

## **Early Warning System**

The Early Warning System (available in the **Control Panel**) allows you to identify students who do not meet criteria that you specify for attendance, grades, or assignment due dates. Once you identify these students, you have the option of sending them e-mail messages.

### **Example : Grade Rule**

Send an e-mail message to students who scored less than 70% on Lab 1.

#### **Set up the criterion**

1. Click **Grade Rule**
2. Name the rule (Lab 1 70% or under) and click **Yes** to make it Available
3. **Select a Grade Center Item:** select Lab 1
4. **Define Criteria:** select less than or equal to
5. **Score:** 70

#### **Identify students who meet the criterion**

1. The name of the Rule is now a link. Click this link.
2. In the **Display** pull-down menu, select **Meets Criteria**, then click **Go**.
3. Select individual students by clicking in the box next to their names, or, to send an e-mail to all students who meet the criterion, click **Go** next to **Select All**.

#### **Send an e-mail to these students**

1. From the Notify menu, select **Student Users Only** and click **Go**.
2. You can add additional recipients by entering their complete e-mail addresses (blind carbon copies).
3. Change the default Subject, enter your message to replace the default message, and click **Submit**.

### **Example 2: Last Access Rule**

Send an e-mail message to students who have not entered your course site for the past 5 days.

1. Click **Last Access Rule**
2. Name the rule (Last access 5 days) and click **Yes** to make it Available
3. **Days Since Last Course Access: 5**

Continue as above to identify students who meet the criterion and send them an e-mail.

### **Example 3: Late Assignment notification**

Send an e-mail message to students who do not submit an assignment (set up using the Assignment tool), take a test, or complete a survey by the specified due date.

1. Be sure that the assignment in the Grade Center includes a Due Date.
2. Click **Due Date Rule**
3. **Select a Grade Center Item:** select the assignment from the menu
4. **Define Criteria:** select later than
5. **Date Offset:** Do not apply offset

Continue as above to identify students who meet the criterion and send them an e-mail.