

Instructor Outreach Email Example

Dear Student,

I just wanted to write a quick note to check in on things with the course. I've noticed that a couple of items from you have come in a touch late, and especially that you haven't made very many response posts during our discussion seminars. At the moment, that's left a couple of gaps in your marks so far, and as you're an excellent student I want to make sure your final marks and so forth don't end up getting hurt by that.

I *completely* understand that life is crazy right now for everyone, and I'm aiming to be as flexible as I possibly can about the course this term. So two quick items on that front:

1) Let me know if there's anything I can do to help with the course at this point, or if anything in particular has been making it more challenging this term. I'm also very happy to meet digitally or have a phone chat if that is useful. If not, that's totally fine also--just whatever is most helpful for you!

2) If possible, I'd like to suggest we make some arrangements to make up for the seminar discussions that you've missed to this point. If you expect it's going to remain challenging to post to the forums, just let me know and we'll figure out a way to make sure the course comes together for you!

Okay, I very much hope this doesn't feel like I'm calling you out. That's not my intention in the least! I really appreciate having you in the course, and I always enjoy your thoughts and submissions. Without a doubt it is a very crazy time these days, and online learning is not ideal for everyone by any stretch, so I want to make sure I'm doing everything I can to help this all go well for you this term.

-Instructor