



# TRANSCRIPTS BY THE NUMBERS

JILL A. PIERSON

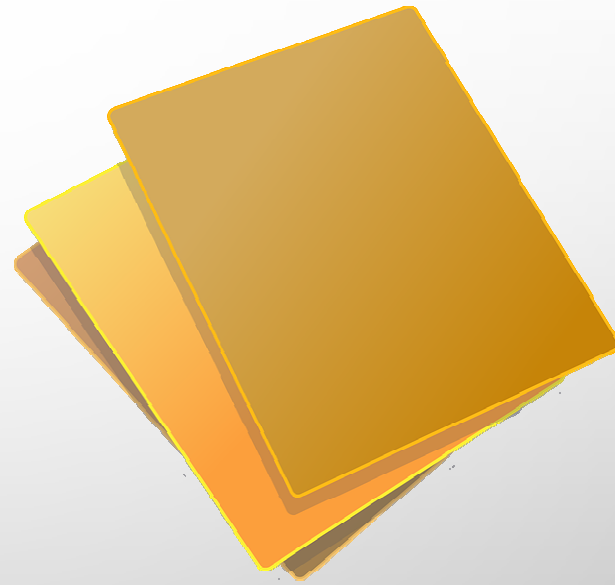
TOOLS CONCEPT AND DATA ANALYSIS

FEBRUARY 19, 2016



# OFFICE OF THE REGISTRAR-TRANSCRIPTS

- SUPPORTS OVER 40,000 STUDENTS  
(PRESENT AND FORMER STUDENTS)
- TRANSCRIPT PROCESSING IS THE MOST  
REQUESTED SERVICE
- TRANSCRIPTS ARE COSTLY TO PRODUCE
  - SECURE PAPER
  - SECURE ENVELOPES
  - POSTAGE
  - ELECTRONIC TRANSCRIPTS



# GOALS AND OBJECTIVES

## GOALS

- PROVIDE DATA ON THE NUMBER OF TRANSCRIPTS PROCESSED MONTHLY
- ESTIMATE PAPER CONSUMPTION
- EVALUATE POSTAGE COSTS

## PERFORMANCE OBJECTIVE

(SENSE AND MEANING)

- JUSTIFY THE NUMBER OF EMPLOYEES IN THE OFFICE
- CRITIQUE AND STREAMLINE TRANSCRIPT PROCESS
  - PAPER PRODUCTION
  - TECHNICAL UPGRADES

# TIMELINE

- ONE MONTH TO COMPILE THE NUMBER OF TRANSCRIPTS
- ENTERING THE DATA ON THE SPREADSHEET
  - APPROXIMATELY 60 MINUTES
- DATA COLLECTION IS AN ONGOING PROCESS



# ACTIVITY

- ENTER THE NUMBER OF TRANSCRIPTS PROCESSED MONTHLY
  - E-TRANSCRIPTS
  - PAPER TRANSCRIPTS
  - RESENT TRANSCRIPTS
- COMPARE NUMBER OF TRANSCRIPTS PROCESSED TO PREVIOUS FISCAL YEAR
  - IE-JANUARY 2015 TO JANUARY 2016
- REPORT ON THE NUMBER TRANSCRIPTS PROCESSED PER FISCAL YEAR
  - AVERAGE
  - MINIMUM
  - MAXIMUM
- GRAPHICAL REPRESENTATION OF TRANSCRIPT DATA



# BASIC SKILLS

ADJUST MARGINS, HEADERS, FOOTERS, PRINT TITLES, HYPERLINK, FILL SERIES, CONDITIONAL  
FORMATTING, BUILT IN FORMULAS, CELL REFERENCE, AND ABSOLUTE FORMULAS



