Early Warning System

Overview

With the Early Warning System, you set Early Warning System rules related to grades, due dates, and attendance. Blackboard monitors student performance against those rules. Instructors check the Early Warning System regularly to view alerts that have been generated. You can choose to notify students and their learning partners of the alerts with a customized message.

The Early Warning System may also be used to recognize students who have met high-achievement criteria set by a rule, and send them an acknowledgement.

There are three main steps to using the Early Warning System.

1-Adding Warning rules
Set Warning rules by:
- Grade
- Due date
- Course access

2-Run Status Checks
Check the status of warnings by clicking Refresh and then accessing warning details

3-Notify Users
Notify students and their observer that a warning level has been reached

1-Adding Early Warning System Rules

You can set warning rules to monitor students by:

- Grades
  - Example: Set a rule to see warnings for students who receive 65 or less on an exam worth 100 points.
  - Example: Set a rule to see high achievement warnings for students who have received 18 or higher on a quiz worth 20 points.

- Due dates
  - Example: Set a rule to see warnings for students who have missed a due date by more than one day.

- Course access
  - Example: Set a rule to see warnings for students who have not accessed the course in seven days.
Using Early Warning System

Adding rules
1. On the Control Panel expand the Evaluation section and click Early Warning System.
2. On the Early Warning System page, click Create Rule to access the drop-down list, and select Grade Rule, Date Due Rule, or Last Access Rule.
3. On the Add Early Warning System Rule page, enter a name for the rule.
4. Next to Availability, select the radio node next to Yes to activate the rule.
5. Under Rule Criteria, enter or select the information for the rule.
6. Click Submit.
Rules listings with last refresh data and number of warnings

The Early Warning System page lists the number of warnings sent and details the criteria for each rule.
2-Running Status Checks on Warnings

After adding rules, run status checks to see if any student's performance has met the warning criteria.

For example, you can run status checks after tests have been taken or assignments are due. If you have added Last Access rules, you can also run periodical status checks.

Running status checks

1. On the Control Panel expand the Evaluation section and click Early Warning System.
2. On the Early Warning System page, select the check boxes for the rules for which you want to run status checks.
3. Click Refresh on the Action Bar.
4. Verify by clicking OK in the pop-up window.

Depending on the number of students in your course and the number of rules you select to refresh, it may take some time for the updates to run. You receive an email when the check is complete.

Once you have run a status check, you see the number of warnings column that have been identified.
Refresh selected rules

TIP: You may have to reload the page to see updated warnings.

Once you have run a status check, you see the number of warnings that have been identified.

Review Rule Status

Click the action link (✔️) to access the contextual menu and select Review Rule Status to see which students have met the warning criteria.
3-Notify Users of Warnings

If students and observers have supplied an email address, you can send an email notification that warning criteria has been met. You can notify students, their observers, or both.

For each rule type, there is a default notification message. You can edit and add to these messages.

Default Email Messages

- Grade: This message has been sent based on your score on a Grade Center item.
- Due Date: This message has been sent to remind you that a Grade Center item is due.
- Last Access: This message is to remind you to log in. Regular attendance is required.
Notifying users

1. On the Control Panel expand the Evaluation section and click Early Warning System.
2. On the Early Warning System page, click the Action Link ( ) for a rule to access the contextual menu and select Review Rule Status.
3. On the Review Rule Status page, select the check boxes for the users to notify.
4. On the Action Bar, click Notify to access the drop-down list and select a recipient or recipients for the notification.

(Select recipients for notification)
5 On the **Send Notification** page, you can customize the **Subject** and **Message** as desired. You can attach a file, such as a review sheet, to your email message.

6 Click Submit