Progress email sent to students with low assignment and test scores:

I am sending you this note because you I am concerned about your progress in my course (Biology 101). Ideally, all of my students would pass the course and fill their requirements, and not waste their time and money having to repeat it. I would like to help you in any way that I can so you can earn a passing grade for the semester. There is plenty of time to get your grade up if you get started ASAP.

Below you will find some recommendations for how to improve your performance in the course. I have also attached a copy of the Fall 2014 NSM tutoring schedule if you feel like tutoring may help. Please let me know if you have any questions or need help with the material.

- The most common reason students do poorly in this class is not spending enough time working on it. If you were taking this class on campus, you would spend 2.5 hours in lecture learning about the content. Then you would go home and review, complete homework assignments, and take PrepU quizzes. You should be mastering the content before completing the assignments and quizzes.
- How should you approach weekly work so you can master the material? First, carefully read the text and fill out the reading guide. Then, view the lecture videos and animations and complete the viewing guide. These two guides are your notes for the course – the better they are, the better you will do. Next, look over your guides and look for any material you do not understand – ask questions about those things before moving on. Finally, you will need to complete the assignment, discussion, and PrepU quizzes. If you find that you perform poorly on SCORM assignments, try doing PrepU first (even though it is due later) – that will allow you to practice with the material before attempting the assignment.
- Remember that you can send me written assignments to review 2 days before they are due. Sending me your assignments ahead of time can insure that you earn high scores on assignments, which will help you improve your grade.
- If you are struggling with understanding the material, get some in person one-on-one help. That help can come from me during office hours or from tutoring center (schedule attached).
- Email me with questions. Seriously, email me 5 times a week if you need to. I would rather you ask questions than be confused.
- It can be easy for an online course to get pushed to the side with all of your other commitments (work, other classes, family, etc). If you find yourself putting off this
class to work on other things, try scheduling a time to work on this class – then make it a priority. If you commit to working on this class during a certain time period every week (say, every Mon, Wed, and Fri at 11am) then the course will be less likely to get forgotten among the other things on your To Do list.

- If you find that you are missing deadlines, sign up for Remind text messages. You will get a text message the day before anything is due for the course. The instructions for Remind can be found in the course introduction block of Titanium.

Progress email sent to students with multiple missing assignments:

I am sending you this note because you I am concerned about your progress in my course (Biology 101). Ideally, all of my students would pass the course and fill their requirements, and not waste their time and money having to repeat it. I would like to help you in any way that I can so you can earn a passing grade for the semester. There is plenty of time to get your grade up if you get started ASAP.

Below you will find some recommendations for how to improve your performance in the course. I have also attached a copy of the Fall 2014 NSM tutoring schedule if you feel like tutoring may help. Please let me know if you have any questions or need help with the material.

- You seem to be having trouble getting your work completed on time. It can be easy for an online course to get pushed to the side with all of your other commitments (work, other classes, family, etc). If you find yourself putting off this class to work on other things, try scheduling a time to work on this class – then make it a priority. If you commit to working on this class during a certain time period every week (say, every Mon, Wed, and Fri at 11am) then the course will be less likely to get forgotten among the other things on your To Do list.
- If you have not already, sign up for Remind text messages. You will get a text message the day before anything is due for the course. The instructions for Remind can be found in the course introduction block of Titanium.
- The most common reason students do poorly in this class is not spending enough time working on it. If you were taking this class on campus, you would spend 2.5 hours in lecture learning about the content. Then you would go home and review,
complete homework assignments, and take PrepU quizzes. You should be mastering the content before completing the assignments and quizzes.

- How should you approach weekly work so you can master the material? First, carefully read the text and fill out the reading guide. Then, view the lecture videos and animations and complete the viewing guide. These two guides are your notes for the course – the better they are, the better you will do. Next, look over your guides and look for any material you do not understand – ask questions about those things before moving on. Finally, you will need to complete the assignment, discussion, and PrepU quizzes. If you find that you perform poorly on SCORM assignments, try doing PrepU first (even though it is due later) – that will allow you to practice with the material before attempting the assignment.

- Remember that you can send me written assignments to review 2 days before they are due. Sending me your assignments ahead of time can insure that you earn high scores on assignments, which will help you improve your grade.

- If you are struggling with understanding the material, get some in person one-on-one help. That help can come from me during office hours or from tutoring center (schedule attached).

- Email me with questions. Seriously, email me 5 times a week if you need to. I would rather you ask questions than be confused.