

# SacCT Retention Center

## HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

### IDENTIFY AND NOTIFY STUDENTS OF CONCERN

Students currently at risk

10

[View students not at risk](#)

STUDENT ▲	MISSED DEADLINES	GRADES ALERT	ACTIVITY ALERT	ACCESS ALERT
<a href="#">Ruggie, Robert</a>	-	-	-	•
<a href="#">Lara, Deborah</a>	-	•	-	-
<a href="#">Meyer, Thomas G</a>	-	•	-	-
<a href="#">Cassano, Karen</a>	-	-	-	•
<a href="#">Oviedo, Rickie</a>	-	•	-	-
<a href="#">Borale, Robert</a>	-	•	-	-
<a href="#">Dyler, Matthew</a>	-	•	-	-
<a href="#">Jaco, Stephen</a>	-	-	-	•
<a href="#">Larson, Tim</a>	-	-	-	•
<a href="#">Wick, William</a>	-	•	-	-

The Retention Center allows instructors to **identify** and **notify** students who are falling behind in class. This feature is available for use in all SacCT courses.

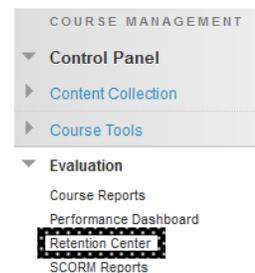
Indicators for concern include significantly lower performance in relation to their peers, as well as decreased participation in the SacCT course. If one or more of these concerns apply to a student, their name will appear in a chart next to a red dot which indicates the type of concern. Clicking the dot will show the specific criteria why they were listed.

This allows the instructor to determine which students they may need to express their concern for, or are in need of some guidance.

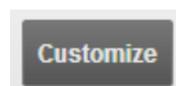
### READY TO USE AND CUSTOMIZE

This new feature is ready to use with no setup required. There are already indicators already in place to highlight students for concern:

- **Grade** (below 25% class average)
- **Course Access** (haven't accessed course for 5 days or more)
- **Missed Deadlines** (missed an item due date)
- **Course Activity** (below 20% course average)



Defaults are standardized, but instructors can modify them to be more applicable to course expectations. Additionally, specific assignments / assessments can be considered regarding their performance, or if they were missed.



Once in the retention center, the settings can be modified by clicking the gray **Customize** button in the upper-right corner.

## FOCUS ON, AND COMMUNICATE CONCERNS

### Students Currently At Risk

The red line underneath “Students Currently at Risk” indicates the total number of students who have been attributed for some concern. Clicking the red line will split into colored categories for each type of concern.



Then click a color, and then notify all students within a specific category.

### Notifying Students

Students can be notified as a group or as individuals through the *Notify* icon (picture of an envelope). These messages can be customized, and are sent to the students’ Saclink emails.

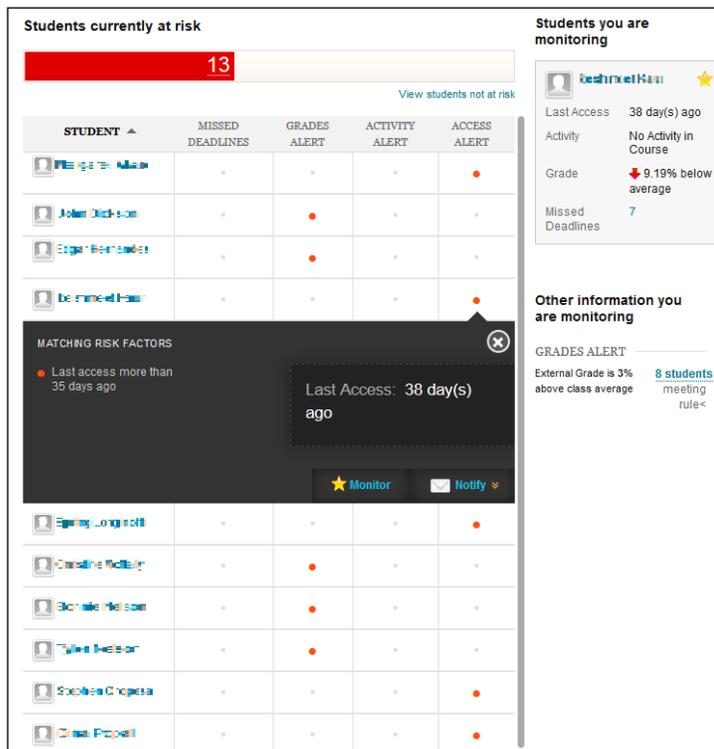
To contact students individually, and therefore provide an individualized message, click the red dots in one of the columns. Then Click the *Notify* icon, and select “student.”

