\*\*\*\*SAMPLE WELCOME LETTER\*\*\*

Welcome to the [course number] online course, [course name]! I am your instructor [your name], and I hope that you will find this course intellectually challenging, informing, and even fun. If this is your first online class, it’s OK to feel a bit anxious. But don’t worry too much because you have a lot of support at FRC to help you succeed. Your own positive attitude, discipline, and a good work ethic, you will succeed!

Class Delivery This class is delivered and taught 100% online; there are no on-campus requirements. [if teaching a hybrid course, list class meetings]

To be successful in this class, make sure to do the following:

* Read the entire syllabus [attach it to the email].
* Consistently check email, notifications, and announcements.
* Review the course calendar for due dates, and submit assignments on time.
* Participate in discussions (posts and replies)
* Communicate with your instructor if you have any problems or concerns.

Computer Skills Online courses require adequate computer skills. You must be able to:

* Navigate the learning management system (Canvas)
* Receive and respond to email
* Download and upload files to Canvas, and
* Use a word processor (such as Microsoft Word)

Technical Requirements Although you can use late-model mobile devices (such as Android or iOS phones and tablets) for some things, you should plan on doing the majority of your work (especially exams and assignments) from a reasonably late-model notebook or desktop computer (Mac or PC, have Chrome and Firefox installed; Chrome is the preferred browser). If you do decide to use your mobile device for some of your class work, use the free Canvas app (called “Canvas by Instructure”) available in iTunes (for iOS) and the Google Play Store (for Android). Either way, you will need reliable, high-speed internet access.

Class Email By default, your college FRC email account will be used in Canvas.

Textbook [Required textbook(s) including ISBN and costs].

Other Materials [List other required materials for the class, if applicable.]

Course Availability The course will be available on the FRC Canvas system beginning [enter date].

Login instructions for Canvas 1. Open your web browser, and go to https://frc.instructure.com. (Be sure to bookmark this page.)

2. If you haven’t used Canvas before, your initial password will be in the format of the first letter of your first name, followed by the last four numbers of your FRC ID (900#), and the last letter of your last name (all lowercase) Example: Maria Valdez with an FRC number of 90005432 would enter password m5432v.

a. After logging in, change your default password by going to Account – Settings – Edit Settings – Change Password, then clicking Update Settings.

Get Started in the Class: While logged into Canvas, click Dashboard, and then enter this class. Follow instructions to get started. To help ensure a successful beginning, get started on the first day.

Students with Disabilities: Be sure you get in touch and are registered with the FRC DSPS office!

Finally... If you have any questions or concerns about the class, email me at [your email address]. I will get back to you as soon as I can. I look forward to “meeting” you in class.

[your name]