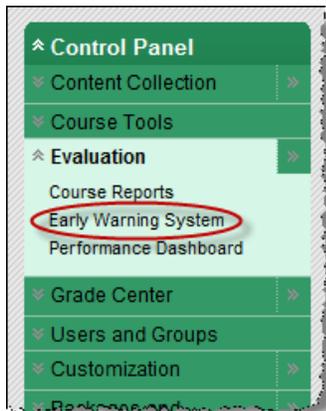


The Early Warning System

This tutorial will demonstrate how to create and apply a grade rule using the Blackboard Early Warning system.

1. Create a rule

On the control panel, select **Evaluation**, and select **Early Warning System**

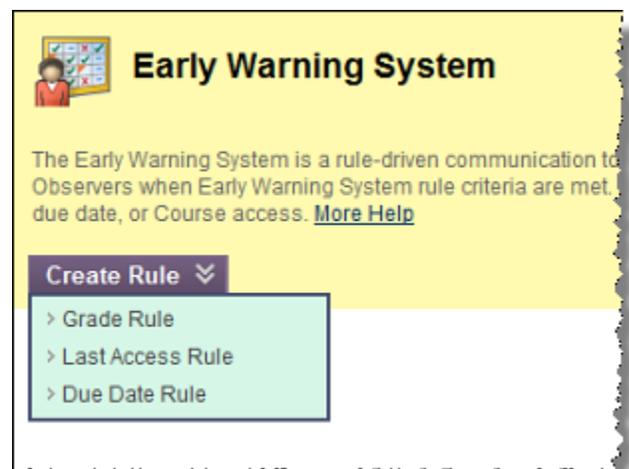


On the Early Warning System Page, select **Create Rule**

Notice that you can choose to create a rule based on grades, access, or due dates.

The following instructions will explain how to create a **Grade Rule**.

From the menu, select **Grade Rule**.



On the **Add Early Warning System Rule** page, complete the required information. Provide a name for the rule (e.g. Syllabus Compliance) and make sure that the **Availability** is set to Yes.

1. Rule Information

* Rule Name

Rule Type

Availability Yes No

From the Grade Center Item Drop Down menu, select the Grade Center column that contains the grade on which you are building the rule. Next, choose whether the notification will be based on a grade less than or equal to, greater than or equal to, or equal to.

2. Rule Criteria

To define the percentage threshold for a particular Grade Center item, first select the item from the drop-down list. Possible points for the items appear in parentheses. Specify the criteria and then enter a numeric percentage in the form of a positive number.

* Select a Grade Center Item 1. Select grade item

* Define Criteria 2. Select criteria

* Value Score Percent 3. Enter value

Choose the **Value** type of the grade. If you are using a point system for grades, select score. If you are grading on percentages for the item, choose percent. Enter the value in the text box.

Click **Submit**

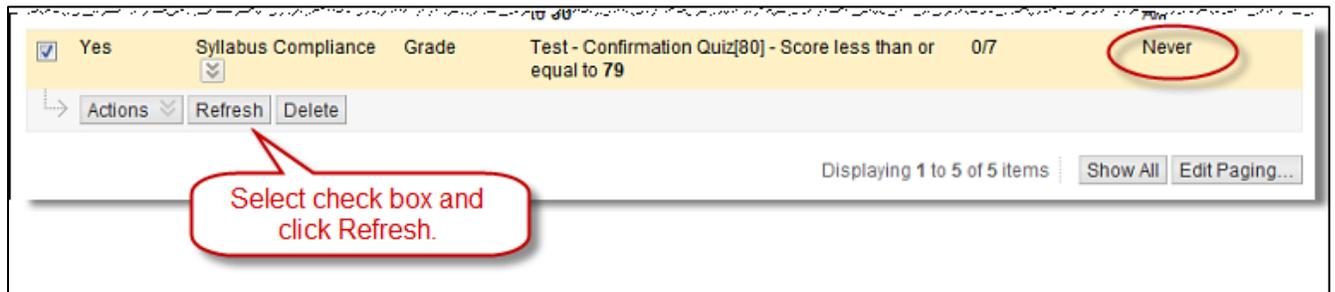
You will see a confirmation banner at the top of the page, and the new rule will appear in the list along with any other rules you created previously.

2. Refresh the Rule

To apply the rule you will need to refresh it. When you create a rule, the refresh status is set to **Never**. You will need to manually refresh (apply) the rule if you want to generate a report at this time. Otherwise, rules are refreshed once a day (usually very early in the morning).

To refresh the rule:

1. Select the Check Box beside the rule(s) that you want to apply.
2. At the bottom of the page, select Refresh.
3. You will be asked to confirm that you want to apply this rule. Click Yes

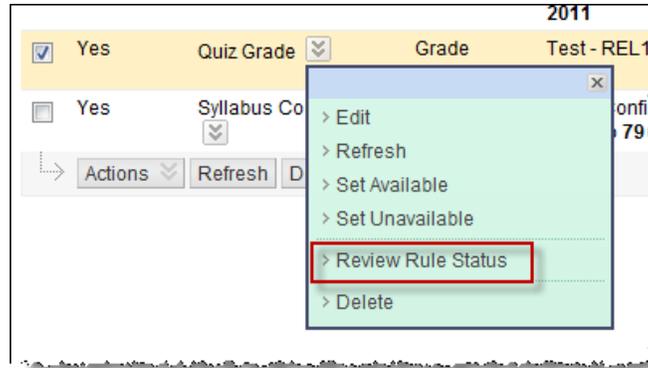


The page will reload and a confirmation banner will be displayed at the top of the page. The date and time of the refresh will now appear in the last refresh column

Important: Refreshing a rule does **not** send notifications to students. Rather, refreshing a rule creates a list that shows which students meet the criteria specified in the rule. From that list, the instructor can choose to send notifications to any or all students meeting the criteria.

