Interoffice Memo

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Internet

Dear Student,

Greetings! My name is Aaron Bahmer, Instructional Technologist at Eastern Wyoming College. You are receiving this letter because you enrolled in one of EWC's online courses. The purpose of this letter is to help get you acquainted with your online course and the software with which you will interact while using the Internet.

If this is one of your first endeavors at taking a college course at a distance and online, I can understand how you might have some apprehension regarding your participation in the course. In general, taking a class online is no more difficult than taking it in a traditional classroom; the responsibilities and work are still the same. Since you are not taking it in the classroom, differences include how you interact with your instructor and the other students, and in how you submit your work. You will have the opportunity to share your thoughts with the other students in this course through ongoing online discussions. Assignments will be submitted across the Internet.

The first thing you need to know about your course has to do with the delivery. Current computer technology will be necessary for your interaction with the course, including periodic access to the Internet. EWC uses specialized software for online classes to manage the material for your course, and there are suggestions concerning your technology needs. Please see the enclosed *Distance Learning* brochure for information regarding using the Internet to access course materials online.

Your course will be available through **Blackboard**, an online course delivery software program. In the *Distance Learning* brochure is some helpful information on using the Blackboard software. Please be sure to read it completely, especially if you are new to Blackboard.

Blackboard may be accessed as early as January 11, 2008, with courses available January 14. Be sure your EWC registration is complete.

I know that by putting forth a positive effort, you can be successful with this course. I hope that you have an enjoyable semester with EWC. If you have questions about any of the technology related to this course, feel free to contact me by e-mail or telephone.

Sincerely,

Aaron Bahmer
Instructional Technologist
Eastern Wyoming College