

Greetings Online [Your Course Name] Students!

[Short introduction - consider being warm and inviting -let them know you are glad they are here!]

**Class Start Date/Time:** Our class begins on [start date]. I will open the course by [24 hours prior to class start date at minimum] for those who want a preview.

**First Due Date - [Day/Date/Time - needs to be prior to the 7th day of class]:** Your first deadline is on [Day/Date/Time]. You have [# of due dates] per week. Assignments are due each [day of the week] by [time due]. It is critical that you are active in our course each week, if you have any issues logging in or completing work, please let me know as soon as possible.

**Accessing Our Canvas Course:** Our online course materials and assignments are located in [Canvas](#). You will use your MEID and Password to login. If you have trouble logging in, please contact 1-888-994-4433 for technical assistance, and also contact me to let me know you're having trouble.

**Live Online Classroom Link:** \*\*Live Online classes should tell students where to find the link to the live online session.

**Required Class Materials:** [List required course materials or textbooks here. Consider using OER or a Z Degree course that doesn't require students to pay for a textbook and/or wait for a textbook to be shipped]

I look forward to having you in class this semester!