**Filter Categories**

(Checkboxes if possible, so can select any combo of options. And Default is everything checked (‘all’) for each category unless otherwise specified)

* Timeframe
  + Academic Year (DEFAULT: current academic year)
  + Academic Quarter
* Attendee
  + Role at stanford (undergrad, grad, postdoc, staff)
  + Type of degree (PhD, BS, MS, etc)
  + Year in program
  + School
  + Program (grad students) or Major (undergrads)
* Event Type
  + Event Type (workshop, study hall, studio)
  + Event Topic (for now, ONLY applicable to study halls. Options will be General, Math or Chem)

**Metrics of interest (according to filters above)**

* Programming volume
  + Total # of events held
  + And how many of each Event Type
* Student Reach
  + Total # of student visits (each instance of attendance counts)
  + Total # of unique students
  + Min and Max # of events attended per unique student
  + Avg # of events attended per unique student
  + % attendance (# attended / # registered)
* Departmental representation: Table of all departments/majors represented and for each one, # of unique students, and total # of student visits
* School representation: Table of all schools represented and for each one, # of unique students, and total # of student visits (two separate columns)

**Suggested validations**

* Reconcile Ticket Type vs Role At Stanford
  + e.g. in 2020\_09\_24\_WKS\_UPDATED.xlsx the ticket type is “Undergraduate” but the role at stanford is “Other”. In this case the ticket type provides more detail than Role, so the “other” should be replaced with “Undergraduate”
* Make sure all SUIDs are numerical and 8 digits ([Jae Chung](mailto:chungjae@stanford.edu)is this true?)
  + If a student puts in their alphanumeric SUNET ID instead, see if they provided their SUID on another registration. If not, ask Jae to look up their SUID
* Check for duplicates of student emails. Also check for duplicates of First + Last names
  + Sometimes they misspell first/last names or SUIDs, but will put in their email correctly
  + Sometimes they misspell their emails
  + Merge duplicate student records