

Transcript Notation (TransNote) Bot

User Guide



Transcript Noting Bot (TransNote) User Guide

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Summary of TransNote

A Robotics Process Automation (RPA) solution has been developed to add transcript text to student records on SI-net in bulk.

An Excel spreadsheet file is emailed to a designated email address. The bot ingests the file, interacts with SI-net and adds transcript text as specified in the file.

Refer to [Transcript Noting Standings](#) on System Training Hub for business rules.

Steps to prepare file for users

1. Open file [SA_TransNote_Template_Final.xlsx](#) file and populate all required columns for each entry. Refer to 'Columns explained' section to understand how to correctly complete each column.
2. Save the file as an Excel Workbook and close it.
3. Email the file to studentprogression@uq.edu.au with a brief justification for the transcript notifications to be applied.

Additional steps for Graduations and Progression team only

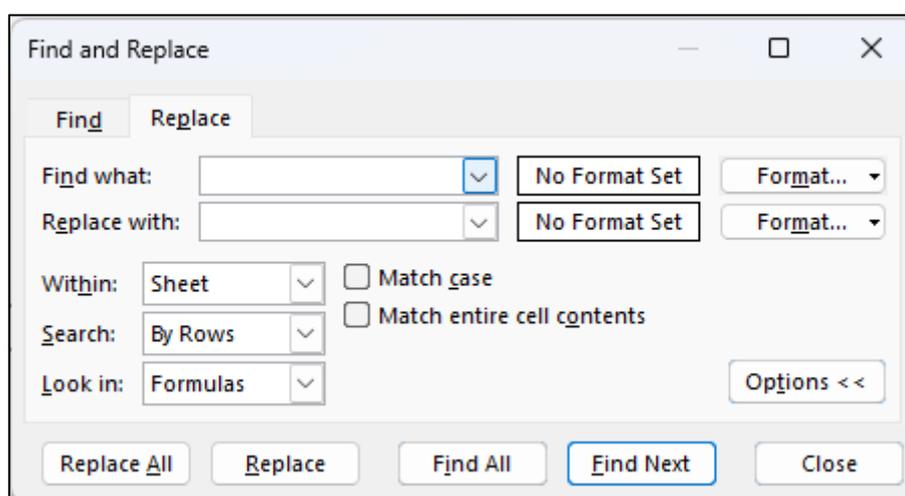
1. Review the file received and email it to rpaserviceindicatorsaccount@uq.edu.au from a whitelisted email address with the subject line **SA_TransNote**.

Note: If multiple emails are sent through to the bot on the same day, there may be delays in processing all jobs. If the same user sends two emails to the bot very close together, it may result in a combined completion report due to network throttling. It is recommended that a single user wait for the first report to complete before sending another email.

2. Wait for the bot to process the file. The estimated processing time is 30 seconds per row, plus a fixed 2 minutes per file. If a Completion Report has yet to be received from one email, any new emails sent will increase the total processing time for all pending files.
3. Review the emailed Completion Report sent to the whitelisted email address and send to the requesting user.

Important points to consider when preparing the file

- Actions will be performed sequentially, row-by-row, starting at row 2 of the file.
- Preparation of the data file should be done exactly per the instructions.
- The file can be have any name.
- The tab 'Sheet1' should not be renamed.
- The subject line of the email must be **SA_TransNote**.
- Only one file can be attached to an email.
- 'Transcript Type' and 'Transcript Level' are mutually exclusive fields. One of them must have valid data per row, but not both.
- The 'Transcript Text' column cannot be blank for any row. If users wish to customise how the text is split, the 'Transcript Text' column still needs to have the full transcript text included in the relevant cell.
- SI-net allows the entry of transcript text only one line at a time (a limit of 90-characters). Refer to the sections below on how the text will be split up automatically, or how users can specify how text should be split across multiple lines:
 - [Automatically split text](#)
 - [User-specified split text](#)
- Avoid using the opening square bracket character: [. The bot cannot use this special character. Refer to the Transcript Notation Standards Guide for alternative characters. If a square bracket is required for a transcript notation, then use double square brackets ([[]]) instead.
- Avoid making line breaks in an individual cell (Alt + Enter). The bot will not recognise a line break and this may cause errors in how the text is split. If transcript text needs a line break, it is recommended to manually split the text into two or more Text Seq Nbr columns. The Excel formulas will automatically remove line breaks and replace them with a space. To check for and remove line breaks:
 - Open the Find and Replace dialogue box (Ctrl + H).



