ISIS Data Extraction Techniques
This slideshow is designed to support training for ISIS Data Extraction Techniques.

Comprehensive help documentation about Data Extraction is available in ISIS via the ISIS Help Window. For further information about help documentation:

http://www.isis.unimelb.edu.au/isis_tips/help_documentation_in_isis
Topics covered in this slideshow include:

- Anatomy of a Grid Search Screen
- Anatomy of a Grid
- Study Package
- Study Package Category and Category Type
- Study Package Category Level, Study Type, Study Basis
- Organisational Unit and Responsibility Categories
- Study Package Availability
- Study Period
- Study Period Dates and Location Calendar
- Enrolment Periods
- Student Study Package Stage & Status
- Course Year Level / Credit Points
Anatomy: Grid Search Screen

Grid Search Screen
The search criteria section is as shown below

1) Search Fields
2) Add Criteria - Refine your search results by adding more criteria
3) Clear Criteria - You can reset all the criteria fields to their original state at any time
4) Clear Values - Clear the operators and values specified for the criteria
5) Save Search – Allows you to use the set of criteria for future searches by letting you specify a name and description for the search.
6) Load Search – Allows you to load a saved criteria next time you need to search the grid using the same criteria
7) Remove Criteria – Allows you to remove a search field from the criteria if required
Anatomy: Grid

Grid

Typically, a grid contains five parts as illustrated by the following image.
1. **Group Panel** – the panel at the top of the grid used to group and summarise data in the grid by a column.

2. **Column Header** – the row at the top of the grid used to display the heading title for each column in the grid.

3. **Rows and Columns** – the rows and columns used to display the information appear in the centre of the grid. They display and behave similar to the rows and columns in applications like Microsoft Excel and Microsoft Access.

4. **Toolbar Buttons** – a number of tools are available for working with grids, and the buttons to access them appear in the vertical list on the right-hand side of the rows and columns. This includes, for example, the ability to export the grid data to Microsoft Excel.

5. **Summaries Row** – the row at the bottom of the grid used to perform simple mathematical calculations on the grid data. For example, you can sum a column.
The term ‘study package’ refers to any teaching offering made by the University.

Courses, subjects and major / minor / specialisations are all examples of (different types of) study packages.

Each study package has a **Category** and a **Category Type**.

*These categories are useful criteria for limiting a search*
Study Packages are Logically Grouped and Categorised....

1. Fruit

2. Citrus fruit

3. Mandarin
There are 3 levels of groupings:

Category = 1. Fruit

Category type = 2. Citrus fruit

Study package = 3. Mandarin
Another way to look at it:

Each **study package** falls into a

**Category Type**

which in turn falls into a

**Category**
Study Package Category

The general classification of the study package

3 categories defined in ISIS:

- **Course** – e.g. Bachelor Degree, Advanced Diploma, Masters by Research
- **Subject** – e.g. Undergraduate Subject, Postgraduate Subject, Exchange Subject
- **Study Set** – A group of subjects, e.g. Major, Minor, Subject Set
Study Package Category Type

More detailed classification (more specific info) of the study package

For example, some category types for a Course include:
- Associate Degree
- Bachelor’s Honours

And some category types for a Subject include:
- Postgraduate Subject
- Research Thesis
Study Package – One way to look at it

Study Package Demystified

Study Package

Bachelor of Commerce

is a

Course

what type of course

Bachelor’s Degree

Category

Category Type

General Classification

Specific Information
Each study package is allocated to a study package Category Type, which has a study package Category

- **Study Package**
  - Bachelor of Commerce
  - Accounting B
  - International Politics

- **Category Type**
  - Bachelor’s Degree
  - Undergraduate Subject
  - Specialisation

