Functionality Updates

This document provides a list of all the functionality updates in ISIS which have been advised to staff from the implementation of ISIS on 7 June 2010.

✅❌ Functionality Updates Previously Advised

Update on 10 December 2010

Access to Student Study Package Search
It has come to our attention that this key search grid had not been included in the Enrolments 4 base role. The Student Study Package Search is a great starting point for any data extraction exercise as it contains basic search information, such as:

- Student ID
- Name details
- Study package information
- Stage and Status information
- Org Unit details

Although the search was available via the look-up in the Student Study Package screen, users with Enrolments 4 will now have direct access and an increased row limit for this grid.

Improvements to Student Portal, Application to Study Away form (RHD students only)
The following improvements have been made to the Study Away student form:

- Where a student receives an error message relating to having entered more than the allowable 500 characters in the Reason Notes, Supervision Arrangements or Additional Student Notes fields, they are now able to correct the issue and then submit the application. This fixes the bug that was reported in ISIS Update Issue No 23.

Updates to Offer Letter template
As of today, you may notice minor changes to the layout of enrolment information in the local letter template along with a number of changes to the international offer letter.

Updates to existing reports / grids

- Subject and Class List has been updated with new fields to assist with identifying students in particular classes and subjects
- Enrolment Tracking Report has been updated with clearer titles of fields to make the grid more intuitive
- Detailed Application Search has been updated with new fields – the Student’s Country of Citizenship and Study Package Title have been added.
- Student Credit Summary Report - The First Half Year and Second Half Year load calculations (for 2010 data) has now been added to the Student Credit Summary Search grid. This means that you can now search for the load calculations of non-current students (including those that have recently been set to Completed / Passed as of the end of the year). The criteria have been added to both the selection criteria and the grid.
- Reward Rank Order report – incorrect age break issue has now been fixed
- Application Summary Sheet Crystal Report has been updated with User requirement reassessment
- RHD Students by Organisation Unit Search - Students enrolled previous to 2005 have now been included.

Work on improving ISIS Performance
We are continuing to work closely with TechnologyOne to achieve incremental improvements to ISIS performance. This week we have made two significant changes to the Production database and early indications are that the Student Record Card is running faster as of this morning, particularly when generated in bulk.
Update on 7 December 2010

N/A

Update on 23 November 2010

Improvements to Results, Progress and Special Consideration
The outline at the start of this newsletter, the ISIS team recently delivered a number of additions and improvements in the area of Results, Progress and Special Consideration. Read the changes in detail at ISIS Improvements: Results, Progress and Special Consideration.

Results: New Notification Emails
As announced yesterday to Results and Processing staff, from this morning Results and Processing staff may have started receiving emails which are automatically generated from ISIS. Two new notification emails are automatically generated by ISIS. These notify Results and Progress staff when:

- results they have entered or changed have been verified
- an email notification to a subject co-ordinator was unable to be delivered (this will occur when either an automatically-sent or manually-sent email to a subject co-ordinator is unable to be delivered).

What this means for Results and Progress staff?
Staff will now be kept informed, via these emails, when these above circumstances arise.

Updated ‘Enrolment Tracking Search’

- A new field has been added to the grid which users can choose to display, called ‘Remaining Credit’. It is the difference between the requirement of the course and how many credits the student has accumulated (i.e. passed and credit). This will assist Faculty/Student Centre staff to identify students who have a small number of points remaining to complete. e.g. for identifying students who will need a supplementary exam to complete their degree.
- The last Terms & Conditions search field was not behaving as a date field, and searches using this as criteria were returning all data, not filtering by date. This has been fixed and is now working.

New ‘Reward Rank Order Report’

- This new report is available which is a formatted reward rank order list, used by the scholarships office and faculties.

New ‘Result Return Report’

- This new report is available to identify students with missing or withheld results. This report will be useful to staff in Faculties, Student Centres and Central Administration.

Improvements to Student Portal, Application to Study Away form (RHD students only)
The following improvements have been made to the Study Away student form

- When a student enters an end date for a particular record in the itinerary section, the end date is now being correctly populated based on the end date entered by the student. This fixes the bug experienced by students where the end date was being populated as equal to the start date.
- Students can now save up to 500 characters in the ‘Supervision Arrangements’ field.
- Where a student enters more than 500 characters in the Reason Notes, Supervision Arrangements Field, Additional Student notes, the student will now see a meaningful message relating to the error instead of a ‘Critical Error’ message appearing with no clarification of the reason for the error.
  (However, please note that at this stage, there is still an issue if the student tries to correct the issue, and resubmit, they will receive a critical error. This will be addressed as a priority issue.)

