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](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.

![Figure 1](image)

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**.

![Figure 2](image)
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