# Welcome Back Email Template

[Feel free to use this email template as a guide for what to include in your “welcome back” email. Please attach your revised Syllabus if you can.]

Hello and welcome back to [Add: Course Number and Name],

As you know, we are moving our class online. This class will officially restart on [Add: Date]. On that date, you will be able to access our course at eCampus (https://ecampus.wvu.edu) and select [Add: Course Number] in your list of courses.

We will use eCampus for [Add what you, personally, will be using eCampus for: course content, assessments, assignment submissions, course communications, and the calendar]. All users must access the eCampus system with their login credentials. If you have forgotten your password or login credentials need to be activated, please go to the Login Self Service website (<https://login.wvu.edu/self-service/>).

I plan to be online [Add: indicate when] and I will hold virtual office hours [Add: where and when]. Once the course restarts, please check eCampus daily for updates from me and about our course.

Next week will be here before you know it, but in the meantime, I encourage you to re-familiarize yourself with the information on the attached updated course Syllabus.

[Add: you may wish to mention how this is a fluid situation, ask if they have concerns with technology access, mention resources for student support, etc.]

Finally, if you have any questions or need help with anything, please visit our [Help page](https://cpass.wvu.edu/students/online-success/getting-help) (<https://cpass.wvu.edu/students/online-success/getting-help>) for a list of resources. I also encourage you to check out our [Student Success Tips page](https://cpass.wvu.edu/students/online-success) (<https://cpass.wvu.edu/students/online-success>) to prepare yourself for learning online. Finally, I would like to point you to the [Coronavirus Information for WVU Students](file:///Users/bethbailey/Desktop/Momentum/Coronavirus%20Information%20for%20WVU%20Students) (<https://coronavirus.wvu.edu/students/>) site for the latest information regarding the Coronavirus (announcements, frequently asked questions, etc.)

All of these resources were created to support you in any way we can. Feel free to email me with any questions or concerns you may have.

I am looking forward to having you back in class on [date].

[Add Signature]