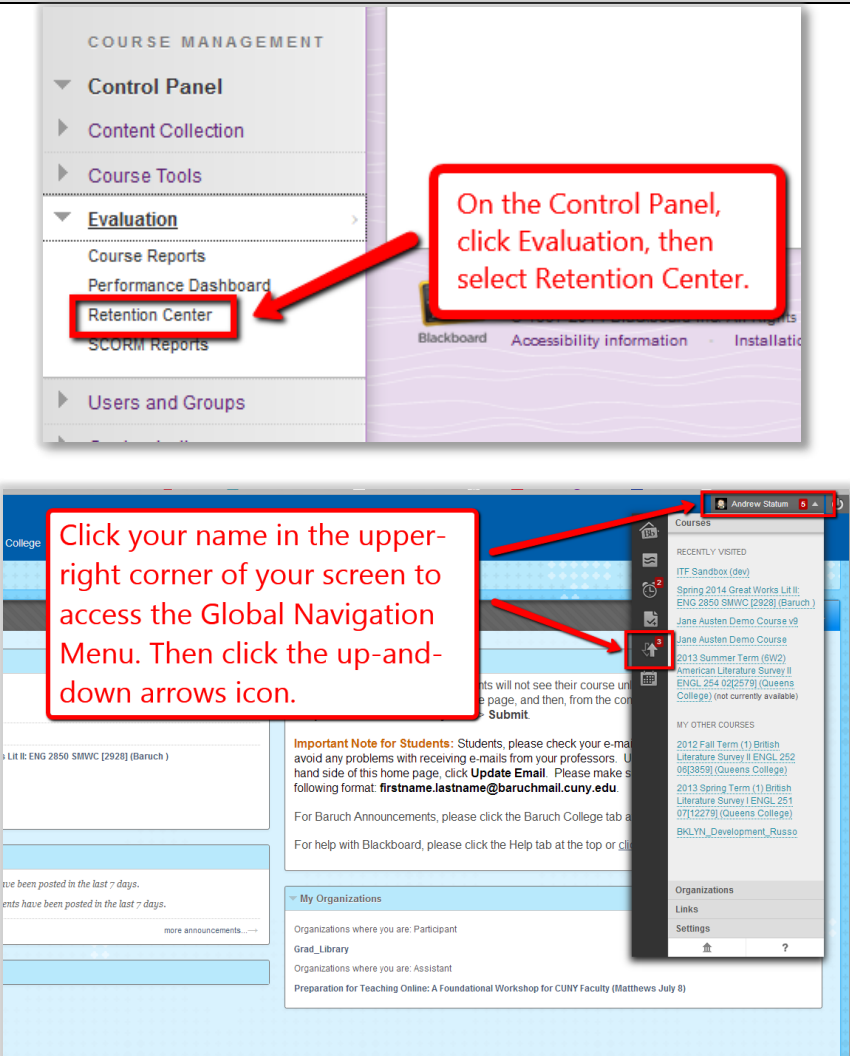
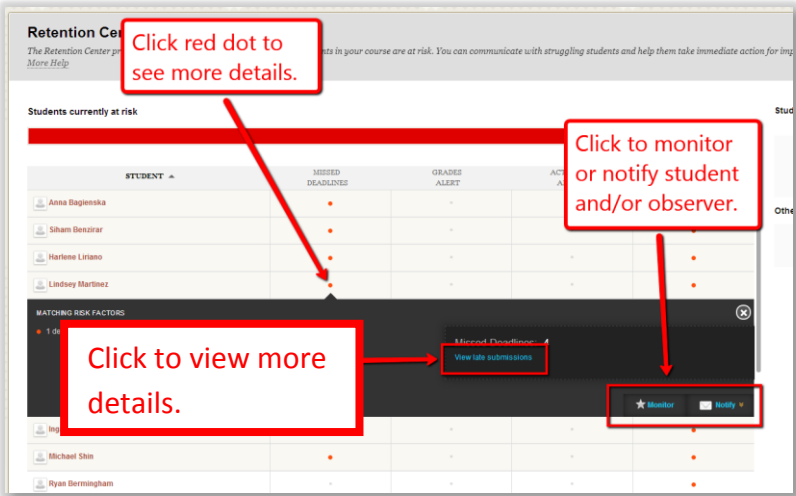
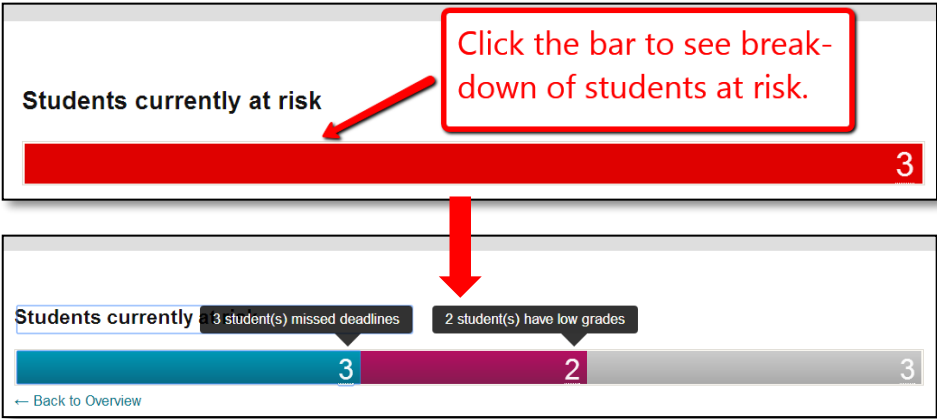


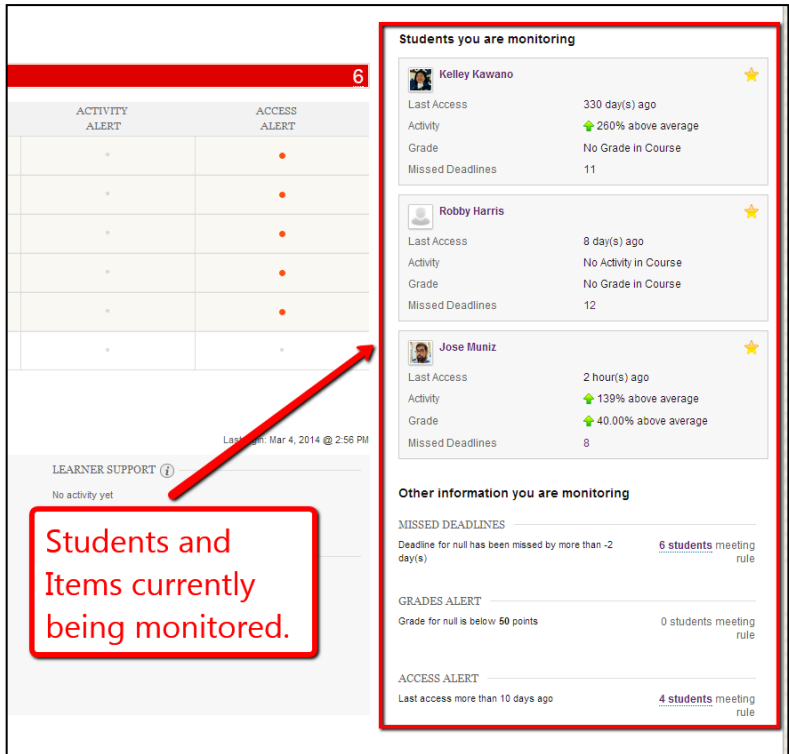
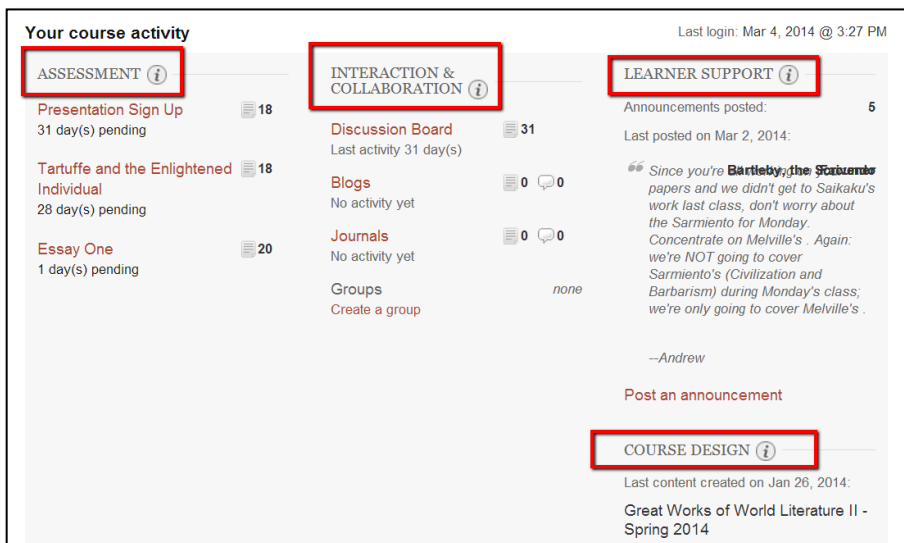
Retention Center

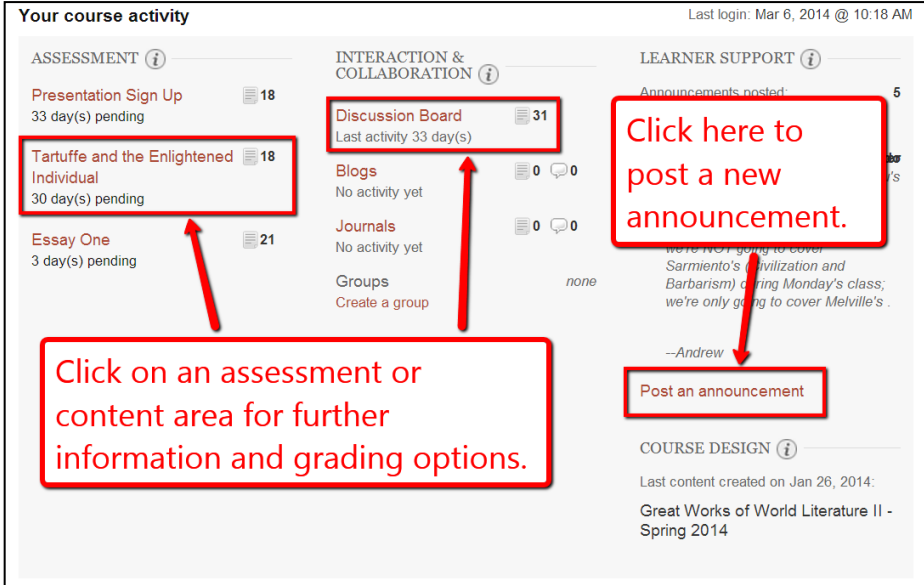
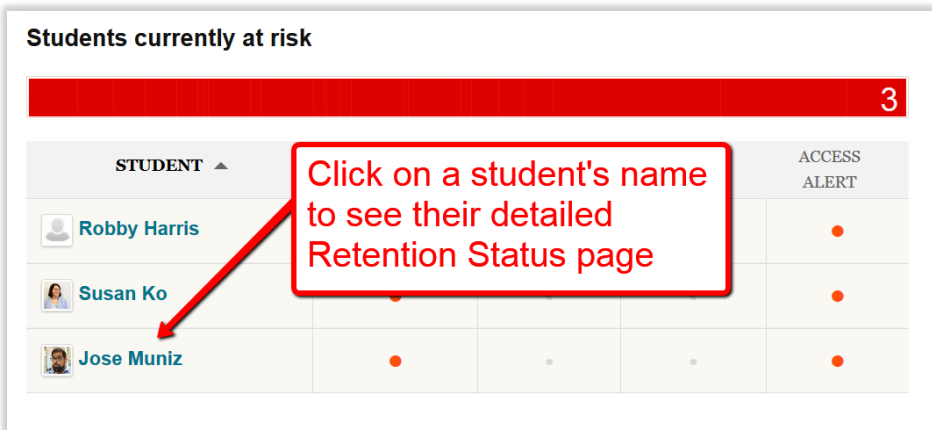
Blackboard's **Retention Center** offers a visual representation of student risk factors and is a great tool to help you monitor students who are in danger of falling behind in your course. It comes ready to use with four preset notification rules: missed deadlines, grades, course activity, and course access. If a student triggers one of these rules, by, for example, not accessing the course site for more than five days, you will receive a notification in the Retention Center alerting you that the student may be falling behind. You can easily create and customize rules based on any number of factors, all of which help you to identify and address problematic student performance or to reward outstanding student achievement. The Retention Center allows you to get a quick sense of how all the students in your class are doing, or to monitor any particular student you choose, letting you detect patterns over time and address areas of concern before they become serious problems.

