Text Box Editor.

Create and Manage Content (continued)

USING THE VISUAL TEXT BOX EDITOR

The WYSIWYG (What You See Is What You Get) Text Editor is where content is created and displayed as it will appear on screen. The Text Box Editor is used in creating and editing content such as Items, Folder or Links, and has features and tools similar to a word processor such as Microsoft Word.



The top toolbar contains commands for changing the font size and face, paragraph alignment options, bullets and numbering, and indenting left or right.



The middle toolbar contains commands for spellcheck, cutting, copying and pasting, clear, undo and redo, inserting a hyperlink, table or line, font color options, highlighting tool, view in HTML and previewing the text.



The bottom toolbar contains multimedia commands for attaching a file or image, adding MPEG content, and adding a quicktime movie, sound file or flash content.

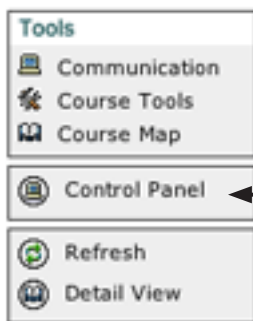


Create and Manage Content (continued)

CREATE AN ANNOUNCEMENT

The only way to add or modify an announcement is through the "Control Panel."

[Announcements](#)
[Syllabus](#)
[Assignments](#)
[Resources](#)
[Faculty Info](#)



Tools

- Communication
- Course Tools
- Course Map
- Control Panel**
- Refresh
- Detail View

1. Choose **Control Panel** from the menu bar.

2. Choose the **Announcements** link from the "Course Tools" section.



Course Tools

- [Announcements](#)**
- [Collaboration](#)
- [Course Calendar](#)
- [Digital Dropbox](#)
- [Staff Information](#)
- [Glossary Manager](#)
- [Send Email](#)
- [Content Collection](#)
- [Discussion Board](#)

3. Click the **Add Announcement** button



Announcements

[Add Announcement](#)

VIEW TODAY | VIEW LAST 7 DAYS | VIEW LAST 30 DAYS | VIEW ALL

May 11, 2007 - May 18, 2007

Mon, Oct 23, 2006 -- Permanent -- Welcome!

Welcome to our myLesley test server environment and to the demo discussion course area.

Posted by: Heather McMorrow-Gretzinger

[Modify](#) [Remove](#)

Create and Manage Content (continued)

The Add Announcement page appears onscreen.

Add Announcement

1 Announcement Information

Subject
Message

4. Anything with a red asterisk is required.

5. Enter your message here. Take time to be personable and concise.

2 Options

Permanent announcement? Yes No

Choose date restrictions

Display After

May 16 2007

11 30 AM

Display Until

May 17 2007

11 30 AM

3 Course Link

Click Browse to choose an item.

Location:

Browse

4 Email Announcement

Email will be sent immediately to all course users. Note that Course Links will not be included in the email.

Email this announcement to all course users.

5 Submit

* Required Field

Click Submit to finish. Click Cancel to quit.

Cancel Submit

6. Do you want this announcement to appear immediately each time your students open your course?

7. Do you want this announcement to reveal itself after a designated date?

8. Do you want it to disappear after a designated date?

9. Do you want to create a link that will allow your students to go to a designated point in your course? *This is optional.*

10. Do you want to email the announcement to your students? *This is optional.*

11. Click **Submit**. You can edit or remove announcements at any time.

Create and Manage Content (continued)

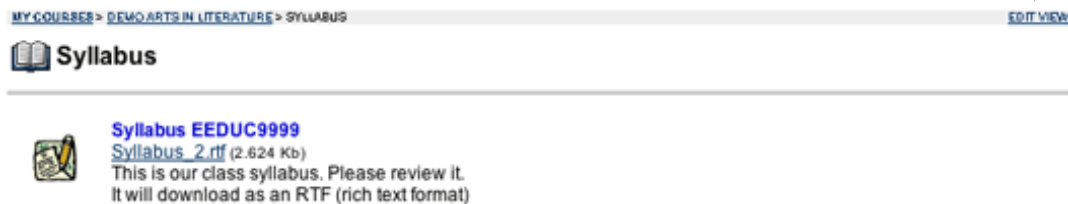
ADD CONTENT

Areas such as the “Syllabus” and “Assignments” links along the left navigation are called “Content Areas.” You are able to add or remove content areas and change the names of these as you choose.



1. Choose a content area. Here we will choose **Assignments** from the menu bar.

2. Choose **Edit View**



3. Choose any of the tools provided.



Item : Add a single item; i.e. a Word or Excel document, or enter text in a text box.

Folder : Add a folder to help chunk or organize your content.

External Link : Add a link to an outside website (it is also possible to add HTML within the description for any of these options).

Course Link : Add a link to another area within this course.

Test : Add a link to a test created in this course.

Select: Learning Unit : Add advanced features to your course (see the next section for more information on Advanced Features in the content areas).

Create and Manage Content (continued)

ADD A SYLLABUS

1. Choose **Syllabus** from the main course menu.



2. Choose **Edit View**



3. Choose **+Item** from menu.



The Add Item page will appear on screen.

4. Under "Content Information," type in a name for the syllabus.



5. In the "Content" area, click on **Browse** next to Attach local file.



Locate the syllabus file on your computer, and click **Open**.

6. Click **Submit** to finish.

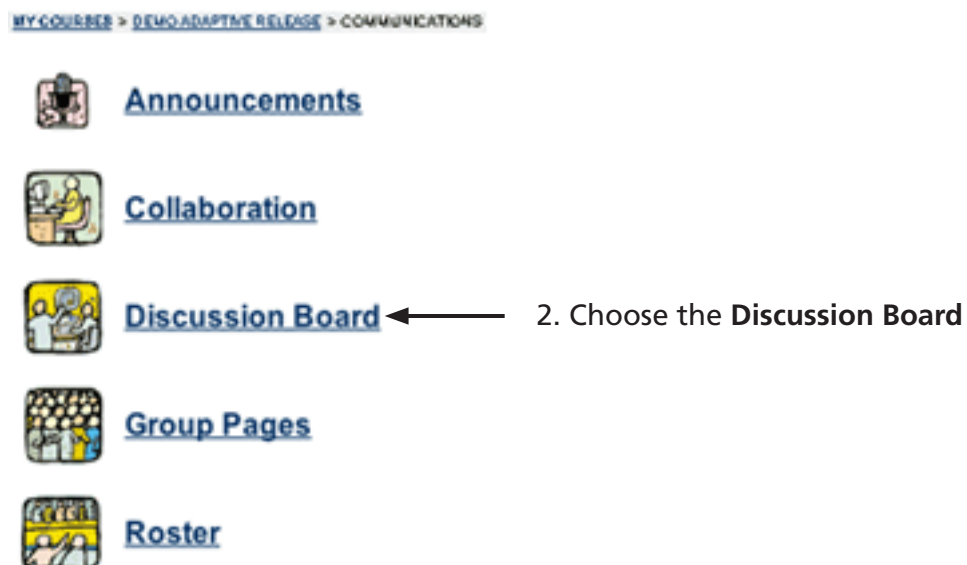
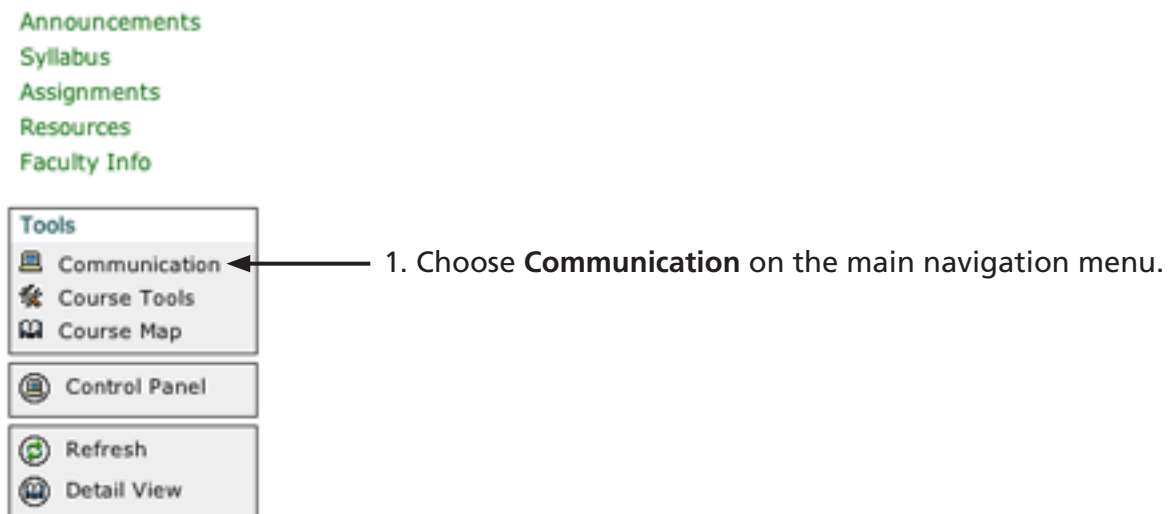
Discussion Board

