[date]

Re: Welcome to [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. [Introduce yourself and the course.]

This message contains a lot of important information, so please read it carefully.

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 point to where they can find links if you are using Zoom 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]@ecuad.ca**. 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: [this short video](https://courses.ecuad.ca/mod/page/view.php?id=242962) shows you how to login. You can access Moodle using any 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:** [learninghelp@ecuad.ca](mailto:learninghelp@ecuad.ca)

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]