

## Early Warning System

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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.
  - **Last Access Rule** identifies the last time a student accessed the course online.
  - **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.

### Creating a Grade Rule

1. Select **Evaluation** from the **Control Panel** area > choose **Early Warning System**.
2. Place a mouse over **Create Rule** > choose **Grade Rule**.
3. In the Add Early Warning System Rule page, enter a descriptive **Rule Name**.
4. Define the **Rule Criteria** > click **Submit**.

### Creating a Last Access Rule

1. Select **Evaluation** from the **Control Panel** area > choose **Early Warning System**.
2. Place a mouse over **Create Rule** > choose **Last Access Rule**.
3. In the Add Early Warning System Rule page, enter a descriptive **Rule Name**.
4. Define the **Rule Criteria** > click **Submit**.

### Creating a Due Date Rule

1. Select **Evaluation** from the **Control Panel** area > choose **Early Warning System**.
2. Place a mouse over **Create Rule** > choose **Due Date rule**.
3. In the Add Early Warning System Rule page, enter a descriptive **Rule Name**.
4. Define the **Rule Criteria** > 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. Select **Evaluation** from the **Control Panel** area > choose **Early Warning System**.
2. Select the rule you want to view and click **Refresh**.
3. To view the history, select **Review Rule Status** in the drop down menu next to the Rule Name.
4. Select the students to **Notify**.