

The first contact a student will have with you is a welcome email. This is your chance to let open up the communication door and let them know that you care about their success as student in your course. Email should be short but powerful. Here are two example templates you can use. Please feel free to adjust these templates to suit your needs.

First template:

Welcome to _____ (course name).

_____ (Sentence about your course that captures a student’s attention.) You will have 9 months to complete your course. Here are five ways to succeed in your online course:

1. Stay on task- 9 months goes quickly
2. Set goals- keep track of your progress and reward yourself
3. Stay motivated- find ways to keep yourself interested and motivated
4. Ask questions- if you have questions, communicate with me
5. Use available resources- SMARTHINKING and the Writing Center are just a few examples of the free tools you can use to succeed in your class

If you have any questions or need help in the course, contact me at:

_____ (instructor name) _____ (office phone number) _____ (email address)

Enjoy your course!

_____ (instructor name)

Second template:

“Famous quote on the subject of your course or quote on student succeeding”

I am delighted that you are a student of mine in _____ (course name). You will learn about _____, _____, _____ (3 top things listed that a student will learn about your course) This course has 10 lessons and 3 exams, along with practice quizzes and self-study tools that will help prepare you for your exams.

The first time you log into your course, take some time to look over the course buttons. You will find a detailed syllabus, textbook information, and announcements. You will also find a variety of tools in these buttons that will help you be successful in this course, ranging from tutoring services to writing guidance.

During this course, if need assistance, please contact me by phone or email. I am here to help you and I look forward to working with you.

Best wishes,

_____ (instructor name)

_____ (email address)

_____ (office phone number)