**[date],** 2021

**Re: Online Learning in [Course Mnemonic and Number]**

Dear Students in **[add your course mnemonic and name here],**

Welcome to our course – I am very much looking forward to working with all of you for the coming term. This message contains a lot of important information, so please read it carefully.

**[Introduce yourself and the course.]**

Our class will be meeting **[class location if meeting in person; via Zoom if meeting online]** at the following time: **[list course day and time]**. All information about the class and our first meeting is always available online throughEmily Carr University’s [course](http://courses.ecuad.ca) management system (Moodle) which you will find here: <http://courses.ecuad.ca>**.** You will need to log onto the Moodle site by **[this date]** for information about our first class. Instructions about logging into Moodle are below.

Please take some time to get oriented and find your way around our course Moodle site. **[You may want to highlight any icebreaker or “introduce yourself” type assignments that you want students to complete in the first week of classes. Or this might be a good place to emphasize any expectations for real-time attendance if you are using Zoom or BlueJeans to meet your students.]**

To ensure success in this course, you will need to keep in regular communication with me and your fellow students regularly: **[please insert information about the primary modes of communication in your course]**.

Please contact me if you have any difficulties or need extra help. I can be reached by email at **[your email address]**. I will also be holding regular office hours at the following times: **[insert times and location, including Zoom links to virtual office hours, if applicable]**.

The information below should answer most of your questions about accessing the course Moodle site. Please contact me via email as soon as possible if you are having any difficulty.

* All of your courses are available here: [courses.ecuad.ca](file:///Users/supportstaff_writingcentre/Downloads/courses.ecuad.ca)
* Login with your Emily Carr email username and password
* You can use any of the following browsers with Moodle:
  + - **Mac:** recent versions of Firefox, Safari or Chrome\*
    - **PC:** recent versions of Firefox or Chrome\*

\*Note: some students have reported problems with Chrome when uploading Media files; if this happens, try a different browser

* + Once you have accessed the course, visit “**My home**” page,   
    fill out your profile, including uploading a picture or avatar

If you are new to using Moodle, the following resources can help:

* Visit the **Student Moodle Guide**: <https://courses.ecuad.ca/course/view.php?id=5645>
* Contact an **Online Learning Mentor:** <https://tlc.ecuad.ca/student-resources/online-learning-mentors/>

If you encounter technical problems that we cannot resolve in our course, help is available at [ithelp@ecuad.ca](mailto:ithelp@ecuad.ca). Please let me know of any major technical issues in case they might affect the whole class!

**[Some instructors also include a link to a survey to assess students’ availability and/or comfort for meeting in person or in real-time via Zoom.]**

I am looking forward to an exciting term,

**[your name]**