



Welcome Announcement

Welcoming your new students to your course is one of the best ways to make a good first impression and encourage student engagement from the beginning. Writing to students in a warm and friendly tone that is informative and direct helps you establish yourself as a real person who is present, accessible, approachable, and dedicated to their learning and success.

Effective Welcome Announcements:

- Build [instructor presence](#) immediately.
- Initiate the [community building](#) process.
- Avoid repeating syllabus information.
- Direct students to major resources.
- Give “insider” hints for succeeding in the course.

Welcome announcements can be written or recorded as video or audio. Ideally, your welcome announcement should be posted so students will see it as soon as they have access to the course space, typically the Friday prior to the first day of class. AOI recommends that you include the following information, reminders, and suggestions in your welcome announcement.

Welcome Announcements Include:

Information About Yourself

- Direct students to read the Instructor Introduction section in Canvas to learn more about your personal, educational, and/or professional background. Let students know what excites you about the course and what you want them to take away from it.

Attributes of a Successful Student in the Course

- In your own words, communicate the course goals and expectations. Give examples of what previous successful students did to succeed. Direct students to read the syllabus carefully and refer to it often. Give them small hints on how to do well on coursework.

Student Responsibilities

- Remind students that it is their responsibility to know the content of the syllabus, to frequently check notices posted in the “Announcements” tab, and to review the questions and answers posted under “Ask the Instructor.” Suggest they check their notification settings in Canvas to ensure they receive all notifications immediately. Additionally, remind students that you will only accept coursework submitted through Canvas, and unless otherwise noted, coursework will not be accepted over email.

Let's explore the possibilities together!



Locations to Submit Questions and Expected Response Times

- Direct students to read the [Instructor Interaction Statement](#) on the syllabus for specific communication details. Inform students that all content-related questions should be posted to the “Ask the Instructor” forum in the “Discussions” tab or in other designated forums related to individual assignments. Confidential or more personal questions should be handled via email using their WSU email account. Provide an expected turnaround time for responses to posts entered in the “Ask the Instructor” forum or sent via email. We recommend 24 hours for responses to emails and 5-7 days for feedback on assignments. The instructor interaction statement in the syllabus should contain this information as well. Keep in mind that these are the primary ways students know you are engaged in the course.

Technical Help Resources

- Tell students that technical support is available. Direct them to the Technical Support page in Course Information, which lists contact information for 24/7 support. The Course Information link also contains helpful “How To” information.

At the end of your Welcome Announcement, let students know you are excited to have them in the class and are looking forward to hearing their ideas.

Sample Welcome Announcements

- [Example Welcome Announcement 1](#)