




## Retention Data Center Quick Start – Report Retrieval

[Video Tutorial](#)

For a Video Tutorial on pulling reports, click on:

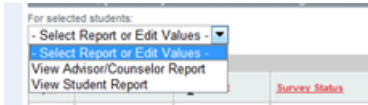
1. Login at [www.RuffaloNL.com/myRuffaloNL](http://www.RuffaloNL.com/myRuffaloNL), and access your myRuffaloNL account. Enter your email address and your password. Click 'Forgot your Login' if you need your password. To change your password, click on Change Password at the welcome screen. Enter the original password and create a new one for the next time you log in.
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.

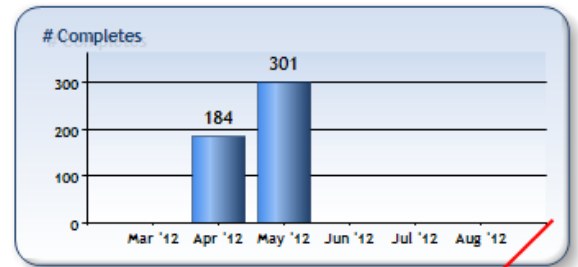


5. Report(s) will open in Adobe Acrobat.

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 %

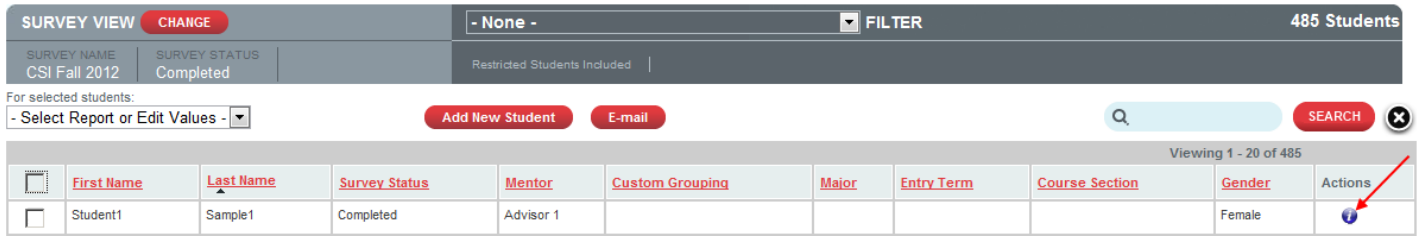
SURVEY NAME: CSI Fall 2012  
SURVEY STATUS: Completed

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.



The screenshot shows a survey management interface. At the top, there's a 'SURVEY VIEW' section with a 'CHANGE' button and a filter dropdown set to '- None -'. Below this, a table lists survey details: 'SURVEY NAME: CSI Fall 2012' and 'SURVEY STATUS: Completed'. A search bar and 'SEARCH' button are on the right. Below the search bar, there are buttons for 'Add New Student' and 'E-mail'. A table of students is shown, with columns for 'First Name', 'Last Name', 'Survey Status', 'Mentor', 'Custom Grouping', 'Major', 'Entry Term', 'Course Section', 'Gender', and 'Actions'. The first student is 'Student1' with last name 'Sample1', status 'Completed', and mentor 'Advisor 1'. The 'Actions' column for this student has an info icon (a blue circle with an 'i') highlighted by a red arrow.

### 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:


- 1) They may not be assigned to you. See your program coordinator for next steps.
- 2) 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.
- 3) Confirm that your filter is set to include the students you are looking for.

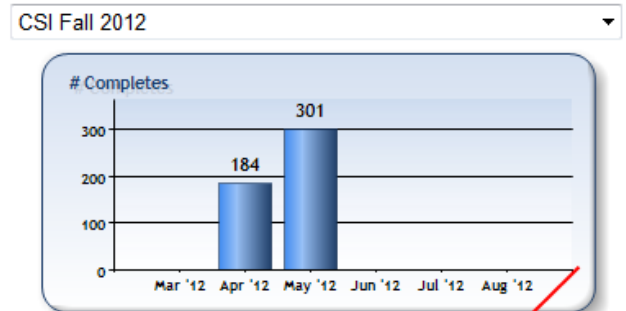
If you have already selected your students and reviewed individual reports and are ready for the




**Summary Results**, click  and the same student records will move with you to appear on the summary reports.

Or,

Begin at  and 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.



Select  and use the radio button for your selection.

Survey Snapshot	
Total Students	503
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### Choose a Report:

- Summary and Planning Report
- Summary and Planning Report Excerpt (no student outreach lists included)
- Summary Observations with Receptivity Report

[View Report](#)

After selecting View Report, a grid will pop-up on the right. Once the grid has popped up, feel free to move about the Retention Data Center or generate additional reports and come back. If you do not wish to move about the Retention Data Center, select the Refresh button (note the report will take a minimum of two minutes to generate). Once the report is ready, you should see View Report under the Action column on the far right. Select View Report to see the report (note, a new window may appear for some of you).

**Summary & Planning Reports Status**

Report	Survey Names	Status	Filter	Started On	Completed On	Action
Summary Planning Report	CSI Fall 2015	Completed		4/8/2018 9:47:52 AM	4/8/2018 9:50:17 AM	<a href="#">View Report</a>

Refresh

The **Summary and Planning Report** includes the means of all students who completed the CSI, presented in three statistical summaries. The first is for females only, the second for males only, and the third for the total sample. All means are computed from percentile scores. Since these scores are based on national norms, the means provide a useful indication of how your students' overall motivational patterns compare with that of a national sample.

The Summary and Planning Report will open in your current version of Adobe Acrobat. From the Adobe Acrobat toolbar, you may print and/or save the report.

The Summary Observations with Receptivity Report provides a snapshot of students across the summary scales—dropout proneness, predicted academic difficulty, educational stress, and receptivity to institutional help—and the individual receptivity scales—academic assistance, personal counseling, social enrichment, and financial guidance.

The Summary Observations with Receptivity Report open in HTML on your screen. Use the Filter options within the report to save information locally.

Note: To view multiple survey administrations at one time, use the Change Survey button to make your selections.