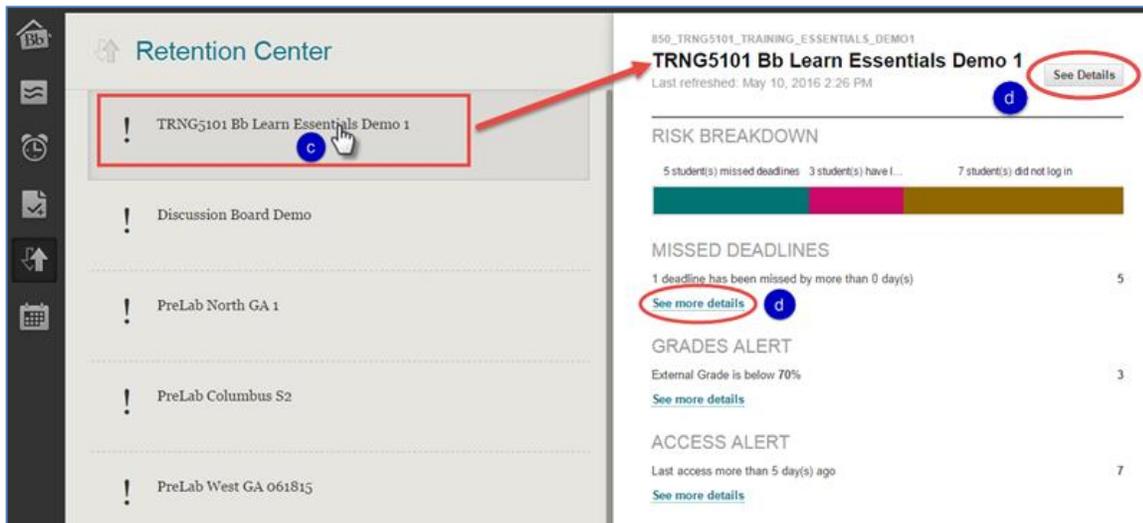
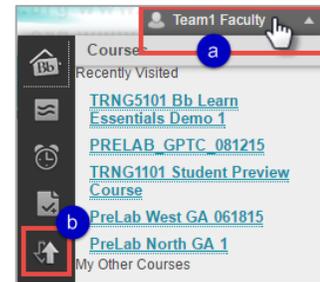


The BbLearn Retention Center Tracking Student Interaction

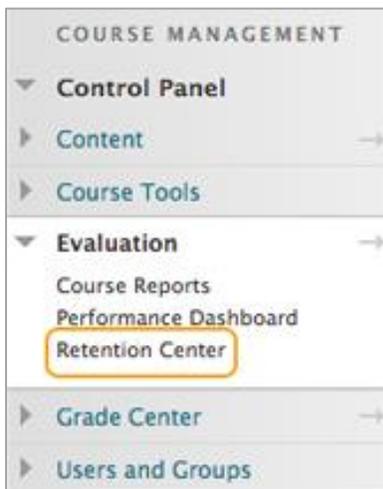
Accessing the Retention Center

There are two ways to access the Retention Center:

1. Method 1: via the Global Navigation menu. You can see an overview of the Retention Centers in all your courses from here.
 - a. Look at the screenshot to the right. Click on your name in the top right corner of the BbLearn screen to open the Global Navigation menu.
 - b. Click on the Retention Center icon with the two opposing arrows.
 - c. Look at the screenshot below. Click on the name of a course on the left side of the screen to see that course's Retention Center data on the right.
 - d. Click on any of the "See Details" links to be taken to the full Retention Center in the course.



2. Method 2: via the course Control Panel. Click on Evaluation, then Retention Center.



The Retention Center Page

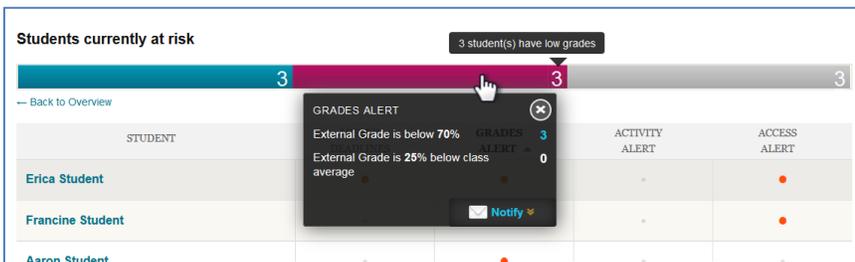
This page provides a summary of student performance as measured by the course’s alert rules.

Summary Bar

The first tool on this page is a red bar that provides a summary of the information in the Risk Table below it. Click on “View students not at risk” on the right for a list of students who have not triggered any of the rules. You can send an encouraging email to some or all of them directly from the pop-up window that will appear. (NOTE: students will *not* see any other student’s name in the “To:” field of any email sent from within BbLearn.)



Click on the red bar to separate it into sections for each type of rule. Click on one of the colored sections to access more information. You can drill in even further by clicking the links in the black pop-up boxes.



