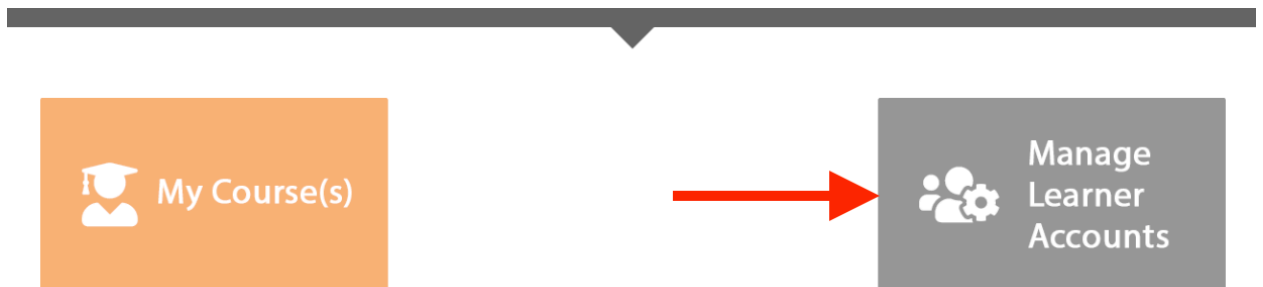


Setting up and Sending the Course Welcome Email at Onyxon.ca

Instructors should send a welcome message to their learners to explain how to access the course. Before sending this message teachers should ensure all of the learners have been sent their login credentials. *See the file, Enrolling Learners in Courses at Onyxon.ca, for more information.*

Teachers need to set up the welcome message before sending it out. Do not send it out without doing the following or a blank message will be sent.

1. Log in to the onyxon.ca portal.
2. Click the “Manage learner accounts” button



The Course Management page appears with a list of courses you can enroll learners in.

3. Click the “Manage Learners” button next to the course you want to enroll learners.

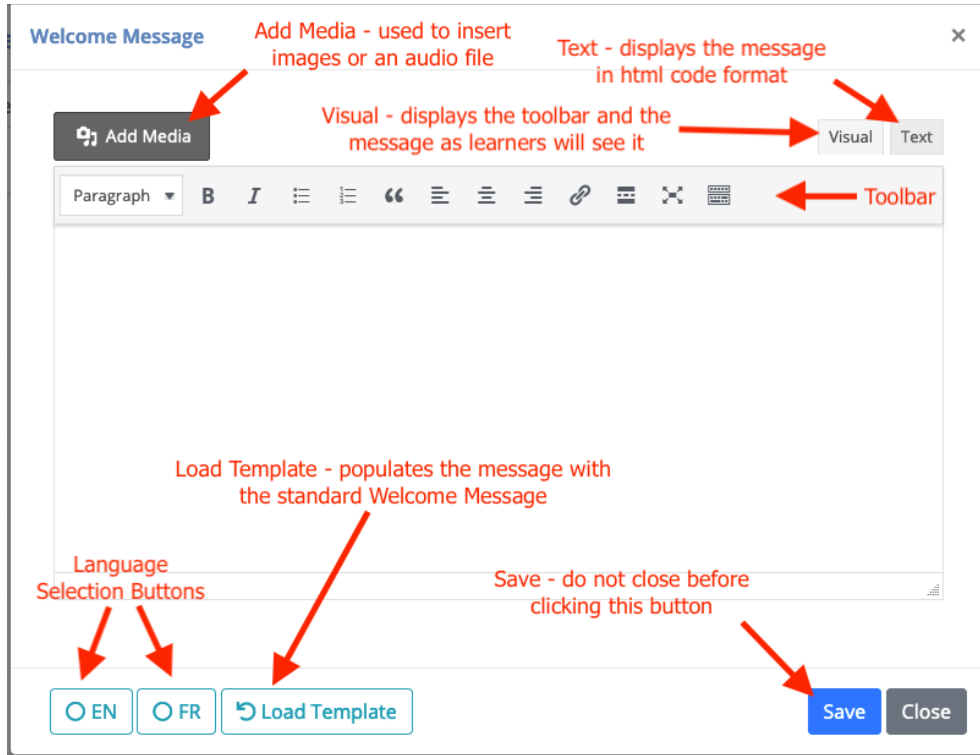


A panel appears with a list of course participants. At the bottom of this panel, there are four buttons, including the Edit Welcome Message and Send Welcome Message.