OVERVIEW




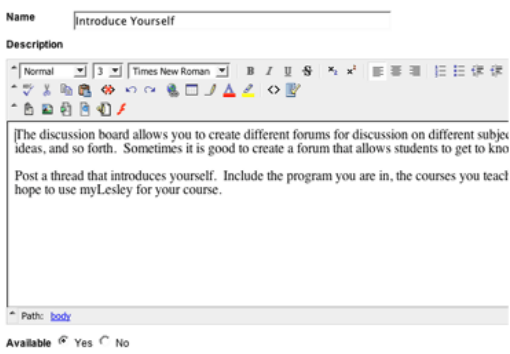
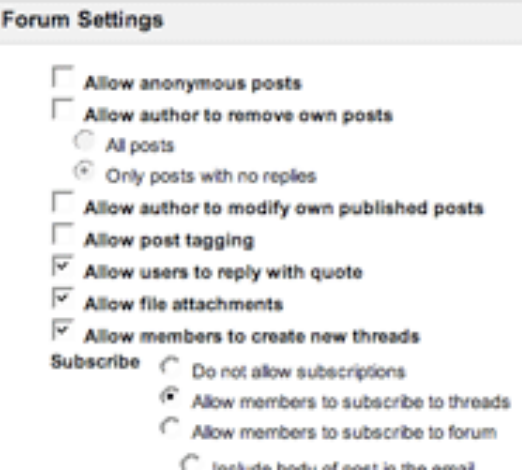


Instructors can create community by utilizing the Discussion Board tool. It is found under Communication on the navigation menu.

The group of discussions is called the Discussion Board. A single question or discussion area is called a Discussion Forum. The individual contributions are called Threads. An online discussion such as this may be called a threaded discussion.

FIND THE DISCUSSION BOARD



Discussion Board (continued)

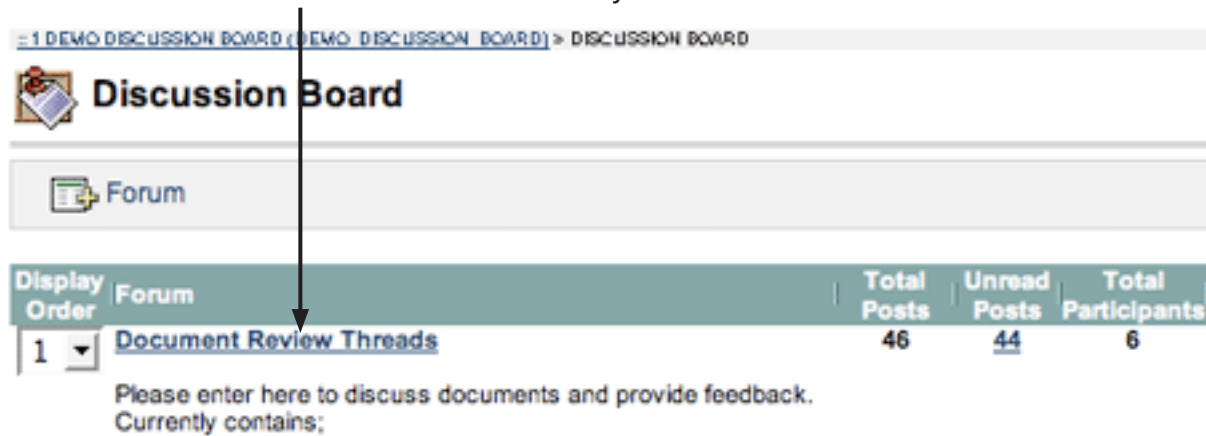
ADD A FORUM	MODIFY AN EXISTING FORUM	REMOVE A FORUM																				
<p>3. Choose the + Forum button</p> 	<p>3. Choose the Modify button</p> 	<p>3. Choose the Remove button</p> 																				
<p>4. Add a title and a description to your forum</p> 																						
<p>5. Ensure you set the Forum Settings</p> 																						
<p>6. Cancel or Submit your contribution.</p> 																						
<p>Faculty are able to control activities and responsibilities in a forum. This can be used to allow students to collaborate, or enable students to have specified responsibilities such as to assist faculty in moderating.</p>																						
<p>7. Click on Manage next to the forum title. Click on the drop down list under "Forum Role" to modify a user's role in the forum.</p>																						
<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  <p>Manage Forum Users</p> <p>Modify a course member's forum role by selecting a new role in the forum role select menu.</p> <p>Display All Forum Users GO</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0f2f1;"> <th>Last Name</th> <th>First Name</th> <th>Username</th> <th>Forum Role</th> </tr> </thead> <tbody> <tr> <td>Ausubel</td> <td>David</td> <td>democatstu5</td> <td>Participant ▼</td> </tr> <tr> <td>Bartlett</td> <td>Frederic</td> <td>democatstu2</td> <td>Participant ▼</td> </tr> <tr> <td>Bloom</td> <td>Benjamin</td> <td>democatstu1</td> <td>Participant ▼</td> </tr> <tr> <td>Dewey</td> <td>John</td> <td>democatstu3</td> <td>Participant ▼</td> </tr> </tbody> </table> </div> <div style="flex: 1; margin-left: 10px;"> </div> </div>			Last Name	First Name	Username	Forum Role	Ausubel	David	democatstu5	Participant ▼	Bartlett	Frederic	democatstu2	Participant ▼	Bloom	Benjamin	democatstu1	Participant ▼	Dewey	John	democatstu3	Participant ▼
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Bloom	Benjamin	democatstu1	Participant ▼																			
Dewey	John	democatstu3	Participant ▼																			

Discussion Board (continued)

CONTRIBUTE TO A DISCUSSION

Students will need to respond to a forum "question" and faculty and students respond to one another.

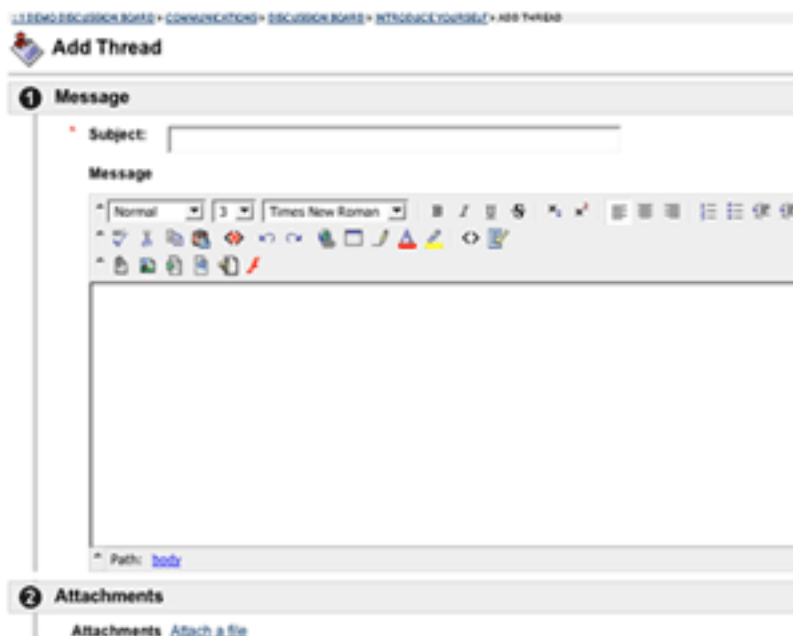
1. Find the Discussion Board.
2. Choose the Discussion Forum. Click directly on the blue link.



Click the + Thread button



3. Enter a descriptive subject. It is very important to do this so users can scan the list of contributions and make meaning out of what is under that subject without having to open each one to find out what is in it.

