

# Using Retention Center to Monitor Students

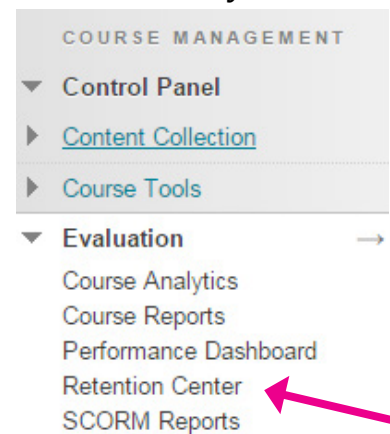
## How to Use Retention Center to Monitor Students

The Retention Center provides an easy way for you to monitor students and their performance in their course. While the Retention Center is already set up for you, follow the steps below to add individual students to your monitoring list.

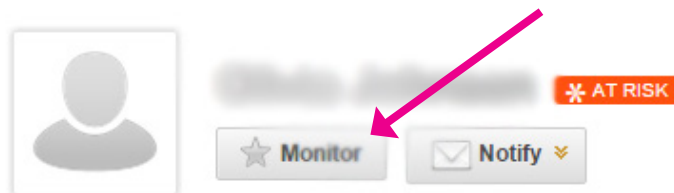
1. Navigate to the **Course Management** pane in the lower left hand corner of your Blackboard Course.
2. Click **Evaluation** and select **Retention Center**.

3. Once you are in the Retention Center, locate the student you would like to monitor. Initially, you will be presented with the students currently at risk. If you do not see the student you would like to monitor, select the View Students Not At Risk button to see all other students in your course.

[View students not at risk](#)



4. Click the **student name** you would like to monitor.
5. Once in the student profile, click the **Monitor** button.



6. After you select **Monitor** for a specific student, they will appear on the main page of the **Retention Center** under **Students You are Monitoring**.

### Students you are monitoring

Last Access	Never
Activity	No Activity in Course
Grade	No Grade in Course
Missed Deadlines	0