Email Template – CareerPLUS Welcome on Day 1 of Micro Course

**Please copy and paste the message below (not including the heading above) into the “Compose Course Message” box in Moodle. Please personalize the parts highlighted in yellow.**

**Subject:** Welcome to Your CareerPLUS Micro Course!

Greetings from Clarke University’s CareerPLUS Program!

My name is **[name]** and I will be facilitating your CareerPLUS micro course, **[name of micro course].** My role as the facilitator is to foster your engagement in the micro course, respond to your posts on the discussion forums, and encourage your interaction with the micro course content and other micro course participants.

Just a reminder that the micro course starts on **[start date]** and **you must complete the micro course by [end date].** If you haven’t already done so, please review the [**online orientation**](https://www.clarke.edu/careerplus-micro-course-orientation/). You will be able to view the rest of the micro course content starting on the first day of the micro course.

**Accessing Your Micro Course**

To access your micro course, log in to [**Moodle**](https://moodle.clarke.edu/login/index.php#specialexceptionlogin) using the Moodle login credentials that were emailed to you on the day you registered. If you cannot find the email with your Moodle login credentials or if you have forgotten your Moodle username or password, please [click here](https://moodle.clarke.edu/login/forgot_password.php). If you are still experiencing difficulties, please email careerplus@clarke.edu.

Although this micro course is self-paced, the days go by quickly, so it is important to “pace yourself” appropriately. It is recommended that you ensure that you can log in to Moodle and engage with the first unit during the first or second week (if possible) to give your brain time to process the information and let you determine how long each unit takes for you. Then, you can budget your time accordingly throughout the remaining days in the course. To assist you in budgeting your time effectively, an estimated time to complete each unit is included in each Unit Lesson Introduction.

**[Facilitators: Feel free to add anything else about yourself or your micro course to this email template]**

Sincerely,

**[Facilitator Name]**