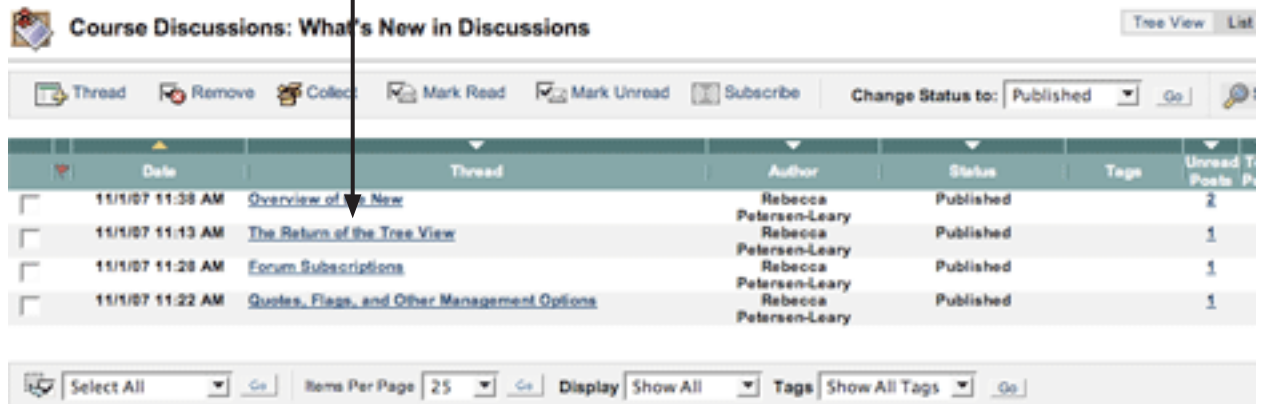


Choose **Save** to save a draft of the message to be submitted later, or choose **Submit** to post the message.



Discussion Board (continued)

Discussion threads are grouped by the main thread and the number of posts in that thread. Click on the **thread title** to view and respond to the main thread and all related responses.



Course Discussions: What's New in Discussions Tree View List

Thread Remove Collect Mark Read Mark Unread Subscribe Change Status to: Published Go

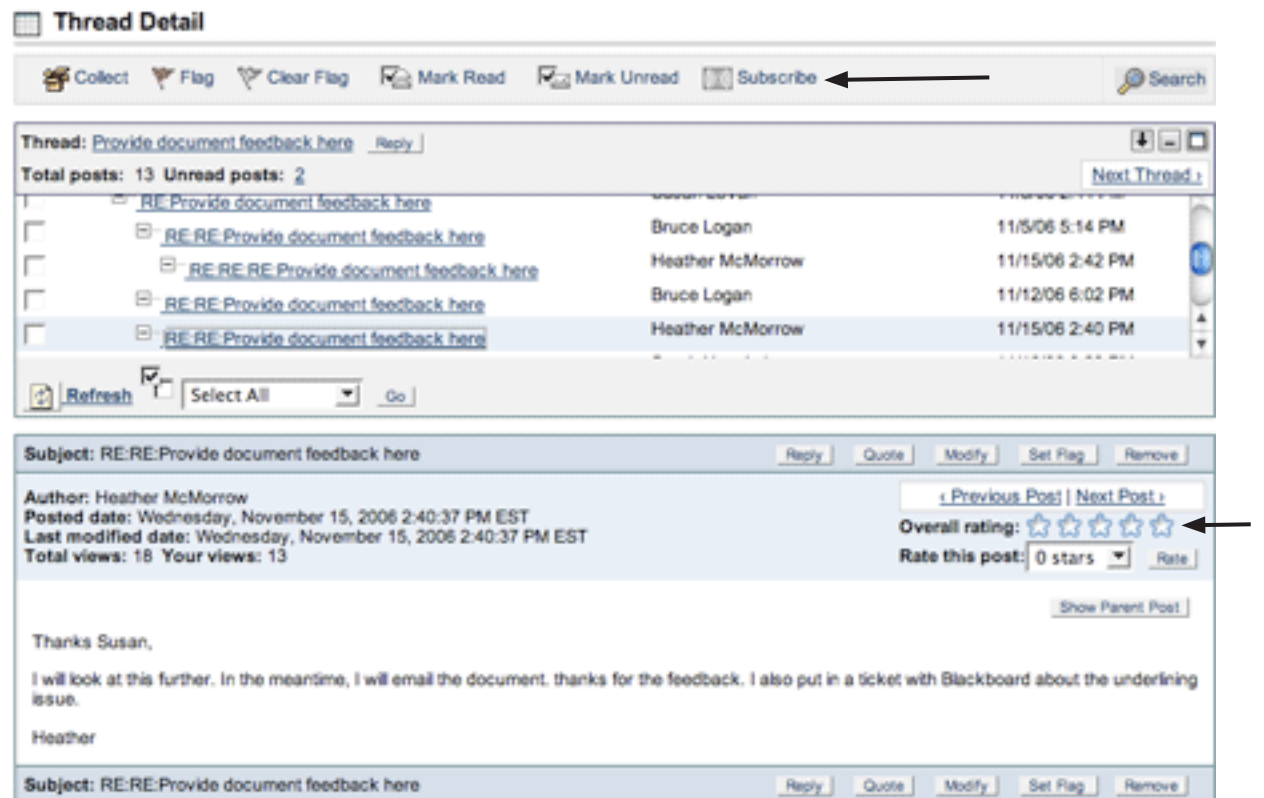
	Date	Thread	Author	Status	Tags	Unread Posts
<input type="checkbox"/>	11/1/07 11:38 AM	Overview of the New	Rebecca Petersen-Leary	Published		2
<input type="checkbox"/>	11/1/07 11:13 AM	The Return of the Tree View	Rebecca Petersen-Leary	Published		1
<input type="checkbox"/>	11/1/07 11:28 AM	Forum Subscriptions	Rebecca Petersen-Leary	Published		1
<input type="checkbox"/>	11/1/07 11:22 AM	Quotes, Flags, and Other Management Options	Rebecca Petersen-Leary	Published		1

Select All Go Items Per Page 25 Go Display Show All Tags Show All Tags Go

Discussion threads can also be viewed in the default “list view” or in “tree view” by clicking either option located on the top right side of the discussion forum.

Tree View List View

Students and faculty can “subscribe” to any given thread, and “rate” them as well, if the faculty has enabled these tools.



Thread Detail

Collect Flag Clear Flag Mark Read Mark Unread **Subscribe** Search

Thread: [Provide document feedback here](#) [Reply](#)

Total posts: 13 Unread posts: 2 [Next Thread](#)

<input type="checkbox"/>	RE: Provide document feedback here	Bruce Logan	11/5/06 5:14 PM
<input type="checkbox"/>	RE-RE: Provide document feedback here	Heather McMorrow	11/15/06 2:42 PM
<input type="checkbox"/>	RE-RE-RE: Provide document feedback here	Bruce Logan	11/12/06 6:02 PM
<input type="checkbox"/>	RE-RE: Provide document feedback here	Heather McMorrow	11/15/06 2:40 PM

Refresh Select All Go

Subject: RE:RE:Provide document feedback here [Reply](#) [Quote](#) [Modify](#) [Set Flag](#) [Remove](#)

Author: Heather McMorrow
Posted date: Wednesday, November 15, 2006 2:40:37 PM EST
Last modified date: Wednesday, November 15, 2006 2:40:37 PM EST
Total views: 18 **Your views:** 13

[Previous Post](#) | [Next Post](#)

Overall rating: ☆☆☆☆ **Rate this post:** 0 stars [Rate](#)

[Show Parent Post](#)

Thanks Susan,

I will look at this further. In the meantime, I will email the document, thanks for the feedback. I also put in a ticket with Blackboard about the underlining issue.

Heather

Subject: RE:RE:Provide document feedback here [Reply](#) [Quote](#) [Modify](#) [Set Flag](#) [Remove](#)

Grade Center

OVERVIEW

myLesley allows instructors to enter students to track and view their progress in a course with the Grade Center feature. The student can only view their grades. The Grade Center is currently only for myLesley.

Official final semester grades still need to be entered manually by the instructor at www.lesley.edu/lois. The Grade Center in myLesley is informational, not official.

Grade Center (continued)

ACCESSING THE GRADE CENTER

1. Log into myLesley and click the **my courses** tab on the top of the page. Select your course from the my courses list.

[Announcements](#)
[Syllabus](#)
[Assignments](#)
[Resources](#)
[Faculty Info](#)

Tools
 Communication
 Course Tools
 Course Map
 Control Panel
 Refresh
 Detail View

2. Choose **Control Panel**.

3. Choose the **Grade Center** from the "Assessment" Menu.

Assessment
[Test Manager](#)
[Survey Manager](#)
[Pool Manager](#)
[Course Statistics](#)
[Grade Center](#)
[Performance Dashboard](#)
[Early Warning System](#)

The Grade Center will load on screen.

Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click on the cell, type the grade value, and press the **Enter** key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. Use the contextual menus to modify column properties and access grade details.

