

Review Alerts and Notify Users (Early Warning System)



Overview

The Early Warning System helps Instructors notifies Students and Observers when an alert is triggered. Instructors can view alerts and send notifications simply by clicking on a rule listed on the Early Warning System page.

View Alerts

Follow these steps to view alerts generated from a rule.

1. Open the Control Panel.
2. Select Early Warning System.
3. Click on the name of a rule in the list.
4. The Review Rule Status page will appear.

The Review Rule Status page lists all the users in the course and identifies whether or not their performance meets the criteria for the rule and lists details regarding performance. For example, if the Instructor set a Grade rule to trigger an alert for all users with a score less than 65, those users with a score with less than 65 would show Yes in the Meets Criteria column. The page also shows when the user was last notified regarding their performance. Please keep in mind that communicating an alert to users does not happen automatically. The Instructor can customize the message as well as who receives the alert.

Finally, click on the Username to see a detailed view of the user's performance against all rules.

Sending Email

Follow these steps to notify users when their performance triggers an alert.

1. Open the Control Panel.
2. Select Early Warning System.
3. Click on a rule in the list.
4. Select the users to notify from the list.

5. From the Notify drop-down list, choose the recipients of the notification. The choices are:

Student User Only: This option will only send the notification message to the selected Students.

Observer Users Only: This option will only send the notification to those users assigned as Observers to the selected Students.

Student and Observer Users: This option will send the notification to the Student and any assigned Observers.

Other: This option allows the sender to enter email addresses for the recipients of the notification.

With all options, the sender can enter additional email addresses as blind carbon copy (bcc) recipients.

6. Click Go. The Send Notification page will appear with the To field populated with the names of those users that will receive the notification.
7. Edit the Subject and Message and click Submit to send the notification. The notification may include attachments. Also, the sender may copy themselves on the message.

Notification log

The Notification Log serves as a record of Early Warning System communications to users. The log can be used to confirm that Students were made aware of performance problems. Follow these steps to view the log.

1. Open the Control Panel.
2. Select Early Warning System.
3. Click Notification Log from the action bar.

The Notification Log lists each notification by individual user. It includes a search function for narrowing the results to locate a particular notification.