# HEADERS, FOOTERS AND PRINT TITLES

Official Transcripts

Transcript Report for the Month of: Jan 2016

Fiscal Year July 2014-June 2015 Data is Highlighted Yellow												
Fiscal Year July 2015-June 2016 Data is Highlighted in Blue												
Official Transcript	July	August	September	October	November	December	January	February	March	April	May	June
E-Transcripts Requests for 2014	46	51	42	37	50	47						
E-Transcripts Requests for 2015	31	17	35	42	46	52	100	56	41	28	66	63
E-Transcripts Requests for 2016							125					
Paper Transcript Requests for 2014	723	616	596	523	499	486						
Paper Transcript Requests for 2015	500	650	537	378	438	550	856	661	579	459	673	796
Paper Transcript Requests for 2016							1113	0	0	0	0	0
Resent Paper Transcript Request for 2014	3	2	1	3	6	7						
Resent Paper Transcript Request for 2015	2	12	5	4	2	3	7	8	5	4	2	1
Resent Paper Transcript Request for 2016							3					
Total Number of Transcripts Sent in 2014	772	669	639	565	555	540						
Total Number of Transcripts Sent in 2015	533	679	597	424	486	605	1043	725	625	491	741	860
Total Number of Transcripts Sent in 2016							1241					

Actual Monthly Totals Differ Page 1

- **HEADER AND FOOTERS**
- **TRANSCRIPT REPORT FOR THE MONTH OF JAN 2016 IS A PRINT TITLE**
- **CUSTOM MARGINS**
  - TOP MARGIN .75
  - BOTTOM MARGIN .5
  - LEFT MARGIN AND RIGHT MARGIN .25
  - HEADER AND FOOTER .3
- **SPREADSHEET IS CENTERED HORIZONTALLY AND VERTICALLY**
- **LEGAL PAPER SIZE**

# HYPERLINK, FILL SERIES, CONDITIONAL FORMATTING

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Actual Monthly Totals Differ: Page 1

- OFFICIAL TRANSCRIPT IS HYPERLINKED TO THE OFFICE OF REGISTRAR WEBPAGE
- FILL SERIES
  - MONTHS
- CONDITIONAL FORMATTING
  - CHANGE TEXT COLOR RED FOR NUMBER GREATER THAN 5



# BUILT IN FORMULA AND CELL REFERENCE

Transcript Report for the Month of:

Jan 2016

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Statistical Summary of Transcripts		Jan 2016	
<b>Average</b>		<b>Minimum</b>	
E-Transcript Average 2014-2015	52.81818	E-Transcripts Minimum 2014-2015	28
E-Transcript Average 2015-2016	52.57143	E-Transcripts Minimum 2015-2016	17
Paper Transcripts Average 2014-2015	629	Paper Transcripts Minimum 2014-2015	459
Paper Transcripts Average 2015-2016	347.1667	Paper Transcripts Minimum 2015-2016	0
Resent Average 2014-2015	4.25	Resent Minimum 2014-2015	1
Resent Average 2015-2016	4.428571	Resent Minimum 2015-2016	2
<b>Maximum</b>		<b>Fiscal Year (to date) 2015/2016</b>	
E-Transcripts Maximum 2014-2015	100	Total Transcripts Sent 2014/2015	9,691
E-Transcripts Maximum 2015-2016	125	Total Transcripts Sent 2015/2016	4,565
Paper Transcripts Maximum 2014-2015	936	Year to date in 2014/2015	4,783
Paper Transcripts Maximum 2015-2016	1113	Year to date in 2015/2016	4,565
Resent Maximum 2014-2015	8	Percentage Change (+/-)	-5%
Resent Maximum 2015-2016	12		

## Formulas

- Sum, Min, Max, Average
- Across Different Sheets

## Cell Reference

- Across different sheets

# ABSOLUTE FORMULAS

- ABSOLUTE CELL REFERENCE
- USED IN MINIMUM
- USED IN MAXIMUM

F12 : X ✓ fx =MAX('Official Transcript'!\$E\$6:\$J\$6,'Official Transcript'!\$K\$7:\$P\$7)

Statistical Summary of Transcripts		Jan 2016	
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Resent Maximum 2015-2016	12		

Official Transcript | **Summary Data** | Fiscal Yr Chart | E-Transcript | Data | +



