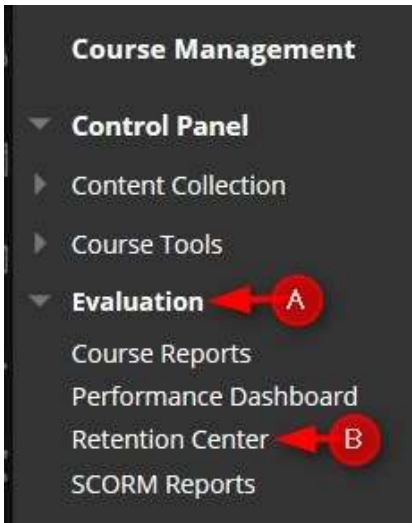


Customize Risk Factors in the Retention Center

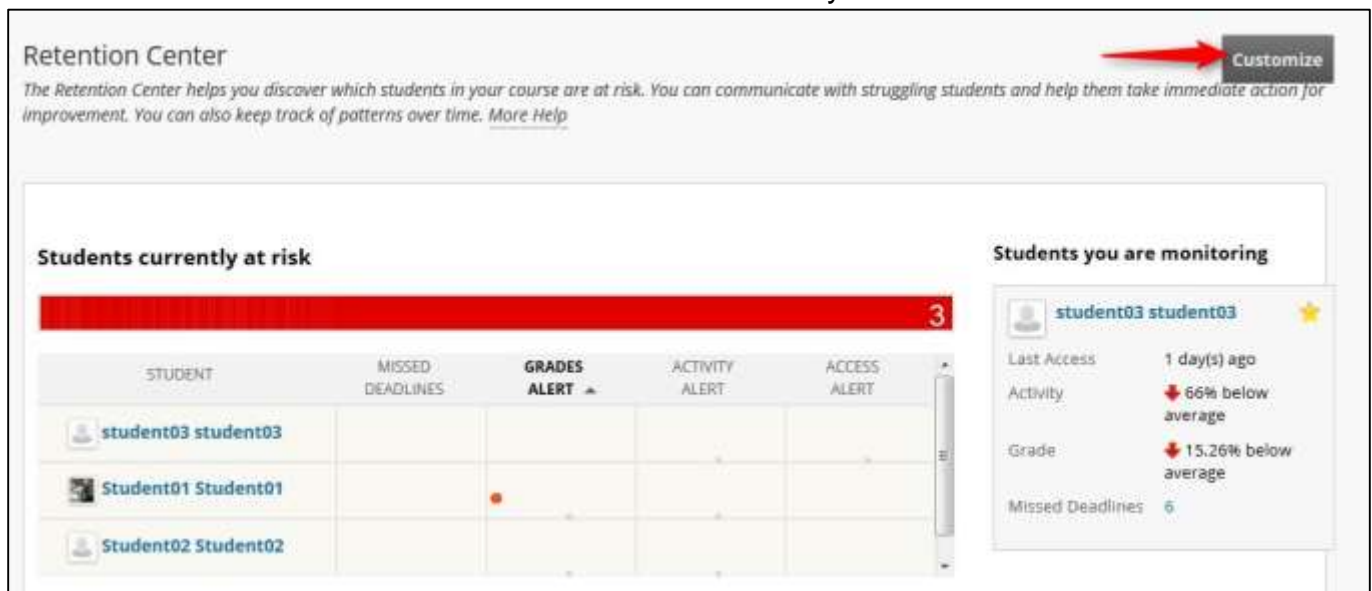
You can use the four default rules to begin receiving alerts about how your students are doing in your course. Edit or add rules as necessary to customize them for your course.

Directions:

1. Enter your course
2. Click **Evaluation** and then **Retention Center**



3. Click the **Customize** button to add or edit risk factors that you want to monitor.



The screenshot shows the "Retention Center" interface. At the top right, there is a "Customize" button with a red arrow pointing to it. Below the title, there is a descriptive paragraph: "The Retention Center helps you 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](#)".

The main content area is divided into two sections:

- Students currently at risk:** A red bar at the top indicates 3 students. Below it is a table with columns: STUDENT, MISSED DEADLINES, GRADES ALERT, ACTIVITY ALERT, and ACCESS ALERT. The table lists three students: student03 student03, Student01 Student01, and Student02 Student02. Student01 has a red dot in the GRADES ALERT column.
- Students you are monitoring:** A card for "student03 student03" with a star icon. It shows: Last Access: 1 day(s) ago; Activity: 66% below average; Grade: 15.26% below average; Missed Deadlines: 6.