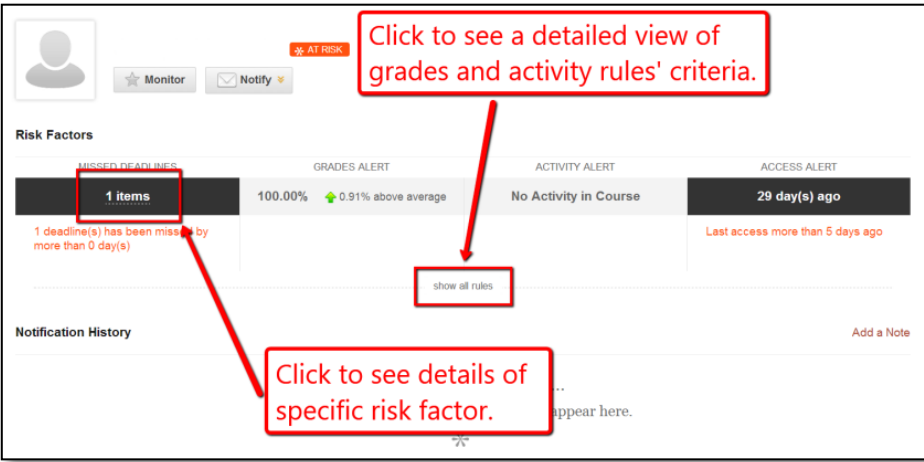
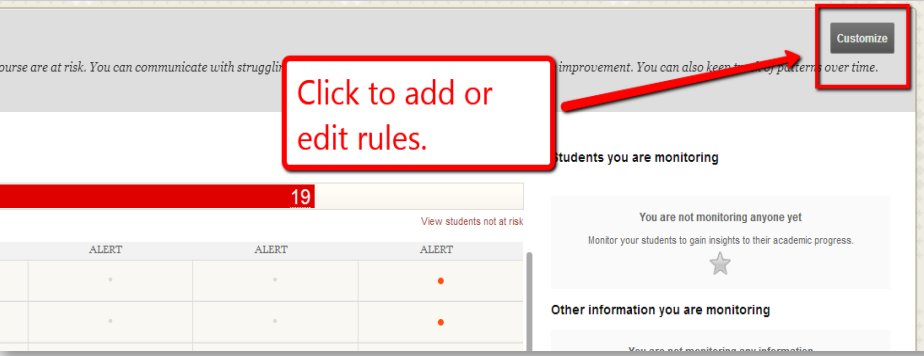
Step Number and Description	Screenshot
<p><u>Step 1</u></p> <p>You can access the Retention Center in one of two ways:</p> <p>1) Go to your course site and scroll down to the "Control Panel" below your course menu. Click on "Evaluation" and then select "Retention Center" in the menu that appears. This method takes you directly to the full Retention Center for this particular course.</p> <p>Or:</p> <p>2) Open the Global Navigation Menu by clicking on your name in the upper-right corner of any Blackboard page. Then, click on the arrows icon in the toolbox that runs along the left side of the dropdown menu to access the Retention Center.</p>	 <p>On the Control Panel, click Evaluation, then select Retention Center.</p> <p>Click your name in the upper-right corner of your screen to access the Global Navigation Menu. Then click the up-and-down arrows icon.</p>

Step Number and Description	Screenshot
<p><u>Step 2</u></p> <p>When you access the Retention Center from the Global Navigation menu, you will be taken to a snapshot of all your Retention Center warnings organized by course. Click a course title in the left pane to see an overview of that course's Retention Center. Click "See Details" in the right pane to access the selected course's full Retention Center.</p>	
<p><u>Step 3</u></p> <p><i>Steps 3 (a-e) illustrate and explain the different areas of information in the Retention Center.</i></p> <p>In the main Retention Center view for a course, you'll see the Risk Table, organized vertically by student and horizontally by rule. Click any rule heading to re-sort the data according to that rule. Clicking on a student's name takes you to that student's "Retention Status" page (see Step 4).</p> <p>The Retention Center comes preset with four default rules for each one of your courses, meaning that it does not require set-up in order for you to begin using it. To customize or delete Retention Center rules, see <u>Step 5</u>.</p>	

Step Number and Description	Screenshot
<p><u>Step 3(a)</u></p> <p>Back in the main Retention Center View, you can access a quick overview of a student's status by clicking on a red dot indicator in one of the student's cells. Here, you'll find details about that specific cell's risk factors, as well as options to monitor or notify the student, or to view more details about the student's performance.</p>	 <p>Click red dot to see more details.</p> <p>Click to monitor or notify student and/or observer.</p> <p>Click to view more details.</p>
<p><u>Step 3(b)</u></p> <p>At the top of the Risk Table is a bar showing the total number of students who have been identified as “at risk”, according to the criteria in the Retention Center rules.</p> <p>Click on the red “at risk” bar to see the number of students at risk in each category (in this case, three students missed deadlines and two earned low grades).</p>	 <p>Click the bar to see break-down of students at risk.</p> <p>Students currently at risk: 3 student(s) missed deadlines, 2 student(s) have low grades.</p> <p>← Back to Overview</p>

Step Number and Description	Screenshot																					
