



## Retention Center Overview

The Retention Center is an instructor-only tool that enables you to give focused attention to students who need it. It replaces the Early Warning System feature of previous versions, providing easy workflows while maintaining all the Early Warning System's data and rules.

From the Retention Center, you can communicate with struggling students and help them take immediate action for improvement. The class makes use of Observers for students, they can also receive notifications of students' performance.

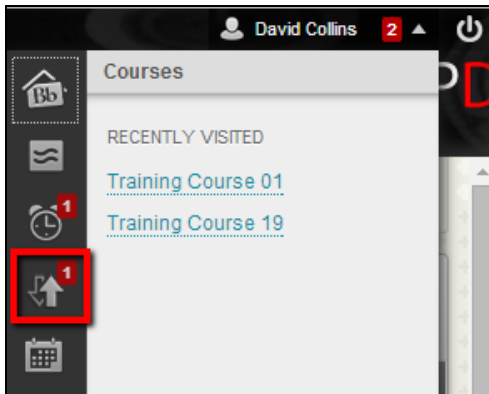
This tool also allows you to monitor improvement in student's performance and activity, as well as find which students have the most activity or highest grades. It also displays Instructors' recent course activity.

The Risk Table displays orange dots to signify alerts when students miss due dates, do not log into the course, do not interact with the course, or have grades below a specified threshold. The alerts are tied to rules, some of which are built into Retention Center. Tailor the default rules to suit your teaching methodologies, or create new rules in any of four categories. For example, you can:

- Change the threshold for due dates to be more lenient.
- Create new rules to track specific items that are good indicators of risk.
- Create rules to let you know which students are in the top five percent of your class and reward their work. You can use this information to discover student mentors, find teaching assistants, or assign group membership.

### Accessing the Retention Center Globally

The Retention Center is on by default for all courses in which you are enrolled as an Instructor. It is immediately visible from the Global Navigation menu. Click the Global Navigation arrow in the top right of the Blackboard window, near the logout button. On the left pane of the menu, click the down-up arrow icon to view the Retention Center. A number may appear next to the icon to indicate how many alerts are currently there.



This icon directs you to the Retention Center screen for all courses in which you are enrolled as an Instructor, as well as organizations in which you are enrolled as a Leader. Select a course from the left pane to view any alerts for that course; click the **See Details** button or one of the **See more details** links for more specific information about the alerts.

**Retention Center**

! Training Course 01

! Training Course 19

TRAINING01  
**Training Course 01**  
 Last refreshed: Apr 29, 2014 11:53 AM  
 Stop tracking this course [See Details](#)

**RISK BREAKDOWN**

4 student(s) missed deadlines 3 student(s) did not co... 4 student(s) did not log in

**MISSED DEADLINES**  
 1 deadline(s) has been missed by more than 0 day(s) 4  
[See more details](#)

**ACTIVITY ALERT**  
 Activity in the last 1 week(s) is 20% below course average 3  
[See more details](#)

**ACCESS ALERT**  
 Last access more than 5 days ago 4  
[See more details](#)

The **See Details** button takes you to the Retention Center page for the selected course.

## Retention Center Customize

The Retention Center provides an easy way for you to discover which students in your course are at risk. You can communicate with struggling students and help them take immediate action for improvement. You can also keep track of patterns over time. [More Help](#)

### Students currently at risk

4

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

### Students you are monitoring

Test Student
★

Last Access: Never

Activity: No Activity in Course

Grade: ↓ 4.26% below average

Missed Deadlines: 3

### Other information you are monitoring

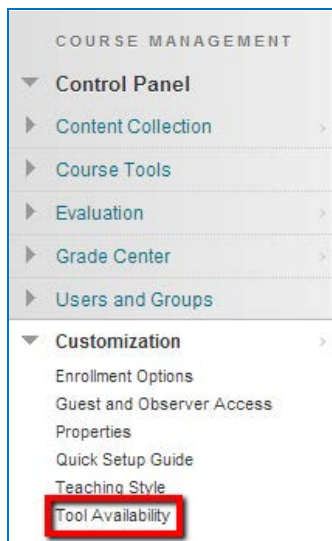
You are not monitoring any information

Track who's doing well in your course.

## Retention Center for Individual Courses

For any individual course, you can turn Retention Center on or off. When it is on, you will find a link in the Evaluation section of the Control Panel for the course.

1. From the Control Panel, expand the Customization section, and select **Tool Availability**.



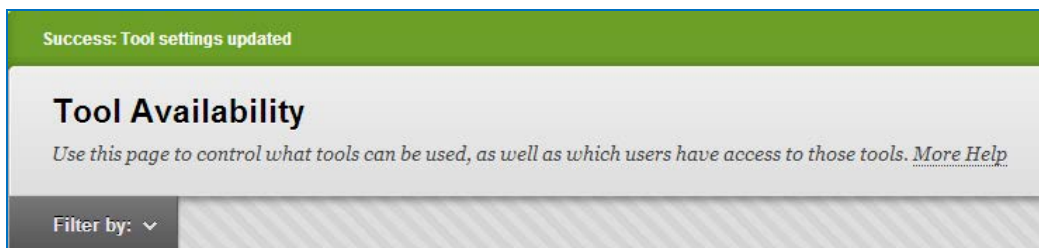
2. On the Tool Availability page, the tools available for use are listed alphabetically. Scroll down to Retention Center, and check or uncheck the checkbox as appropriate.

Portfolios Homepage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Record from Webcam	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Retention Center</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Review Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roster	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rubrics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SCORM Reports	<input type="checkbox"/>	<input type="checkbox"/>

3. Click **Submit** at the top or bottom of the page to save the changes.



You will see a success indicator at the top of the page.



When you enable Retention Center for a course, Blackboard adds a Retention Center link under the Evaluation section of the Control Panel. This link directs you to the Retention Center page for the course itself (shown above).