- Click in the 'Find what:' field and type Ctrl + J (this will populate the field with the invisible line break character).
- Leave the 'Replace with' field blank.
- Click 'Replace All' and all line breaks will be removed from the spreadsheet.

Columns explained

The following columns must contain data according to the specified rules for the bot to run successfully.

Column	Rules																				
Student ID [Mandatory]	<ul style="list-style-type: none"> Must be 8 characters Can only contain numbers 																				
Academic Career [Mandatory]	<ul style="list-style-type: none"> Must be 4 characters (e.g. UGRD, PGCW, PGRS) Can only contain letters 																				
Career Number [Mandatory]	<ul style="list-style-type: none"> Must be 1 or 2 characters (e.g. 0, 1, 2 or 10) Can only contain numbers 																				
Relative Position [Mandatory]	<ul style="list-style-type: none"> Must be either Before or After 																				
Print Location [Mandatory]	<p>Must be one of the following values:</p> <table border="1"> <tbody> <tr> <td>Academic Program</td> <td>Academic Standing</td> <td>Cumulative Stats</td> <td>Degrees – External</td> </tr> <tr> <td>Degrees – Local</td> <td>Enrollment</td> <td>Milestones</td> <td>Program Completion</td> </tr> <tr> <td>Student Personal Data</td> <td>Term Honors</td> <td>Term Statistics</td> <td>Transcript Print Date</td> </tr> <tr> <td>Transcript Recipient</td> <td>Transcript Request Reason</td> <td>Transcript Requester</td> <td>Transfer Credit – Courses</td> </tr> <tr> <td>Transfer Credit – Others</td> <td>Transcripts Credit – Tests</td> <td>Withdrawal Info</td> <td></td> </tr> </tbody> </table> <p>Refer to Appendix 1 for detailed information on Print Locations.</p>	Academic Program	Academic Standing	Cumulative Stats	Degrees – External	Degrees – Local	Enrollment	Milestones	Program Completion	Student Personal Data	Term Honors	Term Statistics	Transcript Print Date	Transcript Recipient	Transcript Request Reason	Transcript Requester	Transfer Credit – Courses	Transfer Credit – Others	Transcripts Credit – Tests	Withdrawal Info	
Academic Program	Academic Standing	Cumulative Stats	Degrees – External																		
Degrees – Local	Enrollment	Milestones	Program Completion																		
Student Personal Data	Term Honors	Term Statistics	Transcript Print Date																		
Transcript Recipient	Transcript Request Reason	Transcript Requester	Transfer Credit – Courses																		
Transfer Credit – Others	Transcripts Credit – Tests	Withdrawal Info																			
Term	<p>Required only if Print Location is one of the following:</p> <ul style="list-style-type: none"> Academic Standing Enrollment Term Honors Term Statistics Withdrawal Info 																				
External Org ID	<ul style="list-style-type: none"> Required only if Print Location is Degrees – External 																				
Degree Nbr	<ul style="list-style-type: none"> Required only if Print Location is Degrees – External or Degrees – Local 																				
Milestone Nbr	<ul style="list-style-type: none"> Required only if Print Location is Milestones The student must have a Milestone recorded in Student Milestones on SI-net. 																				
Model Nbr	<ul style="list-style-type: none"> Required only if Print Location is one of the following: <ul style="list-style-type: none"> Transfer Credit – Courses Transfer Credit – Others 																				

