Understanding the Retention Center
The Retention Center provides an easy way for you to determine the overall academic health of your course. Based on preconfigured rules and rules you create, students’ engagement and participation are visually displayed, quickly alerting you to potential risk. You can also flag students you want to monitor more closely or send e-mails.

Access the Retention Center through the Global Navigation Menu or under the Evaluation in the Course Management area of a specific course.

Students at risk:

- The main area of the screen displays the students who are at risk. Upon first entering this area, the top bar shows the number of at-risk students in the course.

- Click on the bar to view a breakdown of students at risk for each type of alert. Click on any section of the bar to view details and to e-mail all students at risk in this area.

- The Risk Table lists all at-risk students cross-referenced with at-risk indicators. Red dots are used to indicate students who fall into each category. Click a red dot to view additional information, to e-mail the student (Notify button), or to set up special monitoring for the student (Monitor button).

- Sort the table by column from highest to lowest risk by clicking the column header.

Students being monitored:
- Students being monitored will be displayed on the right side of the screen.
- Their personal box on the side will display their activity in each area being monitored.

Your course activity:
- This is a one-stop collection of instructor activity, engagement, and participation in the course. This data helps you become more aware of how your behaviors are (or are not) contributing to student success.
- You can view your last login, time lag for grading submissions, participation in interactive components of course, and more.
Customizing the Retention Center
You can edit the default rules or build your own rules by clicking the Customize button in the upper right corner of the title bar.

Rules fall into one of four categories:
- Missed Deadlines
- Grades
- Course Activity
- Course Access

You can create as many rules as you need in each category.

To Edit or Delete a Rule:
Access the context menu next to a rule name to edit the rule, delete the rule, or change whether or not the rule should be included in risk table. When you delete a rule, all your course content and data remains intact.

To Create a Rule:
1. Click the Create Rule button in the top left corner of the Customization page.
2. Choose the type of rule you would like to create.
   a. Course Activity: Measures the time a student works in the course using the data generated from the first click to the last click.
   b. Grade: Notifies based on a defined score for any grade or calculated column and whether the student scored above or below this threshold.
   c. Course Access: Alerts based on how long it has been since the student last logged into your course.
   d. Missed Deadline: Monitors students who do not complete an assignment, test, or survey by the due date. Alerts can be set to monitor one deadline or multiple missed deadlines.
3. Complete the rule information, criteria, and whether or not it should be included in the risk table.

Some rules that teachers may be interested in creating including monitoring what grade students got on the midterm exam, which students missed an important assignment deadline, and who did not log in to read the article you posted.

Not Including Rules in the Risk Table:
Instructors can determine whether or not a rule will be displayed in the risk table by checking the box under the Included in Risk Table column. Items not displayed in the Risk Table can be viewed on the right side of the Retention Center in Other information you are monitoring below the Students you are monitoring.

Instructors who are interested in rewarding students who are doing well may choose to add rules which are displayed in Other Information. This keep at-risk behaviors separate from other types of behaviors.