- **Category**
  - Course
  - Subject
  - Study Set
<table>
<thead>
<tr>
<th>Study Package Cd</th>
<th>Full Title</th>
<th>Category</th>
<th>Category Type</th>
<th>Category Type Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>105AA</td>
<td>Bachelor of Arts</td>
<td>Course</td>
<td>BDG</td>
<td>Bachelor's Degree</td>
</tr>
<tr>
<td>089AI</td>
<td>Graduate Certificate in Arts (Australian Indigenous Studies)</td>
<td>Course</td>
<td>GC</td>
<td>Grad Cert/Postgrad Certificate</td>
</tr>
<tr>
<td>069AH</td>
<td>Graduate Diploma in Arts (Art History)</td>
<td>Course</td>
<td>PGD</td>
<td>Grad Dip/Postgrad Diploma</td>
</tr>
<tr>
<td>038AA</td>
<td>Master of Art Curatorship (Coursework and Minor Thesis)</td>
<td>Course</td>
<td>MCW</td>
<td>Master's Coursework</td>
</tr>
<tr>
<td>102AT</td>
<td>Master of Arts (Research)</td>
<td>Course</td>
<td>MRE</td>
<td>Master's Research</td>
</tr>
<tr>
<td>101AB</td>
<td>Ph.D. - Arts</td>
<td>Course</td>
<td>PHD</td>
<td>Doctorate by Research</td>
</tr>
<tr>
<td>UNIB30007</td>
<td>Sex Race and Social Justice</td>
<td>Subject</td>
<td>UGS</td>
<td>Undergraduate Subject</td>
</tr>
<tr>
<td>PHIL90021</td>
<td>Creative Thinking &amp; the Power of Ideas</td>
<td>Subject</td>
<td>PGS</td>
<td>Postgraduate Subject</td>
</tr>
<tr>
<td>PHIL90022</td>
<td>Thinking and Acting Ethically</td>
<td>Subject</td>
<td>PGS</td>
<td>Postgraduate Subject</td>
</tr>
<tr>
<td>PHIL90002</td>
<td>Major Thesis - Philosophy</td>
<td>Subject</td>
<td>RTH</td>
<td>Research Thesis</td>
</tr>
</tbody>
</table>
Other Key Study Package Attributes

1. **Category Level**: Academic level associated with a Category Level. 4 levels:
   - Undergraduate
   - Post Graduate
   - Non Award
   - Other Award

2. **Study Type**: The type of study associated with Study Packages for the Category Type. 3 Study Types:
   - Coursework
   - Higher Degree Coursework
   - Higher Degree Research

3. **Study Basis**: The Study Basis for the Category Type i.e.,
   - Credit
   - Time

*Category Level is applicable only to Courses and is blank for subjects and study sets
Study Type and Study Basis does not apply to Study Sets*
### Study Package Sample Table

<table>
<thead>
<tr>
<th>Study Package Cd</th>
<th>Full Title</th>
<th>Category</th>
<th>Category Type</th>
<th>Category Type Description</th>
<th>Category Level</th>
<th>Study Type</th>
<th>Study Basis</th>
<th>Abbreviated Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>052AC</td>
<td>Master of Architecture (by Coursework)</td>
<td>Course</td>
<td>MCW</td>
<td>Master's Coursework</td>
<td>Post Graduate</td>
<td>Higher Degree Coursework</td>
<td>Credit</td>
<td>Master of Arch. (Coursework)</td>
</tr>
<tr>
<td>052AD</td>
<td>Master of Architecture - (Design)</td>
<td>Course</td>
<td>MRE</td>
<td>Master's Research</td>
<td>Post Graduate</td>
<td>Higher Degree Research</td>
<td>Time</td>
<td>Master Architecture (Design)</td>
</tr>
<tr>
<td>ABPL90013</td>
<td>M.Arch (Thesis)</td>
<td>Subject</td>
<td>RTH</td>
<td>Research Thesis</td>
<td>Not Applicable</td>
<td>Higher Degree Research</td>
<td>Time</td>
<td>M.Arch (Thesis)</td>
</tr>
<tr>
<td>ABPL90014</td>
<td>Evolution of the Workplace</td>
<td>Subject</td>
<td>PGS</td>
<td>Postgraduate Subject</td>
<td>Not Applicable</td>
<td>Coursework</td>
<td>Credit</td>
<td>Evolution of the Workplace</td>
</tr>
<tr>
<td>BAMAJ-PHILOSOPH</td>
<td>Major - Philosophy</td>
<td>Study Set</td>
<td>MAJ</td>
<td>Major</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Major - Philosophy</td>
</tr>
<tr>
<td>BAMIN-ARTHIST</td>
<td>Minor - Art History</td>
<td>Study Set</td>
<td>MIN</td>
<td>Minor</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Minor - Art History</td>
</tr>
<tr>
<td>104AA-ECONOMICS</td>
<td>Economics Specialisation</td>
<td>Study Set</td>
<td>SPC</td>
<td>Specialisation</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td>Economics Specialisation</td>
</tr>
</tbody>
</table>
Organisational Unit

