

Sample Individualized Email and Canvas Messages

When conducting outreach through the Canvas messaging system, keep in mind that Canvas does not allow html formatting or hyperlinks. 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. Each sample below includes an example of an email followed by an example of that same email in a format for Canvas.

Sample 1: Email or Canvas – Missing Early Tasks

Subject:

Dear [Student Name],

I am your [professor/instructor/TA] for [course] and it is important to me that you get started in the course on a strong note. From what I can tell you have not [logged into Canvas, accessed the online homework platform, registered for a TopHat account, etc.].

I want to remind you that this is an important part of your course grade and to encourage you to address this as soon as possible. If you need technical assistance, please visit [website with help troubleshooting], if you have questions about these expectations, I'm happy to discuss them [via email or in office hours], and/or if you are struggling with paying for course materials, please note some of the OSU resources available [Human Services Resource Center, course reserves in the library, college-specific resources, etc.].

Regards,

Sample 2: Email after Early Graded Assignments

Subject: Current Grade in [Class]

Dear [Student Name],

As your instructor for [Class], I am writing because I am concerned about your current grade in the course, and I want to help you get back on track to successfully complete the course. There are many resources for academic help, and I would encourage you to take the following steps:

- **Visit office hours [Day/Time] or email me** to schedule a time to meet so that we can talk about your approach to the last half of the term.
 - 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. With a coach, you can talk about 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](#). The strategist can help you identify support resources in the ASC and across campus.



Please let me know if you have any questions or would like to set up a time to meet. I am happy to support you in this course, and I am counting on you to be proactive in scheduling a meeting so we can work together for your success.

Regards,

Sample 2: Canvas Message after Early Graded Assignments

Subject: Current Grade in [Class]

Dear [Student Name],

As your instructor for [Class], I am writing because I am concerned about your current grade in the course, and I want to help you get back on track to successfully complete the course. There are many resources for academic help, and I would encourage you to take the following steps:

- 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 or would like to set up a time to meet. I am happy to support you in this course, and I am counting on you to be proactive in scheduling a meeting so we can work together for your success.

Regards,

Sample 3: Email after Missing Class Sessions

Subject: [Class] Missed Class Sessions

Dear [Student Name]

My name is [Instructor Name], and I am your instructor for [Class]. According to my records, you have missed our first two class meetings. In our course, attendance is part of your grade, and class



activities are an important part of the learning process. I hope to see you in class on [Next scheduled class date] and to meet with you to talk about your progress in the course.

I'm happy to meet during office hours or by appointment. In addition, there are many people and resources at OSU to support your academic success. I'd encourage you to meet with an [Academic Coach](#) or a [Strategist](#) at the [Academic Success Center](#) to talk through study strategies and academic resources specific to your courses this term.

Please let me know if you have any questions or would like to schedule a time for us to meet, review missed material, and plan for your success.

Sincerely,

Sample 3: Canvas Message after Missing Class Sessions

Subject: [Class] Missed Class Sessions

Dear [Student Name]

My name is [Instructor Name], and I am your instructor for [Class]. According to my records, you have missed our first two class meetings. In our course, attendance is part of your grade, and class activities are an important part of the learning process. I hope to see you in class on [Next scheduled class date] and to meet with you to talk about your progress in the course.

I'm happy to meet during office hours or by appointment. In addition, there are many people and resources at OSU to support your academic success. I'd encourage you to visit the Academic Success Center in Waldo 125. They are open Monday-Friday, 9 AM to 5 PM. At the ASC, you can talk with a Strategist about study strategies and resources specific to your courses this term. You can also set up a 45 minute conversation with an Academic Coach by visiting bit.ly/getcoachedOSU.

Please let me know if you have any questions or would like to schedule a time for us to meet, review missed material, and plan for your success.

Sincerely,

