Creating Rules in Retention Center

To begin creating rules, on the Retention Center page:

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 at the top right.

3. The Customize Retention Center page appears. If you have added no rules, the default rules for the four categories appear in the table.
4. Point to the **Create Rule** button on the action bar, and select which type of rule you wish to create. **NOTE:** **Course Activity** refers to whether a student has uploaded any documents for assignments or taken any tests or surveys; **Course Access** simply refers to whether a student has logged in and navigated to the course at all.

5. For the purpose of this tutorial, we will create a Grade Rule. The page for the selected type of rule appears. In the Rule Information section, give your new rule a name; this information is required. Determine whether to include the rule in the Risk Table; switch from **Yes** to **No** if appropriate.
**IMPORTANT:** You can create Missed Deadline rules for Grade Center columns you create manually, but if you do not grade properly submitted items by the due date, a false alert is triggered. For manually created columns, students can submit items by the due date, but you must also grade them by the due date.

6. In this example, we are creating a Grade Rule. For this type, fill in the required criteria in the Rule Criteria section.

![Rule Criteria](image)

- **Select Grade:** Monitor the Final Grade (average) or a Specific Item (test, assignment, or discussion forum). When you choose *Monitor Final Grade*, a column should be selected in Grade Center as the External Grade. When you choose *Monitor Specific Item*, a drop-down list of Grade Center columns appears.

![Select Grade](image)

- **Define Criteria:** Monitor grades above or below a specified value, or a certain percentage value above or below the class average.

7. When you have the criteria selected, click *Submit*.

![Submit](image)

By default, the new rule appears in the table sorted alphabetically by name. You can sort the table by the Include in Risk Table or Type field as well, in ascending or descending order.
Click the breadcrumb to return to the Retention Center. The structure of the Risk Table will not have changed, but any student who previously did not satisfy one of the Grades Alert rules might meet the new one.

<table>
<thead>
<tr>
<th>Included in Risk Table</th>
<th>Name</th>
<th>Type</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Below 80</td>
<td>Grade</td>
<td>External Grade is below 80 points</td>
</tr>
<tr>
<td>Yes</td>
<td>Default Activity Rule</td>
<td>Course Activity</td>
<td>Activity in the last 1 week(s) is 20% below course average</td>
</tr>
<tr>
<td>Yes</td>
<td>Default Course Access Rule</td>
<td>Course Access</td>
<td>Last access more than 5 day(s) ago</td>
</tr>
<tr>
<td>Yes</td>
<td>Default Grade Rule</td>
<td>Grade</td>
<td>External Grade is 25% below class average</td>
</tr>
<tr>
<td>Yes</td>
<td>Default Missed Deadline Rule</td>
<td>Missed Deadline</td>
<td>1 deadline(s) have been missed by more than 0 days</td>
</tr>
</tbody>
</table>

![Risk Table Image]

![Grade Alert Image]