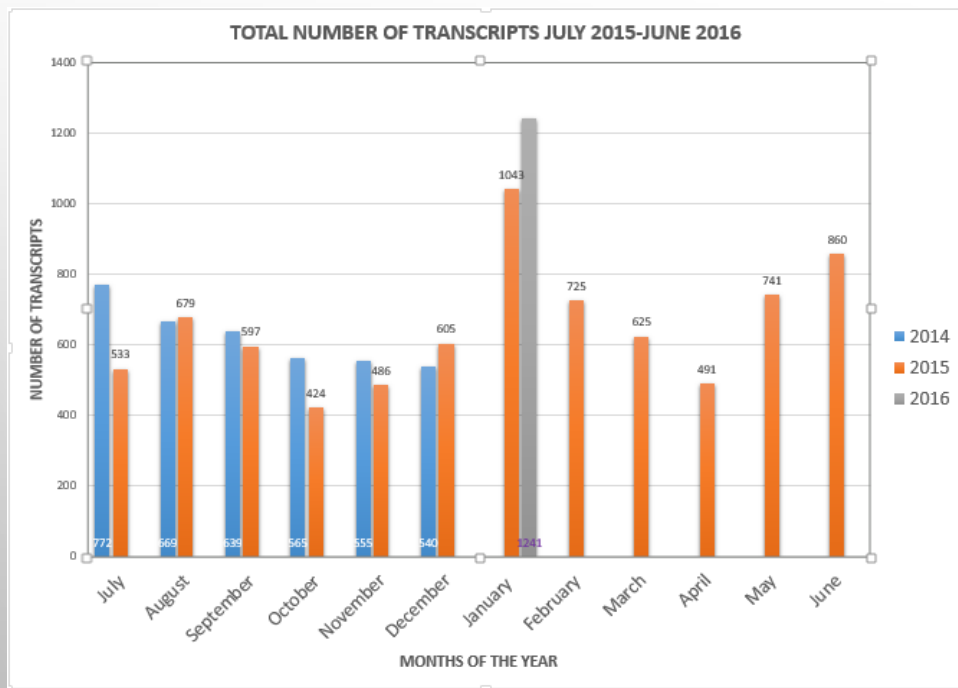
# ADVANCED FEATURES

GRAPHS AND CHARTS



# BAR GRAPH

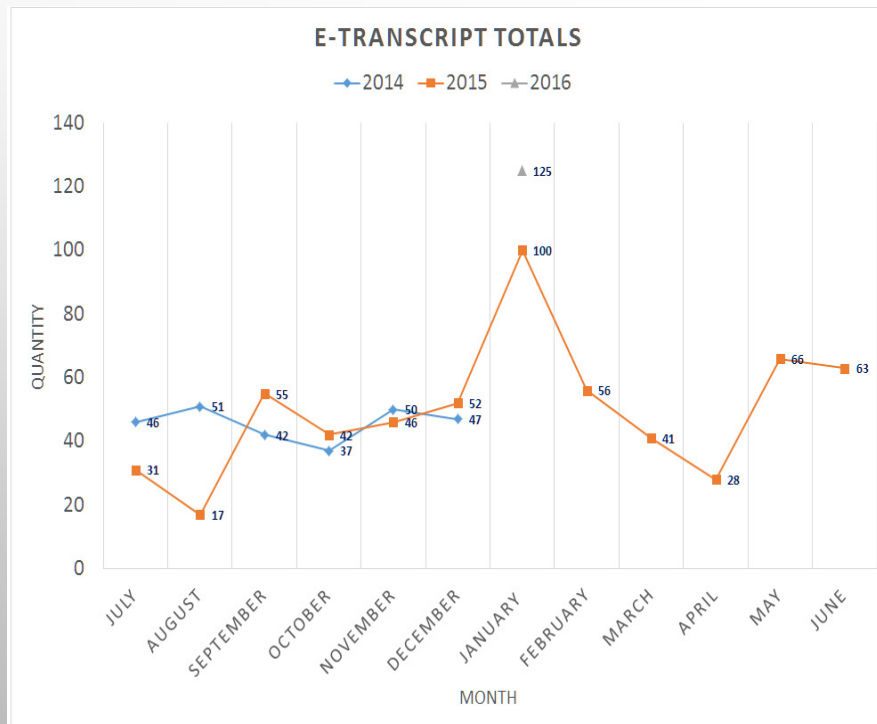
## FISCAL YEARS COMPARISON



- COMPARES NUMBER OF ALL TRANSCRIPTS PROCESSED IN 2014-2015 TO 2015-2016
- YEARS ARE COLOR CODED
- DATA CALLOUT
- CHART TITLE
- X AND Y AXIS ARE LABELED

