Interoffice Memo

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WEN Video

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 compressed video courses. The purpose of this letter is to inform you of an optional orientation to using your compressed video classroom.

If this is one of your first endeavors at taking a college course at a distance through compressed video, I can understand how you might have some apprehension regarding your participation in the course. In general, taking a class by compressed video is no more difficult than taking it in a traditional classroom; the responsibilities and work are still the same. Differences include how you interact with your instructor and the other students, and in how you submit your work. Through the technology, you will be able to see and talk directly to your instructor and other students in the course. Assignments may be submitted by FAX, postal mail, or across the Internet, depending on the requirements of your instructor.

A special orientation has been scheduled 15 minutes prior to your first class meeting. In the fifteen minutes before your class begins, I will lead you through some exercises to acquaint you with the technology found in the compressed video classroom that will help to ensure a positive learning experience. I will also provide information for what to do should the technology fail. I hope you are able to attend this one-time orientation. **Please arrive early, about 20 minutes prior to your first scheduled class meeting.**

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