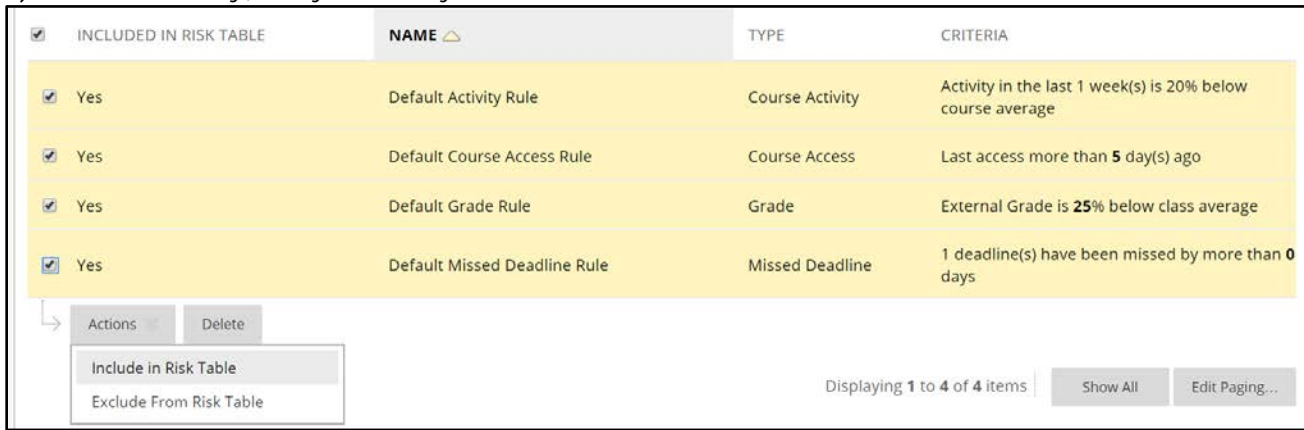


Retention Center

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

1. Navigate to <https://blackboard.towson.edu/>.
2. Enter the desired course.
3. Under **Course Management, Evaluation**, select **Retention Center**.
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.



<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

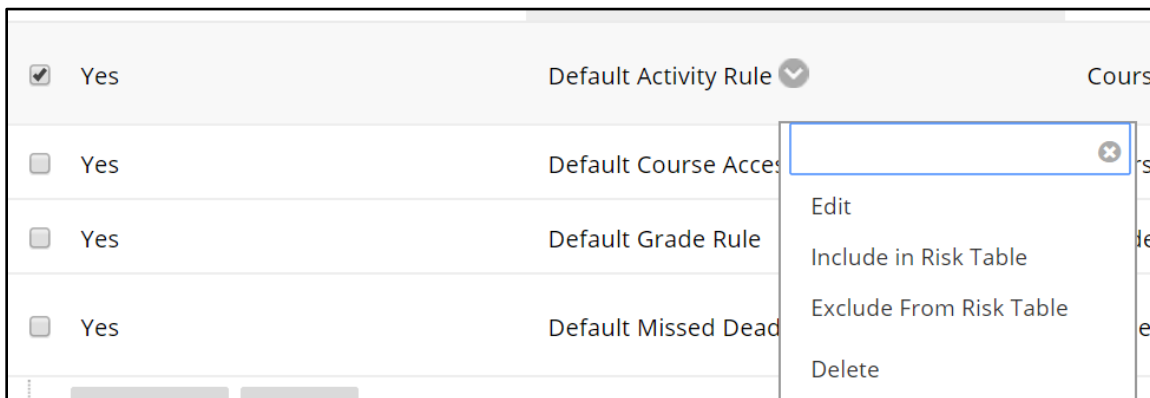
Actions: [Dropdown] Delete

Include in Risk Table
Exclude From Risk Table

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

Figure 1

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**.



<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: [Dropdown] Delete

Edit
Include in Risk Table
Exclude From Risk Table
Delete

Figure 2

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**.

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