Welcome Letter Checklist

Have your included all of the recommended elements in your introductory email/letter to your online students? This convenient “checklist” will provide you with an easy reference.

**General Course Information**
- Course begin date
- Course end date
- Number of weeks

**Textbook Information**
- Required text (name, author, edition, ISBN)
- Optional textbook(s) (name, author, edition, ISBN)

**Required synchronous meetings**
- When (dates and times)
- Where (location or site)
- How (process, software, tool)

**Optional synchronous meetings** (office hours, face-to-face)
- When (dates)
- Where (location or site)
- How (process, software, tool)

**Expected student time commitment**
- Weekly or daily time for study, etc.
- Number of required logins

**Exam information**
- When (dates and times)
- Where (location or site)
- How (proctored, process, tool)

**Course access information**
- Where
- Login name and password

**Technical Requirements**
- Hardware requirements
- Software requirements
- Internet access
- Browser check

**Support Information**
- Links to tutorials and handouts
- Link to ISU Computer Help Desk
- Link to Julia N. Visor Academic Center

**Special Accommodations Statement**
- “Any student needing to arrange a reasonable accommodation for a documented disability should contact Disability Concerns (350 Fell Hall) at 438-5853 (voice) or 438-8620 (TTY).”