Welcome to the online course: [Course Prefix and Name] for [Semester and Year]!

This is a fully online course where all of the work will be delivered and submitted online. We will not have any required synchronous meeting times in person or online

**OR**

the synchronous meeting times for this course are [days and times].

This course is available on UNM Blackboard Learn beginning: [Day of the Week and Date]

To access the course:

go to: https://learn.unm.edu

login in with your UNM NetID and Password

You should see the course accessible in your course list beginning the first available date as listed above.

*(if there is a textbook)* We are using [give name of textbook, author, edition, ISBN].

**Here is the detailed information on accessing the textbook:**

*(this section should have clear information on accessing the book from the UNM-Valencia Bookstore, the library, online, access code info if available, and any other textbook information that will allow them to gain access to the book ASAP.)*

The class syllabus is attached to this email for your review.

Let me know if you have any questions and I look forward to working with you and seeing you online next week!

[Your Name]

[your UNM email]