**SAMPLE ANNOUNCEMENTS**

**Subject: Welcome to class!**

Hello students! Welcome to Developmental Psychology!

I am excited to have so many students in the course this semester. I've put together a lot of interesting course materials and activities, and I hope everyone enjoys their experience in this class. We will spend just a few days getting familiar with the structure and expectations of this online course. Here's how to get started...

Click **Course Content** on the menu and select the **Start Here!** link. That's where you'll find the following:

1. Watch the orientation video.
2. Read an overview of your required textbooks.
3. Follow the link to post your introduction on the discussion board. (Be sure to follow the directions closely. The deadline for posting is Friday, September 1.)

I look forward to working with everyone throughout the semester and thank you for enrolling in the course!

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**Subject: Contacting your Instructor**

This is a reminder that you should use the Messages tool within this course if you have any questions or need to communicate with me. To eliminate the technical issues that e-mail sometimes causes, it is much simpler (and I prefer) that you use the internal Course Messages to contact me and your classmates. Here's how...

1. When you log in to Blackboard, click the link for this class in the Courses list on the right.
2. Select Communication Tools on the Course Menu on the left.
3. Click Course Messages.
   - To send me a Message, click the Create Message button.
   - To check your Messages, click the Inbox link.