

OEL sends emails at 28 days and 56 days to students that have not started any work. You will be expected to send an email to a student who has had 30 or more days with no activity in the course.

Template:

It has been about a month since you last accessed or completed any work in _____ (course name.) If you are having any problems in this course, please contact me at _____(email) or call my office at _____ (office phone number). I can point you in the direction that you might need for assistance with homework, study skills, time management, and etc. You can also find resource links in your Blackboard course site under "Student Support".

With self-paced courses, it is important to set a schedule and try to stick to it. Nine months can go by quickly! I look forward to helping you succeed in this course,

_____ (instructor name)