

ADMINISTRATOR
SERVICE

STUDY ABROAD

RISK MGMT

ESL

ISSS

HR COMPETENCIES

APPLICATION MGMT

It's Like Having Your Own Personal Terra Dotta Guru!

Terra Dotta's Administrator Service provides a trained Terra Dotta software professional to augment your office staff. A TD Administrator will perform the tasks you don't have time to complete. It's like having a part-time Terra Dotta expert on your staff.

We understand that most university offices are stretched thin.

Whether you are a one-person office or lead a larger staff, having a Terra Dotta Administrator on your team allows you to focus on your institution's student, faculty and staff constituents.

How it Works:

You subscribe with Terra Dotta on an annual basis to purchase blocks of 10 or 20 hours per month (or without a subscription at a higher hourly rate). Your Terra Dotta Administrator will facilitate online meetings at least twice each month to get assignments and to review completed work. We consult with you to determine how your Terra Dotta system can work best for the needs of your office and institution. Working together, we apply our insight to identify the optimal approach to most efficiently meet your goals.

Tasks Your TD Administrator Can Perform:

- Create or edit program brochures
- Activate new terms
- Deploy new questionnaires and application materials
- Create learning content, assessments and program evaluations
- Create an online orientation
- Manage and update StudioAbroad Directory programs
- Provide training and coaching to your staff
- Create queries and reports
- Launch newly released features
- Provide recommendations on how to use your system more effectively

Add a TD Administrator to Your Team

As an existing client, you can open a support case to add a Terra Dotta Administrator to your team. The following subscription options are available:

**10-Hour/Month Block
Annual Subscription
\$5,400
(Equal To \$45/Hour)**

**20-Hour/Month Block
Annual Subscription
\$9,600
(Equal To \$40/Hour)**

**Hourly, Monthly Overages
or
No Subscription
\$95/Hour**



TERRADOTTA