

Welcome Letter Checklist

Have you included all of the recommended elements in your introductory email/letter to your online students? This convenient “checklist” will provide you with an easy reference.

General Course Information

- Course begin date
- Course end date
- Number of weeks

Textbook Information

- Required text (name, author, edition, ISBN)
- Optional textbook(s) (name, author, edition, ISBN)

Required synchronous meetings

- When (dates and times)
- Where (location or site)
- How (process, software, tool)

Optional synchronous meetings (office hours, face-to-face)

- When (dates)
- Where (location or site)
- How (process, software, tool)

Expected student time of commitment

- Weekly or daily time for study, etc.
- Number of required logins

Exam information

- When (dates and times)
- Where (location or site)
- How (proctored, process, tool)

Course access Information

- Where
- Login name and password

Technical requirements

- Hardware requirements
- Software requirements
- Internet access
- Browser check

Support information

- Links to tutorials and handouts
- Link to ISU IT Help Desk
- Link to Julia N. Visor Academic Center

General Course Information

- “Any student needing to arrange a reasonable accommodation for a documented disability should contact Student Access and Accommodation Services (350 Fell Hall) at 438-5853 (voice) or 438-8620 (TTY).”