

Early Warning System

1. Select **Evaluation** from the **Control Panel** area.
2. Select **Early Warning System**.
 - **Grade Rule** identifies when a students' performance on an item is equal to or below a certain level.
 - **Due Date Rule** identifies when a student does not complete course work when it is due. This only works with Assignments or Assessments created through Blackboard. Due Date Rules cannot be created for manually graded items.
 - **Last Access** identifies the last time a student accessed the course online.

Creating a Grade Rule

1. Click the **Control Panel** button on the left side of the screen in your Course homepage.
2. Under Evaluation, click **Early Warning System**.
3. Select **Grade Rule** from the drop down menu.
4. In the Grade Rule Page, enter a descriptive **Rule Name**.
5. Define the **Rule Criteria**.
6. Click **Submit**.

Creating a Due Date Rule

1. Click the **Control Panel** button on the left side of the screen in your Course homepage.
2. Under Evaluation click **Early Warning System**.
3. Select **Due Date** from the drop down menu.
4. In the Grade Rule Page, enter a descriptive **Rule Name**.
5. Define the **Rule Criteria**.
6. Click **Submit**.

Creating a Last Access Rule

1. Click the **Control Panel** button on the left side of the screen in your Course homepage.
2. Under Evaluation click **Early Warning System**.
3. Select **Last Access** from the drop down menu.
4. In the Grade Rule Page, enter a descriptive **Rule Name**.
5. Define the **Rule Criteria**.
6. Click **Submit**.

Checking Early Warning Rules

Blackboard does not automatically check the Early Warning Rules or send Notifications. Faculty will need to click the **Refresh** button to generate warnings and send Notifications.

1. Click the **Control Panel** button on the left side of the screen in your Course homepage.
2. Under Evaluation click **Early Warning System**.
3. Select the rule you want to view and click Refresh.
4. To view the history, select **Review Rule Status** in the drop down menu next to the Rule Name.
5. Select the students to **Notify**.