The Retention Center allows you (instructors) to monitor students’ progress in your course by allowing you to create rules. Retention Center, by default, is already set up to assist in monitoring grades, engagement, participation, and deadlines.

Locating Retention Center

How to get to the Retention Center

Default Rules

What is a rule? A rule defines the criteria that will trigger an alert.

<table>
<thead>
<tr>
<th>Rule:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Activity</td>
<td>Activity in the last week(s) is 20% below course average</td>
</tr>
<tr>
<td>Grade</td>
<td>External grade is 25% below class average</td>
</tr>
<tr>
<td>Course Access</td>
<td>Last access more than 5 days ago</td>
</tr>
<tr>
<td>Missed Deadline</td>
<td>1 deadline(s) have been missed by more than 0 days</td>
</tr>
</tbody>
</table>

Default rules can be edited and deleted. For details about editing and customizing rules, see page 3.
Retention Center

Details about individual students can be seen after clicking their name.

You can monitor individual students by clicking their name, then the star. They will appear here:

Emailing Students

Individual Students can be emailed by clicking on their name then "Notify."
Clicking on the number in the alert bar (such as above) will break down the total into groups of students who flagged the alert. Clicking the number again will allow you to email just that group of students.

Clicking on a dot will show you why the student was flagged. Individual students can be emailed from this area as well.

Customizing and Creating Rules

Editing or deleting rules can be done by hovering over the end of the rule name and clicking on the chevron that appears.
You can use the drop down menu to customize a rule for your course. Most faculty find that the default rules are sufficient for their needs. Complex customization or rule additions can result in unintended consequences. Beginner users who desire a great level of customization and rule creation should contact ITaP for assistance. You may call the Customer Service line at 765-494-4000, or email itap@purdue.edu.

Deleting Rules

If a rule does not apply to your course, you can delete the rule. Deleted rules can be brought back in the main Retention Center spreadsheet by simply clicking on “Use default?” under the deleted rule name. The default rule can then be edited as needed.

For more about the Retention Center visit: http://www.itap.purdue.edu/learning/tools/blackboard/RetentionCenter