Add Grade Column Add Calculated Column Manage Email Reports Grade History

Current View: Full Grade Center [Set as Default](#) Sort Columns By: Layout Position

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Student ID	Last Access	Weighted Total	Research Paper	Reflection Jour	Fieldwork
<input type="checkbox"/>	Ausubel	David	democatsu5			-	-	-	-
<input type="checkbox"/>	Bartlett	Frederic	democatsu2			-	-	-	-
<input type="checkbox"/>	Bloom	Benjamin	democatsu1			-	-	-	-
<input type="checkbox"/>	Dewey	John	democatsu3			-	-	-	-
<input type="checkbox"/>	Gagne	Robert	democatsu9			-	-	-	-
<input type="checkbox"/>	Montessori	Maria	democatsu8			-	-	-	-

Selected Rows: 0

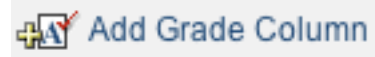
Grade Information Bar

Grade Center (continued)

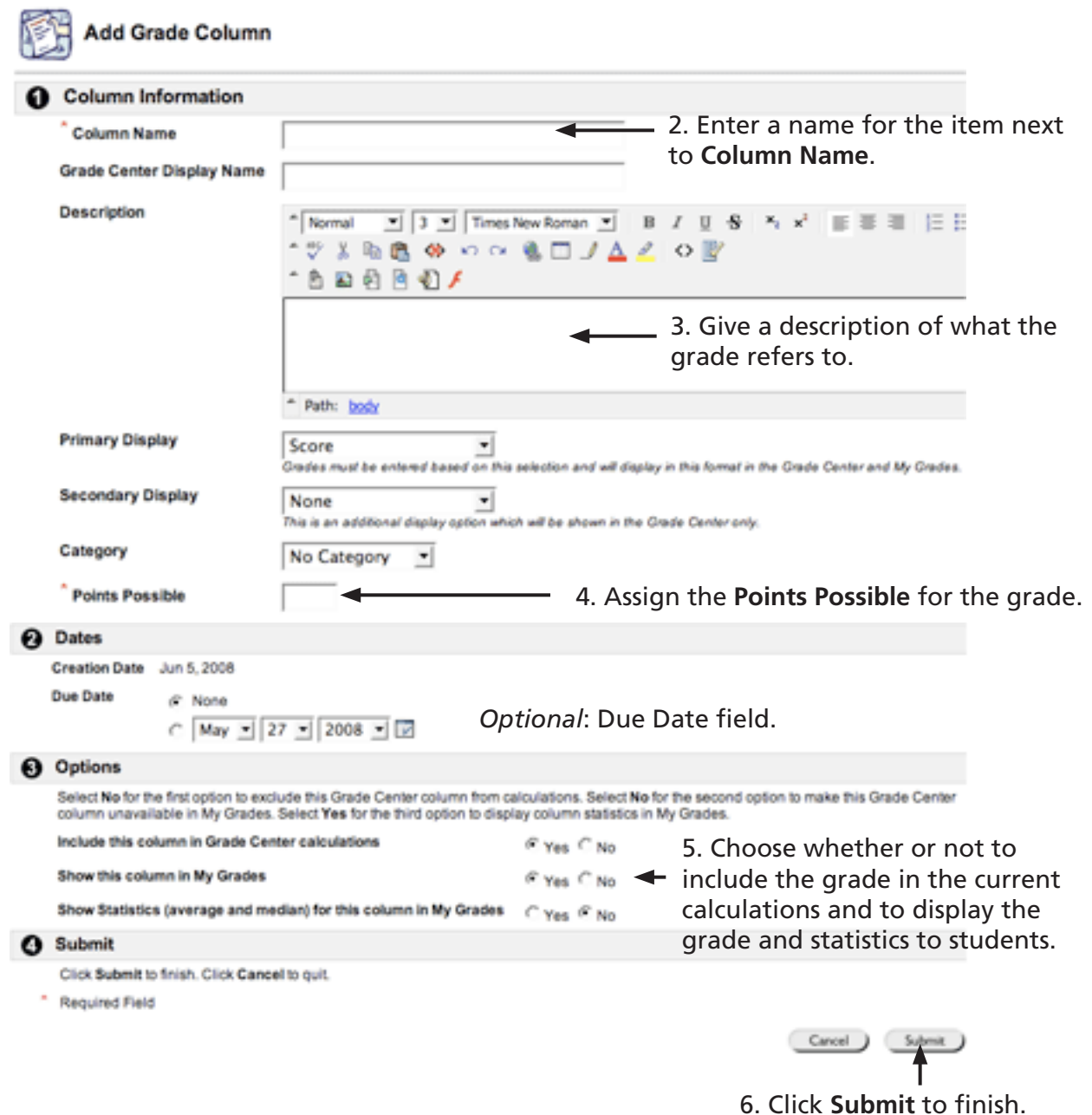
ADD A NEW GRADE COLUMN

The Add Grade Column tool adds a new column to the Grade Center that represents a gradeable item in the course.

1. In the Grade Center, click the **Add Grade Column** button in the action bar.



The "Add Grade Column" page will appear on screen.

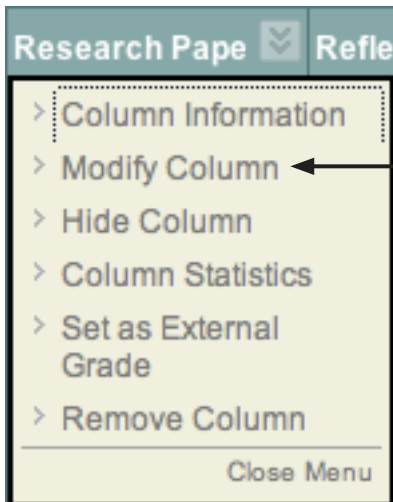
The "Add Grade Column" form is displayed on a light gray background. It is titled "Add Grade Column" with a document icon. The form is divided into four main sections: 1. "Column Information" (Section 1) with fields for "Column Name", "Grade Center Display Name", "Description" (with a rich text editor), "Primary Display" (set to "Score"), "Secondary Display" (set to "None"), "Category" (set to "No Category"), and "Points Possible". 2. "Dates" (Section 2) with "Creation Date" (Jun 5, 2008) and "Due Date" (set to "None", with an optional date field for May 27, 2008). 3. "Options" (Section 3) with three radio button options: "Include this column in Grade Center calculations", "Show this column in My Grades", and "Show Statistics (average and median) for this column in My Grades". 4. "Submit" (Section 4) with instructions to click "Submit" to finish and "Cancel" to quit. At the bottom right, there are "Cancel" and "Submit" buttons. Arrows point from numbered instructions to various fields: 2. "Enter a name for the item next to Column Name." points to the "Column Name" field. 3. "Give a description of what the grade refers to." points to the "Description" text area. 4. "Assign the Points Possible for the grade." points to the "Points Possible" field. 5. "Choose whether or not to include the grade in the current calculations and to display the grade and statistics to students." points to the "Show this column in My Grades" radio buttons. 6. "Click Submit to finish." points to the "Submit" button.

Grade Center (continued)

MODIFYING A GRADE COLUMN

Once a grade column is created, the instructor can modify the column properties or delete a column and all of its associated grades.

1. In the Grade Center, click the arrow in the specific grade column header to see more options.



The options presented in the drop down menu include: Column Information, Modify Column, Hide Column, Column Statistics, Set as External Grade or Remove Column.

2. To modify the column properties, choose **Modify Column**.

The "Modify Columns" page will appear on screen.

3. Make any changes or additions to the column properties, and click **Submit** at the bottom of the page to update the grade column.

ENTER OR CHANGE A GRADE

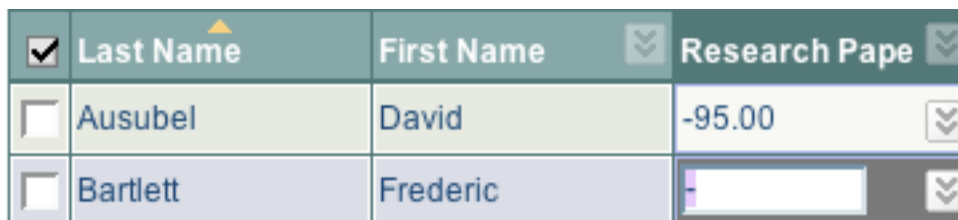
Instructors can manually enter in or change a grade in the Grade Center spreadsheet directly in a grade cell.

1. Click the cell in the column next to the student being graded. The cell will become an editable area.



<input checked="" type="checkbox"/>	Last Name	First Name	Research Paper
<input type="checkbox"/>	Ausubel	David	

2. Type in the grade and hit **Enter** on the keyboard. The grade will be saved in the spreadsheet and the next grade cell in the column will become active. Instructors can edit and delete a grade using the same one-click editing function in the Grade Center.



