

## Sample Introductory Letter for an Online Distance Learning Course

Welcome to Course Name, Number, and Section, a distance learning course offered by School Name.



This class will be delivered entirely online. You'll need to have access to the Internet, an email address, and a graphical web-browser to take this course.

Let me begin by introducing myself. My name is \_\_\_\_\_. (Include a brief biographical sketch - degrees held, research interests, hobbies, etc.)

Before I explain how you should "start" this course, let me clear up a few common misconceptions about distance learning. This course is identical in content to the on-campus version of Course Name, not a watered down or easier version. On the contrary, many students find online courses more difficult because they require significantly more self-discipline and much more reading and writing.

Another misconception is the idea that all distance education courses are self-paced. This class is ***not*** self-paced. Like any other on-campus course, you have a fixed schedule of activities and assignments to complete each week. You will also be interacting with me and with other students in the class on a regular basis throughout the semester.

So how exactly do you start this course? The following steps will walk you through the process of accessing lessons for the first week of classes. Lessons for all subsequent weeks will be accessed in the same way.

**STEP 1:** Go to [http://course\\_home\\_page/webct\\_page/blackboard\\_page](http://course_home_page/webct_page/blackboard_page) Start the course by clicking on the "Syllabus" link. If you have trouble accessing the any of the web-based material, please call \_\_\_\_\_ or email \_\_\_\_\_ for technical assistance.

**STEP 2:** Read the syllabus. It outlines all the important policies, procedures, and expectations associated with this class.

**STEP 3:** You will find a link on the syllabus to the brochure, [A Student's Guide to Distance Education](#),\* which will provide you with information about the kinds of technology you're likely to encounter in this class, as well as some tips on how to make the most of this experience. Reading this brochure will prepare you for the orientation session, which is your first assignment. Click on the \_\_\_\_\_ link to begin the assignment.

If you have any questions about starting the course, please send me an email at \_\_\_\_\_ or call me at \_\_\_\_\_. I look forward to working with you online during the next 15 weeks!

Instructor Name  
Phone  
Fax  
Email  
Physical address

\* <http://www.netnet.org/instructors/resources/PDFpage.htm#p>