**Templates for emails for Campus Administrators to send to students.** These should be edited to make the text work for each campus and each Administrator.

If your campus uses Outlook, you can copy and paste, and all of the formatting will transfer into your email. Highlight the colored text and change to your own campus colors.

**1)** Subject: Flexible online help with your classes at [NAME OF COLLEGE]

**Body:** The OhioLINK eTutoring Collaborative offers **help for undergrads from trained tutors on a user-friendly online platform *at no cost* *to students*.**

eTutoring offers you more choice and flexibility in finding the academic support you need. Tutors work during evenings and weekends when your local academic support center may be closed.

Choose from two options:

* **Online tutoring** Work with trained tutors during drop-in sessions in a variety of subjects.
* **Online writing reviews** Upload assignments to get concrete suggestions that will improve your writing.

Visit **eTutoring.OhioLINK.edu** to set up your account and start improving your grades.

Questions? Please contact [ADD link to the local institution's eTutoring site].

**2)** Subject: [NAME OF COLLEGE] students: are you struggling in class? eTutoring can help.

Body: Did you know that students at [*Name of institution*] have access to **free online tutoring** and **paper reviews** in addition to what’s offered on campus at the Student Success Center? It's true! Through the OhioLINK eTutoring Collaborative.

**You have two options!**

**► Online tutoring** is available at various times in these subject areas:

|  |  |
| --- | --- |
| • Anatomy and Physiology | • Biology and Chemistry |
| • Algebra | • Math |
| • Astronomy | • Physics |
| • Calculus | • Statistics |

**► Plus, personalized writing reviews of papers or written assignments** in any academic course. Up to eight pages can be submitted for review. (This is *not* proofreading or editing.)

**► It’s easy! Find out how!** [Get started](https://etutoring.ohiolink.edu/) to improve your grades—for free!

**3)** Subject: [NAME OF COLLEGE] students: 3 easy steps to improve your written assignments

Are you assigned essays or research papers in your classes? The OhioLINK eTutoring offers **writing** **help for undergrads** from trained tutors on a user-friendly online platform ***at no cost* *to students*.**

These **Writing Reviews** can assist you at any stage of the writing process to address common issues in college-level writing assignments, such as organization, structure, citing sources, grammar, and writing mechanics.

It’s easy to get started.

**Step 1)** Create your account at [**eTutoring.OhioLINK.edu**](https://etutoring.ohiolink.edu/)

**Step 2)** Upload your written assignment

**Step 3)** Get concrete suggestions that will improve your writing.

Reviewers will suggest how to make *your* writing stronger. This service is ***not* editing or proofreading**.

If you have questions, please contact [ADD link to the Institution's eTutoring site].

**Templates for Campus Administrators to faculty/advisors.** Edit to make the text your own.

If your campus uses Outlook, you can copy and paste, and all of the formatting will transfer into your email. Highlight the colored text and change to your own campus colors.

*Messages should be limited to the departments or faculty in eTutoring-relevant disciplines.*

**1)** Subject: Help students achieve your learning objectives

Dear faculty member,

We know that instructors want their students to do well and meet course learning objectives, but sometimes they struggle with concepts or materials. You know that the [name of Student Success or Tutoring Center] is always available to help, but scheduling may be difficult for non-traditional students or commuters. We want to share another option you can suggest to students to get the help they need.

[Name of your institution] is a member of the Ohio eTutoring Collaborative, part of OhioLINK through the Ohio Department of Higher Education. OhioLINK eTutoring offers help for undergraduates from trained tutors on a user-friendly online platform-- *at no cost* *to students*.

Students can choose:

**Online tutoring** is available through drop-in sessions. eTutoring tutors work flexible schedules seven days per week, making it easier for your students to get help that fits their busy schedules.

**Online writing reviews** asynchronous guidance that is not editing or proofreading. Reviewers can assist students at any stage of the writing process to address common issues in college-level writing assignments, e.g., organization, citations, grammar, and writing mechanics.