Improvements to Student Portal Track Submitted Forms function

- The Track Submitted Forms table available to students who have submitted various applications using the Student Forms functionality in the Student Portal, now includes a column for course code/course description related to each relevant student form. This will make it clear which course the particular application relates to, for students who are (or have been) admitted to more than one course at the University.
Update on 5 November 2010

Changes to Student Record Card
Designated Credit entries have been altered on the Record Card to make it clear which course the credit applies to. A new section ‘Stage and Status History’ has also been added to display Student’s Study Package Stage and Status into the Record Card. The purpose of this section is to provide a summary of SSP Stage and Status changes applicable to a specific year. This section has four columns:

Stage: SSP Stage Description  
Status: SSP Status Description  
Effective Start: Date a particular Stage and Status is/was effective from  
Effective End: Date a particular Stage and Status is/was effective to

For Example if a Student withdraws from a course in a particular year this section will display details as follows:

<table>
<thead>
<tr>
<th>Stage:</th>
<th>Status:</th>
<th>Effective Start:</th>
<th>Effective End:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admitted</td>
<td>Admitted</td>
<td>23/01/2010</td>
<td>20/09/2010</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Withdrawn</td>
<td>20/09/2010</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

Changes to Student Record Card
Designated Credit entries have been altered on the Record Card to make it clear which course the credit applies to. The student’s Application status was also appearing incorrectly and this has now been rectified.

Detailed Student Study Package Search
This report has been amended to improve run times – the study package organisational unit responsibility fields have been removed from appearing in the default grid. They are still available to be selected if needed, using the ‘customise my columns’ function.

Changes to Statement of Enrolment
Two improvements have been made to the Statement of Enrolment: the SSP code is no longer truncated where the code is more than 7 characters and the way courses display on the document has been changed to be more readable.

Changes to the Detailed Application Search
The ‘Requisite Criteria Not Satisfied’ is a checkbox on the Application function that indicates whether there are outstanding conditions which have not yet been satisfied – i.e. it is checked if there are outstanding conditions, not checked if there are none.

It can now be used in the Detailed Application Search, particularly in conjunction with the Assessment Status of “Qualified with Conditions”, to identify applicants with conditional offers who have now met all those conditions by searching for Requisite Criteria Not Satisfied = No.

Results and Progress
Lots of improvements have been made to the results and progress-related reports. These will be covered in detail via a separate communication next week, but in the meantime here is a summary of what’s changed:

Results Collation Sheet
This report can be run at any point during the results entry process. It calculates a students’ academic status and allows staff to plan early for Progress Committees

Subject Coordinator Search
This is a new grid which allows you to find subjects with missing subject coordinators.

Improvements to useability in the Student Credit Summary Report
Users can now select ‘Yes’ or ‘No’ from a drop-down box instead of having to type ‘Y’ or ‘N’ in the three columns which populate the checkboxes in this report.

Credit Point Enrolment Profile
As you may know, an issue was identified where students were being prevented from re-enrolling due to a points overload during the Summer enrolment period.

This issue has stemmed from the following:

3
- All subjects are allocated to a maximum credit periods according to their teaching start date.

- The maximum credit periods had seen set to 1-Jan to 29-Feb for Summer, then 1-Mar 20-Jun for Semester 1.

- The subjects that students were trying to enrol in had a teaching start date in the ‘Summer’ period and therefore allocated credit points to this allowance.

- After testing this configuration, we have now removed the credit point restriction.

These changes will allow students to enroll in subjects up to their ‘Allowable Max Credit Value’ (viewed via the course Study Package Enquiry screen) for the year.

**Pre-requisite Waivers**

An issue has been identified with some Pre-Requisite Waivers not being recognised in ISIS when either a student or staff member tries to enrol in a subject in the Study Plan. This is a new bug that we took with Revision 9 on the weekend before Re-enrolment opened and therefore not previously identified. The error message looks like this:

![Application Error]

The workaround for the issue is to set the ‘Times waiver can be used’ to a number greater than 1. To assist with the workaround we have updated the configuration of the Waiver form, so that the ‘Times waiver can be used’ is set to 2.

**Update on 25 October 2010**

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](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.

Update on 19 October 2010

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://www.isis.unimelb.edu.au/isis_tips/isis_cheat_sheets](http://www.isis.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](#).

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.
Update on 28 September 2010

Functionality Available Now:

Student email lists
We recently identified the cause of a problem with the student email lists, which was a processing step not restarted properly after the Merlin freeze. The student email lists should now be complete and consistent with data that is recorded in ISIS. If you have any recurring issues with student email lists, please report these to the ISIS Helpdesk as a new issue.

