Hello All –

I wanted to reach out and introduce myself. I’ll be your instructor for [ENTER YOUR COURSE NUMBER AND NAME]. This is a [COURSE MODALITY] course, so we will be meeting [REMOTE OR IN-PERSON MEETING INFORMATION]. Please be sure to wear a face-covering to class. If you have any questions at all about classroom safety, please don’t hesitate to reach out.

Here are a couple resources that may be helpful for you this week as you prepare to attend classes:

* [YSU Coronavirus Information Page](https://ysu.edu/coronavirus-information)
* [For Pete’s Sake – General Information Video](https://www.youtube.com/watch?v=UpR1vjL-rEw&feature=emb_title)
* [How to Request YSU Loaner Technology](https://ysu.teamdynamix.com/TDClient/2000/Portal/Requests/ServiceDet?ID=43861) (click the red “REQUEST SERVICE” button in the upper right hand corner of the screen to request technology)
* Download the [YSU App](http://ysu.campusapp.com/) (if you haven’t yet) – it’s the absolute best place to find important and updated information

[OTHER COURSE INFORMATION: TEXTBOOK NEEDED, TECHNOLOGY NEEDED, etc…].

If you have any questions at all this week, please reach out – I’m happy to help you find the answers you need. Looking forward to meeting you all on Monday!

Best,

[YOUR NAME]