How to Create a Grade Rule with the Early Warning System

- Instructors can set performance rules which can send alerts to instructors and other stakeholders based upon specific performance criteria.

1. Open the course where you would like to create a grade rule.
2. In the Control Panel, click Evaluation and then Early Warning System.

3. Click the Create Rule drop down menu and select Grade Rule.

4. In Section #1 Rule Information, add a Rule Name which will show on the Early Warning System page. Make sure the rule is Available.
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5. In Section #2 Rule Criteria, select a Grade Center item by clicking the drop down menu and selecting a column.

   ![Rule Criteria](image)

   a. Next, select the appropriate item under Define Criteria and add a Value.

6. Click Submit.

7. A green Success message appears at the top of the screen and the new grade rule appears on the Early Warning System page.

   ![Success](image)