

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 students 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



The screenshot shows the 'Assessment' menu with the following items: Test Manager, Survey Manager, Pool Manager, Course Statistics, Grade Center, Performance Dashboard, and Early Warning System (circled in red). Below the menu is a toolbar with icons numbered 1 through 8: 1. Grade Rule, 2. Due Date Rule, 3. Last Access Rule, 4. Remove, 5. Available, 6. Unavailable, 7. Refresh, 8. Notification Log.

1. Grade Rule identifies when student performance on an Assignment, Assessment, or manually graded item is equal to or below a certain level.
2. 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 cannot be created for manually graded items.
3. Last Access Rule: identifies the last time a student accessed the course site.
4. Remove: removes a rule.
5. Available: sets a rule as available.
6. Unavailable: sets a rule as unavailable.
7. Refresh runs the selected rules and displays any warnings based on results.
8. 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

1 Rule Information

* Rule Name

Rule Type Grade

Availability Yes No

2 Rule Criteria

To define the score threshold for a particular Grade Center item, first select the item from the drop-down list. Possible points for the items appear in parentheses. Specify the criteria and then enter a numeric score in the form of a positive number.

* Select a Grade Center Item

* Define Criteria

* Score

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

1 Rule Information

* Rule Name

Rule Type Due Date

Availability Yes No

2 Rule Criteria

Assignments, Tests, and Surveys with a Due Date can be selected. Due Date appears in parentheses in the drop-down list. For items that allow multiple attempts, specify which attempt to use for rule evaluation. Single attempt items are not influenced by this setting. Entering a value for Date Offset will apply to the Due Date by either adding or subtracting days without changing the actual Due Date. Specify only positive values.

* Select a Grade Center Item

* Specify Attempt

* Define Criteria

* Date Offset Do not apply offset
 Days After
 Days Before

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

1 Rule Information	
* Rule Name	<input type="text"/>
Rule Type	Course Access
Availability	<input checked="" type="radio"/> Yes <input type="radio"/> No
2 Rule Criteria	
Specify the number of days since the last recorded access to the Course.	
* Days Since Last Course Access	<input type="text"/>

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

Part 2: Communicating with Students

Available	Name	Type	Criteria
<input type="checkbox"/>	Yes Less than 70%	Grade	April 30 Test - Score less than or equal to 70

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:



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.

 Refresh this Rule	 Notify	Student Users Only	Go			
Display	All	GO				
	Last Name	First Name	Username	Meets Criteria	Detailed Status	Last Notification Date
<input type="checkbox"/>	DeLeon	Eduardo	deleon	-	-	Never
<input type="checkbox"/>	Georgieva	Maya	georgieva	-	-	Never
<input type="checkbox"/>	Tester	Tilda	tst141	-	-	Never

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.