Early Warning System and Learning Performance

This is an advanced Blackboard feature. We recommend that you have experience with several of the Grade Center features before attempting to utilize this element.

The Early Warning System is a set of rules that an instructor can create to provide warnings for either the instructor and/or the student regarding performance in a course. Warnings can be generated based on late or missing course work, attendance, or grades that fall below (or above) a predetermined score.

Early Warning Rule Options:

1. **Grade Rule:** This rule identifies when a student’s grade on an assignment, assessment or manually graded item is equal to or below a certain level. It is also possible to set a rule that identifies when a student exceeds a performance level.
2. **Due Date Rule:** This rule triggers an alert when a student misses an assignment or assessment deadline. **NOTE:** This rule can be used only for assignments and assessments created within Blackboard, not manually created items.
3. **Last Access Rule:** This rule works with the Performance Dashboard to identify the last time a student accessed (logged into) the Blackboard course shell.

In addition to the rules, the Early Warning System includes **these features**:

- **Manually refresh** the system: It is critical to remember that the early warning system does not automatically scan for students failing the specified conditions. It is a manual reporting system. You must go to the Early Warning System, choose the rules you want to view, and click “refresh” to generate the report.
- **Sending Messages** (notifications). When students meet a condition, you can send a customized message (notification) to students directly — and to additional individuals that you determine should receive the information.
- **Notification History.** A log is kept of all messages sent to students from within the system. The log is searchable by date, rule type, and user name.
- **Performance Dashboard.** The Performance Dashboard provides a high-level view of your students’ performance. It is located under Control Panel > Evaluation. Here you can see Early Warning System reports plus up-to-date information on the number of days since last course access, discussion board participation, grades, and other information about each student. If you have run Early Warning System reports, clicking on a value in the Early Warning System column will automatically take you to the Early Warning System and out of the Performance Dashboard.
- It is closely **tied to the Grade Center** and is designed to use grade center results to create rules and alerts based on student performance.
- It can also be used to flag high-achieving students to provide **positive feedback**.

Creating a Rule:

1. Go to **Control Panel > Evaluation > Early Warning System.**
2. Hover over the Create Rule button and select Grade Rule from the drop down list. In this tutorial, we’ll be creating a “Grade Rule” to provide a warning if a student receives a score of 60 or below on the mid-term exam. NOTE: More than one rule can be used.

3. Enter a Rule Name and set the Availability (Yes or No). If Yes is selected, the rule will become active as soon as it is created. If No is selected, the rule will be created but will not become active immediately and will need to be made available at a future time.

4. Under Rule Criteria, use the drop-down menu to view and select an existing grade center item. (In this tutorial, we will be using an item called Mid-term). Under Define Criteria, select Less than or equal to; In the Score box, enter the numerical score to use as your criteria match.
5. Click **Submit** at the bottom of the page. On the next screen, a **Success** message should appear and the newly created rule should be listed.

### Modifying/Removing an Existing Rule:

1. Go to **Control Panel > Evaluation > Early Warning System**.

2. Click on the double-down arrow next to a rule and select **Edit** or **Delete**.
Refreshing a Rule:

The Early Warning System does not continuously monitor the course, but once a rule is created, it must be periodically “refreshed” to check for the triggers or criteria on which the rule is based.

1. Go to Control Panel > Evaluation > Early Warning System.

2. From the rules that appear, select which rule(s) to refresh by selecting the checkbox to the left of the rule and click Refresh.
3. At the confirmation prompt, click **OK** to confirm the refresh. A “Success” confirmation message should appear indicating the action has been completed. If there are many rules, it will take the system time to run them. An email notification is sent when the operation is complete.

![Image of confirmation prompt]

4. The instructor should review any warnings triggered by the rules (see the example screen shot below) indicating two warning alerts were generated and choose the type of action to take.

<table>
<thead>
<tr>
<th>Available</th>
<th>Name</th>
<th>Type</th>
<th>Criteria</th>
<th>Number of Warnings</th>
<th>Last Refresh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Mid-term Exam below 60</td>
<td>Grade</td>
<td>Mid-term - Score less than or equal to 60</td>
<td>2/6</td>
<td>Jun 14, 2011 11:52 AM</td>
</tr>
</tbody>
</table>

**Reviewing Alerts:**

1. Go to **Control Panel > Evaluation > Early Warning System**.

![Control Panel screenshot]

2. Click the double-down arrow next to the Rule to be reviewed and select **Review Rule Status**.
3. The Review Rule Status Page will appear listing all students currently enrolled in the course.
   
   - The **Yes** under the **Meets Criteria** column indentifies the specific students who have triggered a warning by matching the previously defined rule criteria.
   - The **Detailed Status** column shows the actual score received.
   - The **Last Notification Date** column identifies when (or if) the student was last notified regarding class performance.

   ![Review Rule Status Screen]

   **Sending Notifications to Students by Emails:**

   Messages are **not** automatically sent to students who meet the rule criteria. Instructors must choose whether or not to send an email.

   1. On the **Review Rule Status** screen, click the checkbox to select the specific student(s) to be notified. Usually, this will be just the students who have triggered the criteria. (**Yes** appears under **Meets Criteria column**)

   2. Click the double-down arrow next to the **Notify** button and select **Student Only**.
3. A Send Notification page appears.

- The To and From names are automatically added so enter any additional addresses into the Additional Recipients (bcc) field.
- The Subject and Message areas are automatically filled with a default message. You may modify the default text to include grade improvement suggestions, study tips, etc.
- Click the Attach a file link to add a file attachment.

4. To send the message, click Submit at the bottom of the page and OK on the next screen.

**Early Warning System and Performance Dashboard:**

The Performance Dashboard includes information about Early Warning System alerts. The Early Warning Column shows the number of warnings and the number of total rules that may trigger a warning. Clicking on the data in this column will open the Early Warning System. The Early Warning System column will only display if the tool is turned on in the course.

Click on the link within the Early Warning System column next to the student to open the Review User Status with the information of an individual student’s status. Click on the double-down arrow next to the rule and select Notify to send email to this individual student.
**Note:** You can watch an instructional video about the Early Warning System on YouTube: [http://www.youtube.com/watch?v=CfK3bw5ciJ4](http://www.youtube.com/watch?v=CfK3bw5ciJ4)