4. To **modify** a default rule, click the **down arrow** and then **Edit**.

INCLUDED IN RISK TABLE	NAME	TYPE	CRITERIA
<input type="checkbox"/>	Default Activity Rule	Course Activity	Activity in the last 1 week(s) is 20% below course average
<input type="checkbox"/>	Default Course Access Rule	Course Access	Last access more than 5 day(s) ago
<input checked="" type="checkbox"/>	Default Grade Rule (Modified)	Grade	External Grade is below 69.99%
<input type="checkbox"/>	Default Missed Deadline Rule		1 deadline(s) have been missed by more than 1 days
<input type="checkbox"/>	Syllabus Quiz		Deadline for Test - Syllabus Quiz[10] has been missed by more than 1 days

5. Edit the **Rule Information** if desired.

RULE INFORMATION

* Rule Name: Default Grade Rule (Modified)

Rule Type: Grade

Included in Risk Table: Yes No

6. Edit the **Rule Criteria**. In this example, we edited the **grading percent**.

RULE CRITERIA

To define the score threshold for a particular Grade Center item, first select the item from the drop-down list.

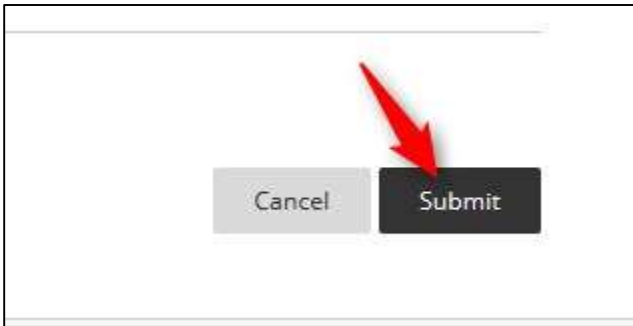
* Select Grade: Monitor Final Grade Monitor Specific Item

* Define Criteria: Set Grade Value Use Average Grades

Grade is: Below Percent

For this example, we edited the grading percent

7. Click **Submit**



Create a New Rule

In the example below, we will create a rule to monitor the successful students.

1. Click **Create Rule** and the **Grade Rule**



2. Type in the **Rule Name** and click **NO** to include in Risk Table. For our example, we will not include it in the risk table. We can still track these students.

* Indicates a required field.

RULE INFORMATION

* Rule Name	Successful Students A
Rule Type	Grade
Included in Risk Table	<input type="radio"/> Yes <input checked="" type="radio"/> No B

3. Select the Grade, **Monitor Final Grade**, Define Criteria, **Set Grade Value**. Type **70.00** and then select **Percent**.

RULE CRITERIA

To define the score threshold for a particular Grade Center item, first select the item from the drop-down list.

* Select Grade **A** → Monitor Final Grade
 Monitor Specific Item

* Define Criteria **B** → Set Grade Value
 Use Average Grades

Grade is Above **70.00** **C** Percent **D**
Points
Percent

4. Click **Submit**

Cancel Submit

5. To get back to the **Retention Center**, use the menu at the top

Evaluation > Retention Center > Customize Retention Center Edit Mode is: ON

Success: Grade Rule Successful Students Created

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](#)



<input type="checkbox"/> Yes	Default Missed Deadline Rule (Modified)	Missed Deadline	1 deadline(s) have been missed by more than 1 days
<input checked="" type="checkbox"/> No	Successful Students	Grade	External Grade is above 70.00%
<input type="checkbox"/> No	Syllabus Quiz	Missed Deadline	Deadline for Test - Syllabus Quiz[10] has been missed by more than 1 days

Actions Delete

Displaying 1 to 6 of 6 Items Show All Edit Paging

6. Below is the rule we created to track successful students – students that have an overall grade of 70% or better.

Students you are monitoring

 **student03 student03** 

Last Access	1 day(s) ago
Activity	↓ 66% below average
Grade	↓ 15.26% below average
Missed Deadlines	6

Other information you are monitoring

MISSED DEADLINES

Deadline for Test - Syllabus Quiz[10] has been missed by more than 1 day(s)	0 students meeting rule
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GRADES ALERT

External Grade is above 70.00%	2 students meeting rule<
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