

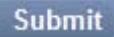
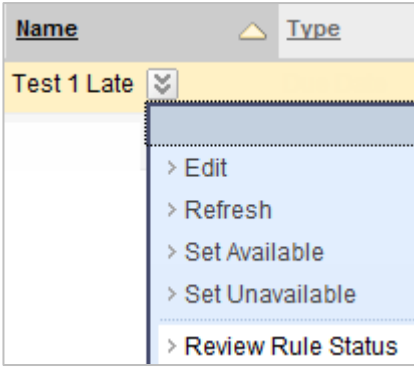
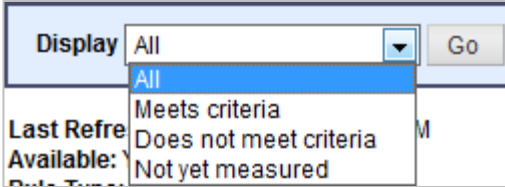
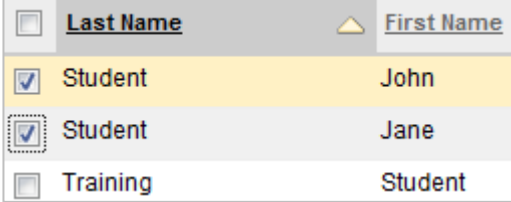
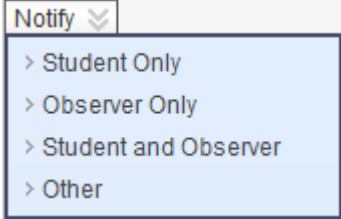
# CREATING A RULE FOR NOTIFICATIONS AND ALERTS



## Create a Rule for Notifications and Alerts

Communicating alerts to users does not happen automatically. The Instructor selects which users to notify and can customize the email message.

Step 1	On the <b>Control Panel</b> , click <b>Early Warning System</b> under the <b>Evaluation</b> section.	
Step 2	On the <b>Early Warning System</b> page, click <b>Create Rule</b> to access the drop-down list, and select <b>Grade Rule</b> , <b>Last Access Rule</b> , or <b>Due Date Rule</b> .	
Step 3	On the <b>Add Early Warning System Rule</b> page, enter a name for the rule.	
Step 4	Next to <b>Availability</b> , select the radio button next to <b>Yes</b> to activate the rule.	
Step 5	<p>Under <b>Rule Criteria</b>, enter or select the information for the rule.</p> <p>For <b>Grade Rule Criteria</b>, <b>Select a Grade Center Item</b> from the pulldown menu. Use the next pulldown menu to <b>Define Criteria</b>. Select <b>Score or Percent</b> and enter a Number <b>Value</b>.</p> <p>For <b>Last Access Rule Criteria</b>, enter the number of <b>Days Since Last Course Access</b>.</p> <p>For <b>Due Date Rule Criteria</b>, <b>Select a Grade Center Item</b> from the pulldown menu. Use the next pulldown menu to <b>Specify Attempt</b>. Select a value from the <b>Define Criteria</b> pulldown. Choose a radio button to apply <b>Date Offset</b>, and enter a value if applicable.</p>	

Step 6	Click <b>Submit</b> .	
Step 7	On the <b>Early Warning System</b> page, click the <b>Action Link</b> for a rule to access the contextual menu and select <b>Review Rule Status</b> .	
Step 8	The <b>Review Rule Status</b> page appears. Click <b>Display</b> to filter the results.	
Step 9	On the <b>Review Rule Status</b> page, select the users that require notification email messages.	
Step 10	<p>From the <b>Notify</b> drop-down list, choose the roles that will receive email notifications associated with the selected users:</p> <p><b>Student Only:</b> Notification messages are sent to the selected Students only.</p> <p><b>Observer Only:</b> Notification messages are sent only to users assigned as Observers for the selected Students.</p> <p><b>Student and Observer:</b> Notification messages are sent to the Student and any assigned Observers.</p> <p><b>Other:</b> This option allows the sender to enter email addresses for the recipients of the notification.</p>	

Step 11

Edit the **Subject** and **Message**.  
The notification may include attachments. Selecting **Include list of recipients** delivers a copy to the sender and includes a list of recipients.

Email Information	
To	Student, John
Additional Recipients (bcc)	<input type="text"/>
From	Alba Cunningham
Subject	Early Warning System Notification
Message	A Grade Center item is due.
	<input type="text" value="abc"/>
	<input checked="" type="checkbox"/> Include list of recipients A copy of this email will be sent to the sender.
Attachments	<a href="#">Attach a file</a>

Step 12

Click **Submit** to send the notification.