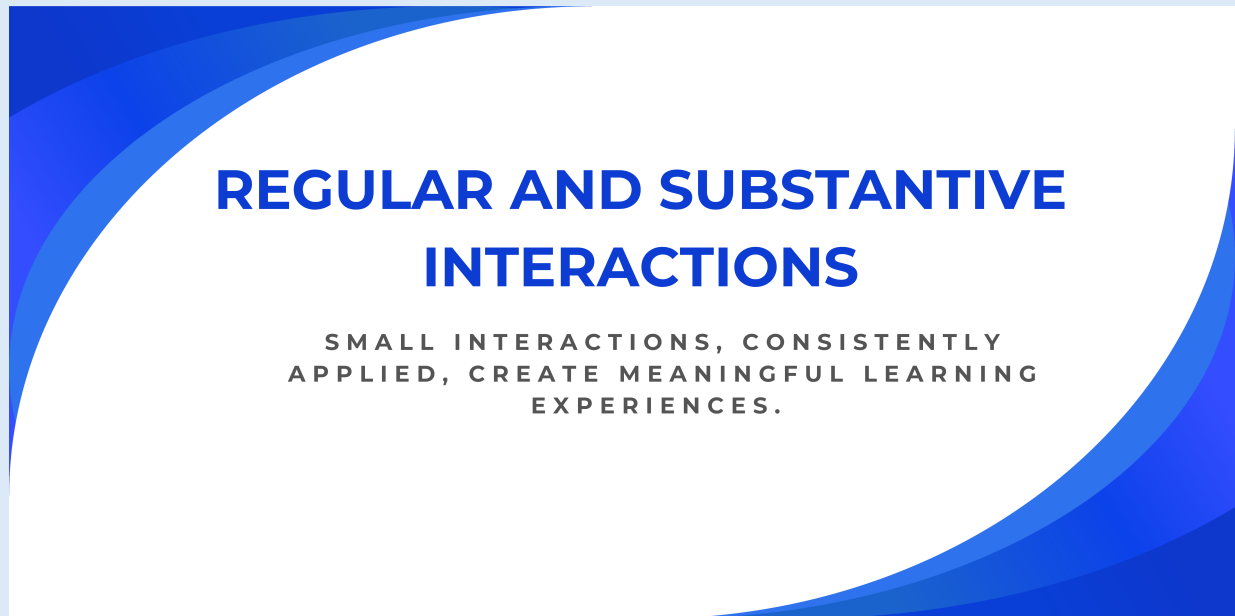


Subject: RSI Tip: Proactive outreach to students
Date: Monday, September 7, 2026 at 6:46:51 PM Pacific Daylight Time
From: Burns-Peters, Davena D.
To: Burns-Peters, Davena D.
Attachments: image001.png, image002.jpg, image003.png, image004.png



Greetings Faculty,

Proactive outreach to students is one method that can serve as substantive interaction. If proactive outreach has been scheduled and communicated to students as part of the course syllabus, the communication plan, or the course orientation module, it can also count as regular interaction. Proactive outreach is an effective student engagement tool that helps students feel the instructor's presence.

As we enter the third week of the semester, consider proactive outreach by starting the conversation with students. Regular and substantive interaction doesn't always need to begin with student questions. Effective online teaching often means initiating communication before students need assistance.

This Week's RSI Tip

Send a proactive message to students who have not logged in recently or who may have missed an assignment. Consider proactively reaching out to affirm and recognize students' effort and success.

Conduct Proactive Outreach

Goal: Initiate communication with students before problems escalate and to recognize their efforts early on in support of retention and success.

Checklist:

- ☐ Review course participation data.
- ☐ Identify students who have not logged in or submitted work.
- ☐ Send a personalized outreach message.
- ☐ Offer assistance and campus resources.
- ☐ Document outreach efforts on your RSI Self-Assessment Checklist.

Try It

Use a supportive tone and offer specific guidance or recognition in the outreach message. Students are more likely to persist when they know someone notices. Below are a few examples of what a supportive outreach message may look like. Of course, use your own language so students will come to learn it.

- *"I noticed you haven't submitted the first assignment. Is there anything I can do to help you get back on track?"*
- "I'm checking in because I noticed [Assignment Name] is missing. What questions do you have about this week's material that I can help you with as you complete the assignment?"
- "I haven't seen any activity from you in the course yet, and I wanted to reach out before you fall behind. Is there anything preventing you from getting started that I can help troubleshoot?"
- "You've been consistently participating in the course activities, and I can see that effort reflected in your work. What strategy has been most helpful to you so far?"
- "I noticed that you successfully incorporated several of the concepts we've been practicing. Which one do you feel you've made the most progress with?"
- "You may not realize it, but the effort you've been putting into practice is showing in your recent work. What has been helping you make that progress?"

Methods for Communicating Proactive Outreach

Proactive outreach can be communicated to students in several ways. Consider the options below and choose the method that works best for you.

- **Canvas Inbox:** send messages to students through Canvas Inbox. [Learn more about using the Canvas Inbox.](#)
- **Canvas "Message Students Who":** send messages to students using the Message Students Who tool. [Learn more about using Message Students Who.](#)
- **Starfish:** send out kudos and flags through Starfish. [Learn more about fishing.](#)

Wishing everyone an engaging and connected week!



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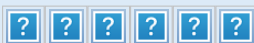
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