<p><u>Step 3(c)</u></p> <p>To the right of the Risk Table is a column containing information about specific students and items you are currently monitoring (for more information on student monitoring, see step 4).</p>	 <p>Students you are monitoring</p> <table><tr><td>Kelley Kawano</td><td>330 day(s) ago</td><td>260% above average</td><td>No Grade in Course</td><td>11</td></tr><tr><td>Robby Harris</td><td>8 day(s) ago</td><td>No Activity in Course</td><td>No Grade in Course</td><td>12</td></tr><tr><td>Jose Muniz</td><td>2 hour(s) ago</td><td>139% above average</td><td>40.00% above average</td><td>8</td></tr></table> <p>Other information you are monitoring</p> <p>MISSED DEADLINES Deadline for null has been missed by more than -2 day(s) 6 students meeting rule</p> <p>GRADES ALERT Grade for null is below 50 points 0 students meeting rule</p> <p>ACCESS ALERT Last access more than 10 days ago 4 students meeting rule</p>	Kelley Kawano	330 day(s) ago	260% above average	No Grade in Course	11	Robby Harris	8 day(s) ago	No Activity in Course	No Grade in Course	12	Jose Muniz	2 hour(s) ago	139% above average	40.00% above average	8						
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Jose Muniz	2 hour(s) ago	139% above average	40.00% above average	8																		
<p><u>Step 3(d)</u></p> <p>Beneath the Risk Table is a table displaying your last login, recent course activity and areas in need of your attention. Here, you'll see information about assessments in need of grading, unread posts, recent announcements you've posted, and your last content update.</p>	 <p>Your course activity</p> <p>ASSESSMENT</p> <table><tr><td>Presentation Sign Up</td><td>18</td><td>31 day(s) pending</td></tr><tr><td>Tartuffe and the Enlightened Individual</td><td>18</td><td>28 day(s) pending</td></tr><tr><td>Essay One</td><td>20</td><td>1 day(s) pending</td></tr></table> <p>INTERACTION & COLLABORATION</p> <table><tr><td>Discussion Board</td><td>31</td><td>Last activity 31 day(s)</td></tr><tr><td>Blogs</td><td>0</td><td>No activity yet</td></tr><tr><td>Journals</td><td>0</td><td>No activity yet</td></tr><tr><td>Groups</td><td>0</td><td>Create a group</td></tr></table> <p>LEARNER SUPPORT</p> <p>Announcements posted: 5</p> <p>Last posted on Mar 2, 2014:</p> <p>“Since you’re Bartleby, the Scrivener papers and we didn’t get to Saikaku’s work last class, don’t worry about the Sarmiento for Monday. Concentrate on Melville’s. Again: we’re NOT going to cover Sarmiento’s (Civilization and Barbarism) during Monday’s class; we’re only going to cover Melville’s.”</p> <p>—Andrew</p> <p>COURSE DESIGN</p> <p>Last content created on Jan 26, 2014:</p> <p>Great Works of World Literature II - Spring 2014</p>	Presentation Sign Up	18	31 day(s) pending	Tartuffe and the Enlightened Individual	18	28 day(s) pending	Essay One	20	1 day(s) pending	Discussion Board	31	Last activity 31 day(s)	Blogs	0	No activity yet	Journals	0	No activity yet	Groups	0	Create a group
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Step Number and Description	Screenshot
<p><u>Step 3(e)</u></p> <p>Click on any “Assessment” or “Interaction & Collaboration” title to access further information about the content or to grade submissions.</p> <p>You can also post a new announcement without having to navigate away from the course activity table.</p>	
<p><u>Step 4</u></p> <p>Clicking on a student's name in the Risk Table takes you to that student's “Retention Status” page where you'll see details about the student's performance, as well as options to notify the student about their status.</p>	

Step Number and Description	Screenshot