# E-TRANSCRIPTS

## TOTAL OF E-TRANSCRIPTS



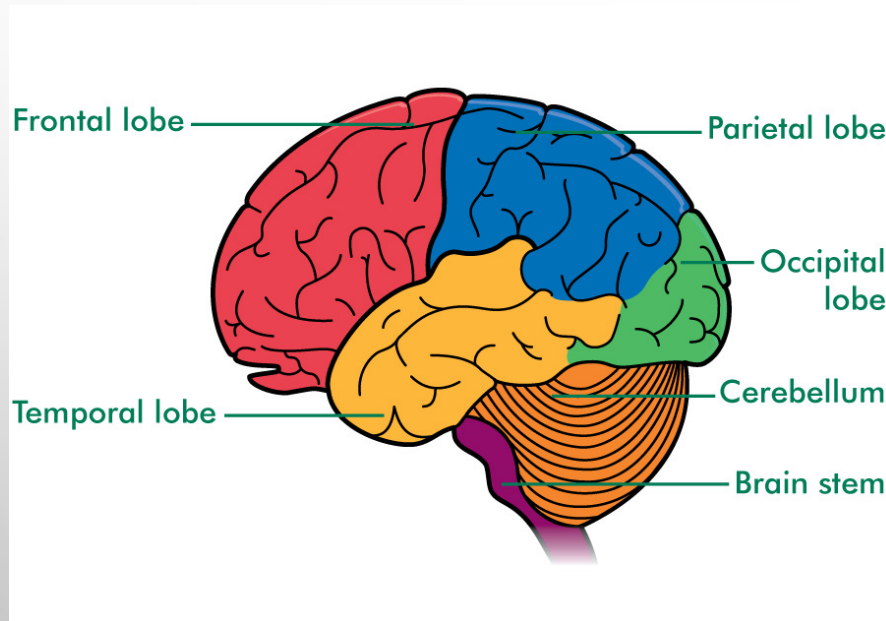
- GRAPH MEASURES THE NUMBER OF E-TRANSCRIPTS MAILED
  - 2014-2015 AND 2015-2016 FISCAL YEARS
- DATA CALLOUT
- X AND Y AXIS ARE LABELED

# EVALUATION

## CHECK LIST

	Update the month to reflect current data
	Add tallies for E-Transcripts, Paper Transcripts, Resent
	Review monthly sum totals
	Check summary tab for updates to report
	Update cell M13 on Summary Data Tab to include current month
	Check to make sure graph tabs update tallies
	Update year to date formula to include the current processing
	Save document to include the fiscal year and current month on the shared drive
	Email completed workbook to the Registrars

# BRAINY BITS



- FRONTAL LOBE
  - HIGHER ORDER THINKING SKILLS (PROJECTING THE ESTIMATED GAINS/LOSSES)
- OCCIPITAL LOBE
  - SEEING THE DATA TO ENHANCE UNDERSTANDING
  - VISUALIZING THE CHARTS
- PARIETAL LOBE
  - CALCULATING TOTALS
  - MINIMUM
  - MAXIMUM
  - AVERAGES
  - PERCENTAGES

(SOUSA 16)



# BIBLIOGRAPHY

SLIDE 2: CLIP ART IMAGES COURTESY OF MICROSOFT CLIP ART FILES

SLIDE 4: CLIP ART IMAGES COURTESY OF MICROSOFT CLIP ART FILES

SLIDE 15 IMAGE: [HTTP://BODYSYSTEMSPROJECCT.BLOGSPOT.COM/2014/03/TAKING-OUT-CENTRAL-NERVOUS-SYSTEMS.HTML](http://bodysystemsproject.blogspot.com/2014/03/taking-out-central-nervous-systems.html)

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