CREATING A RULE FOR NOTIFICATIONS



AND ALERTS

Commur	Create a Rule for Notification	ns and Alerts en automatically. The Instr	ructor selects which users to notify	
and can Step 1	customize the email message. On the Control Panel , click Early Warning System under the Evaluation section.	 Control Panel Content Collection Course Tools Evaluation Course Reports Early Warning System 	- 	
Step 2	On the Early Warning System page, click Create Rule to access the drop-down list, and select Grade Rule, Last Access Rule, or Due Date Rule.	Create Rule → Grade Rule → Last Access Rule → Due Date Rule		
Step 3	On the Add Early Warning System Rule page, enter a name for the rule.	Rule Information Rule Name Failing Grade		
Step 4	Next to Availability , select the radio button next to Yes to activate the rule.	Availability	⊚ Yes ⊚ No	
Step 5	Under Rule Criteria , enter or select the information for the rule.	Rule Criteria To define the score threshold for a particular Grade Center item, first select the i drop-down list, such as Assignment, Blog, or Test. Specify the criterion and then		
	For Grade Rule Criteria, Select a Grade Center Item from the	★ Select a Grade Center Item	Test - Test #1[3]	
	pulldown menu. Use the next	★ Define Criteria	less than or equal to 💌	
	Select Score or Percent and	★ Value	Score Percent 69	
	enter a Number Value.	Rule Criteria		
	For Last Access Rule Criteria, enter the number of Days Since Last Course Access. For Due Date Rule Criteria, Select a Grade Center Item from the pulldown menu. Use the next pulldown menu to Specify Attempt. Select a value from the Define Criteria pulldown. Choose a radio button to apply Date Offset, and enter a value if applicable.	* Days Since Last Course Acces	ss 7	
		Rule Criteria		
		Assignments, Tests, and Surveys wi evaluation. Single attempt items are only positive values.	th a Due Date can be selected. Due D not influenced by this setting. Entering	
		* Select a Grade Center Item	Test - Test #1[3] (5/11/11)	
		🖈 Specify Attempt	Last Attempt 💌	
		🛨 Define Criteria	later than	
		★ Date Offset	 Do not apply offset Days After Days Before 	

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Step 6	Click Submit.	Submit
Step 7	On the Early Warning System page, click the Action Link for a rule to access the contextual menu and select Review Rule Status .	Name Ivpe Test 1 Late > > Edit > > Refresh > > Set Available > > Set Unavailable > > Review Rule Status >
Step 8	The Review Rule Status page appears. Click Display to filter the results.	Display Display All Go All Last Refre Available: Not yet measured Display All Meets criteria Not yet measured
Step 9	On the Review Rule Status page, select the users that require notification email messages.	Last NameFirst NameStudentJohnStudentJaneTrainingStudent
Step 10	From the Notify drop-down list, choose the roles that will receive email notifications associated with the selected users: <i>Student Only</i> : Notification messages are sent to the selected Students only. <i>Observer Only</i> : Notification messages are sent only to users assigned as Observers for the selected Students. <i>Student and Observer</i> . Notification messages are sent to the Student and any assigned Observers. <i>Other</i> : This option allows the sender to enter email addresses for the recipients of the notification.	Notify ≫ > Student Only > Student and Observer > Other



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	
		То	Student, John
		Additional Recipients (bcc)	
		From	Alba Cunningham
		Subject	Early Warning System Notification
		Attachments	A Grade Center item is due.
Stop 12	Click Submit to cond the	Auachmenis	Attach a nie
Step 12	notification.	Submit	