August 22, 2008

Dear «First_Name»,

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. Your course will be available through ***Blackboard***, an online course delivery software program, and there are suggestions concerning your technology needs. Please see your Outreach Coordinator to pick up a ***Distance Learning*** **brochure** for information regarding using the Internet to access course materials online. Please be sure to read it completely, especially if you are new to *Blackboard*.

Your Blackboard username is: «Username»

If this is your first time logging in to *Blackboard*, your one-time password is: **class4me**
If you have forgotten your *Blackboard* password, please contact me right away.

You now have access to *Blackboard* and courses will be available August 25.

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