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Template Welcome Message for Gauchospace sites

Be sure your welcome message previews each element of the course:

Course organization

- weekly patterns, policies, and why/how the course is organized as it is, who you are as the course leader

Course content

- lectures, sections, discussions

Assessments

- formative assessments (short writing, low stakes quizzes, problem sets)

Interaction

- student to student, student to teacher, teacher to student, teacher to TAs (if applicable)

(see slides 12 and 13 of [this slide deck](#))

See the [Gauchospace Online Teaching Template Simple](#) course for ideas of how to organize your course website. Also see [Mindy Colin's sample "minimum" Gauchospace page](#), which includes critical advice, illustrations, videos, and more about the minimum you need for a "remote teaching" Gauchospace page. (You will need to log in to Gauchospace to view the page.)

Templated Message

Welcome to <course!> My name is < >. I'm a <who you are, department, etc.> here at UCSB.

Since our course is meeting remotely, I want to describe how we'll work together this term. Before, though, I want to let you know about the [Keep Learning website](#). This site is designed to support you during this term with comprehensive information about learning strategies, support, and more.

You'll use the course Gauchospace site as your guide for each week. The site is organized by <week>. In each section, you'll find information about the weekly pattern of work:

1. Introduction to the week <recorded video and/or written explanation>.

2. Course materials: Lectures (via Gauchocast), readings (PDFs and/or link to UCSB library resources), (music, films, videos, textbook links... whatever you would like students to use).
3. Knowledge checks: <quizzes, reading questions, problem sets... formative assessments to check students' learning>
4. Zoom links <for office hours and/or sections>.
5. A <Q&A forum><Google survey><Nectir channel><some mechanism> for you to post questions about the week's materials.

This schedule doesn't include higher stakes activities <mid-terms, final assignments, etc.>. While the dates for those are included in the schedule, in this message I am focusing initially on the pattern of activities that will occur apart from <exam weeks>.

Be sure to complete all of the activities in each week before moving on to the next. Because we are not meeting face to face, it will also be extremely important to use the <place where students can post questions> regularly.

Because we will be meeting remotely, "attendance" is going to look different. Rather than being accountable for *being in class*, we will have assessments and activities to make sure you are *attending to the content of the class* and the learning that will take place as a result of your attention. To make sure that you are *attending to the course*, the knowledge checks will be especially important. These will consist of <what you will include: Gauchospace quizzes, writing assignments, videos, problem sets, etc.>

Communication during our course will be especially important. <Brief discussion of how students will communicate with one another and/or with the TA - email, Nectir chat, sections, etc.>. Be sure to check your UCSB email regularly, too - that is one way you'll receive news about the course from this site.

You can expect the Gauchospace site to be ready by <date>.

Sincerely,
<your name>