Accessing the Sites

**myLesley** (my.lesley.edu): your online course site  
**LOIS** (lesley.edu/lois): course roster and grades  
**VoiceThread** (lesley.voicethread.com): multimedia discussions/presentations

Enter your Username and Password and click Login

Reset passwords at [https://mp.lesley.edu](https://mp.lesley.edu)

Email  
[http://lesley.edu/email](http://lesley.edu/email)
Enter your email address and password.

Get Help

View tutorials  
Get answers  
Request help  
[http://support.lesley.edu](http://support.lesley.edu)

Email support:  
it@lesley.edu  
elis@lesley.edu

Phone support:  
617-349-8770  
617-349-8960

Send Announcements

Post timely information and reminders for your students and send them via email all at once.

1. Log in to your myLesley course.  
2. Click **Create Announcement**.  
3. Enter your **Subject and Message**.  
4. Check **Email Announcement**.  
5. Click **Submit**.

Upload Your Syllabus (& other docs)

Ensure your syllabus is always available.

1. Log in to your myLesley course and navigate to where you would like to upload your document.  
2. Click **Build Content** and then **File** from the menu.  
3. Give the file a **Name**.  
4. Click **Browse My Computer** and locate the file on your computer.  
5. Click **Submit**.

Add or Edit Content

Create content for your students in myLesley

1. Log in to your myLesley course and navigate to where you would like to add content.  
2. Click **Build Content** and then **Item** from the menu.  
3. Enter a **Name** for the content item.  
4. Use the text editor and its tools to enter your content as you would if using MS Word.  
5. Click **Submit**.  

To edit content, click on the small gray circle next to the item name and select **Edit**.

[http://support.lesley.edu](http://support.lesley.edu)  
[http://lesley.edu/faculty](http://lesley.edu/faculty)