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**[Date]**

Welcome to the **[online/hybrid]** version of **[Course ID]**: **[Course Title]**! My name is **[Name]** and I am going to be your instructor for the upcoming **[Semester]** semester. I wanted to introduce myself and give you some important information about this class.

Our **[Course ID]** course will be using the MyClasses learning management system to support our teaching and learning goals. Student access to the course in MyClasses will start on **XXXXX XX**. You can access our course using your Salisbury University username/password at [http://myclasses.salisbury.edu](http://myclasses.salisbury.edu/). If you need technical assistance for any reason, you may contact the SU Technology Support Center online at <http://www.salisbury.edu/helpdesk/> or via telephone at 410-677-5454.

**Required Course Materials:** Provide information about the required course materials and how the students should obtain them. If the course has an inclusive access textbook, link to information on how to access that, as this is something students need to figure out as the course begins.

As you may already know, online and hybrid courses provide amazing flexibility in allowing you to participate in courses without traveling to campus several times per week. This can save you time, travel costs, and fit nicely into your already busy life! It is important to note, however, that these courses follow the semester schedule, have weekly assignment deadlines, require regular participation, and are as rigorous as on-campus courses. Time management will be your ally. It will be very helpful for you to be self-motivated and disciplined to ensure that your assignments and course requirements are completed on time.

Please take a moment to review the remainder of this letter to ensure you start the semester on the right track!

### Tips for Online Success: There are 3 Steps to Online Success at Salisbury University:

**STEP 1:** Before Class Begins - Be sure to login to MyClasses, read the syllabus and information in the Getting Started module. Complete any required pre-week activities such as a pre-week quiz, introduction activity, downloading software for the course, etc. Use the [MyClasses Support for Students](https://www.salisbury.edu/administration/academic-affairs/instructional-design-delivery/cms/student-support/) to ensure your browser is compatible for MyClasses, become familiar with Canvas (if needed), and to [setup your notifications](https://youtu.be/8cLAetsWe-k).

**STEP 2:** First Week of Class - On the first day, reread the entire syllabus and course schedule. Begin working on the first learning module of the course. Throughout the week become oriented to the various content and activities and plan your schedule accordingly. Courses with online discussions will require participation throughout the week and not just at the end of the module.

**STEP 3:** During the Semester - Be sure to login daily, interact with your instructor and classmates, as required, keep a schedule and be aware of due dates, submit assignments and assessments on time, and regularly check announcements and your campus email.

Please email me at **[Email Address]** or call me at **[Office Phone]** with any questions that you may have. I look forward to our **[online/hybrid]** course and our interaction throughout the semester.

**[Your Name]**