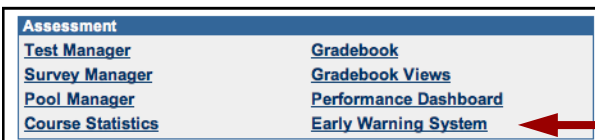


Early Warning System

The Early Warning System is a tool used to communicate warnings to Students or Observers that a performance problem is beginning to appear or has become more serious. Warnings can be generated based on graded performance, late or missing course work, or attendance within the online course. The Instructor can choose to communicate a particular warning to just the Student, the Student and a parent or advisor that is assigned as an Observer, or just the Student's Observer. In addition, the Instructor has control over the message each time a warning is communicated. The Instructor can use the default message or modify it to more accurately communicate the seriousness of the situation.



Access the Early Warning System under the Assessments area through the Control Panel.

The Early Warning System does not continuously monitor the course. The Instructor must check the Early Warning System periodically and click Refresh to discover incidents of Student performance that trigger an alert. The Early Warning System consolidates these incidents and allows the Instructor to easily report problems, the Early Warning System does not automatically detect problems and notify Students and Observers.

Early Warning System Dashboard

TEST: IT: 100 | TEST: IT: 105 | WICK | TEST: IT: 100 > CONTROL PANEL > EARLY WARNING SYSTEM

Early Warning System

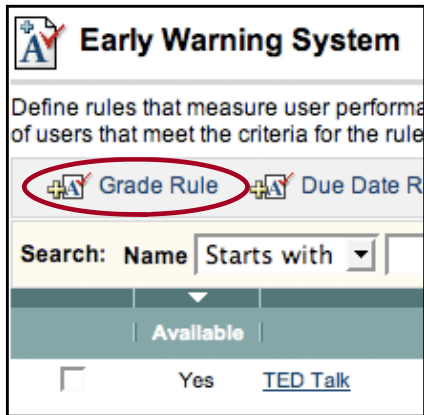
Define rules that measure user performance based on attendance and items in the Gradebook. Click on the rule name to access a detailed view of all users' status for that rule. Number of Warnings displays for each rule showing the number of users that meet the criteria for the rule against the total number of users. To view the most current status of selected rules, click **Refresh**.

Grade Rule
 Due Date Rule
 Last Access Rule
 Remove
 Available
 Unavailable

Search: Name Starts with AND Availability All

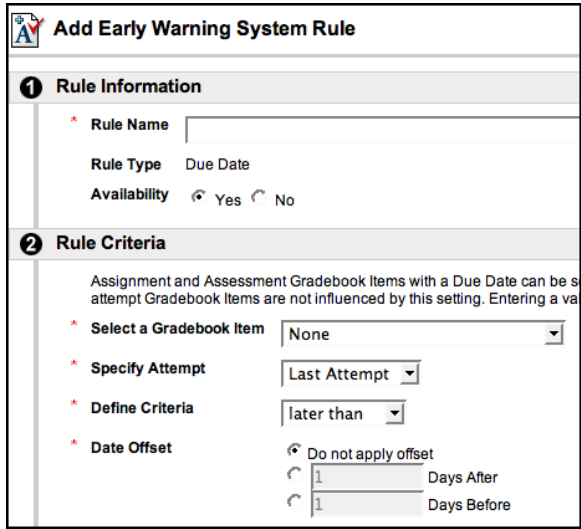
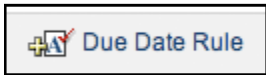
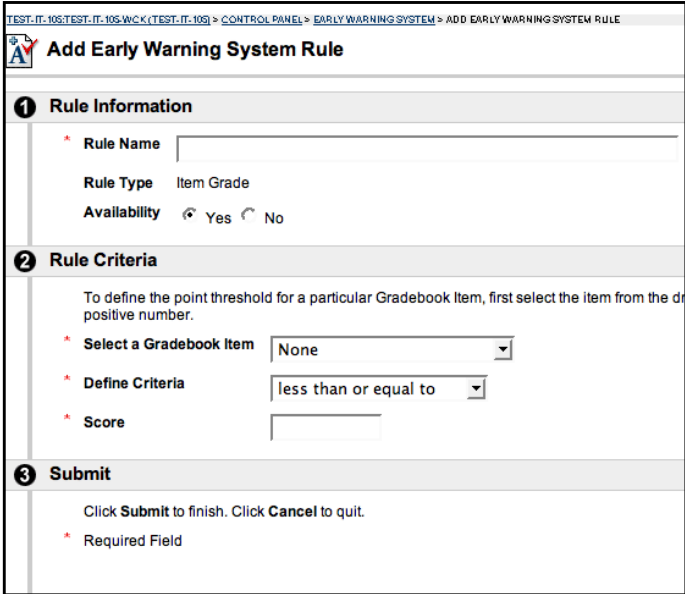
Available	Name	Type	Criteria	Number of Warnings	Last Refresh
<input type="checkbox"/> Yes	TED Talks	Item Grade	TED Talks - Score less than or equal to 6	0/2	Never

 Items Per Page 25



To set up a grade rule, you will want to click on the Grade Rule button on the Early Warning System Dashboard.