Modifications to existing reports:

- **Reward Application Summary Report** – This report will now enable MSO staff to run this report in bulk without the need of Student Set/worksheets. For example, users can choose to print all the applications for a particular Offering Year or all the application for a particular reward code etc.
- **Student Education Background Search** – Latest enhancement enables the users to search/filter data based on Alternate Student ID such as VTAC Number, Secondary School Id etc.
- **Batch Receipts Search** – Enhanced search grid will now include new columns which provide information such as Allocated Customer ID, Allocated Ledger Category, Allocated Amount, Creation Date, Creation Time and so forth
- **Record Card** – Record Card will display total points for the course under each year.
- **Student Snapshot** – This screen now includes the following:
  a) Student DOB
  b) Student study load (first half year and second half year. Note that this is load at the student level for now)
  c) New check boxes for Study Abroad UG / PG
  d) Sanction reasons and notes
  e) Last modified user for Terms and Conditions
  f) Default thesis teaching org
  g) A new grid for current enrollment period org unit details
  h) A new grid for current supervisors
  i) And some column header re-badging for consistency purposes.
- **Student Contact Details Search** – This grid now has a new column which provides student’s user name.
- **VPT Concession form (MetForm)** – This form has been updated with the following:
  a) A new sanction hold WVPT, which will prevent the form being printed when configured to a sanction
  b) Changed appearance of 1 Years to 1 Year
  c) Changed appearance of PRs (3s and 8s) to Permanent Resident
  d) Includes the student ID number in the ineligible form output
- **Barcode update** - The issue that users were having which prevented them from updating a student barcode has been fixed with this release. The length of the individual user’s PC was preventing the update (new PCs have longer names that TechOne allowed). The name is now being truncated which should resolve the issue.
- **Changes to the Enrolment Tracking Report in order to support the Re-enrolment process** – Some things to note about how the new fields work:
  a) Total Passed Credits
  This subtotal includes both passed subjects and advanced standing. It’s basically the total completed credits towards the course completion. It’s required for the Re-enrolling Student Flag calculation.
  b) Re-enrolling student flag (Y/N)
  Students are marked as re-enrolling students student where the total required course credit points is greater than their total passed + enrolled credit points. Basically it means that the student needs to return to study to complete more subjects to complete their course. This calculation ONLY looks at points, not status, etc, which means that it will include students that may be excluded from the re-enrolment process. The flag was made this way to be as simple as possible so everyone can understand what it’s doing. This means that to find your actual re-enrolling cohort, you will need to find students where:
     1. Stage = Admitted (not status, as students could be on Leave of Absence, Potentially Complete, etc.)
     2. Re-enrolling Student Flag = Y
     3. Then exclude your cohorts, such as RHD, TEB, BOE, etc.
  c) The new sanction columns.
  These are currently hidden – adding them to the report substantially reduces the speed of the grid so please be particular about when you use these.
- **eStudent changes** - A link to the privacy statement was added to the disclaimer appearing at the top of eStudent enrolment screens.
Modification to Student Forms – Return from Leave (RHD):
The Return from Leave form is the only one of the Student Forms that needs to be sent to both an RHD Specialist and an MSO Specialist, as MSO needs to process the return from scholarship leave. This was previously dealt with by having both of these in the Assessor grid, however this caused workflow problems whereby the RHD specialist could not approve the form until it was actioned by MSO.
To address this, the MSO specialist has been removed from the Assessor grid and instead a special field has been added called Scholarship Processing in the general details section. This field will appear once the form has been approved and is for MSO use only.
A cheat sheet for using this form is available on the ISIS website:  [http://www.isis.unimelb.edu.au/isis_tips/isis_cheat_sheets](http://www.isis.unimelb.edu.au/isis_tips/isis_cheat_sheets)

Reminder about alerts.
The following alerts were released into ISIS on 3 September.
  a) **Unassessed Application Alert** - Alert that is triggered when Applications are lodged to inform assessors that they have applications to assess
  b) **Unassessed Leave of Absence Alert** - An alert that lists how many applications for LOA are still unapproved.
However we’ve received questions from some users which indicate that they weren’t aware that they had to configure each alert separately. If you have the appropriate role and wish to receive the above alerts you should configure them via your Home tab in ISIS.
More information about alerts is currently being compiled and will be available on the ISIS website shortly.

Functionality Available Soon
The ISIS team is about to test the next revision of the software. It contains more than 50 fixes for bugs identified by the University of Melbourne, as well as fixes for bugs identified by other universities using the TechnologyOne product. If testing goes well the revision will be migrated into ISIS in late October. We will let you know more about these improvements prior to installation.

