**Origins of communication will be forums and Email chain(won’t bother adding all emails here just yet)**

**Introductory email - 25/01/2023**

Hi, my name is Darren Bolton and I am your TM470B tutor for 2023 !  
  
I have posted an initial welcome post on our tutor group Forum - please have a read of that and reply to that post to confirm that you are seeing the forum. (don't worry if you cant see it - I will paste a copy of the post at the end of this email, but please let me know if you cant access the tutor group forum.)  
  
For now, just reply with the details as indicated below so that we can get a line of communication established.  
  
Just to put your minds at rest from the start - my job is to help you get the best pass grade possible and I will do my best to help you in whatever way I can !  
  
Text of post on Tutor group forum...  
  
"Hi everyone and welcome to TM470B for 2023 !  
  
My name is Darren Bolton and I will be your module tutor this year.  
  
I will shortly be sending everyone an introductory email, so if you could just reply to that email to ensure we have good, established, private communication, via email.  
  
It would be useful if everyone could include in that email the full thread of their posting on the preparation forum. (if you haven't been able to do that, have a look at the posts that have been made and send that detail to me in an email). We can then start discussing your ideas for your project and hopefully come up with an achievable project for you.  
  
I am going to propose holding an initial 'live' group tutorial on Sunday morning (5th February 2023) at 10:00hrs (UK time) where I will run through an introductory powerpoint, which gives an overview of the module and some specific information about TMA 01. I will also give you up to date information from last year's TM470 module in terms of "do's and dont's" as you head into this year's project.  
  
Right at the outset - If I can make two suggestions, which will pay dividends as you near the EMA hand in date in September...  
  
1. Start a project journal and record everything you do on your project, everything from initial planning and design to decision making to coding. (decisions in your journal may well correspond to amended versions of your GANNT charts [more on that in the tutorial] )  
  
2. Keep a communications log - record all interactions with me, including emails, online tutorials and also your TMA feedback.  
  
The headline here is - help me to help you to get the best grade possible by providing me with the evidence to justify it (remember the final EMA is second marked by a different TM470 tutor) !!!  
  
Let me know if Sunday 5th February works for you. If not, let me know whether mid week evenings would be better.  
  
Don't worry if you cant make date of the initial tutorial, I will upload the introductory powerpoint and a second powerpoint which gives you some background information about myself, such as my employment history and qualifications.  
  
If there is demand for it, I can run a second introductory group tutorial on a different date, as getting all of my students together at the same time is not always possible due to many different factors.  
  
I am going to run these live tutorials on the OU's preferred web based application, 'Adobe Connect'. More details on that once we have a confirmed date(s) for our first tutorial.  
  
There is no need to have a camera for video if you don't want to, but speakers are needed as a minimum and a microphone will be required if you wish to ask any questions.  
  
From the 1st of February (the official course start date), I will be making myself available for 30 minute, 1:1, tutorials (using Adobe Connect) on weekend or midweek evenings. To book a time slot, please email me with preferred date and time and I will get back to you to confirm the booking, or to suggest an alternative, if I can't make your suggested date & time.  
  
I look forward to seeing some of you at our first tutorial and I anticipate your emails in due course.  
  
Please reply to this post with a quick confirmation so that I can be assured that everyone has sight of our tutor group forum  
  
Regards,  
  
Darren"