

# Terra Dotta Administrator Service

ISSS

STUDY ABROAD

AGREEMENTS

TRAVEL REGISTRY

ALERTTRAVELER®

## 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 Terra Dotta 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.

**W**e 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.

*"University of San Diego began using Terra Dotta's Administrator Service in 2017. We use Terra Dotta software across campus, and with only two people in the office who were familiar with the administrative side of the software...we were simply unable to keep up with all the requests, updates, troubleshooting, and streamlining. The most beneficial part of using Terra Dotta Administrator Service has been the availability of a dedicated person for consultation as well as for actually doing the work."*

— KIRA ESPIRITU, PH.D.

DIRECTOR, OFFICE OF INTERNATIONAL STUDIES ABROAD  
INTERNATIONAL CENTER, UNIVERSITY OF SAN DIEGO

### TASKS YOUR TERRA DOTTA 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 Study Abroad 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 TERRA DOTTA ADMINISTRATOR TO YOUR TEAM

Email [services@terradotta.com](mailto:services@terradotta.com) to add a Terra Dotta Administrator to your team today.

For pricing, email us at [services@terradotta.com](mailto:services@terradotta.com). For more information, visit [terradotta.com](http://terradotta.com).



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