<p><u>Step 4(a)</u></p> <p>Click on boxes under risk factors to see details of the student's performance in each category.</p> <p>Click on "show all rules" to see the criteria for each risk category.</p> <p>Click "Add a Note" to add a private note to yourself about the student.</p> <p>You may also choose to notify a course observer and to monitor the student for future risk factors.</p>	 <p>Click to see a detailed view of grades and activity rules' criteria.</p> <p>Click to see details of specific risk factor.</p> <p>Click to add private note (only you can see it).</p> <p>Click here to add student to your monitor list.</p> <p>Select one of the notification options to notify student and/or observers.</p>
<p><u>Step 5</u></p> <p>To add or edit a rule or rules, navigate to the main Retention Center view for the course and click "Customize" in the upper-right hand corner of the page.</p> <p>Note: The Retention Center can only monitor missed deadlines for Blackboard items (tests, discussion boards, assessments, etc.) that use due dates.</p>	 <p>Click to add or edit rules.</p> <p>Click to add or edit rules.</p>

Step Number and Description	Screenshot
<p><u>Step 6</u></p> <p>To create a new rule, hover over the “Create Rule” button in the upper-left corner of the pane and select from one of four rule classes: Course Activity, Grade, Course Access, or Missed Deadline (see Appendix A below for more details on each rule).</p> <p>To modify an existing rule, click on the downward-facing arrow that appears when you hover over its name in the rules list and select “Edit” from the menu.</p>	
<p><u>Step 7</u></p> <p>Provide a name for the rule and select “Yes” to include the rule in the Risk Table. Define the rule’s criteria. You can create rules that will alert you when students drop below or above the class average by a certain amount. You can also create rules to track only the lowest performing 10% of your students, or to keep track of late submission for only one or two assignments.</p>	

Step Number and Description	Screenshot																																																																													
<p><u>Step 8</u></p> <p>If there is a Retention Center criterion you do not wish to monitor in the risk table, go back to the “Customize Retention Center” page from step 6. Click the boxes next to the rules you’d like to exclude from the risk table, then, hover over the “Actions” button and click “Exclude from Risk Table.”</p>	<div><div><h3>Customize Retention Center</h3><p>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</p><div>Create Rule ▾</div><table><tr><td></td><td>Actions ▾</td><td>Delete</td><td></td><td>Type</td><td>Criteria</td></tr><tr><td><input type="checkbox"/></td><td>Include in Risk Table Exclude From Risk Table</td><td></td><td></td><td></td><td></td></tr><tr><td><input checked="" type="checkbox"/></td><td>No</td><td></td><td>Below 50 on Assignment 1</td><td>Grade</td><td>Invalid Rule. Referenced Grade Column does not exist.</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Yes</td><td></td><td>Below Average</td><td>Grade</td><td>External Grade is 35% below class average</td></tr><tr><td><input type="checkbox"/></td><td>Yes</td><td></td><td>Default Activity Rule</td><td>Course Activity</td><td>Activity in the last 1 week(s) is 20% below course average</td></tr><tr><td><input type="checkbox"/></td><td>Yes</td><td></td><td>Default Course Access Rule</td><td>Course Access</td><td>Last access more than 5 days ago</td></tr><tr><td><input type="checkbox"/></td><td>Yes</td><td></td><td>Default Grade Rule</td><td>Grade</td><td>External Grade is 25% below class average</td></tr></table></div></div> <div><div><h3>Retention Center</h3><p>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</p><div><div><div>Students currently at risk</div><div>6</div><table><thead><tr><th>STUDENT</th><th>MISSSED DEADLINES</th><th>GRADES ALERT</th><th>ACTIVITY ALERT</th><th>ACCESS