Update on 17 September 2010
None to advise.

Update on 10 September 2010

Functionality Available Now
Last night’s migration into ISIS contained lots of changes, these are summarised below:

- There were a number of updates to the calculated Expected Completion Date (ECD). We believe that the changes have made the ECD much more precise. It should be noted that the ECD will only ever look at the number of passed subjects, rather than those currently enrolled (unless the student is currently completing their last subjects).
- Updates have been made to the load calculation in the Enrolment Tracking Report. These relate to the calculation of year-long and terms 2 subjects. Previously year-long and Term 2 subject was not splitting 50/50 into 1st half year load and 2nd half year load. This has now been corrected and the load calc code has been centralised so that all reports / functions requiring the load calc will refer to the same code (for instance, the new statement of Enrolment uses the same code).
- The Terms and Conditions are now appearing as unique records in the Student Snapshot and Enrolment Tracking Report. Previously the same terms and conditions for a student / study package combination was displaying for all version / attempts, but these are now unique values. This should help you to distinguish who has enrolled, re-enrolled in a specific course, version and attempt.

New reports:
- **Statement of Enrolment (similar to old Enrolment Record)** – Provides a list of current subject enrolments and other useful information for students, such as load and census dates. This has been added to the standard view role, so all users should have access to it.
- **Enhanced Student Contact Details grid** – This has been added to the standard view role, so all users should have access to it. To find student contact details, find your cohort using the area-specific report / grid, then copy and paste up to 1000 ids in the student id field (as comma delimited text).
- **Student Educational Background** – Permits users to obtain details about a student’s educational background in an application for study context. It provides detailed information regarding a student’s educational background including
ENTER score, VCE subjects and scores, country of education, course applied for, recommendation, response to offer, English language requirements, basis of admission etc.

- **Student SSP Academic Status** – Allows users to view a student’s current and historical SSP Academic status. Also enables users to identify students who are assessed as not achieving satisfactory progress and whose enrolment is recommended for termination.

- **Enhanced Student Reward Detail search** – This search is for finding information about scholarship holders with associated detailed information such as benefits and criteria. It has been improved to include information such as calculated benefit amount, account code and thesis teaching org unit

**New alerts:**
- **Unassessed Application Alert** - Alert that is triggered when Applications are lodged to inform assessors that they have applications to assess
- **Unassessed Leave of Absence Alert** - An alert that lists how many applications for LOA are still unapproved.

Information about alerts (how to set them up, what they can and can’t do) is currently being compiled and will be available on the ISIS website next week.

**Functionality Available Soon**
The ISIS team is about to test the next revision of the software. It contains more than 50 fixes for bugs identified by the University of Melbourne, as well as fixes for bugs identified by other universities using the TechnologyOne product. If testing goes well the revision will be migrated into ISIS in late October. We will let you know more about these improvements prior to installation.

**Update on 3 September 2010**

**Functionality Available Now**

**Reports**
- **Student Contact Details Search**: This report is now functional and we hope to make it available to users next week. 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.

**Functionality Available Soon**

**Statement of Enrolment**. This report will be available soon for students to access important information about their enrolment, including census dates.

**Update on 27 August 2010**

**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.

**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
- Subjects without Subject Co-ordinators
- Student Credit Summary Search, enhancements to existing report

**Update on 20 August 2010**

**Functionality Available Now**

**Check My Enrolment Button**

Students can now access a new feature in the Student Portal that shows them their enrolment details. The new button ‘Check My Enrolment’ is on the home tab and provides a list of subjects students are currently enrolled in. See example below:

Some students have been confused by the last column titled Partial Requisites. If a student sees a ‘P’ in this column, this means the subject is a prerequisite for a future subject on the student’s plan that they may or may not take. Students do not need to be concerned about this. We are taking steps to hide this information from the display to eliminate this confusion, but a fix is still several weeks away. In the meantime, please direct staff and students with questions about this function to [ssp.unimelb.edu.au/students/check_my_enrolment](http://ssp.unimelb.edu.au/students/check_my_enrolment)

**Reports**

- **Student Contact Details Search**: This report is now functional and we hope to make it available to users in the next two weeks. 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.

**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.

**Update on 13 August 2010**

**Functionality Available Now**

**Check My Enrolment Button**

Students can now access a new feature in the Student Portal that shows them their enrolment details. The new button ‘Check My Enrolment’ is on the home tab and provides a list of subjects students are currently enrolled in. See example below:

**Reports**
- **Student Contact Details Search**: This report is now functional and we hope to make it available to users in the next two weeks. 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.
- **Record Card**: There was a problem with this report not displaying supplementary results correctly. This has now been fixed. Further improvements to this report are currently being worked on to address issues raised by users including the addition of credit points, advanced standing and subjects appearing multiple times.

