**Subject title:**

**Content:**

Kia ora,

Welcome to [paper code/title]

Welcome to [PAPER CODE/TITLE], I am [YOUR NAME], the lecturer for this paper. I look forward to working with you, while you are Offshore.

I will be in touch with you each week to support you as you commence this paper off-campus.

[acknowledgement of different situations and what offshore students will see in Canvas].

Make sure you have gone through the pre-semester to-do lists [link].

**Online learning**

The learning platform we will use for this course is Canvas. You can access this from [https://canvas.auckland.ac.nz](https://canvas.auckland.ac.nz/).

Once you are logged in, you will find useful course information, assessments and resources in the navigation menu.

All teaching materials will be made available, where possible, on Canvas.

**Weekly coursework requirements**

Each [DAY], from [DATE], I will communicate with you via [EMAIL/CANVAS ANNOUNCEMENTS/WECHAT] and will provide an overview of your learning for this course along with weekly to-do lists.

This will include guidance on key readings and tasks for you to complete.

**Communication**

To help you feel connected to us on campus, there will be opportunities for you to communicate with your Offshore peers and ask questions about course content and assessment on Canvas.

For latest information and University updates, visit <https://www.auckland.ac.nz/en/news/notices/2020/coronavirus-outbreak.html>

Ngā mihi nui,

[YOUR NAME]