ALERT</th></tr></thead><tbody><tr><td>Shawna Brandle</td><td>•</td><td>•</td><td>•</td><td>•</td></tr><tr><td>David Halle</td><td>•</td><td>•</td><td>•</td><td>•</td></tr><tr><td>Robby Harris</td><td>•</td><td>•</td><td>•</td><td>•</td></tr><tr><td>Kelley Kawano</td><td>•</td><td>•</td><td>•</td><td>•</td></tr><tr><td>Susan Ko</td><td>•</td><td>•</td><td>•</td><td>•</td></tr><tr><td>Antonia Levy</td><td>•</td><td>•</td><td>•</td><td>•</td></tr></tbody></table></div><div><div>Students you are monitoring</div><div><div><div>Kelley Kawano</div><div>Last Access 345 day(s) ago</div><div>Activity 72% below average</div><div>Grade No Grade in Course</div><div>Missed Deadlines 13</div></div></div></div><div><div>Other information you are monitoring</div><div><div><div>MISSSED DEADLINES</div><div>Deadline for null has been missed by more than -2 day(s)</div><div>6 students meeting rule</div></div><div><div>GRADES ALERT</div><div>External Grade is 35% below class average</div><div>Grade for null is below 50</div></div></div></div><div><div>Your course activity</div><div>ASSESSMENT ⓘ INTERACTION & COLLABORATION ⓘ LEARNER SUPPORT ⓘ</div><div>Safe Assignment ⓘ 1 Announcements posted 1</div></div><div>Last login: Mar 19, 2014 @ 3:47 PM</div></div></div></div>		Actions ▾	Delete		Type	Criteria	<input type="checkbox"/>	Include in Risk Table Exclude From Risk Table					<input checked="" type="checkbox"/>	No		Below 50 on Assignment 1	Grade	Invalid Rule. Referenced Grade Column does not exist.	<input checked="" type="checkbox"/>	Yes		Below Average	Grade	External Grade is 35% below class average	<input type="checkbox"/>	Yes		Default Activity Rule	Course Activity	Activity in the last 1 week(s) is 20% below course average	<input type="checkbox"/>	Yes		Default Course Access Rule	Course Access	Last access more than 5 days ago	<input type="checkbox"/>	Yes		Default Grade Rule	Grade	External Grade is 25% below class average	STUDENT	MISSSED DEADLINES	GRADES ALERT	ACTIVITY ALERT	ACCESS ALERT	Shawna Brandle	•	•	•	•	David Halle	•	•	•	•	Robby Harris	•	•	•	•	Kelley Kawano	•	•	•	•	Susan Ko	•	•	•	•	Antonia Levy	•	•	•	•
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Those rules will now appear in the lower right-hand corner of the Retention Center screen.

Appendix A: Rule Types

Rule Type	Description
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. Blackboard measures the time a student works in a course using the data generated from their "clicks." A student is assumed to be working with a course from the time they click on something in the course until the time they click on something outside the course or log out. If a login session is timed out, Blackboard only counts 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.</p> <p>Adaptive rules are not taken into account.</p>
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.</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 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>
Missed Deadline	<p>Alert is based on a defined due date for an assignment, test, or survey. Students who do not complete an assignment, test, or survey 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. If you enter zero (0) alerts will be generated as soon as the deadline passes.</p> <p><i>Important: You can create missed deadline rules for Grade Center columns you create manually, but if you do not grade properly submitted items by the due date, a "false" alert is triggered. For manually created columns, students can submit items by the due date, but you must also grade them by the due date.</i></p>