	<ul style="list-style-type: none"> ○ Transfer Credit - Tests ● Must contain a number between 0 – 999
Transcript Level	<ul style="list-style-type: none"> ● Must be one of the following values: <ul style="list-style-type: none"> ○ Degr Prog ○ Not Print ○ Official ○ Unofficial ● Mutually exclusive with 'Transcript Type' (if a value is entered here, 'Transcript Type' must be blank).
Transcript Type	<ul style="list-style-type: none"> ● Must be one of the following values: <ul style="list-style-type: none"> ○ UNOFF ○ UNOFS ● Mutually exclusive with 'Transcript Level' (if a value is entered here, 'Transcript Level' must be blank).
Transcript Text [Mandatory]	<ul style="list-style-type: none"> ● Can be any character length. ● By default, text greater than 90 characters will be <u>automatically split</u> by the bot.
Text Seq Nbr 1 – 10	<ul style="list-style-type: none"> ● These columns should be left alone unless the user wishes to customise how the text is split across multiple lines on the transcript. ● The Excel spreadsheet's formulas will divide the content entered in the 'Transcript Text' column into separate Text Seq Nbr columns. It will split at the word before the word containing the 90th character, repeating this process until all text is included (up to a total of 10 Text Seq Nbr columns). ● If users want to specify the character at which the text should be split, override the relevant Text Seq Nbr column/s and manually enter the desired text. See <u>User-specified split text</u>. ● The contents of these cells cannot be more than 90 characters.

Automatically split text

The Excel spreadsheet's formulas will divide the content entered in the 'Transcript Text' column into separate Text Seq Nbr columns. It will split at the word before the word containing the 90th character, repeating this process until all text is included (up to a total of 10 Text Seq Nbr columns).

This option is recommended for cases when it is acceptable for the text to break at a new line at the nearest word.

For example:

04/07/2024 Associate Dean (Academic) approves non-standard French Major to include: FREN3113, FREN3360 and FREN3114.

The Excel Formula will split the text into two entries, with the first ending at the word **before** FREN3113. The 90th character falls in the middle of 'FREN3113'.

Text Seq Nbr	Text	# of characters
Text Seq Nbr 1	04/07/2024 Associate Dean (Academic) approves non-standard French Major to include:	83
Text Seq Nbr 2	FREN3113, FREN3360 and FREN3114.	33

The academic transcript will display the text as below:

Sem 1 2024					
Program : B Engineering (Hons)					
Plan : Electrical Engineering Major					
CSSE	4011	Advanced Embedded Systems	2.00	2.00 7	14.000
REIT	4841	R&D Methods and Practice		0.00 IP	
	TERM GPA :	7.000	TERM TOTALS :	2.00	2.00 14.000
04/07/2024 Associate Dean (Academic) approves non-standard French Major to include:					
FREN3113, FREN3360, FREN3114, LTCS2024, FREN3115, FREN3380, FREN3375, FREN3310.					

How to prepare a file to automatically split text

1. Enter or paste text into the 'Transcript Text' column. No further changes are required.

Transcript Type	Transcript Text	Text Seq Nbr 1	Text Seq Nbr 2	Text Seq Nbr 3
	04/07/2024 Associate Dean (Academic) approves non-standard French Major to include: FREN3113, FREN3360 and FREN3114.	04/07/2024 Associate Dean (Academic) approves non-standard French Major to include:	FREN3113, FREN3360 and FREN3114.	

2. Text Seq Nbr 1 to Text Seq Nbr 10 will be populated automatically by Excel formulas, splitting at the word before the word containing the 90th character.

Transcript Text

Academic Career: UGRD Undergraduate

Find | View All First 2 of 2 Last

*Print Loc Seq: 2 *Relative Position: After *Print Location: Term Statistics

*Institution: UQUNI The University of Queensland

Term: 7420 Sem 1 2024

Find | View 1 First 1-2 of 2 Last

*Text Seq Nbr: 1 Transcript Level: Unofficial

Transcript Report COBOL

Transcript Type: [Search]

Transcript Text: 04/07/2024 Associate Dean (Academic) approves non-standard French Major to include:

*Text Seq Nbr: 2 Transcript Level: Unofficial

Transcript Report COBOL

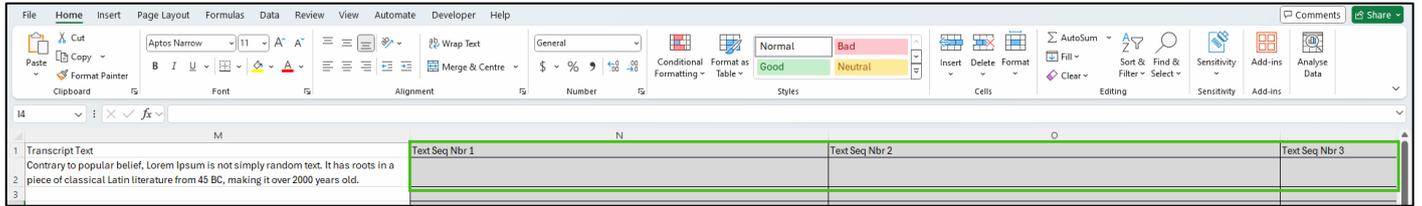
Transcript Type: [Search]

Transcript Text: FREN3113, FREN3360, FREN3114, LTCS2024, FREN3115, FREN3380, FREN3375, FREN3310.