Risk Table

There are four columns in the table for the four types of rules: **missed deadlines** (based on due dates), **grades** (high or low), **activity** (compared to other students in the course) and **access** (note: this *tracks* course access but *displays* the last date of BbLearn access instead. Go to the Performance Dashboard to see course access date).

| 1 STUDENT | MISSED DEADLINES | GRADES ALERT | ACTIVITY ALERT | ACCESS ALERT |
|------------------|------------------|--------------|----------------|--------------|
| Erica Student | ● | ● | ● | ● |
| Francine Student | ● | ● | ● | ● |
| Aaron Student | ● | ● | ● | ● |
| Carmen Student | ● | ● | ● | ● |
| Darrell Student | ● | ● | ● | ● |

| MATCHING RISK FACTORS | |
|---|----------|
| ● External Grade is below 70% | 64.00% |
| Total Grade: 64.00% | |
| ↓ 14.89% lower than class average of 78.89% | |
| ★ Monitor | ✉ Notify |

1. List of students who have triggered one or more of the retention center rules.
2. Click on an orange dot to see why the student triggered the alert.
3. Click on “Monitor” to temporarily add a summary of the student’s alerts to the right side of the screen in the “Students you are monitoring” section on the main page (explained in more detail on the following page).
4. Click on “Notify” to send the student an email directly from the retention center. Edit the default subject line and message text to match the student’s situation.

Right-hand panel

1 Students you are monitoring

Erica Student **2** ★

| | |
|------------------|------------------------|
| Last Access | 4 day(s) ago |
| Activity | ↑ 172% above average |
| Grade | ↓ 14.89% below average |
| Missed Deadlines | 1 |

3 Other information you are monitoring

GRADES ALERT

External Grade is above 79.4%

4 [3 students meeting rule<](#)

1. The “Students you are monitoring” section on the main Retention Center screen is a quick way to keep an eye on those students who appear to be at greatest risk by showing you a brief summary of all their risk factors without having to click on the individual orange dots in each column. The full details about the student are on his or her Retention Status page (explained in more detail on the following page).
2. Click the star to remove the student’s information from the right hand panel once he or she no longer needs that level of monitoring.
3. The “Other information you are monitoring” section in the lower part of the right hand panel lists the rules that the instructor has chosen not to display in the Risk Table. Usually these are positive rules that the instructor doesn’t want to mix in with the negative alerts.
4. Click on the link to see the names of the students that have triggered the rule. You can send an encouraging email to some or all of them directly from the pop-up window that appears. Remember, students will never see any other student’s name in the “To:” field, so the message will appear to have been sent to them alone.

Your Course Activity

This section provides a one-stop collection of the instructor’s activity, engagement, and participation in the course. The information is directly tied to the instructor’s username and therefore only he or she can see it. Co-instructors cannot see each other’s data.

The information in this area can help instructors become more aware of how their behaviors are or are not contributing to student success. Contact your college’s BbLearn administrator for more information about how to interpret and use this data.

The Retention Status Page

Click on an individual student's name in the Risk Table to access his or her Retention Status page.

Aaron Student *AT RISK 1

Monitor 2 Notify

Risk Factors 3

| MISSED DEADLINES | GRADES ALERT | ACTIVITY ALERT | ACCESS ALERT |
|------------------|---|------------------|------------------|
| None | 69.55% ↓ 9.24% below average | 2% above average | 11 minute(s) ago |

External Grade is below 70% 4

show all rules 5

Notification History 6

Created: May 10, 2016 @ 2:27 PM
Created By: Annelise Berger

7 NOTE

Aaron's grades have improve 8% but he is still failing. Emailed him offering assistance 5/8/16. Cc'd Student Navigator.

Sent: Mar 2, 2015 @ 11:49 AM
Sent By: Annelise Berger

8 Intro to UBW: Let's meet to Aaron Student

Hello,

I'd like to meet with you about your progress in this course of that you can graduate from the program on time. Are you available tomorrow at 2 PM?

Ima N. Instructor
read more...

Sent: Feb 10, 2015 @ 1:32 PM
Sent By: Team1 Faculty

Concerned about your grades to Aaron Student

Hil

We noticed your grades are slipping, please contact...

Add a Note

1. BbLearn has labeled this example student as being at risk because he has triggered at least one of the rules, but note that it is the *instructor* who must decide whether or not the student is actually at risk. For example, not all low grades or missed deadlines are of equal importance, or a student may have a unique situation (such as an excused absence) that triggers an alert even though the student is not at generally at risk.
2. You can email the student or add his or her name to the right-hand “Students you are monitoring” panel on the main Retention Center page from here.
3. The top Risk Factor section (outlined with small red dots) shows the student’s status for each of the rules.
4. Triggered alerts will be highlighted in orange text.
5. Click “Show all rules” to see the rules the student has not triggered (if there are any).
6. The lower Notification History section (outlined with green dashes) has a record of emails sent to the student and notes the instructor has added about him or her.
7. The notes are marked with a note icon. Click “Add a Note” on the right side (see blue arrow) to add a new note. These notes are not intended for students to see, although you should always keep in mind that all BbLearn records are subject to Georgia’s Open Records Act.

Examples of notes include:

- Information unique to the student such as his or her background, past work experience related to the course, future career plans after graduating from the program, etc.
- Records of calls and meetings with the student, including what was discussed.
- Recommendations regarding the college’s learning support resources.
- Lists of remedial activities or extra credit opportunities that were offered.
- Explanations for grade and attendance anomalies and why they were or were not accepted or excused.
- Any other information related to why the student was or was not successful in the course.

8. Emails are marked with an envelope icon.
 - a. Note that only the initial email that was sent to the student from the Retention Center is saved here. The student's reply and any subsequent back-and-forth messages are saved in the college's email system.
 - b. Emails sent from the course email tool or the grade center are not recorded here.
9. (Not shown in screenshot.) Use the breadcrumb trail or click on the Retention Center link in the control panel shown in step 2 on the first page of this handout to return to the main Retention Center page.