

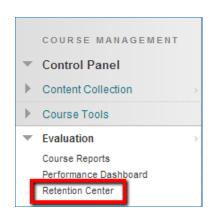
Deleting Rules in Retention Center

When you delete a rule from Retention Center, all your course content and data remains intact. However, you will no longer receive alerts in Retention Center based on those criteria.

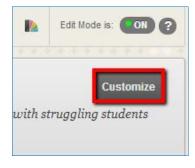
To delete a rule:

1. Navigate to the Retention Center for the course using Global Navigation or the link in the Evaluation section of the Control Panel.

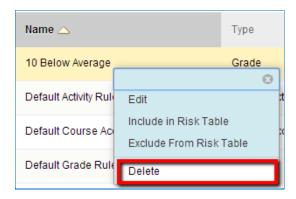




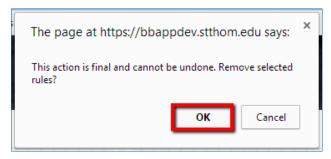
2. Click the **Customize** button on the main Retention Center page.



3. In the table or rules, click the contextual arrow next to the name of the rule, and select **Delete**.



4. Click **OK** on the confirmation dialog box.



5. The Customize Retention Center page refreshes, and the rule is removed from the table. You can return to the main Retention Center page via the breadcrumbs at the top.

If no rules exist in a category, a small gray box appears in that category's column header. Click the **Use Defaults?** link to restore the built-in rule for that category. You can use the rule as is, or click the **Customize** button to edit it.

