**Email Template for Students Who Need Checking-in With**

Hello,

I noticed you haven’t completed [insert activity/activities here], which I asked to you complete in weeks 1, 2, and 3, and as such I’d like to check-in to offer you support.

Please note that you can simply login to our FLO site and compete [insert activity/activities here], and continue to engage with the topic, without the need to contact me.

Please see the below options of support to progress in our topic. If none of the suggested support services address your specific needs, please email me as soon as possible.

**If you are feeling unsure how to move forward in the topic,**your options are to visit our FLO page to look over the Announcements forum to see what activities and assessments you need to complete from week 1, and you are of course welcome to reach out to me with questions or concerns. [Please tailor this section to suit your topic].

**If you are unsure how to perform the activities required to complete the tasks for our course,**your options are to visit our FLO page and review the three videos located on the general section of our FLO page which break down how the topic works and the assessments, consult with the **Topic information and resources**(specifically, the topic information booklet) and**Assessment** **hub**modules, or of course, reach out to me with questions or concerns. [Please tailor this section to suit your topic].

**If you would like academic and/or learning support,** please visit the Assessment resources module on our FLO site. Here you will find several student learning support services tailored to the assessments in our topic. You could also reach out to [Student Support Services](https://students.flinders.edu.au/support) and navigate to the support service that best suits your needs.

**If you are feeling overwhelmed or stressed by the content so far,**your options are to reach out to our [Flinders University Student Support Services](https://students.flinders.edu.au/support) to engage their free and confidential services. Please also visit [OASIS](https://oasis.flinders.edu.au/) to view all wellbeing and support services available.

**If you are unsure if you want to withdraw from the topic**, please reach out to me as soon as possible. The last day to withdraw without failing the topic is [insert date here].

Finally, if there is any other support that I can offer you to best facilitate your learning in [insert your topic name here], please do not hesitate to reach out to me.

Take care,

[insert your name here]