



How to...

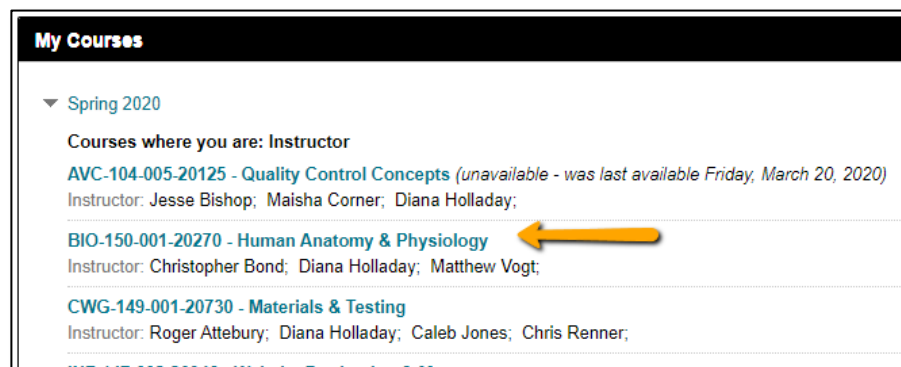
Use the Blackboard Retention Center

- **Steps 1-9** in this document demonstrate how to **set up** Retention Center Rules
- **Steps 10-19** in this document demonstrate **how to send** Retention Center Reports (RCR).
- **Start on Step #10** if you have previously set up Retention Center Rules

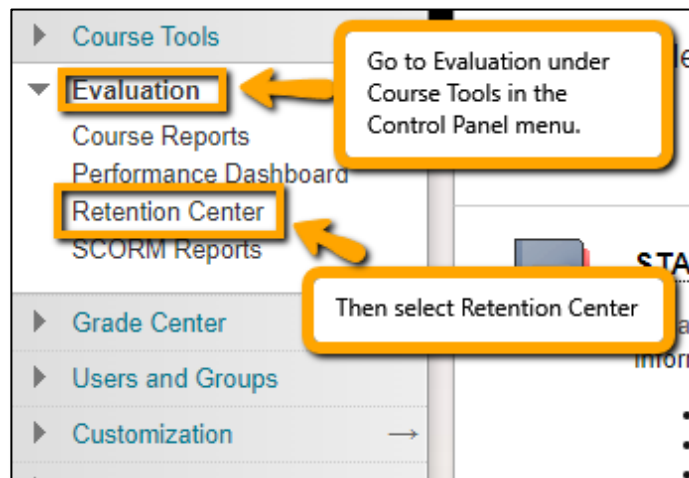
Accessing the Retention Center

The following steps will demonstrate how to set up the Retention Center.

1. Click on the title of the course in Blackboard that you wish to set up retention center alerts.



2. Once inside the course, select **Evaluation > Retention Center** under the Control Panel that is on the left-hand side of the course.



3. To begin setting up Retention Center alerts, click on the dark gray **Customize** button in the upper right-hand corner of the Retention Center.

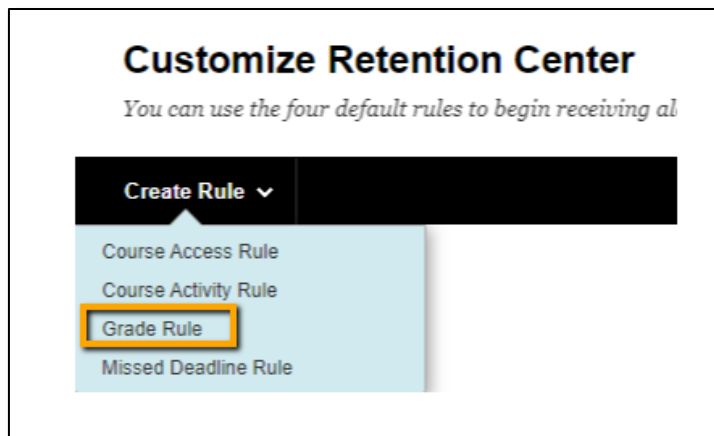


4. Then click on the **Create Rule** chevron to see the rules options.



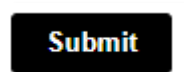
Creating Retention Rules: Grade Rule

1. Click on the **Grade Rule** in the **Create Rule** options.



2. Change the Rule Name to say **Overall Grade Less than 70%** and then select **Set Grade Value** and change the following:
 - In the dropdown change from Above to Below.
 - In the empty box, type 70.
 - In the dropdown change from Points to Percentage.

