

myLesley Skills Needed Before Teaching Web-Based Courses

As you prepare to teach your course online, you will need to develop some basic myLesley skills. Use this checklist to evaluate your skills. If there are areas in which you need assistance, check out the suggested resources. For more information or hands on training, contact elis@lesley.edu.

Do you know how to...

<input type="checkbox"/> Log into myLesley?	myLesley Quick Guide for Faculty
<input type="checkbox"/> View the class roster?	Access the Course Roster
<input type="checkbox"/> Add your Faculty Profile?	Create a Faculty Profile
<input type="checkbox"/> Add an Announcement?	Add An Announcement
<input type="checkbox"/> Edit the course menu?	Modify the Course Menu
<input type="checkbox"/> Add content by creating folders, items, course links & external links? <input type="checkbox"/> Modify content already existing	Add Files and Weblinks
<input type="checkbox"/> Use the Discussion Board, including... <input type="checkbox"/> Set up a new forum? <input type="checkbox"/> Post a thread, with an attachment and embed a link? <input type="checkbox"/> Reply to a thread? <input type="checkbox"/> Collect messages?	myLesley Faculty Handbook: Discussion Board
<input type="checkbox"/> Use the Assignment Tool, including... <input type="checkbox"/> Create an assignment <input type="checkbox"/> Retrieve and Grade assignments	Add a New Assignment Download and Grade Assignments
<input type="checkbox"/> Use the Grade Center, including... <input type="checkbox"/> Add and organize columns <input type="checkbox"/> Enter grades <input type="checkbox"/> Weight grades	myLesley Faculty Handbook: Grade Center
<input type="checkbox"/> Create groups and add students to the groups	Create and Manage Groups
<input type="checkbox"/> Access Course Statistics to see when students last logged into the course?	View Student Statistics