Save Return to Search Previous in List Next in List Notify

Notes:

- The 'Transcript Text' column cannot be blank.
- If all of Text Seq Nbr 1 to Text Seq Nbr 10 are blank, the bot will split the text independently in the same way the formulas split the text on the spreadsheet. As a result, Text Seq Nbr 1 – 10 should only be left blank if the user wishes for the text to be split automatically.



- If users wish to change specify the text is split, refer to [User-specified split text](#).

User-specified split text

If Users wish to customise how the text is split, they can override the formulas in the Text Seq Nbr 1 through to Text Seq Nbr 10 columns.

This option is recommended if transcript notation should be split into entries of less than 90 characters, as specified by the user.

For example:

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old.

The user wishes to split the text so that a new line begins after the first sentence (even though more words from the second sentence could fit into the first line).

Text Seq Nbr	Text	# of characters
1	Contrary to popular belief, Lorem Ipsum is not simply random text.	66
2	It has roots in a piece of classical Latin literature from 45 BC, making it over 2000	85
3	years old.	10

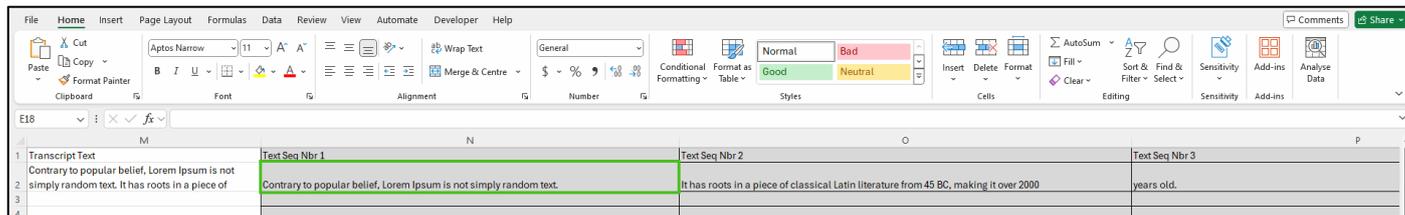
The academic transcript will display the text as below:

Sem 1 2024					
Program : B Engineering (Hons)					
Plan : Electrical Engineering Major					
CSSE	4011	Advanced Embedded Systems	2.00	2.00 7	14.000
REIT	4841	R&D Methods and Practice		0.00 IP	
TERM GPA :		7.000	TERM TOTALS :		2.00 2.00 14.000
Contrary to popular belief, Lorem Ipsum is not simply random text.					
It has roots in a piece of classical Latin literature from 45 BC, making it over 2000					
years old.					

