# Sending Notifications

Communicating alerts to users does not happen automatically. The Instructor selects which users to notify and can customize the email message.

**Step 1**  
On the Control Panel, click Early Warning System under the Evaluation section.

<table>
<thead>
<tr>
<th>Control Panel</th>
<th>Content Collection</th>
<th>Course Tools</th>
<th>Evaluation</th>
<th>Course Reports</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>Early Warning System</td>
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</tbody>
</table>

**Step 2**  
On the Early Warning System page, click Create Rule to access the drop-down list, and select Grade Rule, Due Date Rule, or Last Access Rule.

<table>
<thead>
<tr>
<th>Create Rule</th>
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</thead>
<tbody>
<tr>
<td>Grade Rule</td>
</tr>
<tr>
<td>Last Access Rule</td>
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<tr>
<td>Due Date Rule</td>
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</table>

**Step 3**  
On the Add Early Warning System Rule page, enter a name for the rule.

**Step 4**  
Next to Availability, select the radio node next to Yes to activate the rule.

**Step 5**  
Under Rule Criteria, enter or select the information for the rule.

For **Grade Rule Criteria**, Select a Grade Center Item from the pulldown menu. Use the next pulldown menu to Define Criteria. Select Score or Percent and enter a Number Value.

For **Last Access Rule Criteria**, enter the number of Days Since Last Course Access.

For **Due Date Rule Criteria**, Select a Grade Center Item from the pulldown menu. Use the next pulldown menu to Specify Attempt. Select a value from the Define Criteria pulldown. Choose a radio button to apply Date Offset, and enter a value if applicable.

**Step 6**  
Click Submit.

**Notes:** When creating Grade Rules, Grade Center items are listed by their categories, such as Assignment or Discussion. Possible points are also included to help Instructors determine the threshold value for the rule.