

SAMPLE Announcement/Email sent by Professor to Students for First Time Use of Professor Notification Tool in edveNTUre coursesites

Please feel free to edit and customise for your students. Information on Bb Connect for students is available at

https://compass.ntu.edu.sg/resources/Pages/BbConnect_students.aspx

Dear Students,

I will be using the SMS tool in edveNTUre to update you of any important and time critical course-related information pertaining to your studies such as cancellation of classes, new course materials uploaded, etc. This would complement the Course Announcements I'd regularly put up in edveNTUre, which you normally login to view.

As such, I would strongly encourage you to opt-in and update your mobile phone numbers in edveNTUre to start receiving the SMS. Please refer to the Quick Guide link below on how to update your contact information via edveNTUre.

https://compass.ntu.edu.sg/resources/Documents/bb_connect2011/BbConnect_update_contact_details_final.pdf

If you face any technical issue, you may email edveNTUre helpdesk at bb-help@ntu.edu.sg for assistance.

Thank you.

Professor