RMS – Campus System Data Integration

RNL's Retention Management Surveys (RMS) allow an institution to retrieve reports/data for import into their campus system from the RMS Retention Data Center (RDC). There is no direct integration between the two systems (campus system and the Retention Data Center), but via an RNL secure file transfer protocol (SFTP) site. The outcome is easy access for advisor/success coaches/students to review reports and use RMS data for raising flags and impacting student initiatives.

If you plan to post reports to your campus system, this file can be passed along to your IT department. Please note, you must also provide your IT department with your input regarding preferences for displaying the RMS reports and specific data.

Campus integration with SFTP site

The RNL team will be responsible for:

1. Setup of an RNL housed SFTP site

2. Sharing of the login credentials to the SFTP site

3. Posting individual advisor PDF reports (as reports are automatically generated within your RDC account)

4. The daily posting of an all-inclusive Excel data file with both raw and translated survey data

Your institution would be responsible for:

1. Logging into the SFTP site

2. Downloading the PDF reports/data file (Note: your IT department would need to write a script to enable automatic data retrieval; RNL IT can provide assistance with keys).

3. Importing PDF reports/data file (Note: your IT department would need to write scripts and provision your campus system to enable this feature).

4. Determining how the PDF reports/data files would be used within your campus system.

Campus Integration without SFTP site

RMS survey data can be incorporated into your campus system without an SFTP site by creating export templates within your Retention Data Center account and exporting the data. The export templates would contain specific data and can be created within your account profile to make retrieval a quick process. This data could then be imported into your campus system.

PDF report on SFTP site

Once your SFTP site is set up, you can download your individual PDF reports.

These PDF files are titled by the ID number loaded at the Retention Data Center or entered during survey login (example: CSI_A1234567.PDF, CSI_A2345678.PDF, etc.). These files can be retrieved "at will" by a designated person from the institution and posted to their system(s) if the system allows this function.

An example of how the folder would look:
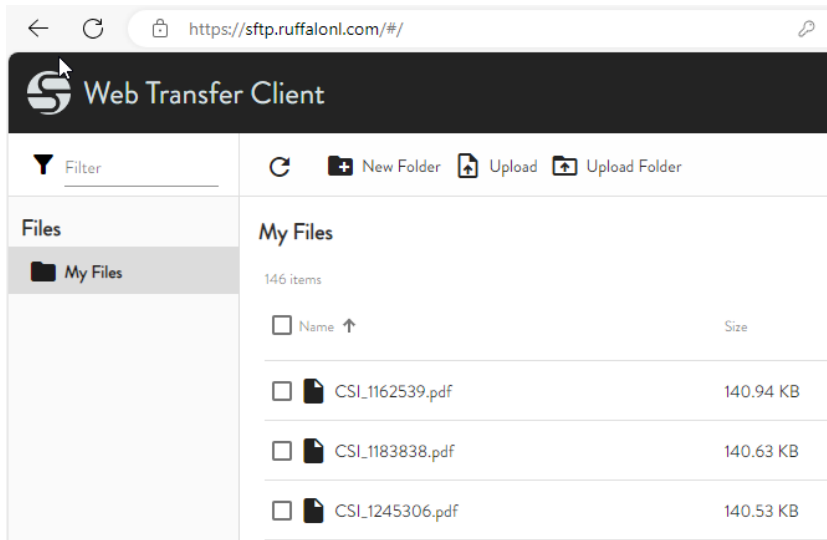
For automatic retrieval or posting, your IT department will need to write additional code.

Data file on SFTP Site

Once your SFTP site is set up, you can download your data file (.csv). A few notes about the file:

- A new file is posted each day a change is made to a record within your survey administration (this could be a completed survey or entry of a new student).

- The file will include all records (not just changes).

- The file contains a header row with one row for each record. The student ID is the unique identifier and should be loaded by the institutions survey administrator.

- The file contains all information for a given student. This includes raw data (survey items and responses), translated data, and demographic information.

These .csv files are titled by survey name with the addition of the date. Below is an example of how the files would look:

Requesting a SFTP site setup

If you wish to proceed with setup of a SFTP site, please submit your request as early as possible. It will take approximately two-weeks for RNL IT to complete the process. Requests should be sent to StudentSuccessTech@RuffaloNL.com with the following information:

Institution Name:

Individual Report Posting: Yes/No

Excel file posting: Yes/No

If you plan creating automatic scrips to be put in place to retrieve the files: Yes/No

IT team member we should be communicating with (if someone other than yourself)

Automatic Retrieval from SFTP Site

1. SFTP site must be setup by RNL
2. Configuration for files to be posted to SFTP by RNL to be complete
3. Client to configure a Public/Private keypair for authentication
4. Client to provide RNL with Public Key
5. RNL to provide Public Address and Port
6. Client to write a script to retrieve the desired files. A sample sytax:

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C:\Program Files (x86)\WinSCP\WinSCP.com /script "C:\FolderThatContainsScript\Script.txt"

And the Script.txt file would be:

option batch abort

option confirm off

open ftp://{SFTP Username}:{Password}@sftp.ruffalonl.com -explicit

lcd {local drive path of where files will be downloaded to, UNC paths not accepted}

get *.pdf

close

exit

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This script could potentially be run from Windows Task Schedule or a SQL Service Integration package (this would take additional steps of mapping the UNC path of the destination folder)

Questions?

Any questions related to SFTP sites can be sent to StudentSuccessTech@RuffaloNL.com.

If you have specific questions regarding Public key please be aware that Student Success Tech may also involve other team members, specifically Bret.Snyder@RuffaloNL.com.