

Week One:

- Send a welcome email to all students in your class.
- Reach out to students that have not posted introductions or first discussions the day after the due date.
- Leading up to the first written assignment, refer students who would benefit to Writing Tutoring: [Writing Tutor Templates](#)

Week Two:

- Congratulate students on a great discussion post: [Great Discussion Post Templates](#)
- Refer low engagement or low success students to Library tutoring: [Library Tutoring Templates](#)

Week Three:

- Contact those students whose engagement score has dipped: [Dip in Engagement Templates](#)
- Congratulate students whose engagement score has risen: [Rise in Engagement Templates](#)

Week Four:

- Follow up with students who may be habitually late with work: [Late Assignments Templates](#)
- Leading up to the final assignment, refer students who would benefit to submit their assignment to the Ashford Writing Center for feedback: [Paper Review Templates](#)

Week Five:

- Suggest your stellar students apply for Honors College: [Honors College Templates](#)
- For students that were ranked high in engagement and lower in success, refer them to CHAMPS Peer Mentoring: [CHAMPS Peer Mentoring Templates](#)