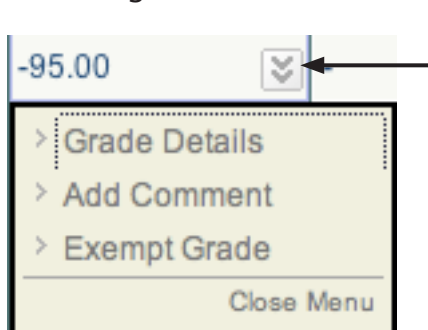
<input checked="" type="checkbox"/>	Last Name	First Name	Research Paper
<input type="checkbox"/>	Ausubel	David	-95.00
<input type="checkbox"/>	Bartlett	Frederic	

Grade Center (continued)

GRADE OPTIONS

Once a grade has been entered into the Grade Center, the instructor can view and edit details associated to the grade.

1. In the grade cell, click the arrow on the right side to view more options.



There are three options shown in the cell drop down list: Grade Details, Add Comment and Exempt Grade.

Please refer to the **myLesley Faculty Handbook: Grade Center** for more information and instructions on the Grade Center features (available on the eLearning and Instructional Support resources page at <http://www.lesley.edu/elis/resources/mylesleytutorials.html>).

Accessing the Course Roster

Faculty see their course 12 weeks prior to the start date. Students registered in the course are visible 8 weeks prior to the start date.

To view information about students in your course before the 8 week window, go to www.lesley.edu/lois

[Announcements](#)
[Syllabus](#)
[Assignments](#)
[Resources](#)
[Faculty Info](#)



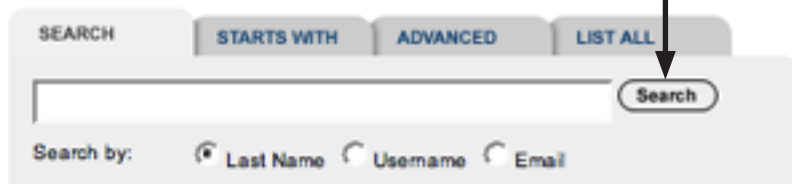
1. Click on **Communication** in the Tools menu



[Roster](#)

2. Click on **Roster**

3. Click on **Search** to view a list of students registered for the course.



The results list will show the name and email of all students registered for the course. The roster is also where you can view the students course homepage when they are created in the course.

For questions regarding student enrollment in a myLesley course, please contact the Registrar's Office at registrar@lesley.edu, 617-349-8740.

Copying and Reusing Course Content

OVERVIEW

Once a course has ended, faculty tend to review and reflect on the course, the content and the activities and what content to keep for future use. If a course is ready to run again, faculty may either want to bring content from the old course into the new one, bring content into their my space area for archival purposes, or move content from their my space area into a course. Please note that a copy of all course content should reside on your local computer and not solely in myLesley.

Content is moved around for a number of reasons:

- A faculty has been assigned to a new course and has content from a former course they would like to use in its entirety.
- A course has ended and the faculty would like to archive some of the content into their my space area.
- A new course is running and the faculty would like to copy an old course into a new shell in its entirety.
- A faculty would like to archive a course and give it to a colleague for use in their course.

Content can easily be moved around in several different ways:

- Cutting and Pasting
- Using the Export & Import Course feature
- Using the Copy Course feature

Before beginning to move content around, log into myLesley and check to see if the course you are going to work with is available. Your course is auto-generated (a shell that is without content will appear twelve weeks prior to the class beginning).

Once you see the course in myLesley, familiarize yourself with the shell that has been generated:

- Go into it and review the default navigation.
- Click into different categories names (syllabus, assignments...)
- Click on Edit View in the top right hand corner to get an idea of how to add and move/copy content into different areas.
- Go into the Control Panel and familiarize yourself with the Manage Course Menu and Manage Tools feature under "Course Options."

Multiple .zip files can be imported into a single course. This means that you can Import several courses that have been Exported into the mySpace area or other course without overwriting other course information.

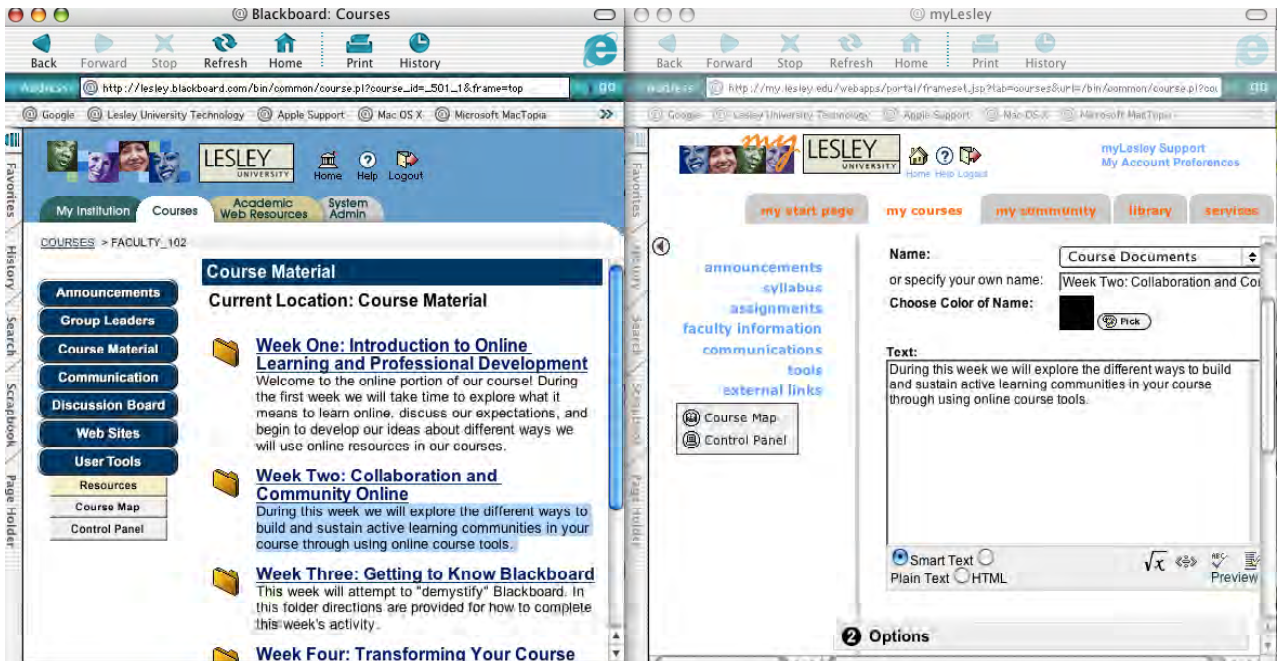
Please note: If the original course had discussion threads you may receive an error message for each one the system attempts to import. Discussion forum threads do not import. Examine the import and contact 1-888-myLesley if you need assistance.

Copying and Reusing Course Content (continued)

CUT AND PASTE CONTENT

This Copy and Paste method is recommended for moving smaller amounts of content around within a course and between courses.

1. Open the selected original course in one browser window.
2. In a separate browser window (go to File/New window) open the destination course or course shell.
3. Place both windows side by side so they are visible.



Pictured: move content from an outside source to a myLesley course.

4. Move the cursor over the outside course.
5. Highlight the text you wish to copy.
6. In the top menu bar choose **Edit/Copy**.
(The Mac keyboard shortcut is "apple C" and the PC keyboard shortcut is "CTL C").
7. Move the cursor to the myLesley course.
8. Once the cursor is in the desired spot click to drop the cursor.
9. Go to the top menu bar and choose **Edit/Paste**.
(The Mac keyboard shortcut is "apple V" and the PC keyboard shortcut is "CTL V").

Copying and Reusing Course Content (continued)

PREPARE NEW COURSE FOR IMPORT OR COURSE COPY

All new courses are created 12 weeks prior to the course start date. This course comes with a standard course shell. If you are using the copy course feature or the Archive/Import feature, it is easiest to remove the provided navigation from the new course before you begin copying or importing content.

1. Go into the new course's **Control Panel**.
2. Under "Course Options" click on **Manage Course Menu**.



The following window below will appear.

Click the Remove button to remove all of the items provided in the shell.

WARNING: If you have any content in these times they will be lost.

3. Choose OK when you are done.

See Customizing to learn how to customize a course.

These items comprise the course navigation

OK

Copying and Reusing Course Content (continued)

EXPORT COURSE

The Export Course tool is the preferred method of moving course content in myLesley. It can be used when moving medium to large amounts of content (please note that large amounts of content will take awhile), to store a copy of a course on your hard drive (it can only be opened in myLesley), or to capture content in a format that can be shared with a colleague to bring in to myLesley.

