

SUBJECT: Welcome!

Dear Students, Greetings and welcome to the 20XX Fall Session of Course X. My name is Monica Criswell, I've been an instructor at X for the past 10 years and I'm excited to be leading you in an online discovery of the fundamentals of X.

This course provides flexibility in allowing you to continue your education without traveling to campus and follows the semester schedule with weekly assignment deadlines, requires regular participation in discussion boards, and as rigorous as on-campus courses.

It will be very helpful for you to be self-motivated and disciplined to ensure that your assignments and course requirements are completed on time.

Save the date: This course will be conducted entirely online with asynchronous and synchronous instruction. Next week I will conduct a meet & greet orientation. Please select a date from the list below. The link takes you straight to the enrollment.

Monday, January 9 from 4-5 PM

Tuesday, January 10 from 5-6 PM

Wednesday, January 11 from 12-1 PM

Textbooks used this semester: Understanding X, 10th edition, 2017 by John Doe. We will cover the following topics during the semester: • What is X? • The basics of X • Details of X • Applying X

To do before X date: Once you've entered the class, check out the WELCOME ANNOUNCEMENT on the homepage, which will give you more information about our course Check-in requirement. You should check in no later than Wednesday, January XX 11:59 PM PST. You'll find more detailed information about the course itself in the SYLLABUS link on the main menu.

Tips for Online Success

There are 3 key steps to success in online learning:

STEP 1: Before the Class Begins – Be sure to review the readiness tips, login and learn how to use Blackboard, and access your campus student email.

STEP 2: The First Week of Class – Make sure that you login on the first day of class, become oriented to the course, and read the entire syllabus.

STEP 3: During the Semester – Be sure to login daily, interact in discussion board forums as required, keep a schedule and planner, and submit assignments or assessments on time.

Online Readiness

In the next few days I will send a online readiness tip sheet plus Blackboard basics, orientation and technical details.

If you have any general questions about this class, you can contact me through Blackboard-CANVAS CONVERSATIONS. I will respond to you within 24 hours of receipt of your message. If you are having problems getting into your course, please contact me at Xxxxx@xxx.edu or by phone at (940) xxx-xxxx. I look forward to meeting all of you! Welcome again! Monica Criswell