**Changes to Functionality**

**Functionality Available Now:**

**Changes to Offer Letter Template**
An updated version of Offer Letter went into ISIS overnight. The on-system template has updated contact details to cater for local Undergraduate offers.

**Improvements to Student Form Alerts**
The following changes have been made to the Student Form Alerts to improve usability (note this is specific to the Student Form Alerts and does not affect other types of alerts).

- Alerts renamed slightly to make them clearer
- Coursework and RHD no longer require separate alerts, there is now a parameter on each alert to choose whether you want to receive alerts for coursework, RHD or all
- Users can now choose to configure their own organisational units and course codes to receive Student Form alerts for. This is particularly useful for the following situations:
  - a) you need to receive alerts for one or more additional faculties/departments than the one you belong to
  - b) you want to narrow down your alerts to specific departments/course codes that you look after.

If you do not choose to configure this option, your alerts will continue to work as they do currently and display records based on the faculty/department you belong to.

For information on configuring your own org units and course codes for Student Form alerts, see the cheat sheet on the ISIS website: [http://wwwisis.unimelb.edu.au/isis_tips/isis_cheat_sheets](http://wwwisis.unimelb.edu.au/isis_tips/isis_cheat_sheets)

Due to these changes, if you wish to continue to receive Student Forms alerts you will need to reconfigure the appropriate alerts. If you want to check how to configure your alerts, see the eLearning course on configuring alerts – [Logging in, Using Tabs, and Setting Up Your Alerts](http://wwwisis.unimelb.edu.au/isis_tips/isis_cheat_sheets).

When you activate the alert you will need to select a cohort of RHD, coursework or all (*) – see example below:
RHD Student Progress Search

A new version of the RHD Student Progress Search grid is now available. This new version includes:

- Fixes to issues identified and reported by users to ISIS-help;
- Additional search parameters (including comparative information with the related milestone dates stored against the SSP for the course);
- Additional values available for display in the grid (including information about the course, the research thesis subject, the FEC date, the current Expected Work Submission Date)

Note that in particular the report is useful for identifying groups along the following lines:

Checking status of progress reports that have been requested of students for a particular cohort (e.g., course) and that are due in the next month:
Checking status of progress reports that have been requested of students where the “teaching org named against the research subject” = xyz

Checking whether milestone dates (recorded against an SSP for the course) have had associated progress reports requested from students

It is anticipated that this report will be used by many key groups including administrators based in teaching departments, faculties/graduate schools, MSGR and SMS-Enrolments as part of their processes associated with RHD student progress.

Note that when you first open the function, you will see that the following values are set as “default” parameters:
If you leave the “supervisor position = Principal Supervisor“, the results in the grid will return a single record for each relevant progress report.

However, if you remove the “supervisor position = Principal Supervisor, the results in the grid will return multiple records for each relevant progress report – namely, one record for each supervisor named against the SSPC (i.e., named against the subject).

**Functionality Available Soon**
The ISIS team is currently testing the next revision of the software. It contains a large number of fixes for bugs identified by the University of Melbourne, as well as fixes for bugs identified by other universities using the TechnologyOne product. Our current plan is to install this in ISIS in time for Monday 25 October. More information about the changes will be covered in the next ISIS briefing (see the ‘Did You Know’ section below for details) and will be circulated via email late next week.

**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 Tuesday; refer to previous issues in the meantime).

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**Did You Know?**

**Staff Briefing - Follow-up to ‘100 Days of ISIS’**
You are invited to the next Student System Project Briefing – a follow up to our last presentation ‘100 Days of ISIS’. Project staff will report on what has occurred since the last briefing, summarise forthcoming system changes and invite more questions/feedback from ISIS users. There’s no need to register attendance.

**Date:** Wednesday 20 October 2010
**Time:** 1.00-2.00pm
**Location:** Theatre D (Old Arts Building, Parkville Campus)

Please note that the slides and questions/responses from the last briefing are on the ISIS website for your reference: http://isis.unimelb.edu.au/about_isis/news

**Study Plan Refresher Session**
Tuesday 26 October, 11am-12noon. Theatre A, Old Arts.
SMS-S, with attendance from SMS-E staff, will run a refresher session relating to Study Plan manipulation. To ensure that we are covering the relevant topics, can you please forward all requests to sarah.purnell@unimelb.edu.au so that we can prepare for the session. No need to register your attendance at the session.
Study Plan Drop-In Clinic
Thursday 28 October, 10am – 12 noon, ITC Lab 3, 780 Elizabeth Street. No need to register, just bring your questions along. There will be 12 PCs and 4 ISIS staff on hand to help with Study Plan related questions.

Tips and Tricks

New Cheat Sheets available on the web:
- Processing Designated Advanced Standing for hybrid degrees
- identifying coursework students due to complete their course

You can find the above cheat sheets and many others on the ISIS website:
http://www.isis.unimelb.edu.au/isis_tips/isis_cheat_sheets

How to find Subject Enrolment Numbers
Do you need the enrolment numbers for a number of subjects? This is how to get this information from ISIS:

Step 1: Navigate to Study Package Availability Search form
Step 2: Enter the following criteria
- Study Package Stage = Active
- Responsibility Organisation = (your org unit)
- Responsibility Category = Teaching Responsibility (or owning)
- Availability Year = 2010
- Study Package Category = Subject

And retrieve these results

Step 3: Click on “options” on the icons on the far right hand side of the grid (see below) and select “customise columns” and navigate to the item “Current number enrolled” and drag this back into the grid (see below)

Step 5: Re-retrieve the results and you will be able to view the list of subjects and how many students are currently enrolled in that availability.

NOTE: Current Number Enrolled is a hidden field and needs to be dragged on to the Grid

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

Quicklinks

ISIS Website    ISIS News    ISIS Glossary    ISIS eLearning