

Week 4 RSI Focus

Connecting with Students



Week 4: RSI by Connecting with Students

Dear Faculty,

As we continue strengthening our Regular and Substantive Interaction (RSI) practices, we want to emphasize an important area where we can all improve: **purposefully reaching out to students and documenting outreach to students.**

Reaching out is essential—but equally important is **how that outreach is documented.** From an evaluator’s perspective, emails sent through email and the Canvas Inbox are **not visible evidence** unless they are captured, screenshot and included in your RSI form.

RSI Improvements: What We All Need To Do

1. Proactively Reach Out to Students Including Focused Notes to Non-Participating Students

Examples of effective outreach include:

- Personalized messages checking in on progress
- Canvas Inbox messages offering support or reminders
- Announcements encouraging re-engagement - ask students a question and seek a reply
- Quick personalized video messages or audio feedback
- Invitations to office hours or one-on-one meetings

2. DOCUMENT Your Outreach Clearly

To ensure your efforts are visible and count toward RSI:

- On RSI form Include screenshots of messages (Canvas Inbox, Emails, Pronto, etc.)
- Note dates and times of outreach
- Show evidence of regular check-ins, not just one-time contact
- Briefly describe the purpose of the outreach (e.g., “student missing 2 weeks of assignments”)

3. Think Beyond Email

Consider additional ways to demonstrate interaction and support:

- Use Canvas analytics to identify and follow up with inactive students
- Create short check-in surveys (a canvas quiz can be used to create a survey)
- Assign reflection prompts
- Post weekly “I noticed...” announcements to re-engage the class
- Offer flexible support options (Zoom, phone, messaging)
- Document on RSI form patterns of outreach across the term

Sample Assignment

We attached a **sample check-in assignment** you can use in your course. Feel free to **copy it, change it, steal it, and make it your own** as a simple way to check in with students directly inside Canvas.

This type of assignment creates **visible, trackable interaction** and makes documentation much easier.

Remember: **RSI means actively reaching out to students individually**—not just posting general announcements. Creating structured opportunities for one-on-one interaction is a powerful way to support your students and demonstrate your work.

Important Reminder

Please be sure to **POST YOUR RSI FORM NOW in ALL online courses**. The end of the semester is near and we **MUST** post our RSI forms...NOW!

This is a keyway we demonstrate to accreditors that:

- We are actively engaging students
- We as a College are consistently applying RSI practices
- We are committed to continuous improvement in online teaching and learning

Your work matters—and documenting it well ensures that it is visible, recognized and aligned with accreditation expectations toward solid online education.

If you have questions or would like support in strengthening your RSI practices, please reach out to the CTX. We are happy to help!

Thank you for your continued dedication to your students.

Best,

CTX Staff

“Your partner in Professional Growth”



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