[Announcements](#)
[Syllabus](#)
[Assignments](#)
[Resources](#)
[Faculty Info](#)



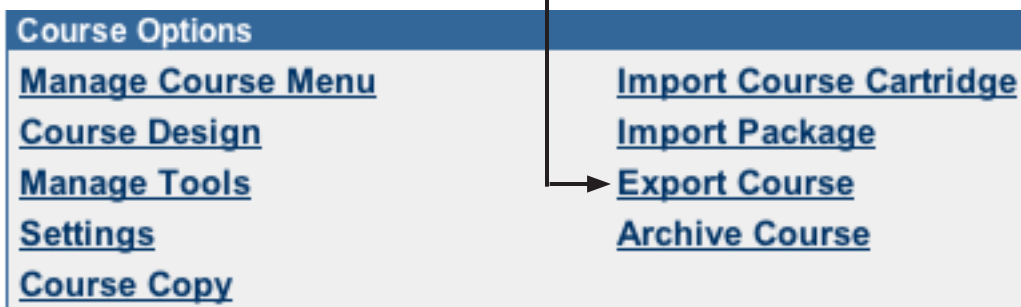
The first step is to delete the course shell navigation. Please see "Preparing the New Course for Import" or "Course Copy."


Then follow the steps below to export a course.

Please note: Discussion forum threads will not come over. You will also receive one error message for every thread or other item that does not come over. Examine the import and contact 1-888-myLesley if you need assistance.

1. In the course you wish to export, go into the **Control Panel**.

2. Under "Course Options," click **Export Course**.



3. The Export/Archive Manager will appear on screen. Click the **Export** button  **Export**

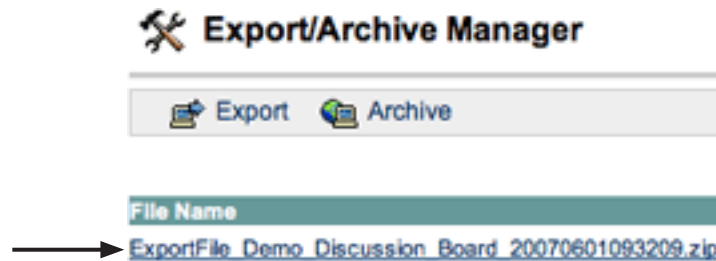
4. Select the course materials to export and click **Submit**.

Click **OK** to return to the Export/Archive Manager screen.

Copying and Reusing Course Content (continued)

A .zip file of the course materials you selected will appear in the manager window.

5. Click on the file name to download and save the course package onto your computer.



IMPORTANT NOTE: Review the file name for the file that has downloaded.

The file name should have .zip at the end of it. If it does not, rename the file and put .zip on the end.

Do not attempt to open the .zip file on your computer. This .zip file can be kept on your local computer and brought in to any new courses, multiple times.

Copying and Reusing Course Content (continued)

IMPORT THE PACKAGE

1. Login to myLesley
2. Under the "my courses" tab, enter the course the package is to be imported to.
3. Once in the course, go to the **Control Panel**.
4. In the Control Panel under "Course Options," choose **Import Package**.



5. Under "Select a Package," click **Browse**. Choose the exported .zip file on your computer.

A screenshot of the 'Import Package' form. The form has four main sections: 1. Select a Course (with a text field for 'Destination Course ID: demo_faculty_course'), 2. Select a Package (with a 'Browse...' button), 3. Select Course Materials (with a list of checkboxes for various course components), and 4. Submit (with 'Cancel' and 'Submit' buttons). A black arrow points down to the 'Browse...' button. A black box highlights the 'Select Course Materials' section, with a line pointing to the text '6. Under "Select Course Materials," select the course materials you want to import into the new course shell.' Below this, another text box says 'DO NOT check "settings" or "staff information" These are set in the system for consistency.' At the bottom right, a black arrow points up to the 'Submit' button, with the text '7. Click Submit.'

6. Under "Select Course Materials," select the course materials you want to import into the new course shell.

DO NOT check "settings" or "staff information"
These are set in the system for consistency.

7. Click Submit.

Copying and Reusing Course Content (continued)

COURSE COPY

Course Copy lets you move content from one course into another course you are teaching. The myLesley course shell must exist to complete this method. It is recommended that you clear the menu in the New course before beginning this next step (Please see "Preparing the New Course for Import" or "Course Copy").

Keep in mind:

- You must be enrolled in the course as an instructor
- You can only search by Instructor using your last name

1. Go to the originating or old course in myLesley (the one containing the content)
2. Go to the originating course's **Control Panel**
3. Choose **Course Copy**
4. Choose **Copy Course materials into an Existing Course**

The following screen will appear:

Copy Course Materials into an Existing Course

Appropriate privileges are needed to copy materials to a destination.

1 Course Selection

Destination Course ID

2 Select Course Materials

Content

- syllabus
- assignments
- external links

Adaptive Release rules for content
User criteria will not be captured if Enrollments are not included.

Announcements

Calendar

Collaboration Sessions

Discussion Board

Early Warning System Rules

Glossary

Gradebook Items and Settings

Group Settings

Settings

Staff Information

Tasks

Tests, Surveys, and Pools

3 Enrollments

Enrollments
Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

5. Locate the destination course by choosing the **Browse** button and searching.

The following "pop-up" will appear

Search by: Course ID Instructor Title/Description

Created in Last: All Courses Month Day

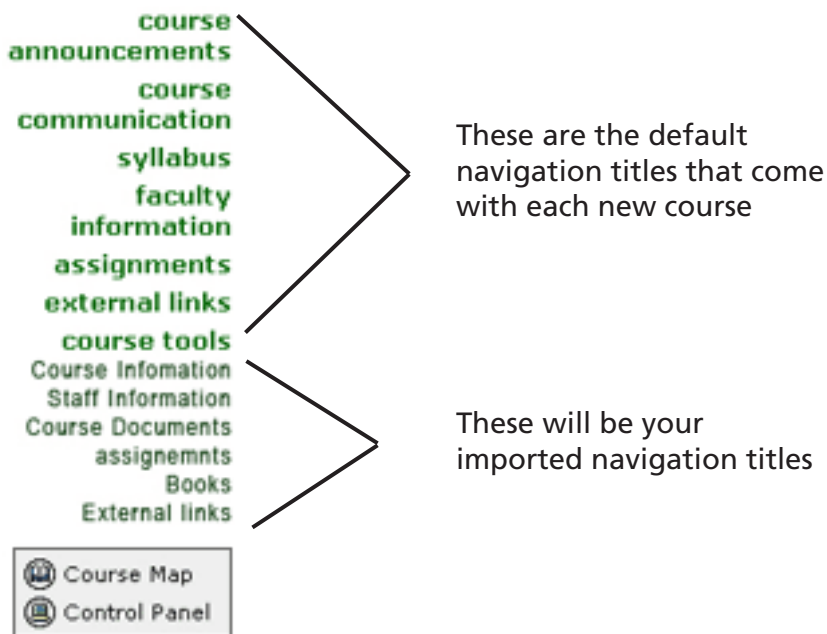
Please note: Discussion forum threads will not come over. You will also receive one error message for every thread or other item that does not come over. Examine the import and contact 1-888-myLesley if you need assistance.

Copying and Reusing Course Content (continued)

CLEAN-UP, REORGANIZE & CUSTOMIZE

Once your course content has been imported or copied into your new myLesley course, you will notice that your navigation menu titles have moved around, are out of order, or are duplicated. Click into each menu area to familiarize yourself with how the content imported. Make note of the similarities, differences, and changes to your course.

Below is an example of what the navigation menu of your imported course might look like:



See the "Manage Course Menu" to find out how to reorganize and customize your navigation menu.

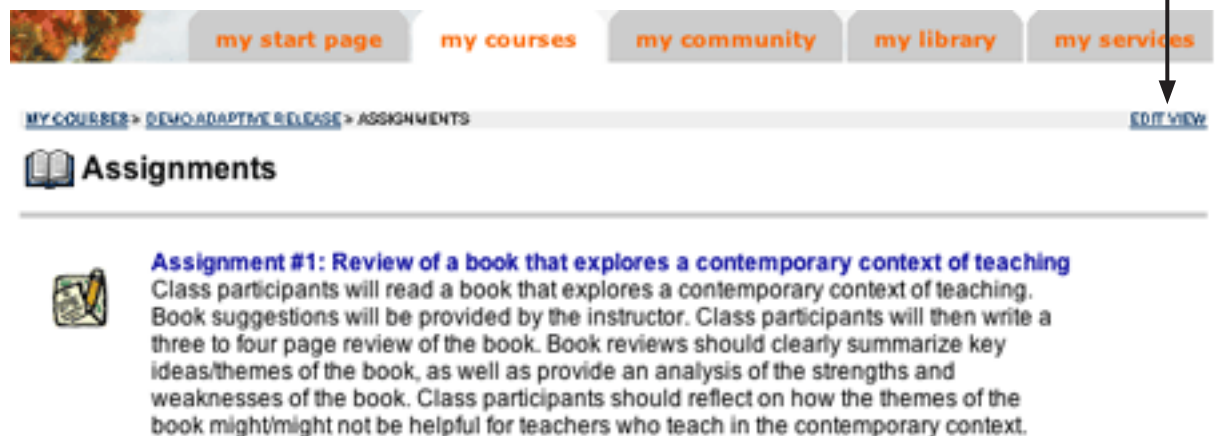
Copying and Reusing Course Content (continued)

WORKING WITH ATTACHMENTS WHEN MIGRATING

First download the attachment file from your myLesley course or other location onto your computer.

