


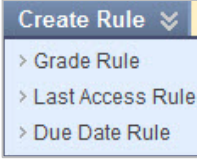


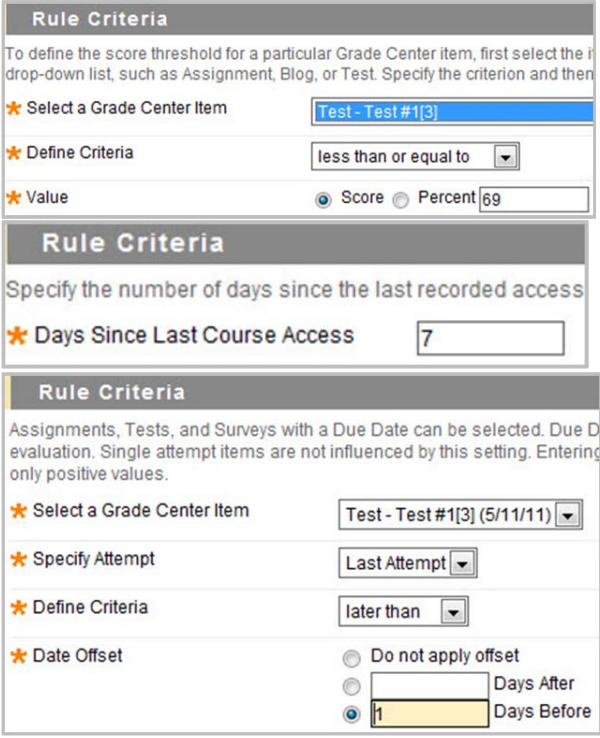
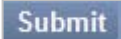

# SENDING NOTIFICATIONS

 [View the video tutorial](#)



## Sending Notifications

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>Due Date Rule</b> , or <b>Last Access 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 node 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> .	
	<p>Notes: When creating Grade Rules, Grade Center items are listed by their categories, such as Assignment or Discussion. Possible points are also included to help Instructors determine the threshold value for the rule.</p>	