

PROVOST: Requested reach out to students not engaged in your courses

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Dear IAS/Faculty,
(bcc: all UWL Personnel)

Earlier this week Academic Affairs reached out to students who had not yet accessed *any* Canvas site. Now, we are requesting that each instructor also reach out to students who have not engaged in your online course. I know that many of you are already “on this.” Why do a reach out? UWL is interested in high quality online education which requires regular and substantive interaction. And, this is a retention effort.

Are your students engaged?

We would like for you to reach out to any student (by no later than Monday, April 6th) who has not logged in to the Canvas site associated with your course and/or who has not engaged with your course in a manner consistent with your stated expectations.

Note – For instructions on how to review student log ins to your Canvas course or student viewing of particular course resources, please review this [helpful guide](#).

How to reach out:

1. **BEST** – send a text to each student who is not engaged through Navigate - link to instructions. <https://www.uwlax.edu/academic-affairs/covid-19/#tm-texting-students-through-navigate>

Sample 160 character text: This is Dr. López (Bio105). You haven't logged into Canvas yet. You need to engage with materials on Canvas to successfully complete this course. Please reply.

2. **OK** – send an email addressed to the specific student with a similar message.

Advice for responding to students:

- Be prepared for the wide range of responses they may give by reviewing available [campus resources for students](#). Student Life (studentlife@uwlax.edu) is available for questions and consultations. Your role is to direct students to resources and teach your courses. We have excellent staff at UWL to help with other dimensions of students' lives.
- Be patient, but persistent. Like all of us, students are in an adjustment period, and may not immediately respond. Check-ins are not always effective the first time. If a student has not responded in a reasonable amount of time, consider a second follow up or inform Student Life (see below).

Please inform Student Life (<https://www.uwlax.edu/student-life/report-incident-concern/>) if you have reached out to a student and have not heard back in a reasonable amount of time – particularly if it is a student who was engaged in the course prior to Spring Break. They will pursue follow-up if applicable.

Betsy



Betsy Morgan, PhD – COVID-19 Limited Edition Signature

[Instructional FAQs and resources for COVID-19 – Spring 2020](#) - *“Perfection is not our goal.” Provost Morgan*