

Navigating the Retention Data Center

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DASHBOARD

STUDENTS

EXPORT DATA

SUMMARY RESULTS

IMPORT DATA

SURVEYS

Welcome, Courtney Smith-Greene Current Survey Snapshot

Technical Support

StudentSuccessTech@RuffaloNL.com

RMS Plus Client Community

[Planning and Implementing Your Survey](#)

[Retention Data Center Documentation](#)

[Reviewing Your Results](#)

2022-23 CSI

Survey Status

Survey	Form	Status	End Date	Rate
2022-23 CSI	College Student Inventory Form B	Active	3/31/2023	55/89
MYSA 2022-23	Mid-Year Student Assessment - Form B	New	3/31/2023	0/0
Fall 2021 CSI	College Student Inventory Form B	Closed	3/31/2022	297/313
MYSA Fall 2021	Mid-Year Student Assessment - Form B	Closed	3/31/2022	208/235
MYSA Fall 2020	Mid-Year Student Assessment - Form B	Closed	4/16/2021	189/483
Fall 2020 CSI	College Student Inventory Form B	Closed	2/14/2021	469/499

DASHBOARD

- Provides an **overview of recent survey administrations**
- Survey **completion rate**
- Hyperlink to **incomplete students list** (email survey reminders directly from Retention Data center)
- Client Community **links for helpful resources** at each stage of the implementation process

STUDENTS

- **Access individual reports**, including:
 - ❖ Coordinator Report
 - ❖ Advisor/Counselor Report
 - ❖ Student Report
- **Email student(s)**
- **Set parameters** for viewing and accessing reports
- **Filter students** by specific criteria for outreach to sub-populations
- **Record advising notes** to document meetings, referrals & communications

EXPORT DATA

- **Select and sort data fields to export** for targeted communications
- Also includes Translated Data and Raw Data files

How To...

myFILTERS

CONFIGURATION

Documents to assist you with using the Retention Data Center.

Adjust custom filters.

Allows you to add additional campus personnel, Your campus logo to the assessment, and Supplemental campus-defined questions.

SUMMARY RESULTS

- **Generate aggregate reports**, including:
 - ❖ Summary and Planning Report(s)
 - ❖ Summary Observations with Receptivity Report(s)

IMPORT DATA

- Upload additional data (such as e-mail, advisor, freshman seminar course section, residence hall, etc.). This allows you to:
- **Email survey invitations** to students
- **Track students who have not completed the assessment**

SURVEYS

- **Customize your survey** (College Student Inventory, Mid-Year Student Assessment, or Second-Year Student Assessment).
- **Select additional features** to include in your survey administration:
 - **Grouping Fields** to easily subgroup students
 - **Narrative text** to appear on your student report
 - **Custom survey questions**



Additional resources:

StudentSuccessTech@RuffaloNL.com

[Retention Data Center Users Guide](#)

[Retention Data Center Video Tutorial](#)