

The following examples are provided for reference. It is recommended that these be revised by each instructor to make them relevant to their course.

Example Communication:

Students,

As we all work together to have a successful conclusion to our course, I ask that you communicate with me as often as needed regarding our class materials and assignments. I would prefer you use the course email but using your student wildcat email will be fine if needed. I will be posting announcements on the course homepage often. Please, check the course everyday as I will be answering questions and giving directions that may affect your work.

Please be patient as we migrate course content and instruction into Brightspace/D2L. I will work quickly to resolve any issues that may occur. Should you experience problems accessing content or posting assignments/discussions, please use the information below to contact the Online Learning Department, M-F between the hours of 7:30am – 5:30pm.

Dr. Darryl Hancock 478-827-3857 Darryl.hancock@fvsu.edu	Paul Small 478-827-3097 smallp@fvsu.edu	Amanda Glover 478-825-6002 glovera@fvsu.edu
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To request assistance outside of traditional work hours, please send an email to online@fvsu.edu. Include your phone number and times you are available.

Even though we did not expect this to be a fully online course at the beginning of the semester, it is important to me to make this a meaningful learning experience for each of you. I encourage each of you to continue to turn in excellent work. I will have our first online materials posted tomorrow.

Thanks!

{instructor's name}

Example 1 Lesson Announcement:

Students,

We will continue to follow the course schedule as posted in the syllabus. This week, we will be reading and discussing Chapter 10: _____. This chapter focuses on...

{instructor comments and initial guidance on topic}.

Now complete the following tasks for this unit.

- 1) Read and take notes on Chapter 10 in your textbook. If you have any questions, please send them to me and I will answer them for the entire class.
- 2) Complete the Unit Discussion:
 - a. Go to the Discussion Tool in the top menu.
 - b. Read and post in this week's discussion board (Unit 10 Discussion).
 - c. Support your answer with information from the text, class notes, or other appropriate sources.
 - d. Reply to at least 2 of your peers. Include your initial reaction and ideas that support or raise concerns regarding their comments.
- 3) Complete the Unit Assignment:
 - a. Go to the Assignment Tool in the top menu.
 - b. Read the directions for the Unit 10 Assignment carefully.
 - c. Upload and submit your document through the Assignment page.

Example 2 Lesson Announcement:

Students,

The next 2 weeks will focus on Chapter 11 and 12 from your text. We will have online class meetings during our regular class time, Tuesday/Thursday, 9:30am-10:45am. We will be discussing Chapter 11 on Tuesday and Chapter 12 on Thursday. Please make sure you have read the chapters and taken notes prior to our video conference class.

Our online class meeting will use Collaborate (menu at top). This is a video conferencing tool that will allow us to share materials and discuss through audio and/or chat. To access Collaborate, select the Collaborate link from the top menu and select "Online Classroom" as our meeting space. You may use Collaborate through the browser on your cellphone. The room is always available, so I encourage you to enter the room before our first meeting to check that you have access.

We will have 2 written assignments for this unit. Go to the Assignment Tool in the menu at top and select "Assignments". You will see "Chapter 11 Assignment" and "Chapter 12 Assignment" in the list. See the individual assignments for detailed directions and due dates.

See everyone online this Tuesday!

{instructor's name}