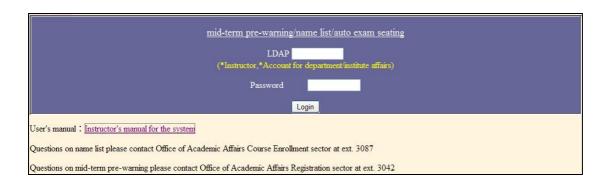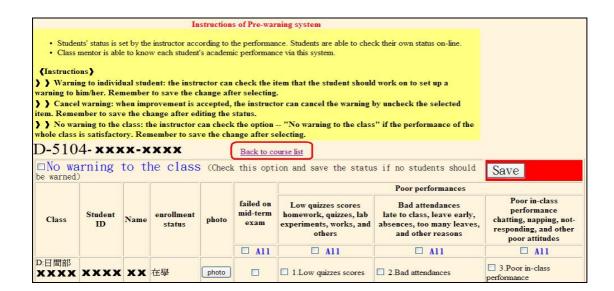1. Log in with your LDAP account and password.

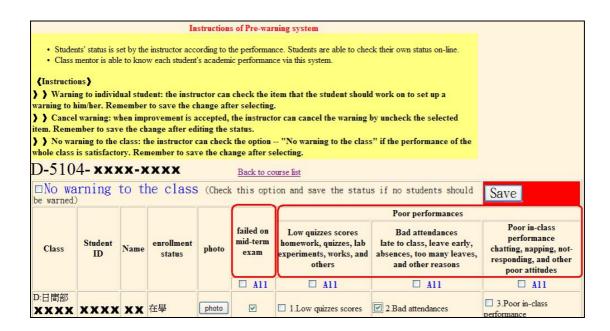2. A list of your teaching courses shows up after logging in.
   Choose the course that you want to give mid-term pre-warning.

3. Read Instructions of Pre-warning System; click "Back to course list" to return to see all your teaching courses of the semester.

4. There are 2 types of warning:
   (1) failed on mid-term exam
   (2) poor performances
   (3)types: low quizzes scores, bad attendances, poor in-class performance)
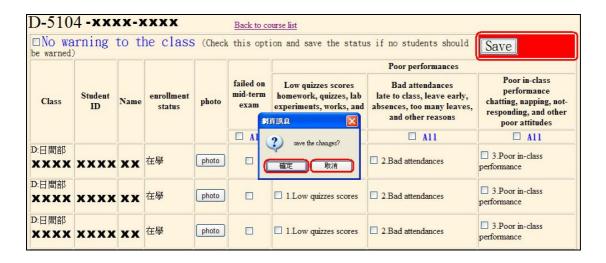

5. Click "check" to give warnings to students according to their performances.
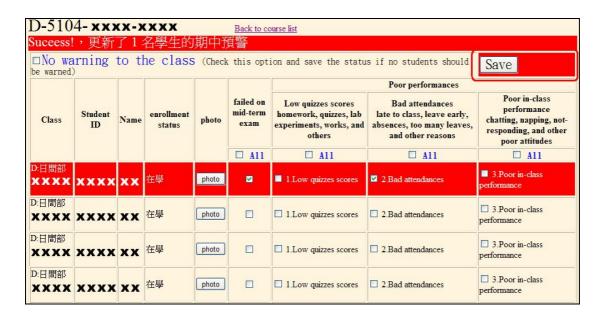   Click "Save" after checking.

6. Click "save", and the system will ask you to confirm and save the editing.
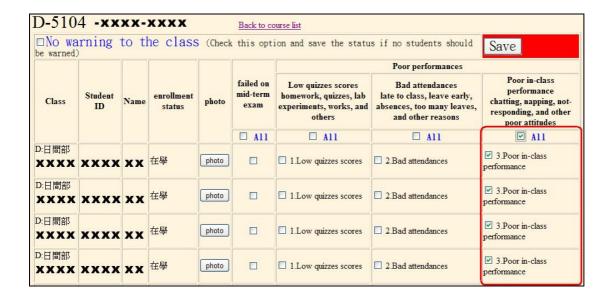   Click "Yes" to confirm and complete the editing; Click "No" to cancel and the data remains the same.
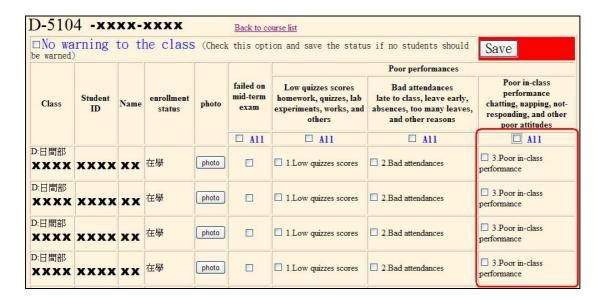

