

# Automating a Common Data Set Template to Reduce Errors and Save Time

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**UNIVERSITY OF CENTRAL FLORIDA**



# Common Data Set

- UCF's previous CDS process
- Cause for change
- Creating a CDS template for UCF
- Demonstration
- Questions



# UCF's previous process

- Using Dreamweaver
  - Time consuming to update for new year
  - Difficult to add new questions
  - Only two licenses for the office
  - Difficult to convert to PDF
  - Outdated and unattractive






# Dreamweaver CDS from 2013-2014

## UCF CDS 2012-2013

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Common

commondataset13.html Title: UCF - Common Data Set 2012-



### 2013-2014 Common Data Set

Prepared by: Office of Institutional Research  
University of Central Florida

(A) [General Information](#) | (B) [Enrollment & Persistence](#) | (C) [First Time, First Year \(freshman\) Admission](#)  
(D) [Transfer Admission](#) | (E) [Academic Offerings & Policy](#) | (F) [Student Life](#)  
(G) [Annual Expenses](#) | (H) [Financial Aid](#) | (I) [Instructional Faculty & Class Size](#) | (J) [Degrees Conferred](#)

**A. GENERAL INFORMATION**

**A0. Respondent Information (Not for Publication)**

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▼ Properties

Format: None Style: None CSS: B I U Link

Font: Default Font Size: None

Page Properties... List Item...

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Common

commondataset13.html Title: UCF - Common Data Set 2012-

**C7. Relative importance of each of the following academic and nonacademic factors in your first-time, first-year, degree-seeking (freshman) admission decisions.**

	Very Important	Important	Considered	Not Considered
<b>Academic</b>				
Rigor of Secondary school record	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class rank	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Academic GPA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standardized test scores	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Essay	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendation(s)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Cause for change

- Large amounts of time being used to update the template
- Changes in personnel
- Desire for more polished presentation
- Difficult to assist with CDS
- Easier PDF conversion



# Creating a new template

- Discussed current issues
- Brainstormed a wish list of changes
- Reviewed provided templates
- Explored logo options

Common Data Set 2015-2016

## GENERAL INFORMATION

### A0. Respondent Information (Not for Publication)

Name  
Title  
Office  
Mailing Address, City/State/Zip/Country  
Phone  
Fax  
E-mail Address

Are your responses to the CDS posted for reference on your institution's Web site?  Yes  No  
If yes, please provide the URL of the corresponding Web page:

ADA. We invite you to indicate if there are items on the CDS for which you cannot use the requested analytic convention, cannot provide data for the cohort requested, whose methodology is unclear, or about which you have questions or comments in general. This information will not be published but will help the publishers further refine CDS items.

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### A1. Address Information

Name of College or University

UNIVERSITY OF CENTRAL FLORIDA





# CDS template improvements

- Utilized Microsoft Word field codes
  - Placeholders for information
    - Can be changed by macros
- Created VBA macros
  - Visual Basic for Applications
    - Sequence of processes can be completed with a single key stroke (or button in our case)



# Field Codes and VBA Macros

- Identified all date fields
- Identified numbers that summed
  - Percentages
  - Totals
- Identified all check boxes
- Created button to update all date fields
- Created button to sum all percentages and totals
- Created button to change check boxes
- Created button to update tuition being provided





# Field Codes and VBA Macros

## Demonstration of UCF's CDS Template



Questions??



# Thank you for attending!

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