Create a schedule for all planned announcements you expect to send throughout your course. To support your thinking, consider the following questions:

* What are your communication preferences and virtual office hours?
* How and when will you provide feedback to your students?
* When will you typically respond to emails, discussion posts and grade assignments?
* What virtual learning support services are available on your campus?
* Does your institution offer an early alert warning system for at-risk students? If so implement it in your course.
* What online specific policies are in place at your institution? Consider creating a guide that helps students with appropriate etiquette in the online classroom and any guidelines for digital literacy and academic integrity.

Typical announcement types include:

* Course Welcome
* Module Introductions
* Task/Deadline Reminders
* Grades Posted/Weekly Performance Feedback
* Module Summary
* Assessment Looking Ahead (End-of-week reminders for moderate or high-risk assessments)
* Course Survey Reminder
* Conclusion/Wrap-up

## Communications Schedule

The following table helps you plan your communications before and after the course is launched.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **[Insert Day]** | **[Insert Day]** | **[Insert Day]** | **[Insert Day]** |
| **Pre-Course** | Course Welcome |  |  |  |
| **Module 1** | Module 1 Intro | Module 1 Summary | *Assessment #1 Looking Ahead Reminder* |  |
| **Module 2** | Module 2 Intro | Module 2 Summary | *Grades Posted / Performance Feedback* |  |
| **Module 3** | Module 3 Intro | Module 3 Summary |  |  |
| **Module 4** |  |  |  |  |
| **Module 5** |  |  |  |  |
| **Module 6** |  |  |  |  |
| **Module 7** |  |  |  |  |
| **Module 8** |  |  |  |  |
| **Module 9** |  |  |  |  |
| **Module 10** |  |  |  |  |
| **Module 11** |  |  |  |  |
| **Module 12** |  |  |  |  |
| **Module 13** |  |  |  |  |
| **Module 14** |  |  |  |  |
| **Module 15** |  |  |  |  |

# 

# Announcement Templates

Samples of announcements are provided below.

|  |
| --- |
| Course Welcome |
| Special Instructions: Note the use of D2L Intelligent Agents (items in {}) to personalize messages. |
| Hello {FirstName}!  Welcome to COURSE, Course Name!  I am Dr./Mr./Mrs./Instructor/Professor XXX and will be your professor for this course.  Insert course description and general information, written or video, or both. Consider adding a welcome/orientation image/gif as well (your ID can assist). Completing the following items acts as your orientation to our course. Familiarizing yourself with our course will help ensure you are aware of course expectations and guidelines.   * After viewing the Overview, review the Getting Started/Course Introduction/XXXXX Module(s) first, which includes the course syllabus, schedule of course events, our academic integrity statement, our Introductory and Ask the Class discussion boards, and directions for setting up course notifications. You are strongly encouraged to look at the course calendar in D2L as well. * Next, make sure to review the campus and D2L resources available to assist you, which includes how to receive course notifications. Then read the instructor biography to learn a little more about your instructor. * Lastly, proceed to Module 1 to begin your course. Take note of the required resources and/or lecture materials and activities and assignments/assessments to plan your time accordingly.   Now that we’ve gone over some mechanics of our course, please click on the “Content” link at the top of the page in the navbar to begin! |

*Templates (cont’d)*

|  |
| --- |
| Module Introduction |
| Special Instructions: Note the use of D2L Intelligent Agents (items in {}) to personalize messages. |
| {FirstName},  This module is dedicated to Theme Topic. As you proceed through the module, if you have any questions about its content, please post a question on our course discussion board or contact me directly.  At the conclusion of this module, you should be able to:  Outcome 1: develop  Outcome 2: modify  Outcome 3: evaluate  These outcomes correspond to the following course objectives as stated in your syllabus:  Objective...  Objective... |

|  |
| --- |
| Task/Deadline Reminders |
| Special Instructions: Note the use of D2L Intelligent Agents (items in {}) to personalize messages. Use the D2L date / time features to schedule announcements and reminders. |
| {FirstName},  Reminder: Discussion posts are due by the end of the day (11:59 p.m.) on Mondays. Review the directions for the posts and responses [create link to materials] in the Module / Discussions area.  Get in contact if you have any questions or if I can be of any assistance to you as you complete your work.  Dr./Mr./Mrs./Instructor/Professor XXX |

*Templates (cont’d)*

|  |
| --- |
| Grades Posted / Weekly Feedback |
| Special Instructions: Note the use of D2L Intelligent Agents (items in {}) to personalize messages. Use the D2L date / time features to schedule announcements and reminders. |
| General Feedback Reminders  * Feedback on graded assessments will be completed within a week of the due date. * Communication via email, phone, etc. will be returned within 48 hours of recent, though the aim is within 24 hours. * Assignments must be submitted to the Dropbox and will not be accepted via email. * Assignment deadlines will be posted in D2L. |
| {FirstName},  Grades and feedback on the recent assignment / task / discussion have been posted in D2L. Please review and get in contact if you have questions. Dr./Mr./Mrs./Instructor/Professor XXX |

|  |
| --- |
| Module Summary |
| Special Instructions: Note the use of D2L Intelligent Agents (items in {}) to personalize messages. Use the D2L date / time features to schedule announcements and reminders. |
| {FirstName},  We’re nearing the end of this module.  As we wrap up, remember these key concepts: XXX, XXX, XXX. Our next module focuses on XXX. You should begin to see the connection between XXX (current module concept) and XXX (next module concept).  OR – Moving on  Now that we’re wrapping up this module, we’ll next be moving to focus on XXX (next module concepts). Be sure you are solid in your knowledge / skill of (current module concept) as we’ll return to it later in the course.  Be sure to finish XXX (assignment, project, discussion) and get in touch if you have questions or need assistance.  Dr./Mr./Mrs./Instructor/Professor XXX |

*Templates (cont’d)*

|  |
| --- |
| Assessment Looking Ahead |
| Special Instructions: Note the use of D2L Intelligent Agents (items in {}) to personalize messages. Use the D2L date / time features to schedule announcements and reminders. |
| {FirstName},  ASSESSMENT (quiz, project, etc.) is due XXX. Be sure to review the rubric [insert link to dropbox area, rubric document, etc.] before you submit your assignment.  The purpose of this ASSESSMENT is to connect Course Concept X with Course Concept Y and to provide you with an opportunity to reflect on these materials and apply them in a specific context. Support your reflection with course materials and other resources you’ve discovered, using appropriate citation styles as directed elsewhere in the course.  Dr./Mr./Mrs./Instructor/Professor XXX |

|  |
| --- |
| Course Survey Reminder |
| Special Instructions: Note the use of D2L Intelligent Agents (items in {}) to personalize messages. Use the D2L date / time features to schedule announcements and reminders. |
| Hello {FirstName}!  As our course draws to a close, I would like to remind and encourage you to complete the course evaluation through the link emailed to you previously or available on the course home page. Your feedback is important to me as I continue to incorporate new ideas and suggestions from students each time this course is offered.  Dr./Mr./Mrs./Instructor/Professor XXX |

|  |
| --- |
| Conclusion / Wrap-Up |
| Special Instructions: Note the use of D2L Intelligent Agents (items in {}) to personalize messages. Use the D2L date / time features to schedule announcements and reminders. |
| Thank you, {FirstName}, for participating in COURSE, Course Name.  I hope you found the course informative and the activities, discussions, and interactions engaging.  The course will remain active until XXX. You are welcome to return to it to review resources until that time.  Get in touch if you have questions or if I can be of assistance. Best of luck to you in your future endeavors.  Dr./Mr./Mrs./Instructor/Professor XXX |