1. In myLesley, go to the area where you want to move the attachment to.

2. Click **Edit View**

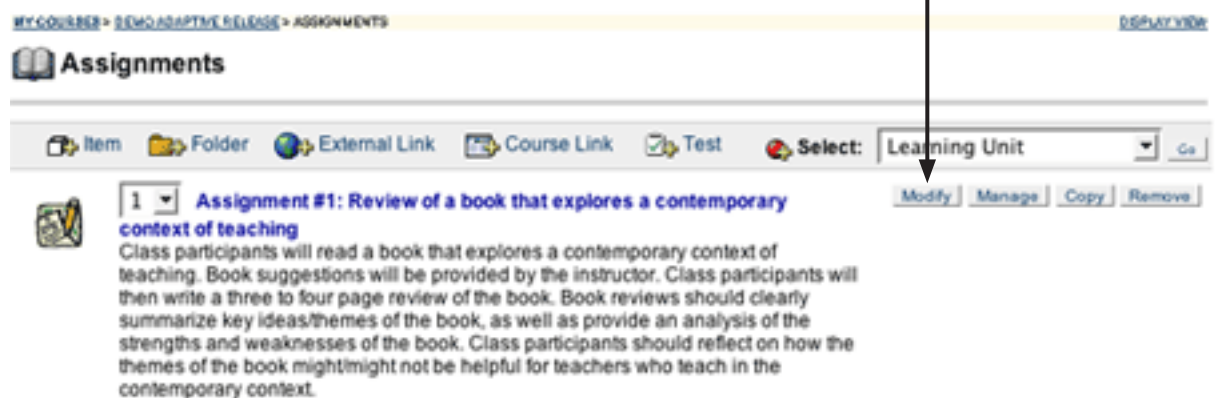


The screenshot shows the myLesley navigation bar with buttons for 'my start page', 'my courses', 'my community', 'my library', and 'my services'. Below the navigation bar is a breadcrumb trail: 'MY COURSE > DEMO ADAPTIVE RELEASE > ASSIGNMENTS'. An arrow points from the 'Edit View' button in the top right corner of the breadcrumb trail to the 'Edit View' button in the screenshot below.

Assignments

Assignment #1: Review of a book that explores a contemporary context of teaching
Class participants will read a book that explores a contemporary context of teaching. Book suggestions will be provided by the instructor. Class participants will then write a three to four page review of the book. Book reviews should clearly summarize key ideas/themes of the book, as well as provide an analysis of the strengths and weaknesses of the book. Class participants should reflect on how the themes of the book might/might not be helpful for teachers who teach in the contemporary context.

3. Click **Modify**



The screenshot shows the same myLesley course page as above, but with the 'Edit View' button replaced by a 'Display View' button. Below the breadcrumb trail is a toolbar with icons for 'Item', 'Folder', 'External Link', 'Course Link', and 'Test'. A 'Select:' dropdown menu is set to 'Learning Unit'. An arrow points from the 'Modify' button in the toolbar to the 'Modify' button in the screenshot below.

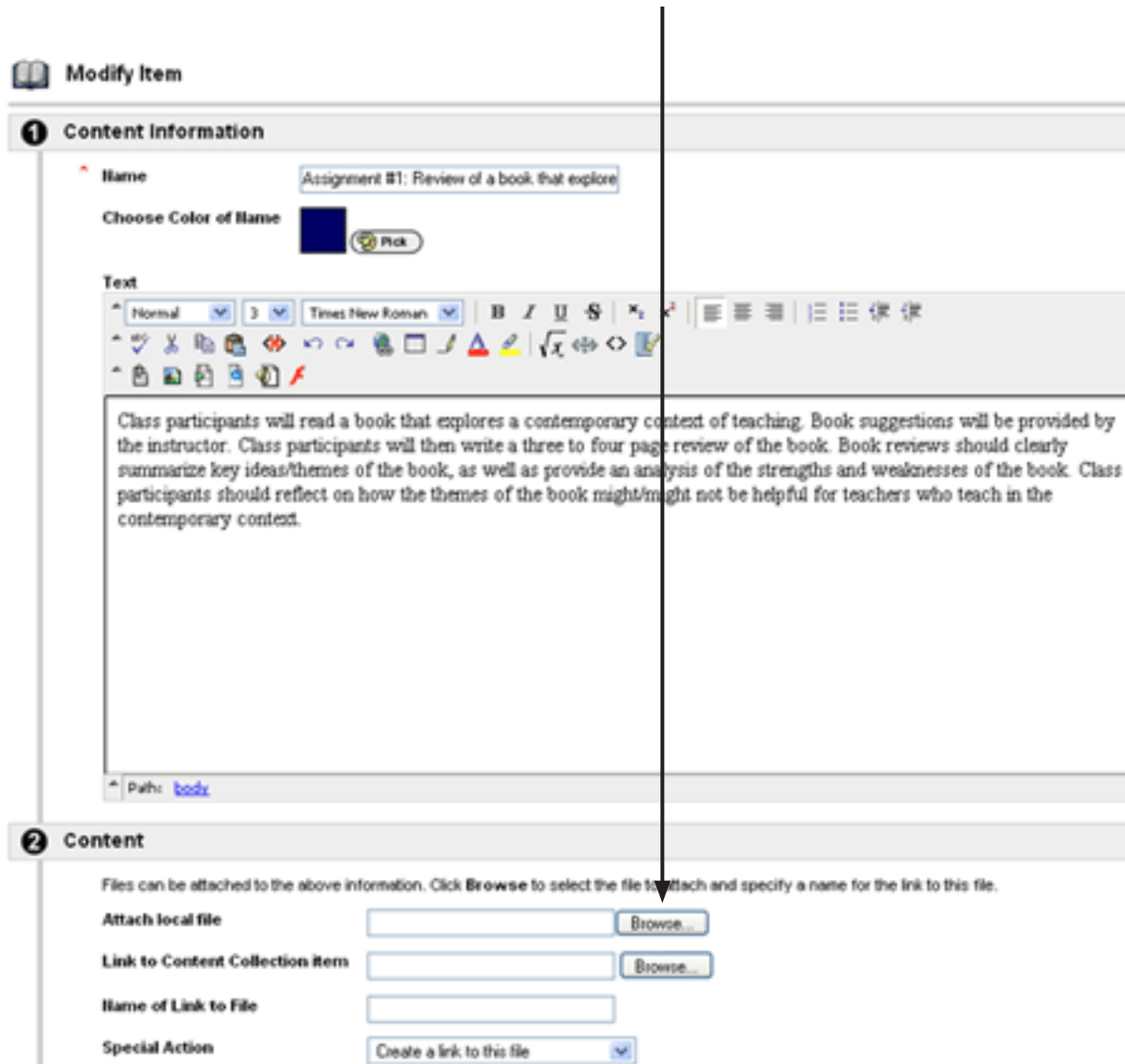
Assignments

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[Modify](#) [Manage](#) [Copy](#) [Remove](#)

Copying and Reusing Course Content (continued)

4. Under "Content," click on **Browse** next to "Attach local file."



The screenshot shows the 'Modify Item' interface. The 'Content Information' section is at the top, with a name field containing 'Assignment #1: Review of a book that explore' and a 'Choose Color of Name' dropdown set to blue. Below this is a rich text editor with a toolbar and a text area containing a paragraph about a book review assignment. The 'Content' section is below, with a note: 'Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.' There are four rows of input fields: 'Attach local file' with a 'Browse...' button, 'Link to Content Collection Item' with a 'Browse...' button, 'Name of Link to File' with an empty text box, and 'Special Action' with a dropdown menu set to 'Create a link to this file'. A vertical arrow points from the 'Attach local file' button in the 'Content' section up to the 'Attach local file' button in the 'Content Information' section.