### Risk Factor Details

Clicking an red dot will show the details for each alert. These details can include their grade in relation to other student’s performance, specific assignment / assessment grades, total days not logged in, etc.

### Watch for Further Indications

If something is concerning but hasn’t become critical yet, it is possible to maintain a profile view of all 4 of a student’s alert categories. Click the *Monitor* star icon. This will show a square in the upper-right corner with their information. Their profile view can be removed clicking the yellow star again in the square.



## Top Students & Other Information

It’s also possible to keep track of additional items of interest that are positive, negative, or purely information. They can be omitted from being considered as a concern. These items would show in the lower-right corner under “Other information you are monitoring.” For example, to identify students whose overall grades are 10% above class average, customize and create a rule that is not included in the risk table (select “No” for Included in Risk Table).

<input type="checkbox"/> Included in Risk Table	Name ▲	Type	Criteria
<input type="checkbox"/> No	Above Average - 10%	Grade	External Grade is 3% above class average

## Previously was “Early Warning System”

If instructors had used the “Early Warning Center” feature in the past, these rules will automatically migrate into Retention Center. If the previous feature wasn’t used, courses will only have default Retention Center rules.

## RELATED FEATURES

### Global Navigation View

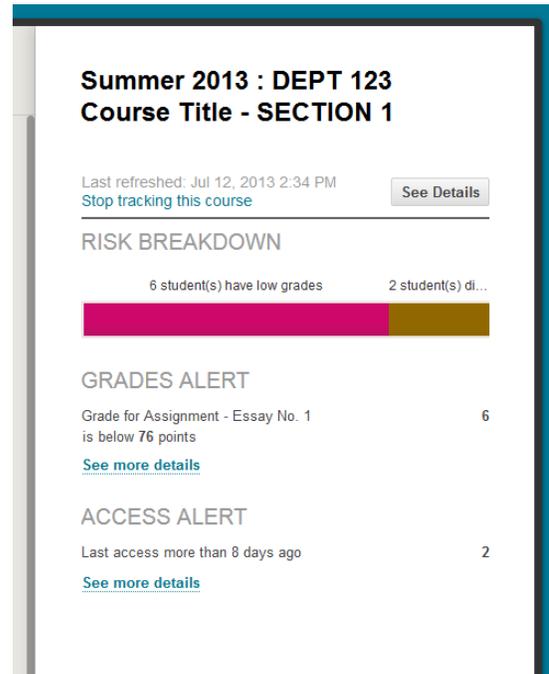
A compact and succinct version of the Retention Center can be seen by instructors at any moment in SacCT. By clicking the “Global Navigation” located in the upper-right corner of the screen (where an instructor’s name is indicated), a menu will show with several different icons.



The Retention Center icon shows an up and down arrow. This feature is only available to instructors (not students).

If a red number appears on the icon, it represents the quantity of courses that there are new students who has been identified in the Retention Center.

Clicking the Retention Center icon will show all the instructor’s courses on the left-side of the screen. When a course is selected, a graph will be shown to on the right-side to indicate how many students and types of concerns are in the class. By clicking the “see more details” link below each item, the instructor will be taken into the full Retention Center view within the course.



**Summer 2013 : DEPT 123**  
**Course Title - SECTION 1**

Last refreshed: Jul 12, 2013 2:34 PM  
[Stop tracking this course](#) [See Details](#)

**RISK BREAKDOWN**

6 student(s) have low grades 2 student(s) di...

**GRADES ALERT**

Grade for Assignment - Essay No. 1 is below 76 points 6  
[See more details](#)

**ACCESS ALERT**

Last access more than 8 days ago 2  
[See more details](#)