

Early Warning is meant to proactively identify and inform students of their progress and/or instructor concerns and is based upon rules you establish related to Grade Center items. These rules can be of a 'warning' nature, or they can be based upon positive performance criteria. The three types of rules are:

Grade Rule:	Looks at a student's grade for an individual grade book item. The Grade Center items used in Grade Rules can be assignments, assessments, or manually graded items.
Due Date Rule:	Identifies when a student does not complete work by the date established in the Grade Center. Due Date Rules can only be applied to items in the Grade Center that are created and graded through Blackboard. Due Date Rules cannot be applied to manually graded items.
Last Access Rule:	Identifies the last time the student accessed the course in Blackboard.



Early Warning System Rules are not automatically run against the Grade Center. You must manually indicate which Early Warning System Rules you want checked and use the option to "Refresh" the rule to determine whether or not any students meet the rule criteria.

Create a Rule Based Upon Course Access

1. From the **Control Panel**, under **Evaluation**, select **Early Warning System**.
2. From the **Create Rule** drop-down menu, select **Last Access Rule**
3. In the *Rule Information* section, type a name for your rule (ex: No access in 14 days).
4. In the *Rule Criteria* section, type the number for Days Since Last Course Access (ex: 14).

1. Rule Information

★ Rule Name

Rule Type

Availability Yes No

2. Rule Criteria

Specify the number of days since the last recorded access to the Course.

★ Days Since Last Course Access

3. Submit

5. Click **Submit**.

Create a Rule Based Upon Due Date

1. From the **Control Panel**, under **Evaluation**, select **Early Warning System**.
2. From the **Create Rule** drop-down menu, select **Due Date Rule**.

1. Rule Information

★ Rule Name: Planet Paper Overdue

Rule Type: Due Date

Availability: Yes No

2. Rule Criteria

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

★ Select a Grade Center Item: Planet Paper (5/6/10)

★ Specify Attempt: First Attempt

★ Define Criteria: later than

★ Date Offset: Do not apply offset
 1 Days After
 1 Days Before

3. Submit

3. In the *Rule Name* section, type a name for your rule (ex: Planet Paper Past Due).
4. In the *Select a Grade Center Item* section, use the drop-down arrow to select the Grade Center item.
5. Make desired settings for Specify Attempt, Define Criteria and Date Offset.
6. Click on the **Submit** button.

Create a Rule Based Upon Grade Rule

1. From the **Control Panel**, under **Evaluation**, select **Early Warning System**.
2. From the **Create Rule** drop-down menu, select **Grade Rule**.

1. Rule Information

★ Rule Name: Unit 3 Quiz below C

Rule Type: Grade

Availability: Yes No

2. Rule Criteria

To define the score threshold for a particular Grade Center item, first select the item from the drop-down list. Possible points for the items appear in parentheses. Specify the criteria and then enter a numeric score in the form of a positive number.

★ Select a Grade Center Item: Unit 3 Quiz (30)

★ Define Criteria: less than or equal to

★ Score: 20

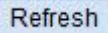
3. Submit

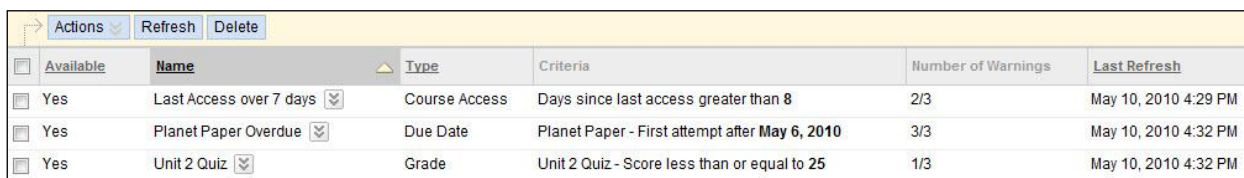
Cancel Submit

3. In the *Rule Name* section, type a name for your rule (ex: Assignment 3 Good Grade).
4. In the *Select a Grade Center Item* section, use the drop-down arrow to select the Grade Center item.
5. Make desired settings for Define Criteria and Score.
NOTE: Criteria can be set for positive indicators (i.e., score greater than or equal to 90%) or negative indicators (i.e., score less than or equal to 60%). Two rules can be set for the same Grade Center item.
6. Click on the **Submit** button.

