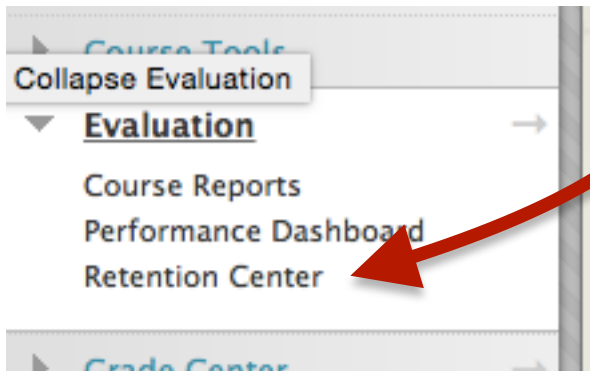
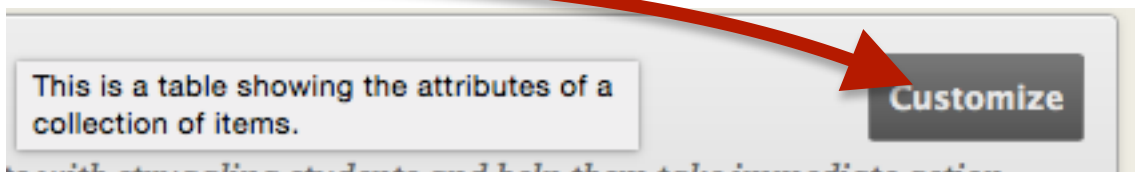


## Course Verification Survey in Bb Retention Center

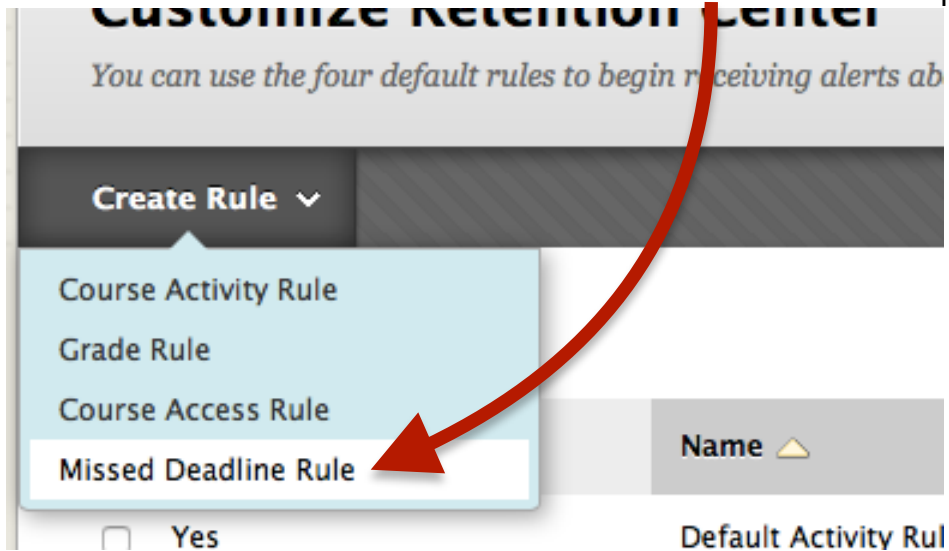
1. After entering into your course, click on Retention Center under the Evaluation section on the course menu.



2. In the Retention Center window, click the Customize button in the upper right hand corner.



3. Click on Create Rule and select Missed Deadline Rule from the option list.



4. Under Rule Information, enter 'Course Verification Survey' in the Rule Name box. Make sure that Included in Risk Table is set to Yes.

### 1. Rule Information

\* Rule Name

Rule Type

Included in Risk Table  Yes  No

5. Under Rule Criteria, click Monitor Specific Deadline. In the Course Item select box, select Course Verification Survey from the dropdown list.
6. Set the criteria to be 'More Than' and enter '0' in the days box. This should trigger an alert for any student who has not submitted the survey by the due date.

### Rule Criteria

You can select assignments, tests, and surveys with a due date. Deadlines appear in parentheses in the drop-down list.

\* Define Criteria  Monitor all course deadlines  Monitor Specific Deadline

Select Course Item  Deadline has been missed by   days

7. Go to the Course Verification Survey (look under the Weekly Lessons folder) and verify the due date. It should be no later than Wednesday night of the first week of the course.

## Begin: Course Verification Survey

### 1. Instructions

Force Completion	Once started, this survey must be completed in one sitting. Do not
Multiple Attempts	This survey allows multiple attempts.
Due Date	This Survey is due on July 7, 2015 11:59:00 PM CDT.

Click **Begin** to start: Course Verification Survey. Click **Cancel** to go back.  
You will be previewing this assessment and your results will not be recorded.

### 2. Submit