How to prepare a file with user-specified split text

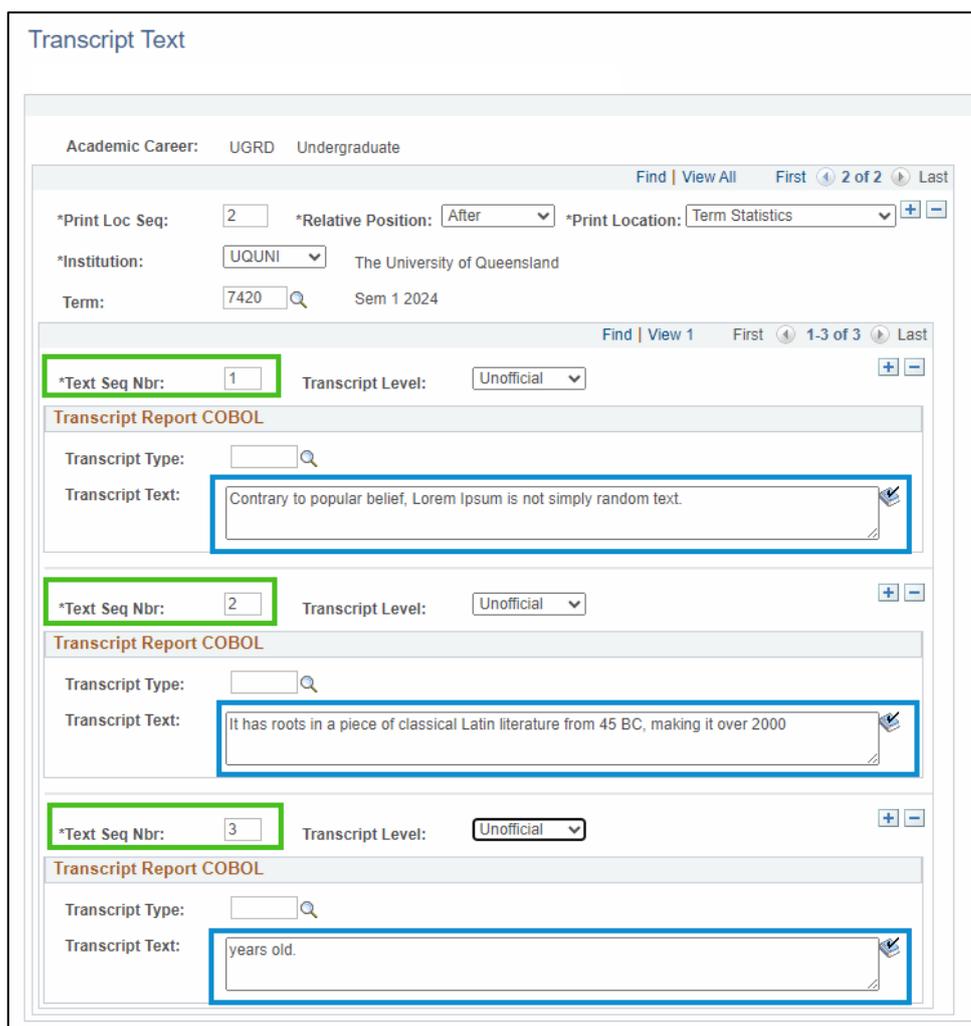
To specify where the text will split:

1. **Override** the formula contained in the 'Text Seq Nbr' columns by manually entering the required transcript text, starting with the Text Seq Nbr 1 column.



	M	N	O	P
1	Transcript Text Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of	Text Seq Nbr 1 Contrary to popular belief, Lorem Ipsum is not simply random text.	Text Seq Nbr 2 It has roots in a piece of classical Latin literature from 45 BC, making it over 2000	Text Seq Nbr 3 years old.
2				
3				

2. When the spreadsheet is sent to the bot, it will add text for each 'Text Seq Nbr' as specified on the spreadsheet.



Transcript Text

Academic Career: UGRD Undergraduate

Find | View All First 2 of 2 Last

*Print Loc Seq: 2 *Relative Position: After *Print Location: Term Statistics

*Institution: UQUNI The University of Queensland

Term: 7420 Sem 1 2024

Find | View 1 First 1-3 of 3 Last

*Text Seq Nbr: 1 Transcript Level: Unofficial

Transcript Report COBOL

Transcript Type: [Search]

Transcript Text: Contrary to popular belief, Lorem Ipsum is not simply random text.

*Text Seq Nbr: 2 Transcript Level: Unofficial

Transcript Report COBOL

Transcript Type: [Search]

Transcript Text: It has roots in a piece of classical Latin literature from 45 BC, making it over 2000

*Text Seq Nbr: 3 Transcript Level: Unofficial

Transcript Report COBOL

Transcript Type: [Search]

Transcript Text: years old.

Notes:

- The user can specify if the transcript text should break into a new line earlier than the word before the word containing the 90th character. However, each Text Seq Nbr cell still cannot contain more than 90 characters, otherwise the bot will fail to process that row.
- Overriding formulas will result in any new rows added below the overridden cell to not copy the formula down automatically. It is recommended to make any manual changes last, after all data has been added and after the text has been split automatically by the Excel formula.

