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 for non-course communities including committees and job searches. With a little customizing, Telesis can offer the following features:

- Agenda information
- File sharing
- Meeting calendar
- Topics or issues
- Electronic (“threaded”) discussion
- Announcements
- Electronic mail to members of a community
- Real-time chat between members

Some Telesis features may be less useful for a non-course community such as Gradebook. You can customize the Telesis menu to disable or change the display of such tools by clicking on Tools and Options and the tab Menu Options.

Setting up a non-course community in Telesis
A non-course community may be created by anyone who had an instructor or leader role in an existing Telesis community. If you don’t yet have a leadership role in Telesis, please send a message to telesis@wustl.edu to request a test community.

Log into Telesis and click on any community where you have a leadership role:

- Choose Tools and then Options
- Click the tab Create Community
- Follow the prompts to name and describe your community
- Once created, you can enter your new community at My Home and add members using their Email addresses by clicking on Email/Roster and then Manage. Type an Email address in the space provided and then confirm the member name.

What do I need to use Telesis for non-course communities?
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 community 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 help sheet, 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

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