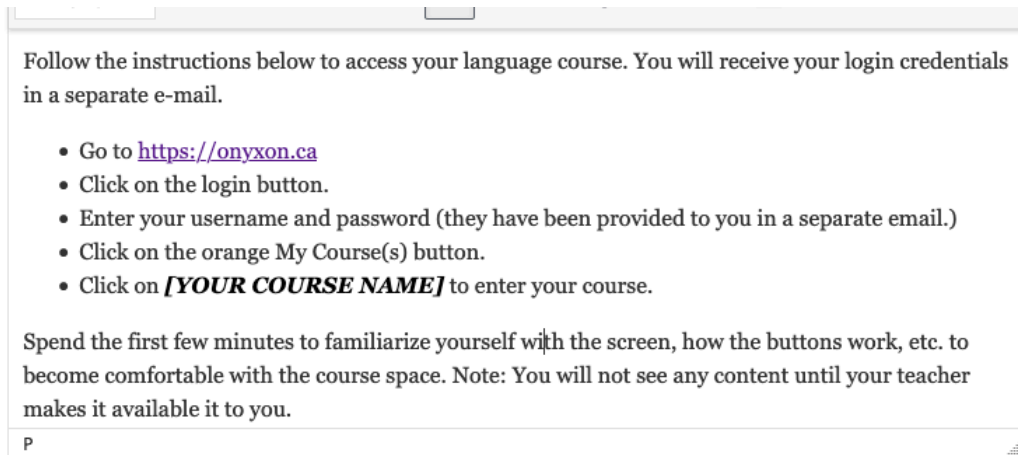
4. Click the “Edit Welcome Message” button.



The Welcome Message editor panel appears. This is where you create the welcome message.



This default message will populate the Welcome Message panel when it loads.



Welcome Message Option 1: Using the Standard Message

Teachers can use the default message if they don't want to compose their own welcome message. If teachers use this message, they should type the name of their

course into the message as shown below. This will help learners locate the course on their Onyx Dashboard.

- Enter your username and password (they have been provided to you in a separate email.)
- Click on the orange My Course(s) button. **Insert your course name here.**
- Click on **[YOUR COURSE NAME]** to enter your course.

After updating this message, click “Save” and then click “Close”.

Option 2: Writing a Custom Welcome Message

Teachers can delete the standard message and compose their own welcome message to the course. The toolbar gives them many of the standard tools to format the text, and there Insert media button can be used to add images or other media. The message should advise learners to:

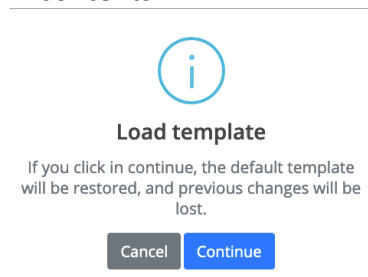
- log in to Onyx
- click the “My Courses” button on the portal
- click the name of the course in the Dashboard

After composing the message, click “Save” and then click “Close”.

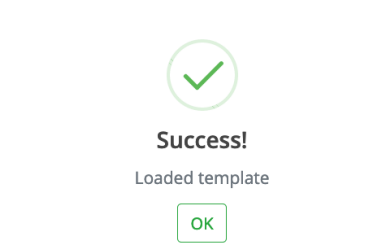
Restoring the Standard Message

Teachers can still use the default template message at any time. To restore the default message, they should:

- a. Select the language, English or French.
- b. Click the “Load Template” button.
- c. Click “Continue” when the warning panel appears about deleting the message contents.



- d. Click “OK” when the Success panel appears.



The standard message will be restored

e. Follow the steps in *Option 1: Using the Standard Message* (above) to continue

Sending the Course Welcome Message

A course welcome message should only be sent to the learners after:

1. they have an account on the Onyx portal
2. they have been sent their username and password (it may not be necessary to do this if the learner had an Onyx account before)
3. they have been enrolled in the course
4. the welcome message has been adapted specifically for the course (see Options 1 and 2 above)

There are two ways to send the welcome message to the students:

At the bottom of the manage learners page, you will find the “Send Welcome Message” button. This button will send the Welcome currently enrolled in the class.



As more learners are added to a class, you will need to receive the Welcome Message. Teachers can send the welcome message to an individual learner by clicking the “Send course welcome email” button below each learner’s name on the same page.