Students can go to Visit [**eTutoring.OhioLINK.edu**](https://etutoring.ohiolink.edu/) to set up their account and get started.

If you are interested in learning more about eTutoring, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_.

**2)** Subject: Which students may need academic assistance?

Dear faculty member,

As we approach mid-term, you may have identified some students who are struggling with your course content. There’s still time to turn their performance around.

You know that our Student Success Center is always available to help, but scheduling may be difficult for non-traditional students or commuters. You have another option you can offer students to get the help they need.

[Name of your institution] is a member of the Ohio eTutoring Collaborative, part of OhioLINK through the Ohio Department of Higher Education. OhioLINK eTutoring offers help for undergraduates from trained tutors on a user-friendly online platform-- *at no cost* *to students*.

Students can choose:

**Online tutoring** is available through drop-in sessions. eTutoring tutors work flexible schedules seven days per week, making it easier for your students to get help that fits their busy schedules.

**Online writing reviews** provide asynchronous guidance that is not editing or proofreading. Reviewers can assist students at any stage of the writing process to address common issues in college-level writing assignments, e.g., organization, citations, grammar, and writing mechanics.

Students can go to Visit [**eTutoring.OhioLINK.edu**](https://etutoring.ohiolink.edu/) to set up their account and get started.

If you are interested in learning more about eTutoring, please contact me at \_\_\_\_\_\_\_\_\_\_.

**Templates for departmental newsletter faculty outreach.** This is editable text that you could share with the departments that have tutoring coverage at your institution. Make it your own. Ask them for their word limit so that you can give them edited text that will work for their needs.

**1) Flexible and free online tutoring for [Name of Institution][Name of department] students** (approx.130 words)

Our [name of Student Success Center] is always available to help support your [name of department] students, however scheduling may be difficult for non-traditional students or commuters. We have another option to make sure students get the help they need on evenings and weekends, or when our [name of Student Success Center] is closed. With [OhioLINK eTutoring](https://www.ohiolink.edu/etutoring), students can choose from online tutoring in drop-in sessions or writing reviews, where students receive written encouragement and suggestions on improving their written work-- not editing or proofreading! Tutors are trained **[Name of department]** subject tutors.Students can [create an account and get started](https://etutoring.ohiolink.edu/). Or if you have more questions, please contact [name of Student Success Center] at [contact information].

**1a) Flexible and free online tutoring for [Name of Institution][Name of department] students** (approx. 60 words)

With [OhioLINK eTutoring](https://www.ohiolink.edu/etutoring), students can choose from drop-in online tutoring sessions or writing reviews—which are not editing or proofreading! Tutors are trained **[Name of department]** subject tutors.Students can [create an account and get started](https://etutoring.ohiolink.edu/). Or if you have more questions, please contact [name of Student Success Center] at [contact information].

**2) Mid-term academic assistance for** **[Name of Institution][Name of department] students** (approx. 100 words)

Have you identified students who are struggling with your content? There’s still time to turn their grades around. Our [name of Student Success Center] is always available to help support your [name of department] students. We participate in the [OhioLINK eTutoring Collaborative](https://www.ohiolink.edu/etutoring). Students can choose from free drop-in sessions with trained subject-matter specialists or writing reviews--not editing or proofreading. Students can [create an account and get started here](https://etutoring.ohiolink.edu/). If you have more questions, please contact [name of Student Success Center] at [contact information].

**2a) Mid-term academic assistance for** **[Name of Institution][Name of department] students** (approx. 60 words)

Turn your students’ grades around. You know our [name of Student Success Center] is always available to support [name of department]. Students also can access free online tutoring with [name of department] specialists or writing reviews through [OhioLINK eTutoring](https://www.ohiolink.edu/etutoring). Students [get started here](https://etutoring.ohiolink.edu/). Questions? Contact [name of Student Success Center] at [contact information].