Sending Notifications

Last updated: 7/5/2012

You can create rules to determine when the Early Warning System generates a warning for a student’s performance. Rules can monitor for unsatisfactory student grade performance, tardiness in completing assignments, or when the student simply has not been accessing the course for a predetermined period of time.

There are three types of rules:

- Grade Rule: Based on a score for a grade or calculated column in the Grade Center. Students who score above or below the defined threshold for a specific grade trigger the notification system.

- Due Date Rule: Based on a defined due date for an assignment, test, or survey. Students who do not complete an assignment, test, or survey by the due date trigger the notification system. Due date rules cannot be created for manually graded items.

- Last Access Rule: Based on the date users last accessed the course. Students who have not accessed the course for a defined number of days trigger the notification system.

Creating the Rule

1. Scroll down to the Control Panel, click the Evaluation section to expand it, and select Early Warning System
2. Click **Create Rule** to access the drop-down list, and select **Grade Rule, Due Date Rule**, or **Last Access Rule**. The associated Add Early Warning System Rule page appears. (For this walkthrough we will be using **Grade Rule**.)
3. In the **Rule Name** box, type a name for the rule

4. **Rule Information**

   ![Rule Information](image)

5. Under **Rule Criteria** next to **Select a Grade Center Item** choose the item you wish to apply the rule too

![Select a Grade Center Item](image)

6. Next, Define the criteria

7. Then the value

![Value](image)

8. Click **Submit**

9. Next select the check box next to the rule you wish to run.
10. Then hit the **Refresh** button to see if any student meet the warning rule’s criteria

You will receive a prompt about refreshing the rules, hit **OK**

11. Now you should see how many students in your class meet the criteria of your warning notification rule
Sending Notifications

Last updated: 7/5/2012

12. You can check which students meet the criteria for the rule by moving your mouse over the name of the rule to reveal the dropdown arrow.

Then click **Reveal Rule Status**
13. This will bring up which students meet the criteria for your rule

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Username</th>
<th>Meets Criteria</th>
<th>Detailed Status</th>
<th>Last Notification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Test</td>
<td>downing1_stu</td>
<td>Yes</td>
<td>Score 68</td>
<td>Never</td>
</tr>
</tbody>
</table>

14. To notify the student click the checkbox next to their name then click **Notify**

Then select **Student only**

15. You may then edit the default information that will be sent to the student
Sending Notifications

Last updated: 7/5/2012

1. Email Information

   To: Student, Test

   Additional Recipients (bcc): 

   From: Travis Downing

   Subject: Early Warning System Notification

   Message

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

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

   Attachments

16. Hit Submit

You may also see a record of students that have received notifications on the Early Warning System page under Notification History
Tip: When creating grade rules, Grade Center items are listed by their categories, such as assignment or discussion. Possible points are also included to help you determine the threshold value for the rule.

Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.