





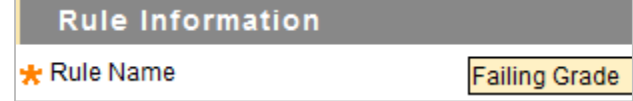

Early Warning


The Early Warning System helps Instructors recognize when a performance problem is emerging or becoming more serious. Instructors use this rule-driven communication tool to send email messages to Students and their Observers when Early Warning System rule criteria are met. Rules are created by Instructors and can be based on a test score, calculated column, due date, or Course access.

The Instructor can communicate a warning in an email message to the Student only, to a parent or advisor that is assigned as an Observer, or both. The Instructor can use the default message or edit it. The Notification History creates a record for each Early Warning message sent.

Instructors create rules that determine when the Early Warning System generates a warning for a student's performance. An Instructor can create three types of rules:

- **Grade Rule:** Based on a score for a grade or calculated column in the Grade Center. Students who surpass the defined threshold for a specific grade trigger a warning.
- **Due Date Rule:** Based on a defined due date for an Assignment, Test, or Survey. Due Date Rules cannot be created for manually graded items. Students who do not complete an Assignment, Test, or Survey by the due date trigger a warning.
- **Last Access Rule:** Based on the date users last accessed the Course. Students who have not logged in for a defined number of days trigger a warning.

Step 1	On the Control Panel , click Early Warning System under the Evaluation section.	
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 .	
Step 3	On the Add Early Warning System Rule page, enter a name for the rule.	
Step 4	Next to Availability , select the radio button next to Yes to activate the rule.	

<p>Step 5</p>	<p>Under Rule Criteria, enter or select the information for the rule.</p> <p>For Grade Rule Criteria, Select a Grade Center Item from the pulldown menu. Use the next pulldown menu to Define Criteria. Select Score or Percent and enter a Number Value.</p> <p>For Last Access Rule Criteria, enter the number of Days Since Last Course Access.</p> <p>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.</p>	<div data-bbox="673 142 1485 436"> <p>Rule Criteria</p> <p>To define the score threshold for a particular Grade Center item, first select the item from the drop-down list, such as Assignment, Blog, or Test. Specify the criterion and then enter the value.</p> <p>* Select a Grade Center Item <input type="text" value="Test - Test #1[3]"/></p> <p>* Define Criteria <input type="text" value="less than or equal to"/></p> <p>* Value <input checked="" type="radio"/> Score <input type="radio"/> Percent <input type="text" value="69"/></p> </div> <div data-bbox="673 441 1307 598"> <p>Rule Criteria</p> <p>Specify the number of days since the last recorded access.</p> <p>* Days Since Last Course Access <input type="text" value="7"/></p> </div> <div data-bbox="673 604 1485 1087"> <p>Rule Criteria</p> <p>Assignments, Tests, and Surveys with a Due Date can be selected. Due Date items are influenced by this setting. Single attempt items are not influenced by this setting. Entering only positive values.</p> <p>* Select a Grade Center Item <input type="text" value="Test - Test #1[3] (5/11/11)"/></p> <p>* Specify Attempt <input type="text" value="Last Attempt"/></p> <p>* Define Criteria <input type="text" value="later than"/></p> <p>* Date Offset <input type="radio"/> Do not apply offset <input type="radio"/> <input type="text"/> Days After <input checked="" type="radio"/> <input type="text" value="1"/> Days Before</p> </div>
<p>Step 6</p>	<p>Click Submit.</p>	<p><input type="button" value="Submit"/></p>
	<p>Notes:</p> <ul style="list-style-type: none"> The Early Warning System does not continuously monitor the course. The Instructor must refresh the Early Warning System rules periodically to discover incidents that trigger a warning. The Early Warning System does not automatically notify Students and Observers; notification email messages are sent by the Instructor from the Review Rule Status page. The System Administrator may turn off access to the Early Warning System based on policies at the institution. If the Early Warning System is on at the system level, the Instructor may still turn it off within the course. 	