SUBJECT: Important Action for your AO Course in LOCATION

主题：（地点）AO课程的重要活动内容

Dear {FirstName} {LastName},  
亲爱的 （姓名） ：

Welcome to the AO COURSE NAME course! We are very pleased that you will join us for the next few weeks online and then at the face-to-face event in LOCATION!

欢迎您参加AO的 （课程名称） 课程！我们很高兴您将参加我们之后几周的在线课程，以及即将在（位置） 举行的面对面的现场活动。

Please find enclosed the overview of all online activities as PDF.  
所有在线活动的概述请查阅附件内的pdf文件。

We would like to ask you to walk through a few technical steps to check that you (and your technical equipment) are ready for (and committed to) the upcoming online activities that will start on START OF 1 WEEK DATE.   
**我们建议您通过以下几个技术步骤，来检查一下于即将在（日期） 开始的第一周活动前，您和您的技术设备是否已准备就绪。**

**STEP 1:**  
To login to the Virtual Learning Space, please follow these steps:  
1) Go to http://www.aotrauma/spine/cmf/vet.org/.   
2) Click on "Member Login".   
3) Enter your username and password. If necessary, please use the function "Forgot your password?"   
4) In "Your action items" click on "Virtual Learning Space".   
--> If this access does not work, please write to [elearning@aofoundation.org](mailto:elearning@aofoundation.org).

第一步：

通过以下几个步骤登录虚拟学习空间：

1. 打开 <http://www.aotrauma/spine/cmf/vet.org/> 网站
2. 点击“会员登录”
3. 输入您的用户名和密码。如忘记密码，请使用“忘记密码”功能进行查询。
4. 在“活动项目”一栏点击“虚拟学习空间”

如果仍无法登录，请与[elearning@aofoundation.org](mailto:elearning@aofoundation.org) 联系，进行咨询。

**STEP 2:**  
Then, please finalize these brief tasks by END OF TEST MODULE DATE (more information on these tasks is provided in the virtual learning space):

* Read the user guide (see attachment)
* Upload your picture to your profile
* Post the absences you might have into the "absences" forum
* Complete the test assessment in the self-assessment section
* Go to the participants list and check if you might know anybody else from the group

第二步：

在 （测试模块结束日期）前请确定您已完成以下这些主要任务：（这些任务的详情见“虚拟学习空间”）

* 阅读使用指南（见附件）
* 上传本人照片至个人简历
* 在“缺席”论坛贴出您可能缺席的次数
* 在个人评估栏完成测试评估
* 在学员名单中查看是否有您认识的学员

If you are not be able to keep this deadline, please let us know.  
如果在此截至日期前您无法完成以上任务，请及早告知我们。

Good luck and best regards,

祝您好运！

谨致问候

FULL NAME OF FACULTY AND EDUCATORS

教员和培训师姓名

Attachments:

- UserGuide

- Online activities overview sheet

附件：

－使用指南

－在线活动概述一览表