Slide 1
Text Captions: Early Warning System Part II
Refresh - Review - Notify

Slide 2
Text Captions: During this "hands on" simulation you will have an opportunity to access the Early Warning System.

You will "refresh" the rules previously set up in Part 1, review the report, and send a notification to the student.

Click here to continue.
The Early Warning System does NOT continuously monitor the course. The instructor must manually "refresh" the Early Warning System to run a report on student performance and online attendance. The following tutorial segment will take you through the steps to refresh rules.
Text Captions: Click on the Early Warning System link.

Slide 5

Slide 6
Text Captions: Select one or more rules from the list.
For this tutorial, I've selected all the rules.

Text Captions: Then, I've clicked Refresh from the action bar.
Slide 9
Text Captions: Click the OK button.

Slide 10
Text Captions: Success message appears.
Click the Close button.
The Early Warning System enables instructors to notify students when an alert is triggered. This segment of the tutorial will show you how to Review an Alert and Send a Warning Message.

Click on the Early Warning System link.
The Review Rule Status page lists all students enrolled in the course and identifies whether or not their performance meets the criteria for the rule.
Slide 15
Text Captions: Clicking on a Username will enable you to view a detailed report of the student’s performance against all rules.

Slide 16
Text Captions: Click the OK button.
Slide 17
Text Captions: Send a "warning" message!

Slide 18
Text Captions: Enter your course's Control Panel.
Slide 19
Text Captions: Click on Early Warning System.

Slide 20
Text Captions: Click on Assignment Week 1.
Slide 21
Text Captions: Select check box for Franetovic.

Slide 22
Text Captions: Select check box for Lowry.
Slide 23
Text Captions: Select check box for Poinsetta.

Slide 24
Text Captions: Select check box for Wareck
Slide 25
Text Captions: Click the "down arrow" on the Notify drop-down list.

Slide 26
Text Captions: Select Student Users Only.
Slide 27
Text Captions: Click the Go button.

Slide 28
Text Captions: The Send Notification page appears.
An Email Information template appears illustrating a pre-typed generic message. Edit the Subject and Message areas as needed.
Type the following into the Message box:
Contact me to discuss your course attendance.
Press “Enter” button on keyboard.
Slide 29
Text Captions: Click the Return Receipt box.
The notification may include attachments.

Slide 30
Text Captions: Click the Submit button.
Slide 31
Text Captions: Click the OK button.

Slide 32
Text Captions: SUCCESS message appears.
Click the Close button.
The Notification Log functions as a "record" of Early Warning System communication with students.
This segment of the tutorial will show you how to View the Notification Log.

Click on the Early Warning System link.
Enter your course Control Panel.
Slide 35
Text Captions: Click Notification Log on action bar.

Slide 36
Text Captions: The Notification Log includes a Search: feature to narrow the results when locating a specific notification.
Slide 37
Text Captions: The Notification Log can be used to confirm the student was made aware of performance or online attendance issues.

Thank you for participating in this interactive simulation.

Slide 38
Text Captions: Thank you for participating in this interactive simulation.