Setting up a grade based rule

☐ **Step 1**
- ✓ Click the **Evaluation** link in the **Control Panel** menu
- ✓ Click on **Early Warning System** under the **Evaluation** menu

☐ **Step 2**
- ✓ Mouse over **Create Rule**, then click **Grade Rule**
- ✓ Name your rule (i.e., Less than 70%)
- ✓ Select **Rule Criteria**
  - o Select the column you want to be checked
  - o Choose a **criteria**.
  - o Enter the number you want to use as an evaluation point and choose **Score** or **Percent**
- ✓ Click **Submit**

☐ **Step 3**
- ✓ Click the box next to **Yes** in order to make the rule available
- ✓ Hit the **Refresh** button to run the **Early Warning System**

Notifying a student

☐ **Step 1**
- ✓ Mouse over the name of the rule (i.e., Less than 70%), then click on the down arrow
- ✓ Click on **Review Rule Status**

☐ **Step 2**
- ✓ Click **Display**, change the display to **Meets Criteria** and click **Go**
- ✓ Click on the box to left of **Last Name** to select all students
- ✓ Mouse over **Notify**, then click **Student Only**

☐ **Step 3**
- ✓ Write your message to the student(s)
- ✓ Check the box for “Include list of recipients. A copy of this email will be sent to the sender.”
- ✓ Click **Submit**