

**Date: 23 March 2020**

Dear Student,

As you know, with COVID-19, the situation for schools is changing daily.

**For now, Universal English is pleased to announce that we are open for classes as normal. If the government tells us we need to close, we will tell you.**

As part of your course, you will now also have access to our Learning Management System. This is a great tool to help you improve your English even quicker and will be used if we need to learn online from home.

**IMPORTANT: Please bring your own device (laptop/tablet/phone etc.) to class. We will teach you how to use the online system.**

You will need to log in to **Moodle** and download the **Microsoft TEAMS app**.

Please find the login details below to access your **Moodle** account.

**Moodle Webpage:** <https://uit.learnbook.com.au>

**1. Moodle**

Username is your student number: (ULGXXXXX)

Password is your date of birth: (DDMMYYYY)

EXAMPLE	
<b>Name:</b> John Smith <b>Student ID:</b> ULG12345 <b>Date of Birth:</b> 01/01/1997	<b>Login details</b> Username: ULG12345 Password:01011997

We will be showing you how to use the Learning Management System this week and you will be able to talk to your teacher if you have any questions.

Should you have any questions, please contact one of the friendly team at Universal English.

Thanks for choosing to study with Universal English.

Regards,

**Universal English Management**