

Early Warning System

The Early Warning System is a tool used to communicate warnings to Students or Observers that a performance problem is beginning to appear or has become more serious. Warnings can be generated based on graded performance, late or missing course work, or attendance within the online course. The Instructor can choose to communicate a particular warning to just the Student, the Student and a parent or advisor that is assigned as an Observer, or just the Student's Observer. **The Early Warning System does not continuously monitor the course.** The Instructor must check the Early Warning System periodically and click Refresh to discover incidents of Student performance that trigger an alert.

Furthermore, the Early Warning System is designed to work closely with the Gradebook. Early Warning System rules use gradebook results to create rules and create alerts to student performance based on those rules. In particular, the Early Warning System can trigger an alert based on grades recorded in the gradebook. As well, Assignments or Assessments that are not completed by the deadline may also be used to trigger an alert.

Follow these steps to add a rule.

1. Open the Control Panel.
2. Select Early Warning System.
3. Click Add Grade Rule, Add Due Date Rule, or Add Last Access Rule.
4. Enter a name and availability for the rule and then set the rule criteria.

Follow these steps to modify a rule.

1. Open the Control Panel.
2. Select Early Warning System.
3. Click Modify for a rule from the list.
4. Change the rule information and criteria.

It is also possible to change the availability of a rule by selecting it, along with several other rules if desired, from the list on the Early Warning System page and then clicking Available or Unavailable from the action bar.

Follow these steps to remove a rule.

1. Open the Control Panel.
2. Select Early Warning System.
3. Select one or many rules from the list.
4. Click Remove. Confirm that the selected rules should be deleted.

Follow these steps to refresh rules. Follow these steps to refresh rules.

1. Open the Control Panel.
2. Select Early Warning System.
3. Select one or more rules from the list.
4. Click Refresh from the action bar. The selected rules will be run and any events that trigger the rule will create a warning.

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.

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.

If you have any questions about the Early Warning System, please contact Karen Ludwig, E-Learning Training and Documentation Specialist by phone at (913) 266-8613 or by email at karen.ludwig@ottawa.edu.