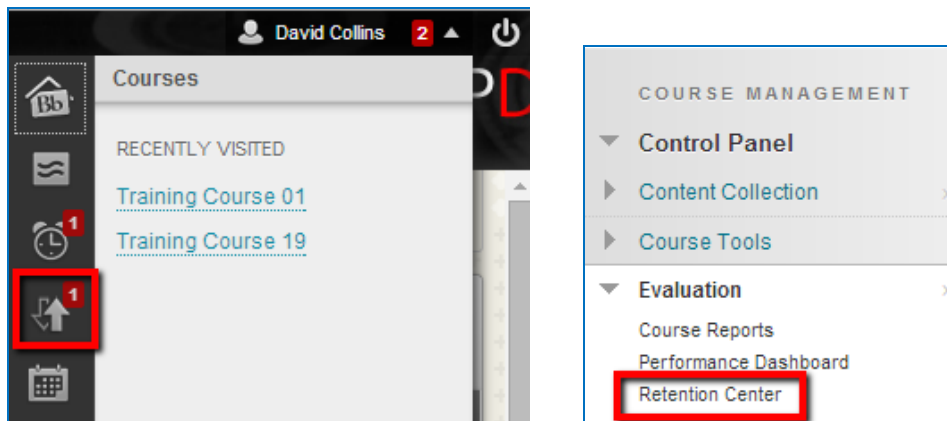


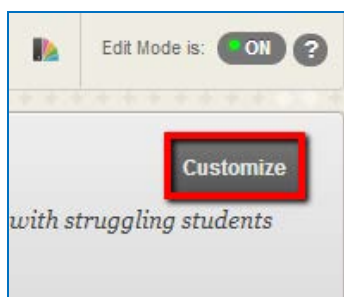
## Creating Rules in Retention Center

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.

### Customize Retention Center

You can use the four default rules to begin receiving alerts about how your students are doing in your course. Edit the rules as necessary to customize them for your course. [More Help](#)

Create Rule ▾

Note the standard criteria for the built-in alert rules.

Actions	Include in Risk Table	Name	Type	Criteria
<input type="checkbox"/>	<input type="checkbox"/>	Default Activity Rule	Course Activity	Activity in the last 1 week(s) is 20% below course average
<input type="checkbox"/>	<input type="checkbox"/>	Default Course Access Rule	Course Access	Last access more than 5 days ago
<input type="checkbox"/>	<input type="checkbox"/>	Default Grade Rule	Grade	External Grade is 25% below class average
<input type="checkbox"/>	<input type="checkbox"/>	Default Missed Deadline Rule	Missed Deadline	1 deadlines have been missed by more than 0 days

Displaying 1 to 4 of 4 items | [Show All](#) [Edit Paging...](#)

- 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.

**Create Rule** ▾

- Course Activity Rule
- Grade Rule
- Course Access Rule
- Missed Deadline Rule

- 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.

#### RULE INFORMATION

\* Rule Name

Rule Type

Included in Risk Table  Yes  No

**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**

To define the score threshold for a particular Grade Center item, first select the item from the drop-down list. Possible points for the items appear in parentheses.

\* Select Grade

Monitor Final Grade  
 Monitor Specific Item

\* Define Criteria

Set Grade Value  
Grade is

Use Average Grades

- **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

Monitor Final Grade  
 Monitor Specific Item

Select Column

- **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**.

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.

<input type="checkbox"/> Included in Risk Table	Name ▲	Type	Criteria
<input type="checkbox"/> Yes	<b>Below 80</b>	Grade	External Grade is below 80 points
<input 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

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.

STUDENT ▲	MISSED DEADLINES	GRADES ALERT	ACTIVITY ALERT	ACCESS ALERT
Test Student	•	•	•	•

**MATCHING RISK FACTORS** ✕

- External Grade is below 80 points 75.00

**Total Grade: 75.00%**

↓ 13.00% lower than class average of 88.00%

★ Monitor    ✉ Notify ▼