



Retention Data Center Quick Start – Emailing Students their Results

The email communication tool allows you to send students a link in which they can access their results (there is no direct attachment to the email).

In order for students to receive their Student Report the survey status must be **ACTIVE** and set to **YES** to allow students to view their results.

Step 1: Confirm that your survey is still open and student can view their report.

Begin at

1. Select **-Edit Survey-** from the drop down menu of the survey you wish to adjust.
2. Make sure the End date is appropriately adjusted for your students to have adequate time.
3. Confirm survey setting 'Student Can View Report' is set to **Yes**.

Note: moving forward, any student that completes the survey with this link will immediately see their results.

4. Select Next (with one click of the Next button your changes are saved).

You are now ready to e-mail your students.

Step 2: Emailing a Group of Students

From Dashboard select the COMPLETED students, or at STUDENTS use the red CHANGE button and/or *filter options* to identify your group of students.

Note: The student count identified in the gray toolbar will be the group receiving the email. Once identified:

1. From STUDENTS, select
2. Click "Send this e-mail now", click Next.
3. Confirm the filter and student count, click Next.
4. Complete the following fields:

Template Name: Select from the drop down menu of pre-defined templates or create your own template.

From: Email address of sender.

Subject: Subject line of email.

Body: The content of your message. Within the body copy from the "List of Fields." These placeholders merge student-specific information into the content of your message. Make sure your message includes [StudentSurveyLink] exactly as presented here as the merge field that will present the personal URL for students to access their results, click **Next**.

5. Send Preview for final review. (Click Back if updates are needed, or...)
6. Send Email.

Important: Please share this IP address with your network team and be sure that e-mails from the Retention Data Center are not being blocked: 72.50.228.113 with a domain name of ruffalonl.com