Retention Center

**Using the Retention Center to get an idea of where your students stand in the course**

1. Navigate to [https://blackboard.towson.edu/](https://blackboard.towson.edu/).
2. Enter the desired course.
4. On this page you can see a summary of students at risk, your course activity, and other information you choose to monitor.
5. To change the settings of who appears in the students at risk, select customize in the top right corner.
6. If you like the default settings, nothing needs to change.

![Figure 1](https://blackboard.towson.edu/images/figure1.png)

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

![Figure 2](https://blackboard.towson.edu/images/figure2.png)

9. 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)
10. Submit.
Blackboard: Reports

*Will be in risk table if…*

**Activity Rule**
Activity in the last x number of weeks is x% below course average.

**Course Access**
Last access to the course was more than x days ago.

**Grade**
Grade is x% below the class average.

**Missed Deadline**
x deadlines have been missed by more than x number of days