5. Find your attachment file on your local computer and click **Choose**.

6. Back in myLesley, scroll all the way down and click on **Submit**.

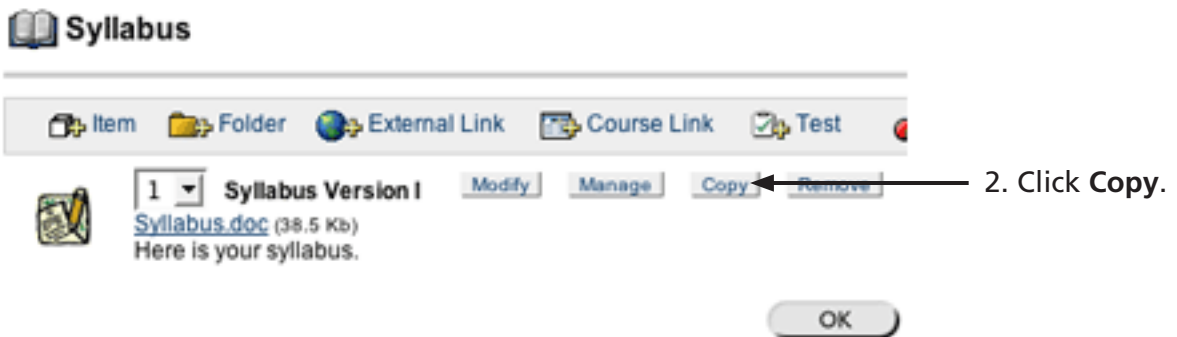
The file has now been uploaded into the new course.

Copying and Reusing Course Content (continued)

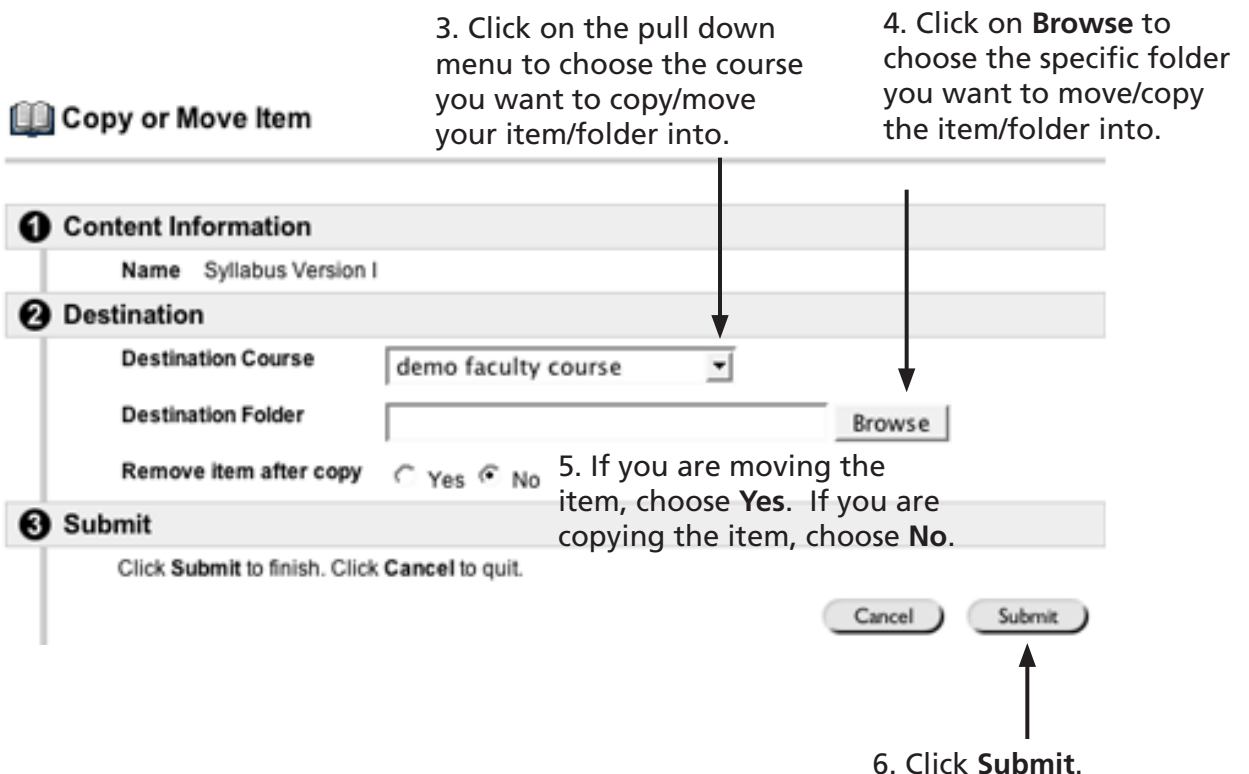
COPY FOLDERS & ITEMS TO ANOTHER COURSE

The copy tool within a course allows you to move items and folders to different areas within that same course. This is useful after you have exported a course then imported it into a new course shell. You may want to move items around in the course to a different area, and you can use the copy tool to do this.

1. Go to the item/folder you wish to copy or move. Make sure you are in Edit View mode.



The following window will appear:

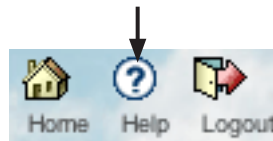


Other Resources







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

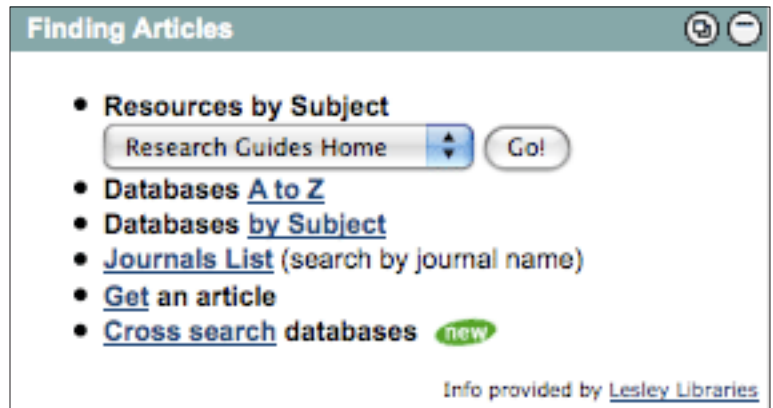
Access Lesley's online library databases. Click on the "my library" tab in myLesley.



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.

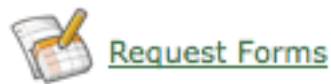
myLesley FAQs

My students aren't in my course. How do I add a student in my course?

Students must be registered for the course through the registrar's office. Once they have been registered, within 3 hours their information will be updated, and their name will show up in your course.

How do I add a TA in my course?

If the TA is a faculty, they have to contact the person who schedules courses for their program and be added through Colleague as a co-instructor. For student TAs, go to the "Help" button in myLesley and click on "Request Forms" under Useful Links, and in the pop-up window that appears click on the form for "Course Access Request."



Why can't I see my course in myLesley?

Check the course start date. Courses appear in myLesley 12 weeks prior to the start date for faculty, and 8 weeks prior for students. If you still do not see your course, contact your program mentor, director, or person who sent the letter informing you of your courses and ask them if your name has been entered in Colleague to teach that course.

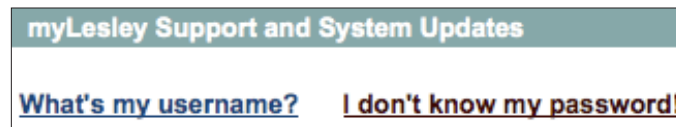
Where can I get more information and/or help with myLesley?

To access the myLesley Support Center and Knowledgebase, click on the Help icon on the top of the page or the myLesley Support Portal link in the top right-hand corner, and under "Browse by category" select myLesley from the drop down list. For more information or assistance in using myLesley, call the 24-hour help line at 1-888-mylesley (888-695-3753).



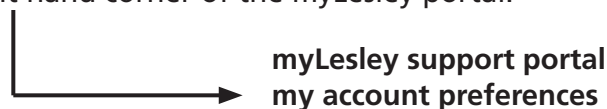
I don't know my Lesley username and/or password.

You can use the system to look up your Lesley username and reset your password. On the myLesley login page, click on the "What's my Username?" or "I don't know my Password!" links below the login, and follow the instructions provided.



How do I change faculty/student personal information or email?

Emails are pulled from the Human Resources database. To change it, go to Account Preferences at the top right hand corner of the myLesley portal.



How do I send a course to a colleague so they can use it?

The best way to package a course and send it to a colleague so they can import it into their course is by using the Export tool (Please see "Exporting a Course" under Copying and Reusing Course Content) and sending the resulting .zip file to your colleague. You may need to remove the extension and inform your colleague that they will need to add the .zip extension when the file arrives in order to use it. Some email providers block .zip files from being sent or received.