How to Create a Grade Rule with the Early Warning System
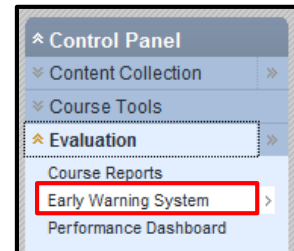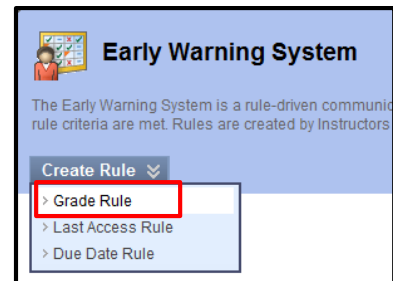
❖ Instructors can set performance rules which can send alerts to instructors and other stakeholders based upon specific performance criteria.
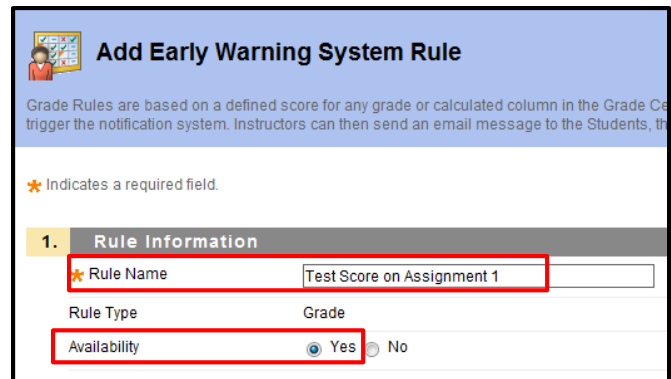
1. Open the course where you would like to create a grade rule.
2. In the **Control Panel**, click **Evaluation** and then **Early Warning System**.

3. Click the **Create Rule** drop down menu and select **Grade Rule**.
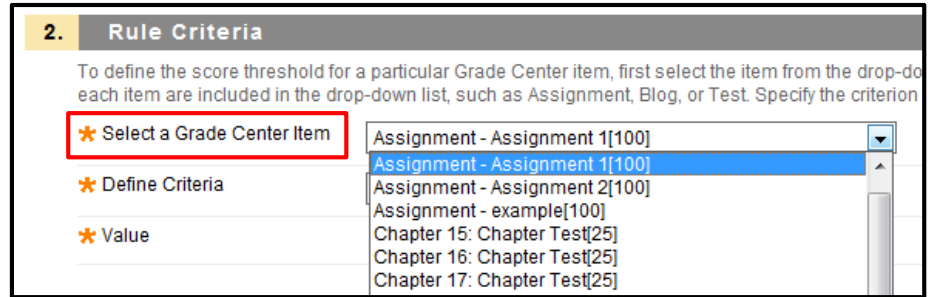
4. In Section #1 **Rule Information**, add a **Rule Name** which will show on the Early Warning System page. Make sure the rule is **Available**.

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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.

a. Next, select the appropriate item under **Define Criteria** and add a **Value**.
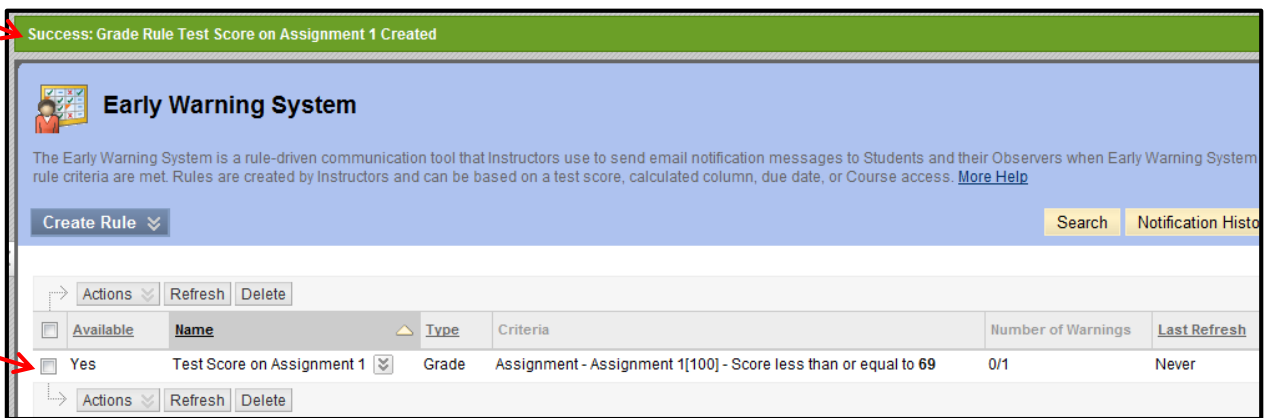
6. Click **Submit**.

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