

SAMPLE EMAIL PREPARING FOR CLASS

Dear Students and Parents,

I am so very excited to have you attend Lisa Mladinich's first class on Monday, May 14th at 11:30 am Eastern Time (10:30 am Central). With this in mind, I want to ensure that the experience is a great one. This requires some preparation on your end. Please do the following for the class:

- We have set up the course in Moodle:
<https://moodle.homeschoolconnectionsonline.com/course/view.php?id=1188>. Moodle is where all your course content and interactions reside.
- **If you already have a student account** (non-subscription account) you can continue to use your existing username and password.
- **If you are new to Homeschool Connections Live Courses**, you should have received an email from donotreply@blackboard.com (noreply@moodle.homeschoolconnectionsonline.com) with your username and password. If you have not received it in your Inbox, please check your Spam folder. Otherwise, please contact us and we will provide your username and password to you.
- If this is your first online course, you can test your system setup by clicking on [this link](#). It will do a diagnostic of your system. **Please install the Adobe Connect add-in as well**. If you experience any difficulties please contact the Adobe Connect Helpdesk at [800-422-3623](tel:800-422-3623).
- Please have a headset with a microphone connected your computer to maximize your ability to participate in class. [Click here to learn more about this requirement](#).
- I strongly encourage each of you to sign in 20 minutes before the first class. This allows for plenty of time to ensure you get your speakers and/or microphone setup. You will receive a reminder email with this Adobe Connect meeting link -- http://homeschoolconnections.adobeconnect.com/summer_2018_hs_how_to_be_excellent_student_may14/ 1 hour before the class that will contain a link to the class. Please log in as a guest. No username or password is required.
- Please keep the above toll-free Adobe Connect Helpdesk number at hand in case of audio or visual problems during the class. You may also call the Homeschool Connections toll-free number: [1-888-372-4757](tel:1-888-372-4757).
- Finally, come prepared to ask a lot of questions, have fun, and learn something along the way!

If you have not already acquired your course materials, here are the required texts:

Course materials: All materials provided free by the instructor. If you have any questions about the technology, please do not hesitate to contact me or Mr. Crawford at homeschoolconnections@gmail.com. If you have questions about the coursework, please contact Lisa Mladinich lisa@mladinich.com.

Blessings,

Mrs. Wittmann