

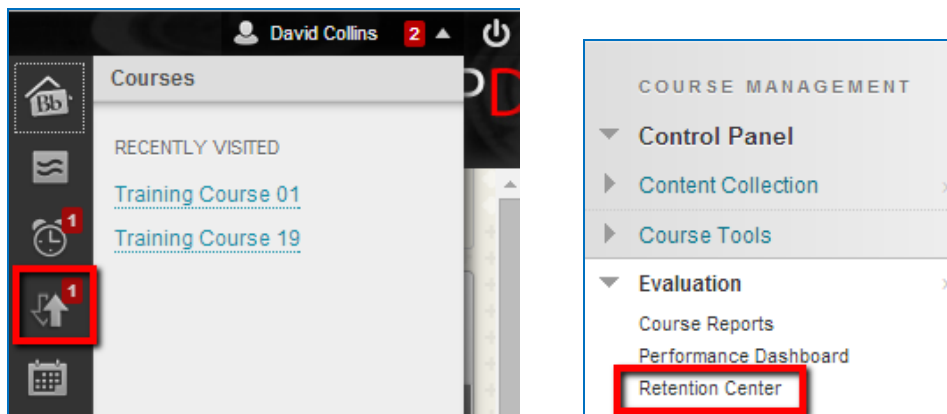
Deleting Rules in Retention Center

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.

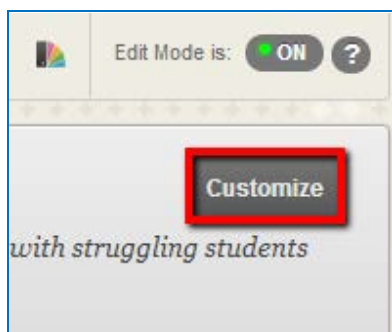
Default rules can be deleted or modified; however, deleting them is not recommended. You may choose instead to exclude a rule from the Risk Table.

To delete a rule:

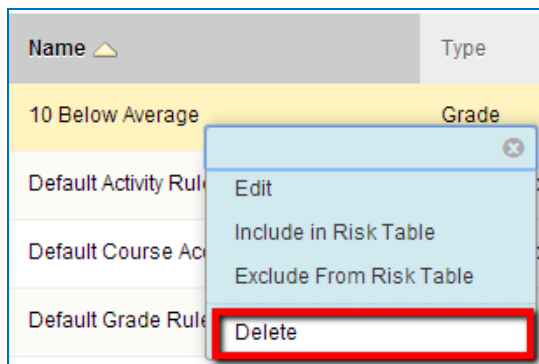
1. Navigate to the Retention Center for the course using Global Navigation or the link in the Evaluation section of the Control Panel.



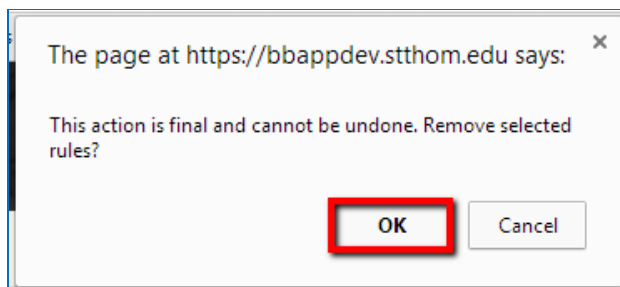
2. Click the **Customize** button on the main Retention Center page.



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.

A screenshot of a table with a red header bar containing the number '4'. The table has columns: 'STUDENT', 'MISSED DEADLINES', 'GRADES ALERT', 'ACTIVITY ALERT', and 'ACCESS ALERT'. The 'GRADES ALERT' column header contains a gray box with the text 'No rules. Use defaults?'. This box is highlighted with a red rectangular box. Below the header, there are two rows of data, each with a 'Test Student' icon and name, and red dots in the 'MISSED DEADLINES' and 'ACCESS ALERT' columns.

At step 3 above, you can select **Edit** to make a rule more lenient, or **Exclude from Risk Table** to mute alerts, rather than deleting a rule entirely.