

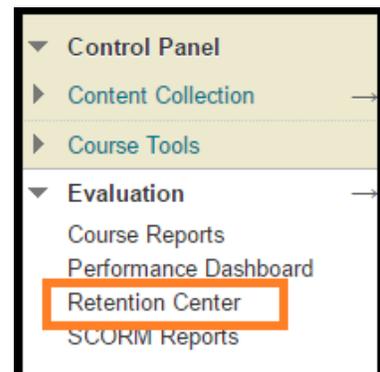


Customize the Retention Center

Retention Center is a tool that provides an easy way to view which students in your course are at risk. You can customize the Retention Center by creating your own rules. You can use the four default rules to begin receiving alerts about how your students are doing in your course. You can edit the rules as necessary to customize them for your course.

To access the Customize Retention Center Page:

1. Click on the drop down arrow on the evaluation tab under the Control Panel
2. Click on the Retention Center tab.
3. On the Retention Center Page you will click on the Customize button located in the far right side of the page.



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](#)

To create your own rules:

1. Click on the drop down arrow next to the create rule button.
2. Click on which category of rule you'd like to create
3. Fill out the Rule Information and Rule Criteria as needed for your course
4. Click submit.



You can choose whether you'd like to include the rule in your At-Risk table. You can do this by

1. Checking the box next to the rule you want to include or exclude.
2. Click on the action button and choose the one you wish to perform.

