

Welcome Note in Announcements

Posting a **Getting Started** message in the Announcements widget on your course's home page is an important part of helping students get started in the right direction. This posting can come in many different flavors. Below are sample welcome notes (initial Announcements) that can be used in your courses.

Example 1:

Subject line: Welcome to [Name of Course]!

How To Get Started In This Course:

[Insert image of yourself]

Welcome students!

My name is *[your name]*. Please take a minute to get to know me *[link to bio page or instructor intro video]*. I am looking forward to getting to know you better as we work together in this course. Please read the information below to get started in the course.

Where do you begin?

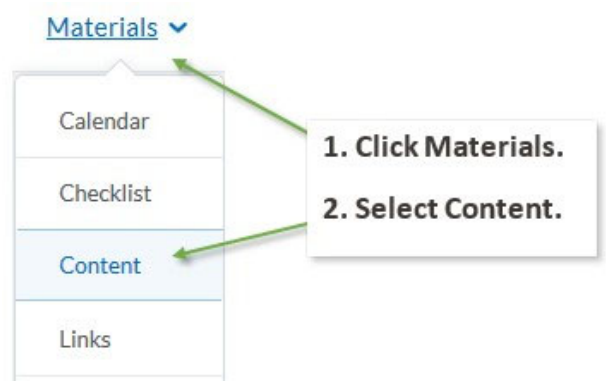
Right here! The **Announcements** on the course home page is always the first place to check each time you log in to your course. Here you'll find regularly posted updates and class-related information.

To begin the course work, review and complete all requirements within the **Start Here: Course Information** learning module, which is located within the **Content** section of this course. (Content can be found under the **Materials** menu on the course navigation bar above.) Please contact me right away if you have any questions about how to get started.

Post any general course questions in the **Raise Your Hand** discussion forum. You may post questions here now or anytime throughout the course. For questions of a more personal nature, please contact me via email *[EMAIL ADDRESS]*.

I truly hope you enjoy this course!

[your name as you'd like students to address you]



Example 2:

Subject line: TO GET STARTED IN THIS COURSE

- If you are new to D2L Brightspace, check out [this site for assistance with D2L Brightspace](#).
- Review the Welcome Letter sent to you via email {link to copy of letter}.
- Read the Syllabus found under Materials > Content > Course Information Module.
- Review the course Schedule found under Materials > Content > Course Information Module.
- Take a course tour {link to course tour video}.
- Begin Module 1. (The Module 1 Learning Guide is found under Materials > Content > Module 1).

[your name as you'd like students to address you]

Example 3:

Subject line: Welcome (read here to get started!)

Welcome to *[name of course]*. My name is *[your name]*, and I am a Professor of *[your subject]* at Minnesota State University Moorhead (MSUM). I have been with MSUM since *[year started]*. I look forward to guiding you through this course.

The course starts on *[course start date]* and ends on *[course end date]*. It is designed to give you a broad overview of *[course subject]*. *[Brief course overview/description]*.

Getting Started in this Course...

I have provided you with both a **syllabus** and a **learner guide** through email. These items are also listed under the **Helpful Documents** section of Content under the Materials menu above. Download these items and review them carefully. I have created the learner guide to help keep you on schedule and understand what is expected of you and when. Use this as your guide as you work through the course modules.

Make sure you are checking your MSUM email (@mnstate.edu) regularly. This will be an important way for us to communicate with each other. As well as the primary means of contact with you by other departments on campus including all student service offices. If you have questions regarding your email, or run into any technical issues, please email support@mnstate.edu and someone will help you.

If you have any questions regarding the course, please contact me at *[your email]*. As a general rule, I will respond to inquiries within 24 hours. I look forward to our semester together.

[your name as you'd like students to address you]