




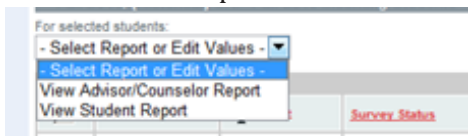
## Retention Data Center Quick Start – Report Retrieval

[Video Tutorial](#)

For a Video Tutorial on pulling reports, click on:

1. Login at [www.RuffaloNL.com/myRuffaloNL](http://www.RuffaloNL.com/myRuffaloNL), and access your myRuffaloNL account. Enter your email address and your password. Click 'Forgot your Login' if you need your password. To change your password, click on Change Password at the welcome screen.
2. Select Retention Data Center from the box titled my Applications.
3. Click OK at the FERPA notification.

1. You will land at  select the desired survey from the drop down menu. Click the student count at Completed Surveys. *The hyperlink will take you to your completed student records.*
2. Click the column headers to **sort** the list.
3. Select student records by placing check marks left of the student's name(s) or select all students by using the box at the top of the list.
4. Use the drop down menu at the top of the check box column to select a report.

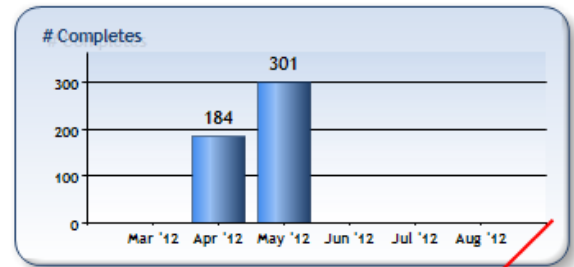


5. Report(s) will open in Adobe Acrobat.

Save or Print using the toolbar provided through your machine's Adobe product. You may need to use the scroll bar on the far right to scroll to the bottom of the page then hover your mouse over the report for the toolbar to appear.



CSI Fall 2012



### Survey Snapshot

Total Students	503
Completed Surveys	485
Incomplete Surveys	18
Survey Completion Rate	96.4 %


### SURVEY VIEW CHANGE


SURVEY NAME	SURVEY STATUS
CSI Fall 2012	Completed

For selected students:

- Select Report or Edit Values -

<input checked="" type="checkbox"/>	First Name	Last Name	Survey Status
<input checked="" type="checkbox"/>	Student1	Sample1	Completed
<input checked="" type="checkbox"/>	Student100	Sample100	Completed
<input checked="" type="checkbox"/>	Student101	Sample101	Completed
<input checked="" type="checkbox"/>	Student103	Sample103	Completed
<input checked="" type="checkbox"/>	Student104	Sample104	Completed

Note:  Actions provides tabulated windows to review individual student reports, log meeting/discussion notes you have had with your student, or send an e-mail message.

SURVEY VIEW		CHANGE		- None -		FILTER		485 Students		
SURVEY NAME		SURVEY STATUS		Restricted Students Included						
CSI Fall 2012		Completed								
For selected students:										
- Select Report or Edit Values -		Add New Student		E-mail		Q		SEARCH		✕
Viewing 1 - 20 of 485										
	First Name	Last Name	Survey Status	Mentor	Custom Grouping	Major	Entry Term	Course Section	Gender	Actions
<input type="checkbox"/>	Student1	Sample1	Completed	Advisor 1					Female	

## Troubleshooting:

Your machine must be capable of loading Adobe Acrobat.

The search area allows you to find a student by first name, last name, student Id, or e-mail address.

If student records are not appearing as expected:

- They may not be assigned to you. See your program coordinator for next steps.
- The student has restricted access to the program coordinator per his/her response to the last standard item of the survey. This is indicated by a red box or a padlock.
- Confirm that your filter is set to include the students you are looking for.