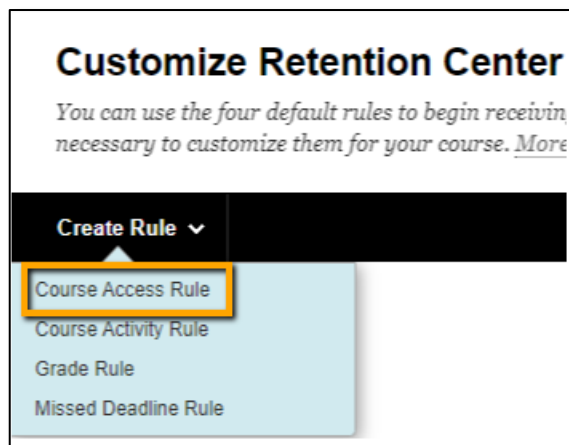
3. Then click on **Submit**.



Creating Retention Rules: Course Access Rule

Note: This rule is designed for instructors teaching hybrid and online courses to give alerts when students have not logged in to the course for more than 7 days.

1. Click on the **Course Access Rule** the **Create Rule** options:



2. Type in the Rule Name to say **7 Days Since Last Course Access** and in the box next to *Days Since Last Course Access, change it to 7. Then click on **Submit**.

RULE INFORMATION

* Rule Name

Rule Type Course Access

Included in Risk Table Yes No

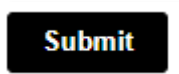
RULE CRITERIA

Specify the number of days since the last recorded access to the course.

* Days Since Last Course Access

*Click **Submit** to proceed.*

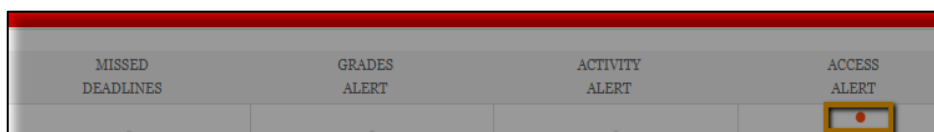
3. Then click on **Submit**.



4. After clicking submit. Go back to the **Control Panel** and select **Evaluation > Retention Center**.



5. A red dot will show for any students at risk for the grade alert or activity alert.



Sending Notifications

1. To send a notification, click on the **red dot** for the student you wish to send. You can click on **Monitor** to monitor the student activity on the Retention Center Dashboard (RCR) in the upper right-hand corner.



- All courses should send out notifications students with grade alerts during the RCR dates provided by Student Services in myWSUtech.
- Hybrid and Online courses should send notifications for students with access alerts during the Retention Center Rule dates



- Click on **Notify** and then **Students**



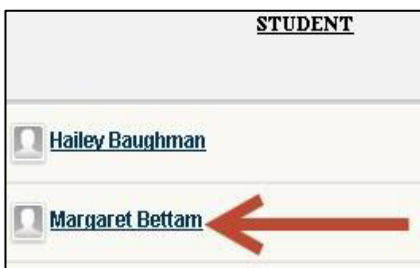
3. Email Format

- In the email information do the following:
 - In **Additional Recipients (bcc)** type the **email address of the student's academic advisor**.
 - You may also add other email addresses for those you would like to receive the notification (such as Lead instructor, Dean, etc.).
 - When you add multiple additional email recipients separate the addresses with only a comma, no space** (cnelson7@wsutech.edu,ceubank@wsutech.edu). You will also receive a copy sent to your WSU Tech email account.
 - In the Message, add the students full name to the top
 - You may change the message to be more personal if you like
 - Click on **Submit**
 - You will receive a message at the top of the page that you successfully notified the student and academic advisor.



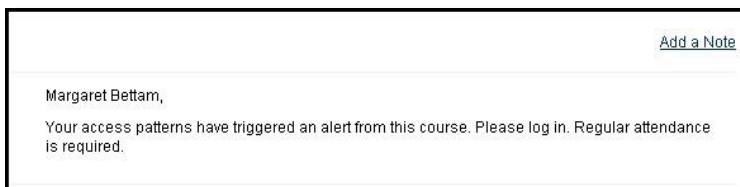
The following users were successfully notified: Margaret Bettam, asavage@watec.edu

- Click on the **student's name** in the list of students currently at risk to view notifications you have sent to the student and to add additional notes that only the instructor can see.



5. In the **Notification History**, you can see:

- Dates
- Times
- Message you sent to the student



6. To add a private note that only you as the instructor can see, click on **Add a Note** in the Notification History area



7. Type the note and click on **Save**. It will then appear in the Notification History.



8. Click on **Retention Center** in the breadcrumbs.



9. If you scroll down below the list of students currently at risk, you can see Your course activity which will help you know the following that you may need to take action on to be more active in the course:

- Assignments that need grading.
- Your level of interaction and collaboration with students via discussion forums, wikis, blogs, etc.
- Recent announcements you have posted.
- Last time you have added or created content in the course.
- e. Your last login to the course.

