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

Changes to Functionality

As advised on Friday, a major upgrade to ISIS occurred over the weekend. You can see the full details of what’s changed on the ISIS website: http://isis.unimelb.edu.au/about_isis/news

You may find that screens are slow to load today, but this should only occur the first time you open them.

In summary, the things you’ll be able to do differently as of today are:

- Use more keyboard shortcuts
- Save changes to your grid layouts
- Access two new RHD Reports
- Generate RHD Progress Report using the improved template
- Generate reports faster
- Navigate more quickly between screens using links
- Run bulk record cards (if you have any level 4 access role)
- Obtain more information in the ‘Special Consideration Search’ grid
- No more system-generated duplicate applicants
- See lots of small changes which will improve the overall usability of the system

What will be different for students?

- Easier online class registration functions for students
- Enrolment ‘Swap’ button working correctly for online Study Plan
- Improvements to enrolment related online functions – in time for re-enrolment
- Further improvements to the online application
- Additional information included in the Commonwealth Assistance Notice

What’s coming soon?

- Improvements to Special Consideration
- Improvements to Results and Progress
- Further improvements to the online application.

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).
Did You Know?

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 – particularly as it relates to re-enrolment. There’s 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 anytime within the 2 hour period. There will be 12 PCs and 4 ISIS staff on hand to help with Study Plan related questions.

Admissions Search Clinic
For Admissions staff who want to improve their data extraction skills and learn ‘tips and tricks’ to increase productivity. This will be an interactive session so bring along your real-life questions and scenarios.
Thursday 28 October, 2-3pm, Lab 3, 780 Elizabeth Street, Limit: 12 people, register via Themis

Enrolment Search Clinic
For Enrolment staff who want to improve their data extraction skills and learn ‘tips and tricks’ to increase productivity. This will be an interactive session so bring along your real-life questions and scenarios.
Thursday 28 October, 3.30-4.30pm, Lab 3, 780 Elizabeth Street, Limit: 12 people, register via Themis

Tips and Tricks

New Cheat Sheets available on the web:
- Student Summary Report
- Identifying coursework students due to complete their course
- Identifying student in their final subjects who have failed and may be eligible for a Supplementary Exam

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

- Full list of ISIS Alerts and how they work:
http://www.isis.unimelb.edu.au/isis_tips/resources

- Admissions Search Models: guide on some useful Admissions search models to search and extract data from ISIS
http://www.isis.unimelb.edu.au/isis_tips/resources

Accessing Reports
Just a reminder that there is still a bug in ISIS which means that you may obtain incorrect data if you access reports from your ‘Favourites’ menu. Please access reports directly from the Reports menu until this issue can be fixed by the vendor.

Correction to previous Tips and Tricks entry in ISIS Update on 9 July 2010
Identifying students who are eligible for a Supplementary Exam - this updated information is now on the web as a cheat sheet. Firstly, to identify students who are in their final year use the “Student Credit Summary Search”, with the following criteria (note,
the following criteria are a guide only):

- Enter the appropriate course (‘Parent Spk Cd’).
- By clicking the Add Criteria button, add the criterion ‘Total Passed and Enrolled’ using the operand of >= (greater than or equal to) enter the total number of points for the course less 12.5pts (e.g. 300 - 12.5 = 287.5). This will capture all students who have up to 12.5pts outstanding.
- Add the criterion ‘Parent SSP Status Cd’ ‘one of’ Admitted, Potentially Complete, Leave of Absence and Conditionally Complete.
- ‘Expected Completion date’ between in the date range that you want, e.g.: between 01/07/2010 and 31/12/2010.

Secondly, to identify students with fails within the mark range of 45 to 49 use the “Student Grades Search”, with the following criteria:

- Export the student IDs identified above and paste them into the ‘Student ID’ field on the Student Grades Search screen (for a step-by-step guide on how to do this, refer to the Cheat Sheets page and open ‘Converting a List of Values’).
- Add the criterion Availability Year with a value ‘=’ current year.
- Add the criterion Mark ‘Between’ 45 and 49

Once you have the list of students, you can then apply the ‘S’ grade to their record.

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