



myLesley Quick Start Guide for Students

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.

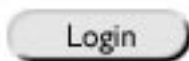
myLesley Login

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 students.



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



Email in myLesley

All Lesley students are required to regularly check their Lesley email accounts. 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

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



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

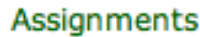
For assistance, click on the myLesley help button  , or call 1-888-mylesley

Commonly used course features and functions

Assignments

Coursework and assignment locations will vary by course. You may find these in Assignments or other areas such as Course Documents.

1. To view the assignments section, click the **Assignments** link on the left navigation menu.

 **Assignments**

2. If folders are present, click on the link next to the folder image to view its contents.



3. To open or download an assignment, right-click (PC) or Control click (Mac) and choose **Save Target As**.



Check Grades

You can check grades for assignments, projects, quizzes and tests in your myLesley courses. Check with your instructors to see if they are using this tool.

1. To access grades, click on **Course Tools**, **My Grades**.



Course Tools



My Grades

The grading setup may vary by course and instructor.

2. The grade view shows the item name, due date, grade given, points possible to achieve on item, class average for the item, and the grade weight.

3. Click on a grade to view the assignment, instructor comments, assignment details, and to add comments regarding the assignment. This feature may vary by course.

Groups

Instructors may use the Group feature for study groups or project purposes. The Groups pages may be under Course Communication or Groups in the main navigation.

1. To enter the Group pages, click on **Communication**, **Group Pages**.



Communication



Group Pages

2. Click on the group you belong to.

3. Only those assigned can access the specific group pages and features.

- ▶ **Group Discussion Board**
Use the Group Discussion Board for debates and conversations.
- ▶ **Collaboration**
Participate in Collaboration Sessions.
- ▶ **File Exchange**
Exchange files with group members.
- ▶ **Send Email**
Send email to one or more group members.

Send a Message

The email tool allows students and faculty to send a message out from myLesley that will be delivered to classmates' or the professor's email account.

1. To send email in a myLesley course, click on **Communication**, **Send Email**.



Communication



Send Email

2. Choose the recipient of the email. Type a subject and message.

3. Click **add attachment** if necessary.

4. Click **Send**. The message is sent to the recipient(s) and a copy sent to you.

5. Click **OK**.

Discussion Board

Your Instructor may have set up course and group discussion forums.

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



Communication



Discussion Board

2. Click a forum name to participate.

Survey Project Questions

Once you have added your ideas

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



Thread

Submit

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

Reply

Submit

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

5. To add an attachment to a post or response, click on **Attach a file**, and click the **Browse** button to locate the file on your computer and click **OK**. Click **Submit** to finish.

Attachments **Attach a file**

Browse...

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