**General Notes:** For readability purposes, please send the email using a 14-point sans serif font such as Calibri or Arial. This is an important step for better serving our vision impaired or dyslexic students. In the template below, look for the green highlighted text and replace it with the relevant information for your course. You can copy-and-paste from this template into your email after making the needed changes.

**Suggested Timeframe:** Faculty should email this to the class **1-week before** the start of class

**Email Subject Line:** Course Number and Name - Pre-course Welcome and Next Steps

**Email Body:**

Dear Students,

Welcome to Course Number and Name taught during the Year and Semester. I am looking forward to learning with you in our upcoming HyFlex course. I am writing prior to the official course start to cover a few items.

**Course Format**: This course uses the HyFlex modality. HyFlex is an approach to teaching that melds the traditional classroom with the virtual classroom. The word HyFlex is a combination of Hybrid-Flexible, which is a format where students are able to choose how they participate in class on a session-by-session basis. Participation can be in face-to-face in the classroom or by live stream online. Access to the live stream will be provided in Blackboard (cbs.blackboard.com). For additional information about HyFlex, please see the CBS HyFlex site: https://hyflex.cbshouston.edu

**Course Availability**: The course will meet physically on the CBS Physical Campus Name campus. The Blackboard part of the course will be open by the first day of class. Well before the first day of class, please test your Blackboard login and read the course syllabus thoroughly. The first official day of the course is Full Course Start Date. I will be available on this date. If you discover technical difficulties before the first official day of the semester, please contact the CBS Learn Helpdesk at LearnHelp@cbshouston.edu or by calling toll free 877-324-0849 (select option #1 for technical support).

**Course Schedule**: The course meets every Course Meeting Day of Week from Course Start and Finish Dates including Year at Course Start and Finish time including time zone. As soon as I have the room number, I will send another email with that information. If you need to convert time zones, the following online calculator may be helpful: https://www.timeanddate.com/worldclock/converter-classic.html

**Course Syllabus**: I have attached the course syllabus to this email. Read the syllabus carefully, as it contains course expectations and other important information. The official syllabus will also be provided in Blackboard.

**Course Materials**: Below are the required and suggested textbooks.

*Required*

*List the required and suggested textbooks as an additional prompt to your students to purchase their textbooks. This is a “dripping water” approach to encourage students to have their reading resources ready in time for class. This is basically a copy-and-paste from the syllabus.*

• Any Required Resources

*Suggested*

• Any Suggested Resources

**Time Commitment**: A HyFlex course requires discipline, self-motivation, collaboration, and organization. It also requires the same credit hours of work as a traditional face-to-face course. Although there is greater flexibility for “how” you may attend class, course attendance is required and there are required due dates. Class participation is required and expected. You should expect to spend between Estimated Weekly Hours [*Take the estimated number of hours divided by the number of weeks for the Estimated Weekly Hours*] hours per week working and learning in the course. Please plan your time accordingly.

**Course Pre-Reading**: So that our first class session is productive, please read List Any Course Pre-Reading. For each class session pre-reading will be required.

**Helpful Links**:

• MyCBS Student Portal: <https://my.cbshouston.edu>
• Blackboard: <https://cbs.blackboard.com>
• Student Email: <https://login.microsoft.com>
• CBS Learn Portal: <https://learn.cbshouston.edu>

If you have any questions then please let me know. I look forward to serving you this semester!

Your Salutation