

Customizing the 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 content and expectations. When you create or edit rules, you determine which appear in the risk table on the Retention Center page.

- **Include in Risk Table:** The rule appears in the At-Risk Table, which displays an alert for each student meeting the rule's criteria.
- **Exclude From Risk Table:** The rule appears in the right panel in the **Other information you are monitoring** section. Return to the Customize page if you want to include the rule in the risk table.

You can create as many rules as you want. For example, you can create individual grade rules that alert you when students score below a certain point value on each test. Next, you can create a grade rule that alerts you if a student's total grade for your course falls to a certain percentage.

Since some rules have criteria that indicate good performance, such as grade above a certain percentage, not all rules need to be included in the Risk Table. Those not included will appear in the Monitoring Panel under **Other information you are monitoring**.

Here is a table of explanations of the four different types of rules.

Rule Type	Description
Missed Deadline	<p>Alert is based on a defined due date for an assignment, test, or survey. Students who do not complete an assessment by the due date trigger an alert based on the option you choose:</p> <p>Monitor all course deadlines: Determine how many deadlines must be missed and by how many days before an alert is triggered. From the drop-down list, select More Than or Less Than the number of days you chose.</p> <p>Monitor Specific Deadline: Make a selection in the Select Course Item drop-down list. The due date for each item appears in parentheses. Then, select More Than or Less Than from the drop-down list and type the number of days to trigger an alert.</p> <p><i>NOTE: If you enter zero (0) for how many days, you are asking to be alerted if an item was not submitted before or on the deadline. No lateness is acceptable.</i></p>

Rule Type	Description
Grade	<p>Alert is based on a defined score for any grade or calculated column in the Grade Center. Students who score above or below the defined threshold for a specific grade item trigger an alert. Determine when a grade triggers an alert:</p> <p>Set Grade Value: Use the drop-down lists to select Above or Below and Points or Percentage. Type a value in the field to specify the point or percentage threshold.</p> <p>Use Average Grades: Type the percentage in the field and select above or below the average grade from the drop-down list.</p>
Course Activity	<p>Alert is based on students' overall activity within your course. Students who are below a defined level of activity trigger the alert.</p> <p>Blackboard measures the time a student works in a course using the data generated from his or her "clicks." The time measured begins with the first click on an item in the course and ends on switching to a different course or logging out. If a login session is left idle and times out, Blackboard counts only the time until the last click within the course. The time is not counted between the last click within the course and the timeout.</p> <p>No weighting of clicks is assigned to any areas. Adaptive rules are not taken into account.</p>
Course Access	<p>Alert is based on the date users last accessed your course. Students who have not logged in for a defined number of days trigger an alert.</p>