

# Retention Data Center Overview

## 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)

## 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

- **Set up 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**

## HOW TO...

Quick Start documents to assist you with using the Retention Data Center.

## CONFIGURATION

Allows you to add:

- Additional campus personnel
- Your campus logo to the assessment
- Supplemental campus-defined questions

## RMS Plus RETENTION DATA CENTER

Institution Name

How To...

myFILTERS

CONFIGURATION

LOGOUT

DASHBOARD

STUDENTS

EXPORT DATA

SUMMARY RESULTS

IMPORT DATA

SURVEYS

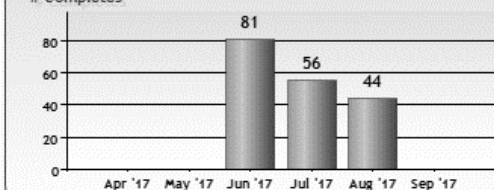
Welcome, Courtney Smith-Greene

Current Survey Snapshot



CSI 2017

# Completes



Survey Snapshot

Survey Status

Survey	Form	Status	End Date	Rate
CSI 2017	College Student Inventory Form B	Closed	8/21/2017	181/192
CSI 2016	College Student Inventory Form B	Closed	8/29/2016	189/189
CSI 2015	College Student Inventory Form B	Closed	8/20/2015	192/208
Fall 2014	College Student Inventory Form B	Closed	9/12/2014	128/173
CSI-Freshmen 2013	College Student Inventory Form B	Closed	9/17/2013	181/183

Technical Support

RMS.Tech@RuffaloNL.com

**CONTACT INFO:**  
RMS.Tech@RuffaloNL.com  
or  
1-800-876-1117

**USERS GUIDE:**  
[How To... Retention Data Center Users Guide](#)

