

Sample Canvas “Message Students Who” Outreach

When conducting outreach through Canvas, keep in mind that Canvas does not allow html formatting or hyperlinks within the “Message Students Who” function. This means that any information you want to emphasize would need to be emphasized through basic formatting, and any URLs you share need to be written out fully so they could be copy/pasted by the student.

Sample 1: Message to Students Who Haven’t Submitted Essay 1

Subject: [Class Name] – Essay 1 Assignment

If you’re receiving this message, it is because I noticed you have not submitted the Essay 1 assignment. I’m concerned about the impact that missing this assignment could have on your success in the course.

I want you to be successful in the course moving forward, and I’m happy to help you get back on track with assignments. I would encourage you to take the following steps:

- Submit the assignment as soon as possible if you have completed it but just need to upload it on Canvas
- Reply to this message or visit office hours [Day, Time, Location] with questions you have about the assignment or the course

Please feel free to reach out with questions! I am happy to support you in this course, and I am counting on you to be proactive so we can work together for your success.

Sample 2: Message to Students Who Scored Less than X% on Midterm

Subject: Current grade in [Course]

I’m messaging to connect with you about the recent midterm. Based on the midterm score, I’m concerned about your current grade in the course. I’d like to support you in completing the course successfully and achieving any goals you’ve set for yourself.

In past terms, students who wanted to improve their scores after the first midterm found it helpful to use resources to adjust their approach to studying or test-taking. I’d encourage you to consider using some of these resources to support your success:

- Visit office hours [Day/Time/Location] or email me to schedule a time to meet so that we can talk about your approach to studying for the course



- To prepare for the meeting, you might think about what aspects of the course you've felt successful in and what areas have been challenging for you this term
- Make an appointment with an Academic Coach by visiting bit.ly/getcoachedOSU. With a coach, you can discuss your progress in the course, set goals, and talk through strategies for your success.
- Visit the Academic Success Center (ASC) in Waldo 125 and talk to a Strategist. They are available M-F, 9 AM to 5 PM; no appointment is needed. The Strategist can help you identify support resources in the ASC and across campus.

Please let me know if you have any questions. There are many resources to support your success in the course, and I hope you'll be proactive in using them.

Sample 3: Message to All Students Who Took the Midterm (Scored More Than 0 Points)

Subject: Success Resources for [Class]

We are now 4 weeks into [Class], and you may be wondering how you can perform even better in the course. There are many people and resources at OSU to help you succeed, and I want to encourage you to take advantage of them:

Supplemental Instruction offers group study tables that emphasize what and how to learn. In SI tables, you collaborate with your peers and practice concepts from class. SI tables meet once per week for 50 minutes. It's not too late to join! Visit success.oregonstate.edu/SI to join a table!

Academic Coaching helps you discover strategies for effective learning. Coaching appointments are a place to talk with a peer coach and to find strategies for success. Make an appointment here: bit.ly/getcoachedOSU

The Mole Hole is on the 3rd floor of the Valley Library and offers drop-in tutoring. Take your notes and class materials and work alongside a peer or T.A. Learn more about the Mole Hole here: <https://experience.oregonstate.edu/resources/mole-hole>

Not sure what resource is right for you? Visit a Strategist in the Academic Success Center in Waldo 125, Monday-Friday, 9 AM to 5 PM. They can help you identify resources across the university.

In addition, you're always welcome to reply and set up a time to meet with me or let me know if you have any questions about the course.

I look forward to seeing you in class.

