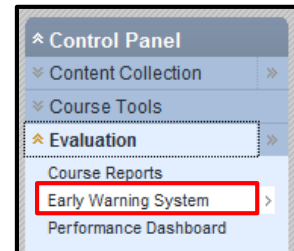


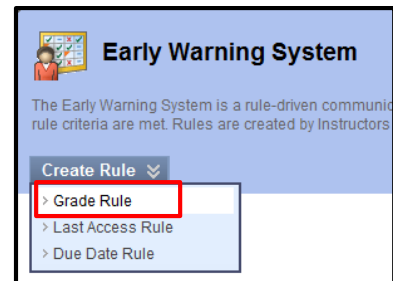
How to Create a Grade Rule with the Early Warning System

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

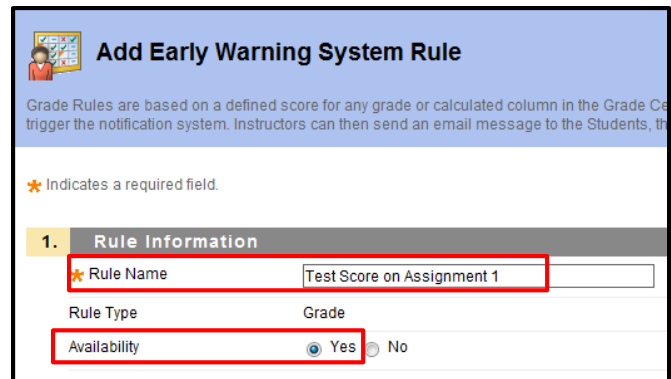
1. Open the course where you would like to create a grade rule.
2. In the **Control Panel**, click **Evaluation** and then **Early Warning System**.



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



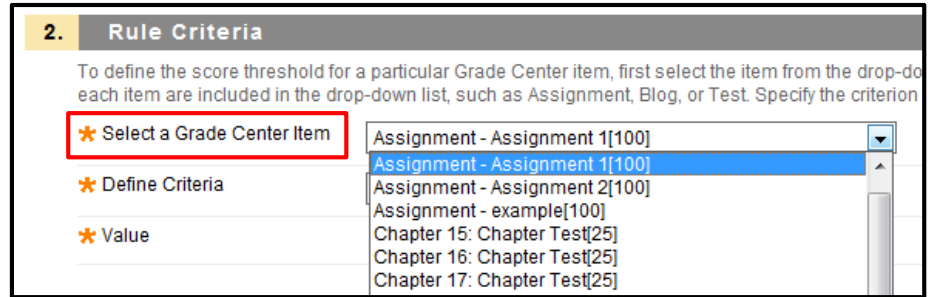
4. In Section #1 **Rule Information**, add a **Rule Name** which will show on the Early Warning System page. Make sure the rule is **Available**.



A screenshot of the 'Add Early Warning System Rule' form. The form title is 'Add Early Warning System Rule'. Below the title, there is a brief description: 'Grade Rules are based on a defined score for any grade or calculated column in the Grade Center. When the score is reached, the notification system is triggered. Instructors can then send an email message to the Students, the Instructors, or both.' A legend indicates that an asterisk (*) denotes a required field. The form is divided into sections, with the first section being '1. Rule Information'. This section contains three fields: 'Rule Name' (with the value 'Test Score on Assignment 1' and a red box around it), 'Rule Type' (set to 'Grade'), and 'Availability' (with radio buttons for 'Yes' and 'No', and the 'Yes' button selected and highlighted with a red box).

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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.



2. Rule Criteria

To define the score threshold for a particular Grade Center item, first select the item from the drop-down menu. Each item included in the drop-down list, such as Assignment, Blog, or Test. Specify the criterion and value.

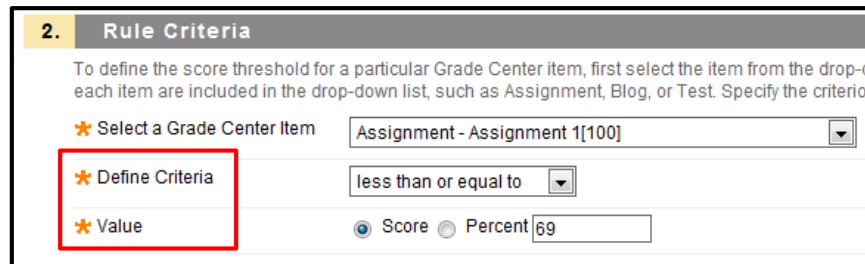
* Select a Grade Center Item

* Define Criteria

* Value

Assignment - Assignment 1[100]
 Assignment - Assignment 1[100]
 Assignment - Assignment 2[100]
 Assignment - example[100]
 Chapter 15: Chapter Test[25]
 Chapter 16: Chapter Test[25]
 Chapter 17: Chapter Test[25]

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



2. Rule Criteria

To define the score threshold for a particular Grade Center item, first select the item from the drop-down menu. Each item included in the drop-down list, such as Assignment, Blog, or Test. Specify the criterion and value.

* Select a Grade Center Item

Assignment - Assignment 1[100]

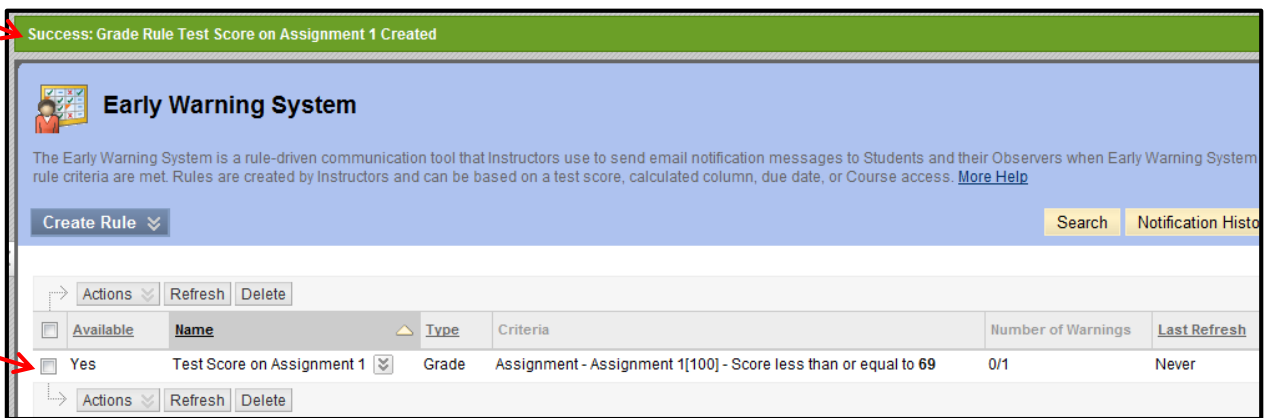
* Define Criteria

less than or equal to

* Value

Score Percent 69

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: Grade Rule Test Score on Assignment 1 Created

Early Warning System

The Early Warning System is a rule-driven communication tool that Instructors use to send email notification messages to Students and their Observers when Early Warning System rule criteria are met. Rules are created by Instructors and can be based on a test score, calculated column, due date, or Course access. [More Help](#)

Create Rule Search Notification History

Available	Name	Type	Criteria	Number of Warnings	Last Refresh
<input checked="" type="checkbox"/>	Test Score on Assignment 1	Grade	Assignment - Assignment 1[100] - Score less than or equal to 69	0/1	Never