***Note for web team: this page won’t need to be a separate page, just linked to as a downloadable from the Blackboard basic communications page. See that page for the location of the link.***

**Welcome Email Template**

Consider sending a welcome message like this a week or two ahead of the semester or at the very beginning.

**Subject line:** Welcome to (your course number, name, and semester/year)!

**Intro paragraph:**

Grab the students’ attention with a statement of welcome here. Describe the overarching themes and goals of the course. Convey your enthusiasm for the topic and for the learning journey that lies ahead for everyone in the class.

**Body paragraph 1:**

Describe the structure of the online course and how you will work together – explain when it will begin; whether or not there are required synchronous or on-campus meetings; that it will be conducted in Blackboard; when students are expected to log into Blackboard; and when or how often they should check their email. You can also share with the students information about the Are You Ready course.

**Body paragraph 2:**

Describe what students will need in order to participate successfully in your online course and the first steps they will need to complete to get started. Consider making this a numbered list so it’s easy to follow.

Examples of what they might need include: a reliable internet connection; a laptop or desktop computer; the Student ITS Help Desk contact information; information about how to borrow a laptop; the need to check their KCC email frequently.

Common pre-semester or first tasks include: logging into Blackboard and reading the syllabus; reading and signing the class communication plan posted to Blackboard; and contributing a personal introduction to the icebreaker discussion forum.

**Closing paragraph:**

Close by re-emphasizing your excitement about working together and your hopes for the students as learners in your class during the semester.

**Signature**:

Add your full name and any additional contact information you would like to add.

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**Example Online Course Welcome Email**

Subject: Welcome to ENG 1200 – Composition 1 – Fall 2020 Online

Welcome Composition 1 students! I invite you to enjoy a new learning experience as we journey through this online course. Our focus will be on language – how to use it, read, it, analyze it, write it, and hopefully, come to a greater understanding of its power and influence in all that we do.

To start, you will want to know the structure of the class:

1. The class is entirely online – there are no required on-campus meetings.

2. The class will begin August 10, 2020 within Blackboard.

3. To keep up with the class and important announcements and discussions, you will need to login daily and check for emails from me every Tuesday.

4. An online class can be both challenging and exciting. You need to make the time to complete all the assignments, participate in discussions, and be open to learning. You also need to be self-motivated and self-disciplined to succeed. If you want to determine if an online class is really for you, take the KCC Are You Ready quiz.

Next, here’s what you need for an online class:

1. Make sure that you have reliable internet access.

2. Check to make sure that your computer system is adequate. You can contact KCC’s Student IT Help Desk with questions about your computer system here. If you need to borrow a laptop, visit this page to find out how.

3. Have a backup computer to use (at a library or elsewhere)

4. Check your KCC email daily.

5. Login at least once before August 10th and complete the these three tasks: read the syllabus; read and sign the class communication plan; and post your personal introduction to the ice breaker discussion forum.

My hope is that you learn from this course, enjoy the experience, and have fun in the process!

See you online!

Professor Jane Doe