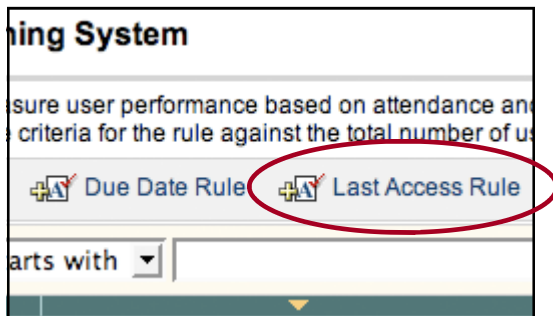
The Rule Criteria allows you to define the point threshold for a particular Gradebook Item. First select the item from the drop-down list. The point total for the item appears in parentheses. Specify the criteria and then enter a numerical score in the form of a positive number.



The Due Date Rule will identify when a Student does not complete work in a timely manner. This rule can follow any Assignment or Assessment that was created in the Blackboard Learning System. Due Date Rules cannot be created for manually graded items.

Assignment and Assessment Gradebook Items with a Due Date can be selected. Due Date appears in parentheses in the drop-down. For Gradebook Items that allow multiple attempts, specify which attempt to use for rule evaluation. Single attempt Gradebook Items are not influenced by this setting. Entering a value in Date Offset will apply to the Gradebook Item's Due Date by either adding or subtracting days without changing the actual Due Date. Specify only positive values.

The Last Access Rule will identify the last time a student accessed the course online.
You will be able to specify the number of days since the last recorded access to the Course.

A screenshot of the 'Add Early Warning System Rule' form. It is divided into two sections: '1 Rule Information' and '2 Rule Criteria'. In the 'Rule Information' section, there is a 'Rule Name' field, a 'Rule Type' dropdown set to 'Course Access', and 'Availability' radio buttons for 'Yes' and 'No'. In the 'Rule Criteria' section, there is a text prompt 'Specify the number of days since the last recorded access to the Course.' and a 'Days Since Last Course Access' field. A red arrow points from the text in the top box to the 'Days Since Last Course Access' field.

Adding Rules

1. Open the Control Panel
2. Select Early Warning System
3. Click **Add Grade Rule**, **Add Due Date Rule** or **Add Last Access Rule**
4. Enter a name and availability for the rule and then set the rule criteria

Modify Rules

1. Open the Control Panel
2. Select **Early Warning System**
3. Click **Modify** for a rule from the list
4. Change the rule information and criteria

Please note that while the ability exists to change a rule, you can only modify multiple rules at a time by clicking on them in the Early Warning System page.

Refresh Rules

1. Open the Control Panel
2. Select **Early Warning System**
3. Select one or many rules from the list
4. Click **Refresh** from the action bar.
The selected rules will be run and any events that trigger the rule will create a warning.

Removing Rules

1. Open the Control Panel
2. Select **Early Warning System**
3. Select one or many rules from the list
4. Click **Remove**. Confirm that the selected rules should be deleted.

The Early Warning System assists in notifying Students when an alert is triggered. By using rules created on the Early Warning System page, Instructors can send notifications.

Adding Rules

1. Open the Control Panel
2. Select Early Warning System
3. Click on the name of a rule in the list
4. The Review Rule Status page will appear

	Available	Name
<input type="checkbox"/>	Yes	Access of the Course
<input type="checkbox"/>	Yes	First Chance on Assignment One

Detailed Status
Days Since Last Access: 37
Days Since Last Access: 21

Depending on the rule that was created, you will see different detailed status reports on each student in the course. All students are listed on the Rule Status page. Remember that if you created a rule to trigger an alert for all users with a score less than 75, those users with a score of less than 75 would show 'Yes' in the Meet Criteria column.

You can click on a Username to see a detailed review of the performance against all the rules for that specific user.

Sending Email — Follow these steps to notify users when their performance triggers an alert:

1. Open the Control Panel
2. Select Early Warning System
3. Click on a rule in the list
4. Select the users to notify from the list
5. From the Notify drop-down list, select the recipients of the notification. For our purposes, you will use the Student User Only selection.
6. Click Go. The Send Notification page will appear with the To field populated with the names of those users that will receive the notification.
7. Edit the Subject and Message areas and click Submit to send the notification. This message may include attachments and the sender may copy themselves on the message.