

## Retention Center

The Retention Center lets you get an idea of where your students stand in the course.

### Accessing the Retention Center

1. Navigate to <https://blackboard.towson.edu>.
2. Log in with your TU **NetID and Password**
3. Enter the desired course.
4. Under **Course Management**, click on **Evaluation**, then **Retention Center**.
5. On this page you can see a summary of students at risk, your course activity, and other information you choose to monitor.
6. To change the settings of who appears in the students at risk, select **customize** in the top right corner.
7. If you like the default settings, nothing needs to change.

<input checked="" type="checkbox"/> INCLUDED IN RISK TABLE	NAME ▲	TYPE	CRITERIA
<input checked="" type="checkbox"/> Yes	Default Activity Rule	Course Activity	Activity in the last 1 week(s) is 20% below course average
<input checked="" type="checkbox"/> Yes	Default Course Access Rule	Course Access	Last access more than 5 day(s) ago
<input checked="" type="checkbox"/> Yes	Default Grade Rule	Grade	External Grade is 25% below class average
<input checked="" type="checkbox"/> Yes	Default Missed Deadline Rule	Missed Deadline	1 deadline(s) have been missed by more than 0 days

Actions | Delete

Include in Risk Table | Exclude From Risk Table

Displaying 1 to 4 of 4 items | Show All | Edit Paging...

Figure 1

8. To remove a rule from the risk table, check the box next to the name and then under **Actions**, select **Exclude from Risk Table**.
9. To add a rule back to the risk table, under **Actions**, select **Include in Risk Table**.

<input checked="" type="checkbox"/> Yes	Default Activity Rule	Course Activity	Activity in the last 1 week(s) is 20% below course average
<input type="checkbox"/> Yes	Default Course Access Rule	Course Access	Last access more than 5 day(s) ago
<input type="checkbox"/> Yes	Default Grade Rule	Grade	External Grade is 25% below class average
<input type="checkbox"/> Yes	Default Missed Deadline Rule	Missed Deadline	1 deadline(s) have been missed by more than 0 days

Actions

- Edit
- Include in Risk Table
- Exclude From Risk Table
- Delete

Figure 2

## Blackboard: Retention Center

---

10. To change the rule settings from the default, click the arrow to the right of the name and select **edit**. (see below for explanations of each rule type)
11. Click **Submit**.

### *Default Retention Center Rules*

#### **Activity Rule**

Activity in the last 1 week(s) is 20% below course average.

#### **Course Access**

Last access to the course was more than 5 days ago.

#### **Grade**

Grade is 25% below the class average.

#### **Missed Deadline**

1 deadlines have been missed by more than 0 days