

## Blackboard 9 Training – University of St. Thomas

### Early Warning System

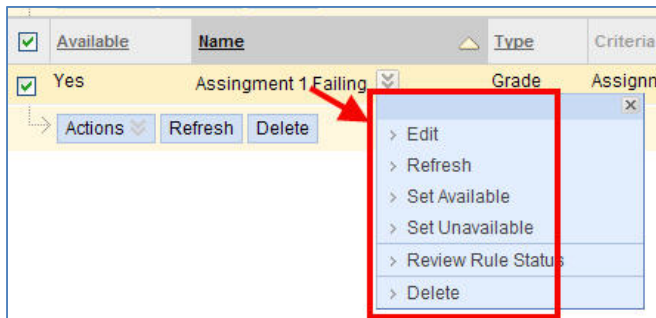
#### Early Warning System

The Early Warning System is a rule-driven communication tool that sends email messages to Students and their Observers when the criteria for the rule are triggered. Rules can be based upon a test score, a due date, or Course access. Each notification message is fully customizable. A notification log is created for each student who receives an Early Warning message.



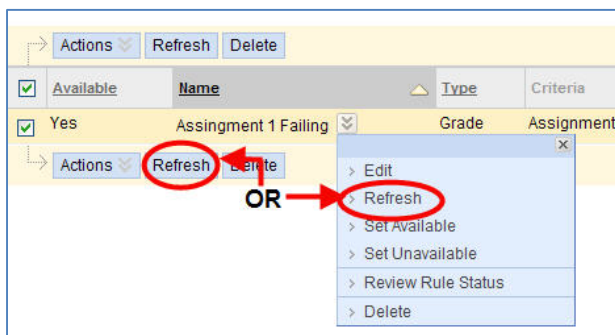
#### Using the Early Warning System

Rules can be created, edited, and deleted from this page. Once created, Rules can be made Unavailable or Available. Click the Name of the Rule to display a detailed view of each student's status in relation to the Rule as well as their Last Notification Date.



#### Refreshing Rules

Rules do not continually run in the background checking for new events. Regularly refresh the Early Warning System to run rules and check for events that will trigger a warning. If there are many rules, it will take the system time to run them. An email notification is sent when the operation is complete.

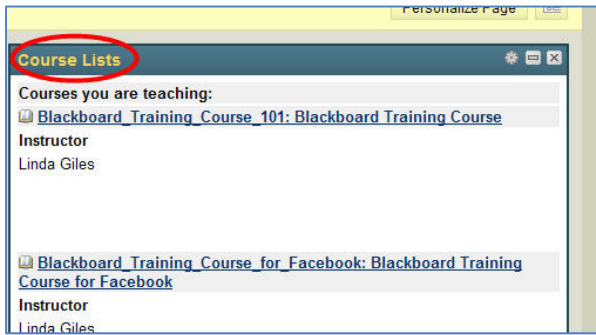


## Finding Rules

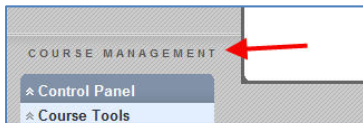
Use the Search function to locate Rules. Use the Name drop-down list with the text field, and the Availability drop-down list to set search criteria for locating Rules.

## Accessing the Early Warning System

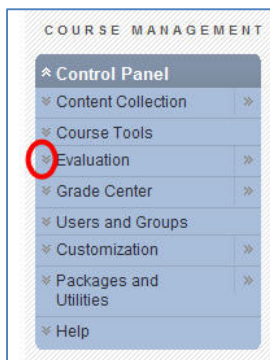
1. Log onto Blackboard and select your course.



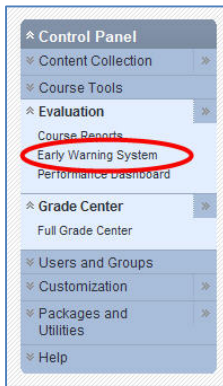
2. Navigate to the Course Management area on the left of your course.



3. Expand the Evaluation drop down menu in the Control Panel section.

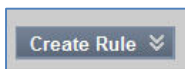


4. Click on the Early Warning System link.

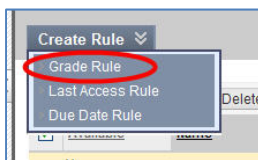


### Creating a Rule

1. Click on the drop down menu on the Create Rule button.



2. Click on Grade Rule.



- a) Rule Information: Insert the Rule Name and Availability.

A screenshot of a form titled '1. Rule Information'. It contains three fields: 'Rule Name' with a red arrow pointing to the text 'Assignment 1 Failing'; 'Rule Type' set to 'Grade'; and 'Availability' with a red arrow pointing to the 'Yes' radio button, which is selected.

- b) Rule Criteria: Select the Grade Center Item, Define Criteria, and Insert the criteria Score.

A screenshot of a form titled '2. Rule Criteria'. It contains three fields: 'Select a Grade Center Item' with a dropdown menu showing 'Assignment 1 (100)' and a red circle around the dropdown arrow; 'Define Criteria' with a dropdown menu showing 'less than or equal to' and a red circle around the dropdown arrow; and 'Score' with a red arrow pointing to the text '70'.

3. Click Submit to complete.



4. You may access the new rule by clicking on the drop down menu next to the rule title. Use the menu to Edit, Refresh, Set Available, Set Unavailable, Review Rule Status, and Delete the rule.

