

View the video tutorial

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## **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</b> <b>Warning System</b> under the <b>Evaluation</b> section. On the <b>Early Warning System</b> page, click <b>Create Rule</b> to access the drop-down list, and select <b>Grade</b>	<ul> <li>Control Panel</li> <li>Content Collection</li> <li>Course Tools</li> <li>Evaluation Course Reports Early Warning System</li> <li>Create Rule &gt;</li> <li>Grade Rule</li> </ul>		
Step 3	Rule, Due Date Rule, or Last Access Rule. On the Add Early Warning System	Last Access Rule     Due Date Rule     Rule Information		
•	Rule page, enter a name for the rule.	🗙 Rule Name	First Notification	
Step 4	Next to <b>Availability</b> , select the radio node next to <b>Yes</b> to activate the rule.	Availability	⊚ Yes ⊚ No	
Step 5	Under <b>Rule Criteria</b> , 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 pulldown menu. Use the next pulldown menu to Define Criteria. Select Score or Percent and enter a Number Value.	<ul> <li>Select a Grade Center Item</li> <li>Define Criteria</li> <li>Value</li> <li>Rule Criteria</li> <li>Specify the number of days sin</li> </ul>	Test - Test #1(3)         Iess than or equal to         Score         Percent 69	
	For Last Access Rule Criteria, enter the number of Days Since Last Course Access.	K Days Since Last Course Access      Rule Criteria  Assignments, Tests, and Surveys with a Due Date can be selected. Due D evaluation. Single attempt items are not influenced by this setting. Entering		
	For <b>Due Date Rule Criteria, Select</b> <b>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</b>	Select a Grade Center Item     Specify Attempt	Test - Test #1[3] (5/11/11)	
		* Define Criteria	later than	
	button to apply <b>Date Offset</b> , and enter a value if applicable.		Do not apply offset     Days After     In Days Before	
Step 6	Click Submit.	Submit		
	Notes: When creating Grade Rules, Gr Assignment or Discussion. Possible po threshold value for the rule.	ade Center items are list ints are also included to	ed by their categories, such as help Instructors determine the	