**Example Email text that a faculty member may send to their students via Gmail prior to the first day of class. Please use and edit as necessary.**

**------------------**

**Subject:  
TEST 201-01 – Welcome and important details about class attendance**

**Body:**

Hello.

I am excited to be back in the classroom with you this fall. Our TEST 201-01 class will meet on Mondays and Wednesdays from 6:35-7:50 PM throughout the fall term and be run as a blended class.

Due to new classroom capacity limitations as a result of the COVID-19 pandemic on-campus, students will only be able to attend this class in-person **one day per week**.   
  
However, attendance is required on both class days each week. **Students not scheduled to attend in-person on any given day will be expected to join the class through Zoom.**   
  
I have broken you into groups for attendance purposes (below). Please find your name and only attend class in-person on the day that your group is assigned. Fully remote students will only attend class sessions via Zoom and are expected to attend both days. Students that need to quarantine for a period during the term should attend class via Zoom both days each week until they are cleared to return to the classroom.  
  
**Group A (Monday In-Person Attendance)**   
*INSERT STUDENT NAMES FOR THIS GROUP HERE*

**Group B (Wednesday In-Person Attendance)**   
*INSERT STUDENT NAMES FOR THIS GROUP HERE*

I have also attached our course syllabus to this message so that you can begin to familiarize yourself with the course. Our course Isidore site is now open and available to you. I will stage your weekly obligations under the ‘Lessons’ tool in the site so always be checking that tool to ensure you stay up-to-date on homework and pre-class expectations.

Please let me know if you have any questions or concerns. I look forward to seeing Group A in-person in the classroom (Miriam Hall 101) on Monday, August 24th at 6:35 PM. I look forward to seeing Group B in-person in the classroom (Miriam Hall 101) on Wednesday, August 26th at 6:35 PM.

See you soon.

Professor XXXXX