

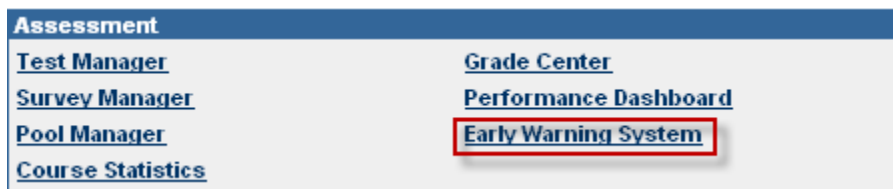
# Viewing & Sending Alerts

The **Review Rule Status** page lists all the users in the course and identifies whether or not their performance meets the criteria for the rule and lists details regarding performance. For example, if an Instructor sets a Grade rule to trigger an alert for all students with a score less than 60, those users with less than 60 would show Yes in the Meets Criteria column. The page also shows when the user was last notified regarding their performance.

Please keep in mind that communicating an alert to users does not happen automatically. Instructors can customize the message as well as who receives the alert.

Execute the following steps to view the **Review Rule Status** page.

1. Navigate to the course Control Panel.

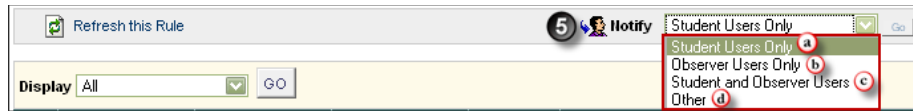


2. Click on the **Early Warning System** link located under the **Assessment** header of the right side of the screen. The Early Warning System management screen will be displayed.
3. Click on the hyperlink for the Alert you wish to review. The **Review Rule Status** page will be displayed.

The screenshot shows the 'Review Rule Status' page. At the top, there is a 'Refresh this Rule' button and a 'Notify' dropdown menu set to 'Student Users Only'. Below this is a 'Display' dropdown menu set to 'All' with a 'GO' button. The main content is a table with the following columns: a selection column with a circled '4' and checkboxes, 'Last Name', 'First Name', 'Username', 'Meets Criteria', 'Detailed Status', and 'Last Notification Date'. Two rows are visible: 'Albright, Amanda, anala2, No, Days Since Last Access: 1, Never' and 'Student1, Test, teststudent1, Yes, -, Never'. The checkboxes for both rows are highlighted with a red box. At the bottom, there is a 'Select All' button, an 'Items Per Page' dropdown set to '25', and an 'OK' button.

	Last Name	First Name	Username	Meets Criteria	Detailed Status	Last Notification Date
<input type="checkbox"/>	Albright	Amanda	<a href="#">anala2</a>	No	Days Since Last Access: 1	Never
<input type="checkbox"/>	Student1	Test	<a href="#">teststudent1</a>	Yes	-	Never

4. Select the users to notify by clicking on the box to the left of their names.



5. Click on the drop down arrow next to the **Notify** field, then click on one of the following list entries:
  - a. **Student Users Only** – this option will only send the notification message to the selected students.
  - b. **Observer Users Only** – this option will only send the notification to those users assigned as Observers (this could be the student advisor or Success Coordinator) to the selected students.
  - c. **Student and Observer Users** – this option will send the notification to the student and assigned observers.
  - d. **Other** – this option allows the Instructor to enter additional email address as blind carbon copy (bcc) recipients.
6. Next click the **[Go]** button to the right of the Notify field. The **Send Notification** page will be presented with the **To** field populated with the names of those users that will receive the notification.

7. Edit the Subject and default Message , then click the **[Submit]** button to send the notification. The notification may include attachments, and the Instructor may copy themselves on the message.