What is Telesis?
Telesis is a web-based course and community management tool that allows easy management of content and resources including:
- Syllabus
- File sharing
- Course calendar
- Assignments
- Topics

Telesis also provides for communication with students using:
- Electronic (“threaded”) discussion
- Announcements
- Electronic mail to students enrolled in a course or subgroups of students
- Real-time chat

In addition, Telesis provides tools to help you in management of your course information:
- Course roster for that reflects current enrollment
- Gradebook
- Attendance

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

What do I need to use Telesis?
Telesis is available on the web. These web browsers are recommended:
- 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 are 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 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 courses in the light blue menu bar
- Once you have entered a course, you can click on options in the main menu

**How can my students reach Telesis?**

Students can reach Telesis at the URL [https://telesis.wustl.edu](https://telesis.wustl.edu). They will need their WebSTAC ID and Password to log in. They can also access Telesis through WebSTAC at [https://acadinfo.wustl.edu](https://acadinfo.wustl.edu). Once logged into WebSTAC, students can choose Telesis from the main menu. Students who are enrolled and waitlisted for your course will be able to access it. A helpsheet is available with information for your students about reaching and using Telesis.

**What can my students see on Telesis?**

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

- Login to Telesis and choose a course 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, students will see only the WUCRSL description, a basic course calendar that shows meeting dates and times, along with a page of library information at the menu item **Library**. Once you activate custom content, all menu items except for **Chat** are available to students: 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 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