RMS Plus Surveys
Retention Data Center
Report/Data Retrieval Instruction

You will be able to view, print, or save individual reports or sets of reports as students complete the survey. Summary results and exportable data will also be available. You also have the ability to retrieve filtered sets of students for report retrieval, summary reports or outreach. This document outlines:

- Retrieving Individual Reports
- Retrieving Summary Reports
- Filtering Student Records
- Exporting Data

For additional resources/video tutorials, see the Retention Data Center Resource Library

For support, contact: StudentSuccessTech@RuffaloNL.com

1. Login at 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.

Getting Started
1. Login to the Retention Data Center (instructions noted above)
2. On the Dashboard, under Current Survey Snapshot, select your current survey administration
3. Click on the count of completed records (the actual number) – this will take you to the Students section

Individual Reports

For one individual student:

1. Start with steps 1-3 noted on "Getting Started"
2. Select the Information icon, on the far right, within the action column

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.
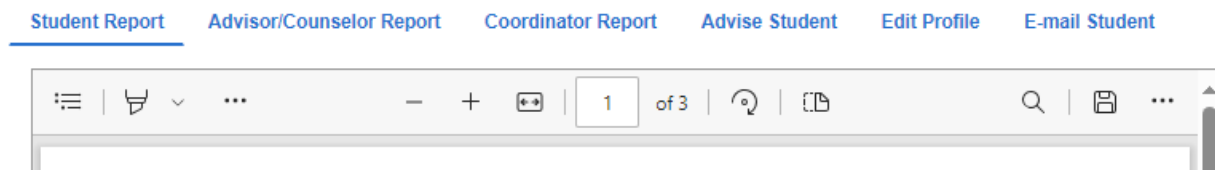
For multiple or all students:

1. Start with steps 1-3 noted on "Getting Started"
2. Select the check boxes to the left of each student
3. Use the dropdown menu above (-Select Report or Edit Values -) to select the desired report

The reports will open in Adobe reader. You can print or save the reports for easy access.

Items to consider:

- You can filter to a subset of students and then pull reports in a batch if you wish. See "Filtering Student Records" for more information.
- 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:
  a) They may not be assigned to you. See your program coordinator for next steps.
  b) 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. See your program coordinator for next steps.
  c) Confirm that your filter is set to include the students you are looking for.

Summary Reports

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.

3. Start with steps 1-3 noted on "Getting Started"
4. Select Summary Results (on the left)
5. Confirm your "Survey View" is set appropriately
   a. you can filter to a subset of students and then pull a summary report on a subset of students. See "Filtering Student Records" for more information.
   b. To view multiple survey administrations at one time, use the Change View button to make your selections.
6. Select the report you wish to view
7. Select View Report
   a. Note, the Summary Report takes several minutes to process and will display "View Report" when ready. If your report takes longer than 15 minutes, please notify StudentSuccessTech@RuffaloNL.com


Note, Summary Results may not be accessible per the role you were provided by your program coordinator. Contact your program coordinator for next steps.

Filtering Student Records

Filtering students allows you to view groups of students with specific criteria you identify.

Create a new filter, use an existing filter, or clear an applied filter at the drop-down menu provided.
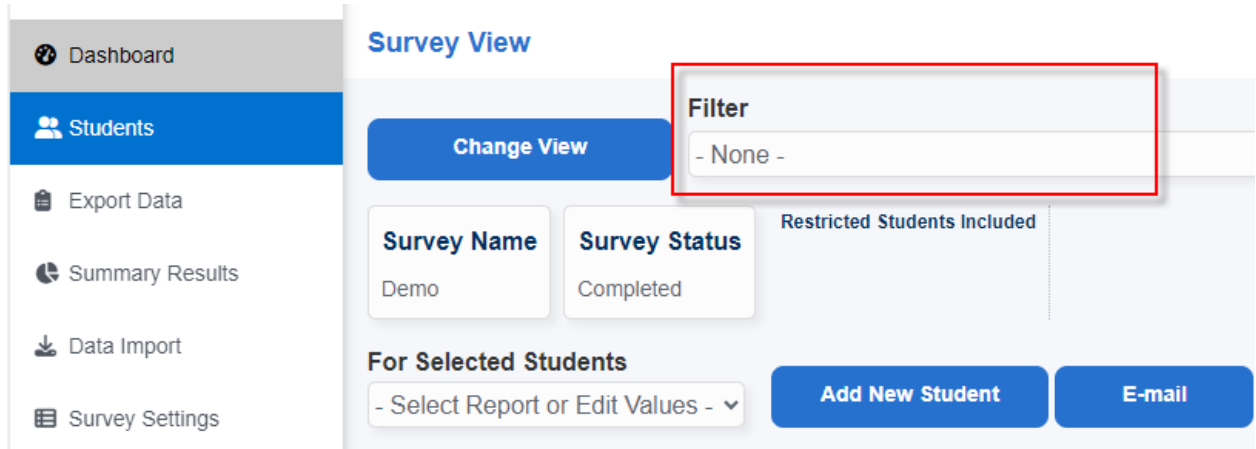
Creating a New Filter

1. Select - New Filter – from the Filter Dropdown Menu (found on the Students, Export Data, or Summary Results section)
2. Select the field(s) for the filter using the drop-down menus. Combinations of data fields may be applied by using multiple drop downs
   Note – if the dropdown menus do not appear, click Select/Change Fields
3. Select Save

Selected fields will present a range selection. Where multiple fields are selected a student record must fall into the range of all selections to appear on the list.

4. Enter or select the range
5. Enter a name in the *Save the Filter* to save for future use (optional)
6. Select apply filter

Turn off a filter by selecting **Clear Filter** from the drop-down menu.

Delete a saved filter: Select MyFilters in the upper right-hand corner of the data center.

Exporting Data

Generate an exportable file with data fields from the assessment results. Use existing templates or create your own combination.

1. Start with steps 1-3 noted on "Getting Started"
2. Select Export Data (on the left)
3. Confirm your "Survey View" is set appropriately
4. Select the preferred export. You can select from:
   a. **Raw Survey Export:** Raw data are the numbered self-reported responses of each student.
   b. **Translated Survey Export:** Translated data are the scales calculated from student responses (the data you see on the reports)
   c. **Custom Question Export:** Export the question and responses to any custom questions. Includes numbered response and text of response.
   d. **Partner Export:** Export a file that can easily be imported into databases.
   e. **Advisor Notes:** Export each student and the advising notes associated to the student record.
   f. **Combined Mid-Year Raw Export** (if applicable): contains both the CSI and MYSA raw data (raw responses to each question).
   g. **Combined Mid-Year Translated Export** (if applicable): contains both the CSI and MYSA translated data (scale scores).
   h. **Create your own file** (by selecting add a new Template): allows for creating a file with selected data fields.
      i. Select and move fields by using the arrow buttons from Available fields to Selected Fields. Move fields up and down by using the arrows.

   i. **Previously saved personal filters:** you can save filters you create (using add a new template). This allows you to export the same data template in the future. Note, you cannot modify a previously saved export. A new filter will need created.
5. Select a file format of choice (Excel, CSV, etc.)
6. Select Export

Note, Export Data may not be accessible per the role you were provided by your program coordinator. Contact your program coordinator for next steps.