**ISIS Update**

Welcome to the ISIS newsletter for ISIS users, providing updates on functionality, ISIS statistics, tips and tricks, and more.

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**ISIS Support**

**ISIS Outages Update**

Reminder that ISIS outages are now fortnightly, rather than weekly. So the next scheduled outage will be on **Thursday 9 September 2010, between 6pm and 8pm.** It is important to note that there may be outages outside of these times for emergency fixes; you will be advised via email if this occurs.

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**Staff Movements**

**Staff moving on**

- **Michelle Gillespie** is leaving the project from Friday. Michelle is moving to Architecture Building and Planning.
- **Tamara Jimenez** has taken up the position of Handbook Coordinator for 12 months.
- **Christine Priestly** is on long service leave until next year. Kate Dunn can be contacted for Results and Study Plan related issues.

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**Functionality Now Working or Currently Unavailable**

**Functionality Available Now**

**VPT Concession Form (Met Form)** This form has been updated to accurately reflect if a student is full or part time by half year. This was not calculating correctly previously.

**Reports**

- **Detailed Applications Search:** this report enables you to search by Date Submitted and Organisational Unit for all applications submitted within a date range. All users should have access to view this information.
- **Student Rewards Summary Search:** this report enables you to search for rewards by reward type. All users should have access to view this information.
- **Student Contact Details Search:** This report is now functional and we hope to make it available to users as soon as possible. Until then, staff requiring student contact information can continue to request this through the ISIS Help Desk. Please provide a list of student ID’s that you need details for.

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**Functionality Available Soon**
Enrolment Details for students: This report will be available soon for students to access important information about their enrolment, including census dates.

Reports Coming Soon: the following reports are in development and will be available in production gradually over the coming weeks.

- Student Education Background Search
- Reward Application Summary Report
- SSP Academic Status Search
- Student Reward Details Search, enhancements to existing report
- Batch Receipts Report, enhancements to existing report
- Detailed Student Study Package Report
- Unapproved leave of absence
- Unassessed application alert
- Statement of Enrolment
- RHD Students based on Ext Org Search
- Reward Rank Order list
- Enrolment Tracking Search (Enhanced to view re-enrolling students)
- RHD Student Progress Search, enhancements to existing report
- RHD Supervisory Load, enhancements to existing report
- Subjects without Subject Co-ordinators
- Student Credit Summary Search, enhancements to existing report

Previously Advised Functionality Unavailable and Updates: We have moved this section to the ISIS website: www.isis.unimelb.edu.au (It will be on the website by Monday; refer to previous issues in the meantime).

Bugs and Faults

Report Server Queues
During last night’s ISIS outage, some progress was made to improving the performance when running reports. Reports are still not running as we would like and so there continues to be work with the vendor to find a full solution. We will keep users informed of any progress. In the meantime we appreciate your patience and you can continue to run reports; just be prepared for them to take a while to run.

Note: This issue is affecting the production of Academic Transcripts. As a result, students are being asked to wait 24 hours for a transcript. Could you please make sure that you alert students to this turnaround time when they are requesting a transcript.

Tips and Tricks

Majors and Specialisations for Completing Students.
The ISIS version of the Academic Transcript does not yet reflect details of students’ majors and specialisations contained in Study plans. The transcript will be modified (with this and various other changes) over coming months, in time for the peak end of year completions period. However, as certain cohorts will not have the correct information in their study plan, the process is as follows:
For students completing between now and November and for combined degrees:

- Use the relevant user fields on the Award screen to record the Major and/or Specialisation. This information will be printed on the transcript.

For all active and on-going courses:
The student’s majors and specialisations (including honours specialisations) should be correct in the study plan and this will print on the transcript. (Note that at the moment the Majors in ISIS don’t have the correct titles entered. The SSP team are currently cleaning up this data so that the transcript makes sense).

Where the study plan is not able to be completely set up with all majors and specialisations, then use the user fields on the Award screen instead.

The list of values in the drop-down lists within the user fields will be updated to match the full list of study plan majors, so that transcripts will display the same wording regardless of whether it is looking at the study plan or the user field. The transcript will look first to the student’s Awards screen. If all the user fields for majors, specialisations and honours are blank, then it will look to the student’s study plan. If both are populated, only the user field information will print.

**Updating the Library Barcode.**

If you come across students who need their library barcode updated, please ensure you action this as soon as possible to avoid unnecessary delays for the student. Can you either call the ISIS Help Desk on ext: 42690 or SMS-E on ext: 44772

Please don’t log this as a remedy request as it may cause unnecessary delays for the students.

**Tips and Tricks previously advised**

Tips and Tricks that have been included in previous issues can be found on the ISIS website www.isis.unimelb.edu.au

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**Did You Know?**

**Research Subjects and New Subject Codes**

Did you know that if a student enrolled in a research subject before 2010, they will still be enrolled in ISIS in the old Merlin code? These research subjects have been set to ‘phasing out’ in ISIS, but students will remain enrolled in these subjects until they complete or withdraw. What this means is that if you are searching for students in a research subject, you need to look for them using both the old and the new codes.

For example: 615701 and ISYS90023 are the same PhD Research subject; one is the old code and the later in the new code. To ensure that you pick up all the students in this subject, you will need to search for subjects in both codes in ISIS.

**Tip:** When using the student email lists to contact these students, you will need to use both email lists as long as there are students enrolled in the subject with the old codes.

**Recording Majors and Specialisations in ISIS**

We are receiving lots of questions about the process for recording Majors and Specialisations in ISIS. We consulting all relevant areas and will have detailed information available early next week. This will be distributed to Student Centre Managers as soon as it is available.

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**Date for your Diary**

**Admissions Briefing**

ISIS – Admissions Briefing, 10th September, 2010

You are invited to a briefing on managing Admissions in ISIS on **Friday 10th September 2010 from 1.00 to 2.00 pm in the Charles Pearson Theatre, ERC building.** The briefing will provide you with an overview of managing Admissions in ISIS, including tips on using search queries to access key information and also helpful hints on how to navigate within ISIS to streamline your work practices.

**Who should attend?** Anyone who is currently managing Admissions within ISIS including RHD admissions.

*The slides and audio recording of the demonstration will be available on the ISIS website following the presentation.*
Configuration

2011 Course and Subject Changes

- For any queries relating to your 2011 course and subject changes please contact Kiera Stevens: kieraes@unimelb.edu.au, phone: 9035 5063
- Remember to send your information to the new email address: 2011-CSPChanges@unimelb.edu.au
- There is a new Fact Sheet on how to get your course and subjects into ISIS now available: http://www.isis.unimelb.edu.au/isis_tips/resources

Quicklinks

ISIS Website  ISIS News  ISIS Glossary  ISIS eLearning