Refresh Early Warning System Rules

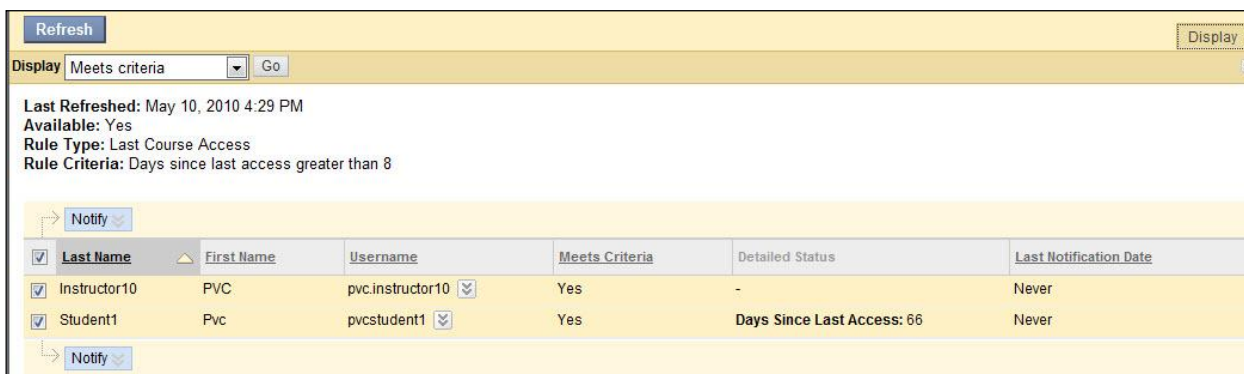
Blackboard does not automatically nor continuously run checks on the Early Warning System Rules against the Grade Center. You must refresh rules manually.

1. In the **Early Warning System** page, check the desired boxes to the left of the Rules.
2. Click the **Refresh** button .
3. At the dialog box, "This action will refresh all selected Rules for all users. Refresh these rules?" click on **OK**.
4. If the results don't display in the page automatically, renavigate to the Early Warning page from the Control Panel. This will reload the Early Warning System page and display the current information on students that meet Early Warning Rule criteria. The Number of Warnings column indicates the number of total students that meet the rule criteria as of the date of the Last Refresh.



Available	Name	Type	Criteria	Number of Warnings	Last Refresh
<input type="checkbox"/>	Last Access over 7 days	Course Access	Days since last access greater than 8	2/3	May 10, 2010 4:29 PM
<input type="checkbox"/>	Planet Paper Overdue	Due Date	Planet Paper - First attempt after May 6, 2010	3/3	May 10, 2010 4:32 PM
<input type="checkbox"/>	Unit 2 Quiz	Grade	Unit 2 Quiz - Score less than or equal to 25	1/3	May 10, 2010 4:32 PM

5. Click the double chevron  next to the **Rule Name** and select **Review Rule Status**.



Last Name	First Name	Username	Meets Criteria	Detailed Status	Last Notification Date	
<input checked="" type="checkbox"/>	Instructor10	PVC	pvc.instructor10	Yes	-	Never
<input checked="" type="checkbox"/>	Student1	Pvc	pvcstudent1	Yes	Days Since Last Access: 66	Never

The Meets Criteria column indicates whether or not the Rule was met by each student individually. Most often you will be contacting students who have a **Yes** in the Meets Criteria column.

6. Click the **Display** button (upper right) then use the Display drop-down menu to select **Meets criteria**.
7. Click on **Go** to the right of the Display area to modify the display. The display will update to only show those students who meet the Rule criteria.
8. Click in the check box to the left of each student you wish to notify (send an email).
NOTE: Students will not be able to see information on other students who received the same email notification.
9. From the **Notify** drop-down menu, select **Student Only**.

1. Email Information

To: Student1, Pvc

Additional Recipients (bcc):

From: Chrystle Hall

Subject:

Message

This message has been sent based on your score on a Grade Center item.

10. It is highly recommended you modify the Subject and Message for your students based on the Rule criteria (e.g., "Congratulations on your Test 1 score" or "Attendance in Online Course"). Use the Message area to detail the information (keeping in mind the email is going to multiple students and the names of individual students in the message would not be appropriate).

As the sender of the message, you will automatically receive a copy in your email.

11. Click on **Submit** to send the message.

12. A green Success bar at the top of the Early Warning System page indicates the message was successfully sent to the noted students. Click on **OK** to return to the Early Warning System page.

Viewing the Notification Log

Blackboard maintains a Notification Log of Early Warning System messages sent to students.

1. In the Early Warning System page, click the **Notification History** button.
2. The Notification Log lists information by individual user. Use the Search drop-down menu to locate information on a specific student (user), rule, or notification date.

Notification History

Filter and search for specific notifications generated from the Early Warning System. One log record exists for each notification sent. If multiple recipients were notified, they can be identified in the Recipients column. [More Help](#)

Search: Notification Date After

Before

Notification Date	Last Name	First Name	Username	Rule Type	Rule Name	Recipients
May 10, 2010 4:50 PM	Student1	Pvc	pvcstudent1	Grade	Unit 2 Quiz	chrystle.hall@pvmail.maricopa.edu
May 10, 2010 4:54 PM	Instructor10	PVC	pvc.instructor10	Course Access	Last Access over 7 days	chrystle.hall@pvmail.maricopa.edu
May 10, 2010 4:54 PM	Student1	Pvc	pvcstudent1	Course Access	Last Access over 7 days	chrystle.hall@pvmail.maricopa.edu

Displaying 1 to 3 of 3 items |

The Notification Log maintains an individual record for each student notified. Over time, the Notification Log may grow to be many pages long. Use the Navigation Bar at the bottom of the Notification Log to view additional records: