What is Telesis?
Telesis is a web-based course and community management tool developed at Washington University in St. Louis. Developed originally for use in courses, Telesis also allows easy management of content and resources for non-course communities including committees and job searches. Telesis includes the following features:

- Syllabus or agenda information
- File sharing
- Course or meeting calendar
- Assignments or readings
- Topics or issues

Telesis also provides for communication with members using:

- Electronic (“threaded”) discussion
- Announcements
- Electronic mail to members of a community or subgroups of members
- Real-time chat

In addition, Telesis provides tools to help you in management of your course or community information as needed for:

- Gradebook
- Attendance

Finally, Telesis allows you to customize its functions by hiding menu items and features, changing the display of features and organizing members in your community into groups.

What do I need to use Telesis?
Telesis is available on the web. Current web browsers are recommended with the following versions:

- Internet Explorer version 6.0 or higher for Windows
- Netscape 7.2 or higher for Windows, Macintosh OSX or LINUX
- Mozilla 1.7 or higher for Windows, Macintosh OSX or LINUX
- Mozilla Firefox 1.0 or higher for Windows, Macintosh OSX or LINUX
- Opera 8.0 and higher for Windows
- Apple Safari 1.2.0 and higher for Macintosh OSX

The Java Runtime Environment (JRE) should be enabled on your browser—when you use the text editor for the first time, you’ll be asked to approve the Java applet that launches. No special plug-ins or additional software is required.

How can I reach Telesis?
Using your web browser and an Internet-connected computer, go to the URL https://telesis.wustl.edu. Enter your WebFAC ID and password. You may also reach Telesis via the menu on WebFAC. For help with your ID and password, contact your Dean’s office or the Office of Student Records, 935-5959.
How do I move around in Telesis?

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

- Choosing from list of courses or communities to view on the right side of the screen (to return to this list, choose My Home from anywhere in Telesis)
- Clicking on a pulldown menu of your courses and communities in the light blue menu bar
- Once you have entered a community, you can click on options in the main menu

How can my members reach Telesis?

Community members can reach Telesis at the URL https://telesis.wustl.edu. They will need their WebSTAC/WebFAC/SIS ID and Password to log in. They can also access Telesis through WebSTAC at https://acadinfo.wustl.edu. A helpsheet, Introduction to Telesis for Community Members is available with information about reaching and using Telesis.

What can my members see on Telesis?

If you are entering your Telesis community for the first time, you’ll be asked to initialize it. Then, you must activate custom content to make the community content available to your members. Before you have activated custom content, your community will display a yellow reminder in the blue page header at the top of each screen of Telesis. To display your content to members:

- Login to Telesis and choose a community to work with
- Choose Tools/Options and click the checkbox next to Activate Custom Content
- Click the button Save Changes

Until you have completed this step, members of your community will see a listing for it at My Home when they log into Telesis plus any information you have added on the page Community Home. A page containing library information is available at the menu item Library. Once you activate custom content, all menu items except for Chat are available to members: you can disable any of these. For more about visibility in Telesis, see the helpsheet, What do students see and when?

How can I learn more about using Telesis features?

While using Telesis, you can click on the Help button in the top menu bar for online help. For assistance or a referral to a local support representative in your area, send a message to telesis@wustl.edu.

When using Telesis, how can I report problems?

To report problems with Telesis, send a message to telesis@wustl.edu