Student letter template

Hello ***student’s name***,

Welcome to your virtual online space! My name is ***teacher's name*** and I will accompany you throughout your journey. My role is to watch over your learning, answer your questions and intervene when I feel you’re having difficulties. I’ll also be there to highlight your successes!

To contact me, please use the following email address: ***teacher’s email address*** or use the communication tools in the online platform ***specify which tools and explain their procedure***.

I would like to know your availability to know the best time to reach you. For my part, know that I will be available for you, but I may not immediately answer your questions. The best times to reach me are ***the teacher enters their synchronous and asynchronous availability here***.

In addition, I would like to get to know you better. To do this, please answer the following questions. This will allow me to get a better picture of your situation and better understand your needs.

* What are your availabilities; when do you think you are online?
* Are there times when you expect to be unable to work online? (appointments, other activities, part-time work).
* What do you think you will need to do to be successful online?

How the course works:

In order to connect to the platform and get started in your learning, follow these steps:

Enter the steps required for the student to connect.

**IMPORTANT: Please respond to this message to confirm that you have read it!**

I’ll let you explore your virtual space. Please don’t hesitate if you have any questions.

Talk to you soon!

Teacher’s name