Completion Report

All statuses other than 'Success' will need to be reviewed:

1. 'Business Rule Error' is for the user to investigate and fix.
2. Please read the Message column and refer back to the [Summary of TransNote](#) section for detailed instructions on how to prepare the file again for processing.
3. 'System Error' should be referred to RPA Developers for assistance. Please contact rpa.ads@its.ug.edu.au.

The Completion Report will contain a summary of results in the body of the email.

Hi Team,

There were 14 Successes, 3 Business Rule Errors, and 0 System Errors. For further detailed reporting, please open spreadsheet attached.

Student ID	Academic Career	Career Number	Transcript Text	Status	Message
[REDACTED]	PGRS	0	02/08/2024 Program requirements completed for the Master of Philosophy	Business Rule Error	Print Location value is missing and is a mandatory field.
[REDACTED]	PGRS	0	02/08/2024 Program requirements completed for the Master of Philosophy	Business Rule Error	Completion Program is not a valid Print Location.
[REDACTED]	PGCW	0	Blue Card Completed.	Success	
[REDACTED]	PGRS	0	Approved deferred examination for ABCD1234	Success	
[REDACTED]	PGCW	0	02/08/2024 - Both Academic Integrity Modules complete	Success	
[REDACTED]	UGRD	1		Business Rule Error	Transcript text is empty.
[REDACTED]	PGRS	0	02/08/2024 Program requirements completed for the Master of Philosophy	Success	
[REDACTED]	UGRD	0	Dean's Honour Roll - Faculty of Business, Economics and Law	Success	
[REDACTED]	UGRD	0	Dean's Honour Roll - Faculty of Business, Economics and Law	Success	
[REDACTED]	UGRD	0	Dean's Honour Roll - Faculty of Business, Economics and Law	Success	
[REDACTED]	UGRD	0	Dean's Honour Roll - Faculty of Business, Economics and Law	Success	
[REDACTED]	UGRD	0	Dean's Honour Roll - Faculty of Business, Economics and Law	Success	
[REDACTED]	UGRD	0	Dean's Honour Roll - Faculty of Business, Economics and Law	Success	
[REDACTED]	UGRD	0	Dean's Honour Roll - Faculty of Business, Economics and Law	Success	
[REDACTED]	UGRD	0	Dean's Honour Roll - Faculty of Business, Economics and Law	Success	
[REDACTED]	UGRD	0	Dean's Honour Roll - Faculty of Business, Economics and Law	Success	
[REDACTED]	UGRD	0	Dean's Honour Roll - Faculty of Business, Economics and Law	Success	

Attached is a ReportSummary .csv file that contains further details, including the email address of the sender and the time the email was submitted to the bot. This file contains the same data that was sent to the bot originally and can be used to prepare another file in the event business rule errors need to be processed again once fixed.

Student ID	Academic Career	Career Number	Transcript Text	Status	Message	Sender	SubmissionTime
46967277	UGRD	0	After Term Stat 7520	Official	02/08/202 Business f At least o	staff@uq.	15/08/2024 16:47:13.296
44493763	UGRD	1	After Degrees - External 10000027 2	Official	Bachelor (Business f At least o	staff@uq.	15/08/2024 16:47:13.296
44493763	UGRD	1	After Degrees - External 10000028 1	Official	Bachelor (Business f At least o	staff@uq.	15/08/2024 16:47:13.296
48915599	UGRD	0	After Term Stat 7460	Unofficial	02/08/202 Success	staff@uq.	15/08/2024 16:47:13.296

Appendix 1 - Print Locations

The section below outlines where on the academic transcript a 'Print Location' is. Relative Position will dictate whether it appears Before or After the print location.

Academic Program

- - - - - Beginning of Undergraduate Record - - - - -					
Sem 2 2019					
Program : B Engineering (Hons)					
Plan : Flexible First Year Undeclared					
CSSE	1001	Software Engineering	2.00	0.00	1
ENGG	1211	Eng Design & Problem Solving		0.00	IP
INFS	1200	Intro to Information Systems	2.00	0.00	1
MATH	1051	Calculus & Linear Algebra I	2.00	0.00	1
TERM GPA :		1.000	TERM TOTALS :		6.00 0.00 6.000
Academic Progression Warning					

