

eCornell Short Courses

Standard Announcements

The following announcements are the new (as of June 2024) standard announcements for most eCornell short courses. These announcements will be included in each course's initial content copied from the master course. In addition, most placeholder texts will be automatically replaced during the automated course setup process, with the exception of most links in the Live Session invitation announcement.

Welcome to Your Course!

*Send to students at 9:05 AM on the day the course opens.
(If there is no Student Lounge then link to the facilitator's Canvas profile.)*

Hello, everyone, and welcome to your [COURSE NAME] course at eCornell!

My name is [FACILITATOR NAME] and I'm your facilitator for this course. You can read more about my background in [STUDENT LOUNGE LINK].

Think of me as your dedicated subject-matter expert. I'm here to support you with any specific questions you might have about the course content or assignments. I'll also be moderating our discussion boards and leading live sessions, grading your submissions, and providing detailed feedback on your assignments.

Also, this is a friendly reminder to please consult (and bookmark) our [New Student Resource Guide](#) and our [Student Knowledge Base](#). They are handy references that will set you up for success throughout your time with eCornell!

If you require any technical assistance throughout your course, email ec_helpdesk@cornell.edu.

If you have any questions or need further clarification, please don't hesitate to reach out. Note that if you contact me via the Canvas Inbox (instructions [HERE](#)), I will respond as soon as I am able; generally within 24 hours.

I look forward to working with you during this class and wish you the very best with this online learning experience!

[SIGNATURE]

Invitation to Live Sessions!

Send to students at 9:15 AM on the day the course opens

I will be holding two Live Sessions over Zoom during this class, each approximately 45 to 60 minutes per session.

While your participation in these sessions is not mandatory, many students find this to be a valuable opportunity to discuss assignments, content, relevant current events, and other issues.

The two Zoom sessions will be on:

- [TITLE/TOPIC]: [DATE & TIME]
- [TITLE/TOPIC]: [DATE & TIME]

These sessions will be at the following URL: [ZOOM LINK]

Please join us if you are available!

[SIGNATURE]

It's Already Day 3!

Send to students at 9 AM on the first Friday.

If you have not yet started working through the course, it's not too late to join! The course will end on [END DATE] at 11:59pm ET.

Today is the last day to transfer your course to a later date. If you believe you won't be able to complete the course by the end date above, please follow the instructions found [here](#) to reschedule your course. ***Note that if you receive an Incomplete for the course, you or your organization will be subject to a [retake fee](#).***

Remember that you will get the most out of this course if you move through it with your class. Please take some time to review the [SYLLABUS LINK] to ensure you stay on pace. **Be sure to check your [GRADES LINK] regularly and confirm you've successfully completed assignments.**

For those of you who have already started, great work!

[SIGNATURE]

We're Halfway Through the Course!

*Send to students at 9 AM on the middle day of the course,
which in a two-week course is the second Wednesday.*

Hello, everyone!

We're now past the halfway point of the course!

Helpful tips and reminders:

- **Review your [SYLLABUS LINK].**
- Be sure to submit all coursework by the last day of the class, [END DATE].
- **Check your [GRADES LINK] regularly and confirm you've successfully completed assignments.**
 - Instructions to check your grades can be found [HERE](#).
- Discussion board assignments and quizzes will be graded by 11:59pm ET the day after they are submitted.

[SIGNATURE]

We're Almost There!

Send to students at 9AM on the Friday before the course ends.

Hi, everyone!

You're almost there! This course will end on [END DATE] at 11:59pm ET.

Important things to note:

- **Questions or concerns:** Please message me with any questions, comments, or concerns. (Instructions can be found [HERE](#).)
- **Grading:** I will grade submissions in the order in which they are submitted.
- **Extensions:** Take note of our [extension policy](#), if needed.
- **Incomplete course:** If you earn an Incomplete for the course, you or your organization will be subject to a [retake fee](#).

[SIGNATURE]

We've Made It!

Send to students at midnight Tuesday as the course ends.

We've reached the end of the course!

Some parting reminders:

- **Confirming your grades:** Be sure to check your [GRADES LINK] to confirm the status of your assignments.
 - **Note:** Please allow 48 hours to complete all grading for submitted assignments.
- **Completion letters:** If all assignments are marked complete, you may download your confirmation of completion letter (instructions [HERE](#)).
- **Certificate access:** If this is the last course in your certificate program and your work is graded, you may also access your certificate (instructions [HERE](#)).
- **Incomplete course:** If you did not complete the course, you will need to schedule a [retake](#).
- **Change dates of future courses:** If you need to [change the date](#) of any future course, you may do so through your [Student Portal](#).
- **Feedback survey:** Please complete the [SURVEY LINK], located near the end of the last module, to answer a few questions about your satisfaction with your eCornell program and with me as your facilitator.

[SIGNATURE]

We Value Your Feedback!

Send to students at 9 AM on Friday after the course ends.

Please take three minutes to complete the [SURVEY LINK] and help improve the student experience. We are committed to continuous improvement; we value your input on both the course content as well as my role as your facilitator.

Unless you have an approved extension, all grading is finalized at this point. You may check your [GRADES LINK] to confirm the status of your submissions. If you have any questions or concerns, please contact me. (Instructions can be found [HERE](#).)

We hope you have enjoyed your experience with the course and with eCornell!

[SIGNATURE]

Gentle Nudge

This is NOT an announcement! Send it to *individual students from the Canvas Inbox*.

Subject: Gentle Reminder

Hello [Student First Name],

It has come to my attention that you have at least one assignment that has not been submitted for this course, which will end on [Course End Date]. All coursework must be submitted by that time.

Please be aware that if you receive an Incomplete for the course, you will need to retake the course (a fee may apply) to receive your certificate. If you have any questions, please contact me or ec_helpdesk@cornell.edu.

[Closing Salutation],

[Your Name]