7. Click "Yes" to confirm and complete the editing. The system will show update info on the page.
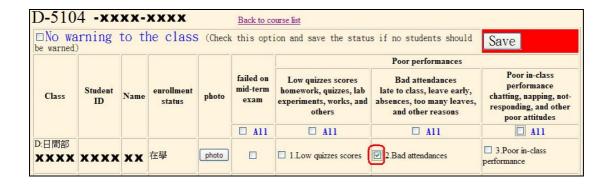
8. When click "All", every student in the class will be checked and receive pre-warning message. To cancel the selection, click on the same box to uncheck the selection.
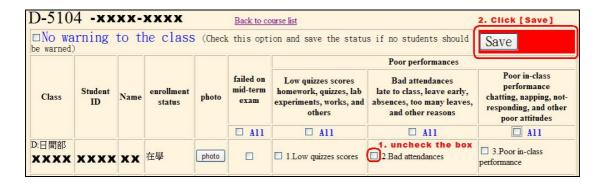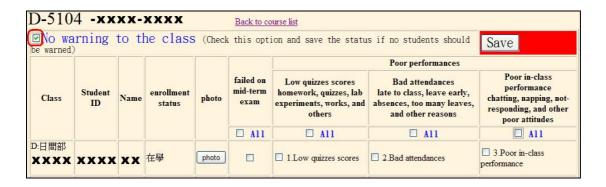

9. When you see improvement on the pre-warning types, you can cancel the warning message by clicking on the same box where you put a check.

10. The box should be empty after you unchecked the box.
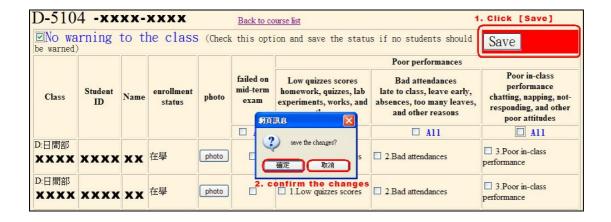   Remember to click "Save" to complete the editing.

11. If you think no student should get a warning message, choose "No warning to the class."
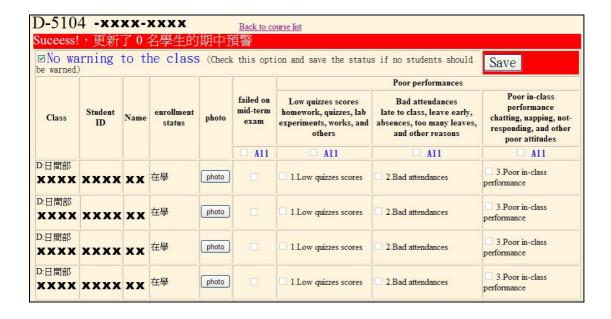

12. Click "save", and the system will ask you to confirm and save the editing.
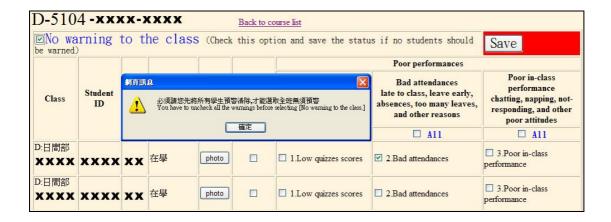   Click "Yes" to confirm and complete the editing; Click "No" to cancel and the data remains the same.
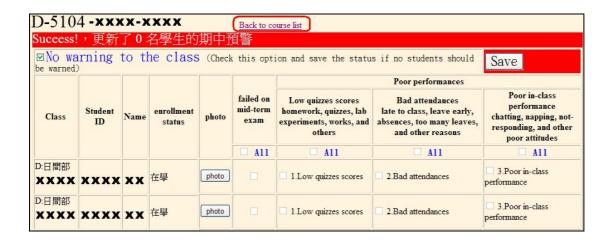
13. Click "Yes" to confirm and complete the editing.   The system will show update info on the page.

14. Before you choose "No warning to the class," you need to empty all the checked items.

15. Click "Back to course list" to return to see all your teaching courses of the semester.

16. Choose other courses that you want to send out mid-term pre-warning messages.