Blackboard’s Early Warning System

This feature allows instructors to send out early warning emails to students who are not meeting certain criteria established by the instructor. Instructors can establish rules based on grades, due dates, or course access, and then send out warning emails to students based on these rules. For example, an instructor can warn students who got less than seventy percent on a specific test or send email to students who haven't logged in to a course in the past seven days. As this tool is not cumulative, but is specific to individual assignments, it should not be used in place of the campus’ current Banner Mid-Semester Warning.

Early Warning is a three step process:
1. The instructor sets up a rule.
2. The instructor “refreshes” the rule to generate a list of students eligible for early warning. 
3. The instructor elects to send email to listed students (email is never sent automatically).

Setting up Early Warning Rules
1. From the Control Panel, select Evaluation, then Early Warning System.
2. Point to Create Rule and select one of the rule types:
   - Grade: Criteria based on Grade Center item score.
   - Last Access: Criteria based on number of days since student last accessed the Blackboard course.
   - Due Date: Criteria based on Grade Center item due date.

3. Fill in Rule Name and Availability.
4. Fill in the criteria details (date, score, etc.) and then click Submit.

How-to Videos Available
Visit Blackboard’s On-Demand Learning Center, available in all Blackboard 9 courses.
Example: Grade Rule
In the example shown at right, “Assignment 1” is selected and is worth 100 points. The criterion is set to “less than or equal to” a score of 80.

When the instructor refreshes the rule, students who received a score of 80 or less on the Quiz will be listed. The instructor can send an email to all listed students, or select specific students from the list.

Important: Your course must be set to Available for you to see the list of students who are eligible for warnings. To do this, go to Control Panel → Customization → Properties, then scroll down to Course Availability.

Sending Early Warning Email
“Refreshing” a rule generate a list of students eligible for warnings. The instructor then has the option to send an email to students on the list. Refreshing does not automatically send email.

- Go to Control Panel → Evaluation → Early Warning System
- Click on the chevron next to the name of the rule and select Review Rule Status.
- Select Refresh. Blackboard generates a list of students, based on rule criteria.
- Use the checkboxes to select which listed students will receive the warning email.

### Review Rule Status: Initial Assignment
Displays all enrolled students in the Course along with their status against the Early Warning System Rule. From this page, select which users will receive notifications. A value of dash (-) in the Meets Criteria column indicates that the record has not yet been measured. Refresh the Rule to ensure the most current data before selecting users for notification. More Help

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Username</th>
<th>Meets Criteria</th>
<th>Detailed Status</th>
<th>Last Notification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson</td>
<td>Andrew</td>
<td>_student1</td>
<td>Yes</td>
<td>Score: 75</td>
<td>Never</td>
</tr>
<tr>
<td>Billingsgate</td>
<td>Barbara</td>
<td>_student2</td>
<td>No</td>
<td>-</td>
<td>Never</td>
</tr>
<tr>
<td>Carlson</td>
<td>Carl</td>
<td>_student3</td>
<td>No</td>
<td>-</td>
<td>Never</td>
</tr>
</tbody>
</table>

Reviewing a Rule Status
The instructor must refresh the rule each time he or she plans to send warnings, in order to update the list of eligible students. Refreshing the list might take a long time; be sure to wait for an email confirmation prior to sending out the email.

To send the email:

- Point to **Notify** and select **Student Only**. (Note: “Observer” is not activated on our Blackboard system.)
- Click **Go**. An email message opens. Edit the email warning with additional recipients, comments, etc.
- Click **Submit** to send the email. You will receive a copy of the email.

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**Getting Help with Technology at the University of Hartford**

**Faculty Center for Learning Development (FCLD)**
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.

**Phone:** (860) 768-4661  
**Email:** fcld@hartford.edu  
**Website:** http://uhaweb.hartford.edu/fcld/

**Information Technology Services (ITS)**  
**ITS Help Desk – Computing Center**
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, printer not working, banner, campus facebook, and grades).

**Phone:** (860) 768-5999  
**Email:** its@hartford.edu  
**Website:** http://uhaweb.hartford.edu/its/

**Media Technology Services (MTS) – Harry Jack Gray Center E113**
MTS maintains and installs classroom equipment, such as projectors, Symposiaums, and interactive white boards, delivers and sets up technology needed for classes such as laptops, overhead projectors, microphones, sound systems, DVD/VCRs, digital cameras, etc., and provides instruction on its use. MTS is also responsible for overseeing ECHO360 Lecture Capture classrooms and administers WebEx web conferencing accounts.

**Phone:** (860) 768-4643 (Main) or (860) 768-4662 (Tech Line)  
**Website:** www.hartford.edu/mts