**Your Course Name / Semester

Example: Read Me First**

Welcome to the Course Orientation.

**Syllabus:**Thoroughly review the Syllabus document. You will notice that your course follows a pattern. Each week, along with other specific learning activities and assessment items, you will respond to and participate in two Discussion items, complete an Assignment and an Open Book Quiz. You will also notice that every three weeks there is an assignment to be completed.

**Course Material:**You might have already noticed that you have access to all the first week course material and the content for the entire semester. *Weekly Discussions, Assignments and other course assessment activities* are set to open at Midnight on Day 5 – Friday prior to the week start day – Day 1 – Monday and closes at 11:59 p.m. on Sunday of the week. But you will be able to submit only from midnight on Day 1 – Monday.

**Rubrics:**

We will use rubrics to guide you through specific assignments. I will provide feedback using the rubrics feature in your course online. So when grades are posted for the assignments, I will add a news item for your information so that you can check.

**Any Inconsistencies:**As this course was designed for the first time, you might find some inconsistencies. We have reviewed it several times, but we are sure some might have slipped through. So we request you to please bring them to our notice immediately so that we can take care of it. We highly appreciate your feedback**.

Any Questions:**If you have any questions, please do not hesitate to contact us using the ‘General Course Questions’ discussion area under Communications tab. As we have indicated earlier, we will respond to your questions within 24 hours. If there is an emergency, please call and leave a message or email us at the BHSU email account so that we can get back to you at the earliest.

**Remember** to review the documents under the ‘Course Introduction’ before you dive into the course.

Look forward to working with you all,
**(Your Name)**

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