Today’s Agenda

- ISIS Admissions Glossary
- The Online Application
- New Alert
- Search Tips (Navigating around ISIS efficiently) and reporting
- Managing application documents
- Usability Improvements
- Getting Help for Staff and Students
ISIS Admissions Glossary

Application steps (new terminology)

- Unassessed
- Incomplete or Withdrawn
- Qualified with conditions
- Qualified
- Not Qualified
- Offer
- Unsuccessful
- Defer
- Accept
- Decline
- Admit
The Online Application

Improvements:

- Potential Duplicates
  - Further instructions to guide applicants down the correct path
  - Bug fix to resolve the issue of multiple applicant records being created in a single transaction

- Application Process
  - More meaningful messaging
System Demonstration
Online Application
Unassessed Application Alert

Configuration

- Can be configured around a range of criteria
- Multiple alerts can be configured
- Further analysis is being done to expand the range of criteria available

Usage

- Presented in the alerts portal when you log in
System Demonstration

Alert

ISIS
Integrated Student Information System
Searching and Reporting

Some searching and reporting scenarios

- Identifying incomplete applications for follow-up
- Assessing an application where more than one office is involved
- Checking which of your courses are available online

Some Useful Searches

- Unassessed Applications
- Multiple tiered decision making
- Check what courses are available and what is online
- Results for current applicants
- Offers and Acceptances

Refer to the Application Search – Handy Hints which will be available from the ISIS website by Monday
Searching and Reporting (continued)

**Scenario 1** - Identifying incomplete applications for follow-up

You are anxious to ensure that applications are being maximised so you need to check on those applicants who have not fully submitted their online applications.

You also want to follow up on those applications which have been fully submitted but which did not contain all the information required to assess the application.
Searching and Reporting (continued)

Scenario 2 - Assessing an application where more than one office is involved

You have entered the faculty decision on a research application and MSGR want to review it and enter the final decision.

You then want to find those that have been assessed by MSGR asap so that you can send enter the offer and send it.
Searching and Reporting (continued)

Scenario 3 - Checking which of your courses are available online

You want to confirm which of your courses are available for online application in which study periods.
Managing Documents

- Emailing documents provided as part of the application with thanks to Aaron De Bono from the Eastern Precinct Student Centre.
System Demonstration
Managing documents
Usability improvements

- Admissions Working Group 2010
  - Focusing on short-term improvements to assist staff (i.e. improved Admission reporting) and applicants
  - Improvements to both online application configuration and instructional text

- Establishment of an ‘effective practices group’
  - Discuss and draw out best use of process and system to share
  - Plan usability improvements to functions used by staff (i.e. better links between screens)
Getting Help for Students and Staff

Student Help with ISIS

- **ISIS Student Help (help desk for students)**
  Hours of operation: 9.00am-5.00pm Monday to Friday.
  Phone: 8344 0999.

Staff Help

- **ISIS Help**
  Hours of operation: 9.00am-5.00pm Monday to Friday.
  Phone: 8344 2690
  Email: ISIS-help@unimelb.edu.au Log a help request via Remedy
Questions? Comments?