A term used to describe the organisational structure of the university e.g. sections of the organisation such as Divisions, Schools or Departments.

Org units within ISIS have been categorised into 3 types:

- Faculty
- Department
- Administrative

ISIS has 3 levels of hierarchy within the organisational structure. At the highest level the Org unit is called a ‘Parent Org Unit’. All departments within the structure are linked to a Parent Org Unit which is the Faculty.
# Org Unit Sample Structure

<table>
<thead>
<tr>
<th>Org Unit</th>
<th>Org Unit Short Name</th>
<th>Org Unit Type</th>
<th>Parent Org Unit</th>
<th>Academic Org Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>Economics &amp; Commerce</td>
<td>Faculty</td>
<td></td>
<td>Economics &amp; Commerce</td>
</tr>
<tr>
<td>306</td>
<td>Acc &amp; Bus Info Sys</td>
<td>Department</td>
<td>300</td>
<td>Accounting &amp; Business Info. Systems</td>
</tr>
<tr>
<td>033</td>
<td>Office of Admissions</td>
<td>Administrative</td>
<td></td>
<td>NA</td>
</tr>
</tbody>
</table>
Org Unit – Responsibility Category

Responsibility Category specifies the responsibility that an organisational unit or an external organisation has in relation to the study package.

The following are the types of responsibility that can currently be recorded against an org unit in ISIS:

- Ownership
- Teaching Responsibility
- Exam Administration
- Results Entry
Study Package Availability

Availability defines when, how and where a course or a subject is offered i.e., refers to a specific offering of a course or subject.

Peeled Mandarin  Unpeeled Mandarin

Recorded for information, publication and timetabling purposes
Examples of Study Package Availability

1. Subject AGRI10001
   Offered in off-campus mode (i.e. by distance education)
   In Semester 2, 2010

2. Subject AGRI10001
   Offered in on-campus mode, at Southbank campus
   In Semester 2, 2010

3. Subject AGRI10001
   Offered in on-campus mode, at Southbank campus
   In Semester 1, 2011
4 Components of Study Package Availability

- **Study Package**, e.g. course, subject
- **Location** – location / campus where study package is delivered, e.g. Parkville campus
- **Year** – the calendar year when the study package is delivered, e.g. 2010. AKA ‘Availability Year’
- **Study Period** – the period within the academic calendar when the course / subject is being offered, e.g. Semester 1, mid-year intake. 2 types:
  - Subject Study Period
  - Course Study Period
Subject Study Period

Refers to a period in the academic calendar when teaching / study occurs for a subject, e.g. Semester 1, Summer, Term 1, etc.

Currently 23 study periods have been defined for Subjects

- **11 Standard Period**
- **12 Non-Standard Periods including Intensive study periods**
Course Study Period

Used for admissions. Refers to a point in the academic calendar when there is an intake of students into a course, e.g. Summer intake, Start year intake, Mid-year intake, RHD First Half of Year

8 study periods have been defined for Courses
## Study Period

### Course Study Period

<table>
<thead>
<tr>
<th>Start Year Intake</th>
<th>Mid Year Intake</th>
<th>Term 1 Intake</th>
<th>Term 2 Intake</th>
<th>Term 3 Intake</th>
<th>Summer Term Intake</th>
<th>RHD First Half Year</th>
<th>RHD Second Half Year</th>
</tr>
</thead>
</table>

