Hello!

We are delighted to announce that [institution name] is adopting [Class](https://www.class.com/) as our virtual learning platform this year. Class is a virtual classroom which brings the best parts of in-person learning online, making it easy to engage with other students, access materials, and stay connected with your professors.

Class is built on top of Zoom, and will look and feel very familiar. You will need to install the Class application on your device (more information below) as we will be using it for each session. Class will particularly help us [collaborate more effectively, easily access activities and materials, etc.]

You can learn more about Class by accessing learner guides [here](https://www.class.com/learner-guides).

You can find more information about Class below. We’re working hard to make this a smooth transition for everyone, and are so excited to start the new year in Class!

[Instructor name]

FAQ:

* **What do I need to do now?**
  + Before our first day, please make sure you have installed the Class application. You can download Class here [insert custom subdomain].
* **What do I need to do on the first day of school?** [Adjust based on the workflow learners follow to join your Class]
  + [Via Class link] Join our class by clicking on this link [insert Class meeting link]. Click “Launch Class” and type in your name when prompted.
  + [Via login information] Log into the Class application using the email address and password you use to log into Zoom. On the main Class page, you’ll see your schedule listed on the right and can click on the course that is listed as “Live Now.”
    - If you do not see the Class, click the yellow “Join an Existing Class” button and enter the Meeting ID and Password: [Insert Meeting ID and Password]
  + [Via LMS] Log into the LMS portal and navigate to the Class tab [update based on what Class is labeled in your LMS navigation panel]. Click the “Launch Class” button.
* **Will someone show me how to use Class?**
  + Yes. [Provide high-level details] If you’d like to get started, you can access Class learner guides [here](https://www.class.com/learner-guides).
* **What current tools will Class replace?**
  + [Provide high-level details]
* **What is Class’ privacy policy?**
  + Class does not own the content shared with Class and does not sell data. You can view the full policy [here](https://www.class.com/privacy-policy/)