# Welcome Letter example

Greetings, and welcome to the [semester] [year] section of [course name]. My name is [instructor name], and I will be your instructor for the course. [Consider adding 1 – 2 sentences of additional information about yourself, such as how long you’ve been teaching, why you’re excited to teach this course, etc.].

### About this course

[Include a few sentences about the course; this could be the course description from the syllabus.]

This course will be conducted 100% online in Blackboard Learn; there are no required face-to-face meetings or synchronous components [edit this if the course is hybrid, is not conducted in Bb Learn, or if there are required synchronous components. If it is a hybrid course or is a fully-online course with synchronous components, list the required meeting dates]. This is a [# of credits] [length of course (e.g, “semester long”, “7 week”, etc.] course in which you should expect to spend [total # of hours; 1 ch = 45 total hours per semester for a fully online course; 3ch = 135 hours total for a fully online course; 15-week, 3-credit, 100% fully online course = 9 hours total work per week] per week on coursework and projects.   
  
Required Text/Materials  
[If there’s a required textbook, provide that information here so that students can purchase the book in advance of the course start date. Also include any other items that students will be required to have, such as special software or hardware, or any pre-requisites they should have completed to be able to enroll in this course. This information should also be in the course syllabus].

### Accessing the course

To access your course, log into Blackboard (Bb) Learn at: <https://learn.kent.edu> , then locate the “My Courses” list on the right-hand side, and click on the link for this course [name of course as it appears in the My Courses list]. Your Bb login is your Flashline login. If you are having trouble logging in, contact the KSU 24/7 Technology Help Line at: (330) 672-HELP or <https://support.kent.edu> . The Technology Help Line can also help you if you have any technological problems during the course. Please remember **not** to use Internet Explorer to access Bb Learn, as IE is not a compatible browser with our learning management system.

### Getting Started

Our course is available now, though Module 1 will not open until the first day of class [alter to reflect what is open in the course prior to the start date; ensure that the course is available to students]. Please log in to the course as soon as you can, as there are materials to review now on the Home page. On the Home page you will find the [e.g., instructor introduction, a course orientation video, and a “Start Here” folder]. Please review all the materials in the [e.g., Start Here folder], especially the syllabus, then post an introduction in the Discussion forum so that we can all get to know one another. Your self-introduction is due the [e.g., second day of class], and instructions are included [e.g., at the bottom of the “Start Here” folder].

### Additional Information

Especially if this is your first online course, be sure to review requirements and policies for online students at: [http://www.kent.edu/onlinelearning/getting-started-your-online-course](http://www.kent.edu/node/363811)

If you need help with Blackboard, check out the Student Tutorials at: <http://www.kent.edu/blackboard/tutorials>

Please let me know if you have adaptive software or hardware to assist you with taking this course, or if you have any specific accessibility needs. Student Accessibility Services is available to assist you in receiving any accommodations you may need, and can be reached at: (Phone) 330.672.3391, (VP) 330.968.0490, or (Email) [sas@kent.edu](mailto:sas@kent.edu).

### Contact

If you have any questions about the course, please don’t hesitate to contact me at [phone and email contact info]. I will respond to you within [e.g., 24 hours] of your message. Please note that all emails from me will be sent to your official Kent State email address, so please check your email often so that you don’t miss crucial information and announcements.

I’m looking forward to our course and can’t wait to meet all of you in our online classroom!