

# Navigating the Retention Data Center

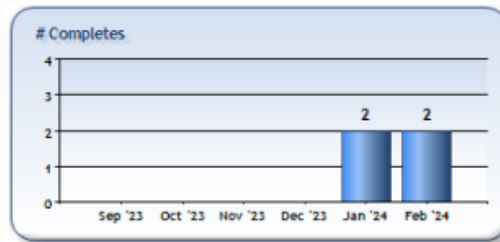
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## Dashboard

### Survey Selection

CSI-C\_Sample Survey Admin

### Current Survey



### Survey Status

Survey	Form	Status	End Date	Rate
CSI-B_Sample Survey Admin	College Student Inventory Form B	Active	12/31/2028	146/1572
CSI-C_Sample Survey Admin	College Student Inventory Form C	Active	12/31/2028	82/1451
SYSA_Sample Survey Admin	Second-Year Student Assessment	Active	12/31/2028	12/18

#### 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

#### Summary Results

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

#### Data Import

- 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**

#### Survey Settings

- **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**

**Resource Library:** Documents to assist you with using the Retention Data Center.

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

**MyFilters:** Adjust custom filters.



**Additional resources:** [www.ruffalonl.com/DataCenter](http://www.ruffalonl.com/DataCenter)