Academic Standing

- - - - - Beginning of Undergraduate Record - - - - -						
Sem 2 2019						
Program : B Engineering (Hons)						
Plan : Flexible First Year Undeclared						
CSSE	1001	Software Engineering	2.00	0.00	1	
ENGG	1211	Eng Design & Problem Solving		0.00	IP	
INFS	1200	Intro to Information Systems	2.00	0.00	1	
MATH	1051	Calculus & Linear Algebra I	2.00	0.00	1	
TERM GPA :		1.000	TERM TOTALS :		6.00	0.00 6.000
Academic Progression Warning						

Cumulative Stats

Summr 2023						
Program : B Mathematics/BEcon						
Plan : Quantitative Methods Major						
Plan : Undeclared-BMath Undeclared						
ECON	2070	Strategic Thinking	2.00	2.00	6	12.000
TERM GPA :		6.000	TERM TOTALS :		2.00	2.00 12.000
Dean's Commendation for Academic Excellence						
Undergraduate Career Totals						
CUM GPA :		6.033	CUM TOTALS :		62.00	66.00 362.000

Degrees – Local

- - - - - Degrees Awarded - - - - -

Degree : Bachelor of Science

Confer Date : 2010-07-23

Plan : Geographical Sciences

Bachelor of Science with a major in Geographical Sciences

Degree : Bachelor of Science (Honours)

Confer Date : 2010-12-17

Degree Honors : Honours Class 1

Plan : Geographical Sciences

Enrollment

Sem 2 2021

Program : B Engineering (Hons)

Plan : Software Engineering Major

CSSE	1001	Software Engineering	2.00	2.00	5	10.000
ENGG	1300	Intro to Electrical Systems	2.00	2.00	5	10.000
INFS	1200	Intro to Information Systems	2.00	2.00	5	10.000

TERM GPA : 5.000 TERM TOTALS : 6.00 6.00 30.000

Milestone

```
----- Non-Course Milestones -----  
  
MATH1040 as Maths B Program Requirement  
  
Milestone Status: Completed  
  
- Completed
```

*Needs to have Milestones recorded in SI-net.

Program Completion

```
----- Degrees Awarded -----  
  
01/12/2021 Program requirements completed for Bachelors of Science / Arts  
  
30/11/2022 Program requirements completed for Bachelor of Science (Honours)  
  
-----  
  
Degree      : Bachelor of Arts  
  
Confer Date : 2021-12-20  
  
Plan       : Criminology (Extended)-BA  
  
Bachelor of Arts with an extended major in Criminology  
  
-----
```

Student Personal Data

Studies Report - Staff

The University of Queensland

The University of Queensland

Brisbane, QLD 4072

Australia

Name : [REDACTED]

Student ID: [REDACTED]

31/07/2022 - Part A of Academic Integrity Modules complete. Part B not yet complete

22/11/2022 - Both Academic Integrity Modules complete

Print Date : 2024-08-06

Term Honors

Sem 2 2020

Program : B Mathematics/BEcon

Plan : Quantitative Methods Major

Program : Dip Languages

Plan : Chinese Major

ECON	2030	Microeconomic Policy	2.00	2.00 6	12.000	
ECON	2040	Macroeconomic Policy	2.00	2.00 7	14.000	
MATH	2100	Applied Mathematical Analysis	2.00	2.00 7	14.000	
TERM GPA :		6.667	TERM TOTALS :	6.00	6.00	40.000

Dean's Commendation for Academic Excellence

Term Statistics

Sem 2 2021					
Program	: B Engineering (Hons)				
Plan	: Software Engineering Major				
CSSE	1001	Software Engineering	2.00	2.00 5	10.000
ENGG	1300	Intro to Electrical Systems	2.00	2.00 5	10.000
INFS	1200	Intro to Information Systems	2.00	2.00 5	10.000
TERM GPA :		5.000	TERM TOTALS :		6.00 6.00 30.000

Transcript Print Date

Find | View All 1 of 1

Seq Nbr: 1 [Print View \(PDF\)](#)

ID: [REDACTED] [Report Manager](#)

Studies Report - Staff

The University of Queensland

The University of Queensland

Brisbane, QLD 4072

Australia

Name : [REDACTED]

Student ID: [REDACTED]

02/03/2021 - Part A of Academic Integrity Modules complete. Part B not yet complete

Print Date : 2024-08-07