Early Warning System

The Early Warning System allows instructors to create ‘rules’ for various scenarios within the course site including last access, due date of assignment, or grade received for an assignment. These rules can then be ‘run’ which means that Blackboard will apply set rules to all student’s performance and provide the results to the instructor. Based on these results the instructor can choose to contact individual students or not.

Part 1: Creating Rules

Grade Rule: identifies when student performance on an Assignment, Assessment, or manually graded 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. A Due Date Rule can only be used to track an Assignment or Assessment created through Blackboard, i.e., it can not be created for manually graded items.

Last Access Rule: identifies the last time a student accessed the course site.

Remove: removes a rule.

Available: sets a rule as available.

Unavailable: sets a rule as unavailable.

Refresh: ‘runs’ the selected rules and displays any warnings based on results.

Notification Log: shows the results of the rule ‘runs’ and also allows correspondence with students.

Tip: It is up to the Instructor to communicate the warning to the user through the Notification Log.

Grade Rule
Section 2 allows you to set the criteria for that rule as follows:

- **Select a Grade Center Item** – drop down list of assignments in Grade Center.
- **Define Criteria** – “less than or equal to”, “equal to”, or “greater than or equal to”.
- **Score**
Due Date Rule
Section 2 allows you to set the criteria for that rule as follows:

- **Select a Grade Center Item** – drop down list of assignments, tests or surveys only (only if due date has been set) in Grade Center.
- **Specify Attempt** – last or first attempt
- **Define Criteria** – later than or earlier than
- **Date Offset** – optional offset of a set number of days before or after the due date.

Last Access Rule
Section 2 allows you to define the days since last course access.

Part 2: Communicating with Students

It is very important to note that rules created via the Early Warning System are not constantly running in the background in Blackboard and as such need to be regularly refreshed to show accurate results and trigger a warning.

Firstly, place a check mark to the left of the rule(s) you wish to refresh:

<table>
<thead>
<tr>
<th>Available</th>
<th>Name</th>
<th>Type</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️ Yes</td>
<td>Less than 70%</td>
<td>Grade</td>
<td>April 30 Test: Score less than or equal to 70</td>
</tr>
</tbody>
</table>

Then click on the [Refresh] icon in the top toolbar of your screen. You will then get the following warning at the top of your screen:

**SUCCESS:** This action has been successfully queued. An email will be sent when the process is complete. If updated results are not reflected on the page, reload the page, and will receive an email from “Blackboard Administrator” notifying you that the Early Warning System rule refresh process is complete.
Once you have received this email you can then view the results of the refresh by clicking on the **Name** of the rule.

This screen shows you the **Last Notification** Date (if any) to each student based on this rule.

To send a notification via email place a **check mark** beside the specific students you wish to notify. Next, choose whether your **Notify** options as follows:

- **Student User Only:** will only send the notification to the selected students.
- **Observer Users Only:** this option will only send the notification to those users assigned as observers to the selected students. (Please note that NYU does not allow observer access to course sites.)
- **Student & Observer Users:** this option will send the notification to the student and any assigned observers. (Please note that NYU does not allow observer access to course sites.)
- **Other:** this option allows the sender to enter email addresses for recipients of the notification.

**Tip:**
The sender has the option to enter additional email addresses as bcc recipients. The sender may also include themselves on the message.