# Template to Email Students in your Online Course

Hello,

You are enrolled in the online class [INSERT COURSE TITLE AND SECTION] My name is [INSERT YOUR NAME] and I will be your instructor for this class.

## Logging In

SVCC provides several technology resources that you will need to access during the course. Your Sauk Login is used to access these tools.

Your Sauk Login consists of a username and password, generally consisting of firstname.middleinitial.lastname Example: john.a.smith\*

*\*Note: If your middle initial is not on file, your username will be firstname.lastname (Example:john.smith). If your firstname.middleinitial.lastname is more than 20 characters, your username is firstinitial.middleinitial.lastname. (Example j.a.smith) Check your printed schedule to determine the login name that was entered in the system for you.*

If you have not already done so, use the **Change/Forgot Password** link in the Login Services Menu to setup your password.

## Canvas

To begin the course, you will need to access Canvas, Sauk’s tool for online courses. To access Canvas, visit <https://www.svcc.edu> and find the Login link at the top of the home page. Choose the Canvas link from the menu. You will be prompted to login with your Sauk Login Username and password. Please note that the course will not be open to you until [INSERT DATE].

After you have successfully logged in, a list of courses available to you will appear. Each course title is a hyperlink that, when selected, will allow you to enter the class. Please take some time to get comfortable with the online learning environment. The following resources are available to assist you in becoming familiar with Canvas.

[Canvas Basics](https://svcc.instructure.com/enroll/FB489C)

[Canvas Guide for Students](https://community.canvaslms.com/t5/Student-Guide/tkb-p/student)

## Getting Started

Once in my course, be sure to read through the syllabus for my contact information, assignment due dates, and class policies. Most of all, stay motivated and on task.

If you have questions about your course, contact me. If you have technical issues such as computer, browser, or login issues, help is available when you stop by the Skyhawk Student Help Desk in room 2F01. Not on campus? Call the help desk at 815-835-6544 or send an email describing the problem to help@svcc.edu.

It is my hope that this semester will be a good one for us all! Good luck and I’ll see you in class!

[INSERT YOUR NAME HERE]