Dear Student:

Greetings, and welcome to COURSE at City Tech. I am your professor, NAME, and I look forward to working with you this semester.

As the Fall 2020 semester begins on Wednesday, August 26, I wanted to let you know some important information about our online course.

IF SYNCHRONOUS (delete asynchronous paragraph below): Our class meets DAYS/ TIMES, via ZOOM/BB/etc. Know that I am available to help support your work in this course, through weekly office hours, phone or Zoom appointments, and email (see details on our site).

IF ASYNCHRONOUS (delete synchronous paragraph above): Our class is “asynchronous,” which means that we do not have scheduled meeting times. Our lectures and discussions will take place on our OPENLAB/ BLACKBOARD site. Know that I am available to help support your work in this course, through weekly office hours, phone or Zoom appointments, and email (see details on our site).

Our course website is LINK. Your first responsibility for our class is to visit our site and check out the directions I’ve posted to help us all get started. Please do this by DATE.

If you have any questions or concerns about the class, please let me know. We are in this together!

Sincerely,

NAME