

Course Management Pilot, Spring 2004

Helpsheet: Introduction to Telesis for Students

What is Telesis?

Telesis is a course management tool for Washington University faculty and students that is being piloted and tested during the Fall 2003 semester. It's a web-based tool that allows easy access to course content and resources provided by your instructor including:

- Syllabus
- Files
- Course calendar
- Assignments
- Topics

Telesis also provides for communication from your instructor using:

- Electronic ("threaded") discussion—you may also communicate with classmates this way
- Announcements
- Electronic mail

In addition, Telesis offers tools to provide information specific to your course:

- Gradebook
- Attendance

Notes: Your instructor may enable some or all of these features in your Telesis course.

What do I need to use Telesis?

Telesis is available on the web. These web browsers are recommended:

- Internet Explorer version 5.5 or higher for Windows
- Netscape 7.0/Mozilla 1.0

No special plug-ins or additional software are required.

How can I reach Telesis?

You can reach Telesis at the URL <https://telesis.wustl.edu>. You'll need your WebSTAC ID and PIN to log in. You may also access Telesis through WebSTAC at <https://acadinfo.wustl.edu>. Once logged into WebSTAC, you can choose Telesis from the main menu. If you have questions about your WebSTAC ID and PIN, contact the Office of Student Records, 314-935-5959.

How do I move around in Telesis?

Once you have logged in to Telesis, you can navigate by:

- Choosing your course from the right side of the screen
- If you have more than one course on Telesis, choose one from the list of courses (to return to this list, choose **My Home** from anywhere in Telesis)
- You may also click on a pulldown menu of courses in the light blue menu bar

- Once you have entered a course, you can click on items in the main menu on the left side of the screen—choose **Syllabus, Assignments**, etc. here
- Be sure to click **Logout** at top right of the screen when you are finished using Telesis

Click to return to your course list

Click to select course from pull-down menu

Click options within a course

After initial login click to choose a course

Notes: An asterisk * next to an item in the main Telesis menu means that there has been a change or update in that area since you last entered it.

Your Telesis session will time out after 20 minutes if idle. You may need to log back in.

When using Telesis, how can I get help?

- While using Telesis, click on the **Help** button in the top menu bar for online help
- Complete the Telesis Report form at <http://artsci.wustl.edu/ASCC/telesis>

Note about uploading files to your instructor

- All files are submitted to your instructor's Inbox. You will not be able to see the file after you have submitted it.
- All files you submit to your instructor should follow the naming convention `firstname_lastname_assignment_draft#.doc`. For example: Ted Drewes would name the first draft of his research paper as `ted_drewes_research_1.doc`

Be sure to include the file extension (filename.doc, filename.ppt, etc.) This will ensure your instructor can open your file. Do not use periods or commas in your file name.

Note about Telesis pilot availability

Telesis is being tested as a pilot in several courses during the Fall 2003 term. You may notice occasional problems reaching Telesis or using its features. Be prepared with an alternate way to complete your work. For instance, if you are trying to upload an assignment to your instructor and you find that Telesis is unavailable, try sending the homework as an attachment to an Email message. Be sure to report any problem using Telesis to one of the addresses above. We appreciate your participation in the Telesis pilot!

Instructions for posting a question for Stein on the Physiology Forum

Create a new thread to ask Stein a question:

Click on Discussion

1. Choose the "Physiology" Forum
2. Click on the button New Thread
3. The content area displays Post a New Message
4. Author shows your initials as the poster
5. Type text in Subject and Message areas provided.
6. If you choose, click Preview to see the post before sending
7. Click on Post to send the message to the discussion list
8. Click on Cancel if you choose not to send the post
9. After the post has been sent, the discussion will appear with your new thread

Stein will respond to your question.

If you have technical problems with Telesis, EMail telesis@wustl.edu