### Subject Study Period

<table>
<thead>
<tr>
<th>Standard</th>
<th>Non-Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Long</td>
<td>January</td>
</tr>
<tr>
<td>Semester 1</td>
<td>February</td>
</tr>
<tr>
<td>Semester 2</td>
<td>March</td>
</tr>
<tr>
<td>Summer Term</td>
<td>April</td>
</tr>
<tr>
<td>Winter Term</td>
<td>May</td>
</tr>
<tr>
<td>Term 1</td>
<td>June</td>
</tr>
<tr>
<td>Term 2</td>
<td>July</td>
</tr>
<tr>
<td>Term 3</td>
<td>August</td>
</tr>
<tr>
<td>RHD First Half Year</td>
<td>September</td>
</tr>
<tr>
<td>RHD Second Half Year</td>
<td>October</td>
</tr>
<tr>
<td>Year Long (Mid Year Start)</td>
<td>November</td>
</tr>
<tr>
<td></td>
<td>December</td>
</tr>
</tbody>
</table>
Study Period Dates & Location Calendars

Each study period has a set of dates associated with it. Some examples:

- Teaching start date and end date
- Non teaching periods
- Examination period start date and end date
- Fees due date
- Effective date for new enrolment
- Effective date for re-enrolment
- Teaching Census date
- Withdrawal date without affecting fees
- Enrolment Lapse Date

Since the types of dates that apply to a study period are different across different locations/campuses “location calendars” define key dates for individual study periods at a specific campus.
Enrolment Periods (EPs)

ISIS has distinct Study Periods for research student enrolments, called Enrolment Periods (EPs).

- EPs are used to manage the actual and anticipated candidature for an RHD student between the date of initial enrolment and anticipated completion.
- Enrolment periods are 6 months long, and there are 2:
  - 1 January – 30 June
  - 1 July – 31 December
- One thesis enrolment spans many EPs and the student does not need to re-enrol each year.
SSP Stages and Statuses

The Student Study Package goes through a number of events in its life. These are captured in the stages and statuses.

A stage may have many statuses associated with it:

- Example: a Student Study Package may have a status of Leave of Absence while still being in the Admitted stage

Student Study Package stages are programmed into the system based on business rules and cannot be set directly by the user.

For a full list of course / subject SSP Stages and Statuses, open the ISIS Help Window and search on ‘SSP stage’
# Student Study Package – Stage & Status

## SSP Stages Example:

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
<th>Applies To</th>
<th>When Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied</td>
<td>Application received</td>
<td>All</td>
<td>On entry of the Application</td>
</tr>
<tr>
<td>Offered</td>
<td>Offer made</td>
<td>All</td>
<td>On offer</td>
</tr>
<tr>
<td>Admitted</td>
<td>Details confirmed</td>
<td>Parent</td>
<td>On confirmation of parent details on setting the status to Admitted through the Student Study Package.</td>
</tr>
</tbody>
</table>

## SSP Statuses Example:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Stage(s)</th>
<th>Applies To</th>
<th>How Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned</td>
<td>Added to Study Plan</td>
<td>Planned</td>
<td>All except courses</td>
<td>By adding new Study Packages to the study plan</td>
</tr>
<tr>
<td>Approved</td>
<td>Requisites satisfied</td>
<td>Approved</td>
<td>Non-enrollable components</td>
<td>By adding to plan if no requisites, or by marking all requisites satisfied</td>
</tr>
<tr>
<td>Enrolled</td>
<td>Availability selected</td>
<td>Enrolled</td>
<td>Enrolable component</td>
<td>By selecting Availability</td>
</tr>
</tbody>
</table>
Course Year Level

This concept does not exist in ISIS

Instead, use credit points to identify how far a student has progressed through their course. Credit points are much more precise than Course Year Level.

To identify how far a student has progressed through their course, compare:

- Total Course Credit (i.e. total points required to complete course)

With:

- Total Passed Credit (including Advanced Standing), and
- Total Enrolled Credit
Credit Points

Good screens for viewing credit points, in order to identify how far students have progressed through their course:

- **Student Credit Summary Search** (for groups of students)
- **Enrolment Tracking Search** (for groups of students)
- **Study Plan** (for an individual student)
- **Study Plan Structure** (for an individual student)