3. View Results and Send Notifications

Click the double-down arrow to the right of the rule name. Clicking this will open a context menu that gives you options to edit, delete, refresh, or review rule status.



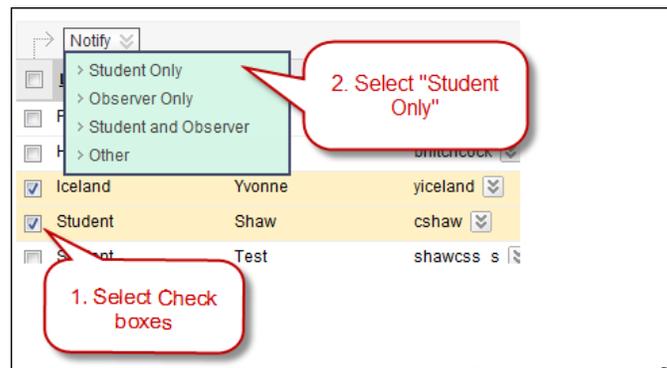
From the menu, select **Review Rule Status**

Last Refreshed: Mar 23, 2011 12:58 PM
Available: Yes
Rule Type: Grade
Rule Criteria: Test - Confirmation Quiz[80] - Score less than or equal to 79

<input type="checkbox"/>	Last Name	First Name	Username	Meets Criteria	Detailed Status	Last Notification Date
<input type="checkbox"/>	Flintstone	Fred	fllintstone	No	-	Never
<input type="checkbox"/>	Hitchcock	Brad	bhitchcock	No	-	Never
<input type="checkbox"/>	Iceland	Yvonne	yiceland	Yes	Score: 75	Never
<input type="checkbox"/>	Student	Shaw	cshaw	Yes	Score: 65	Never
<input type="checkbox"/>	Student	Test	shawcss_s	No	-	Never
<input type="checkbox"/>	Wayne	Bruce	bwayne	No	-	Never
<input type="checkbox"/>	Wonderland	Alice	awonderland	Yes	Score: 60	Never

Displaying 1 to 7 of 7 items | Show All | Edit Paging...

A list of students is displayed. Those who meet the criteria are designated by a **Yes** in the Meets Criteria column. Select the check box beside the student(s) to whom you will send a notification. Then from the Notify context menu, select "Student Only."



On the Send Notification page, you can enter the e-mails of additional recipients that you want to blind copy (e.g. a department head, advisor, another instructor in the class). Note that the blind copy can be sent to any e-mail address. **Important:** If you send blind copies of the notification, be aware of FERPA requirements concerning student privacy.

1. Email Information

To Wonderland, Alice, Student, Shaw, Iceland, Yvonne

Additional Recipients (bcc)

From Charles Shaw

Subject Early Warning System Notification

Message This message has been sent based on your score on a Grade Center item.

abc ✓

Include list of recipients
A copy of this email will be sent to the sender.

Attachments [Attach a file](#)

Blackboard displays a generic message and subject for the e-mail. You can customize both the subject and the message as needed.

You will receive a copy of the e-mail that the students receive. For documentation purposes, you should select the check box beside "Include list of recipients." When you select this option, your copy of the e-mail will include the names of the students to whom the e-mail was sent.

Important! Please note that although you are sending this e-mail to multiple recipients, students will **not** see a list of other recipients.

Click **Submit**

When the Review Rule Status page is displayed, you should see a banner across the top confirming that the notification has been sent.

4. Review Notification History

Navigate back to the Early Warning System page where the list of rules is displayed.

On the right side of the page, click **View Notification History**.

Notification History

The Notification History page shows which students received which notifications as well as the date and time that the notifications were sent. Note that this page also provides you with several ways to search the notifications. *Please note that the notification history may be several pages long, so be sure to use the Show All or Edit Paging button at the bottom of the page to view the entire list.*

Notification Date	Last Name	First Name	Username	Rule Type	Rule Name	Recipients
Mar 4, 2011 10:09 AM	Wonderland	Alice	awonderland	Course Access	Attendance	test2@my.gvitec.edu, test@my.gvitec.edu, shawcss@bellsouth.net
Mar 4, 2011 10:09 AM	Wayne	Bruce	bwayne	Course Access	Attendance	test2@my.gvitec.edu, test@my.gvitec.edu, shawcss@bellsouth.net
Mar 4, 2011 10:09 AM	Hitchcock	Brad	bhitchcock	Course Access	Attendance	test2@my.gvitec.edu, test@my.gvitec.edu, shawcss@bellsouth.net
Mar 4, 2011 10:09 AM	Student	Shaw	cshaw	Course Access	Attendance	test2@my.gvitec.edu, test@my.gvitec.edu, shawcss@bellsouth.net
Mar 4, 2011 10:09 AM	Iceland	Yvonne	yiceland	Course Access	Attendance	test2@my.gvitec.edu, test@my.gvitec.edu, shawcss@bellsouth.net