**Payment Gateway**
We have resolved the technical issue with the payment gateway which was affecting international applicants as they try to pay their assessment fee. International applicants are now able to make payments online, but they may still experience intermittent problems. If this occurs they should simply try again.

**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.

**Update on 6 August 2010**

**Functionality Available Soon**

- **Enrolment Details for students**. This report will be available soon for student to access important information about their enrolment including census dates.

- **Student Contact Details Search**. This report is not working correctly. We have removed it until we have rectified the issue. If you need to access email contact details for students by subject or class, you can do this using **Subject and Class Lists** screen and add the Student Email Address to your grid. We hope to have this resolved soon.

**Update on 30 July 2010**

**Functionality Available Now**

- **Student Email Lists**: Student email lists for courses and subjects are now available with data from ISIS. You can see information on how to use them here: [http://www.its.unimelb.edu.au/support/email/custom_emailing_lists/student_lists](http://www.its.unimelb.edu.au/support/email/custom_emailing_lists/student_lists)

  **Subjects**:
  - s-<subjectcode>@studentlists.unimelb.edu.au
  - s-<subjectcode>-<study period code>@studentlists.unimelb.edu.au

  **Courses**:
  - c-<coursecode>@studentlists.unimelb.edu.au
  - Example s-HIST90024-SM2@studentlists.unimelb.edu.au

  If you have any problems using these lists you need to contact the IT help desk at: [http://www.its.unimelb.edu.au/](http://www.its.unimelb.edu.au/)

- **Student Forms Alerts**. The Student Forms alert functionality has been updated to separate the notifications for RHD and coursework students. 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://www.its.unimelb.edu.au/)
Reports

- **Enrolment Tracking Report** is now available directly from ISIS. This was being managed by a report outside of ISIS. To use this report simply search for the ‘Enrolment Tracking Report’ and fill in your search criteria. This report is available to all users.

- **Centrally Examinable Subjects** report is now updated in ISIS. This report is used to identify subjects in ISIS which are flagged as requiring centrally-scheduled exams.

Functionality Available Soon

**Student Contact Details Search.** This report is still not working correctly so we have not given your access to it back. If you need to access email contact details for students by subject or class, you can do this using **Subject and Class Lists** screen; this includes the email address, or please submit a request for ad hoc data: [Request for Adhoc Data](#).

**ISIS Reports Scheduled for Development.** We have recently added to the website a document outlining what reports are currently in development. This is to provide you with an indication of what is on its way. Please note that this list is a guide only and is subject to change. You can find this list in the **Data Extraction and Reports** page on the ISIS website.

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

**Update on 23 July 2010**

**Functionality Available Now**

**New templates now available.** We have updated the following templates:

- The Admission Offer Letter has improved formatting, including indentation of the address so it now fits in the University window pane envelopes.

- The RHD Progress reports have minor content changes to reflect business process.

**Enrolment Tracking Report,** which replaces many uses of the “monitor” and “on-line monitor”. A reminder that we’re currently updating an interim report daily that includes a full output of all the data please go to: [www.isis.unimelb.edu.au/getting_help/resources](http://www.isis.unimelb.edu.au/getting_help/resources) and look for the Enrolment Tracking Report (Interim).

**Reports**

- **RHD Leave of Absence Search:** this report is now available on all roles.

- **Library interface (ISIS to the Library):** is now working.

**Swap Link:** The Swap link has been available for students since last Friday. **Please note:** if a student is trying to swap a passed/failed or commenced subject or structure, they won’t be able to do this via the ‘Swap’ link. To change a commenced subject they will need to withdraw from the subject and then select a new subject to enrol in as per normal. To change a commenced structure (major, minor, specialisation), they need to contact their Student Centre as it requires staff intervention.

**Functionality Available Soon**

**Student Contact Details Search.** This report is still not working correctly so we have not given your access to it back. If you need to access email contact details for students by subject or class, you can do this using **Subject and Class Lists** screen, this includes the email address.

**Student Email Lists:** Student email lists will be back from early next week. At the moment these are still taking Merlin data. Initially you will be able to send an email by course, subject and subject study period.

**Update on 16 July 2010**

**Functionality Available Now**
- **Enrolment Tracking Report**, which replaces many uses of the “monitor” and “on-line monitor”. We found some problems with this report and so it is now temporarily being hosted outside of ISIS. We’re currently updating the structure of the report to increase the amount of data that can be extracted and improve its performance. To access the interim report that includes a full output of all the data please go to: www.isis.unimelb.edu.au/getting_help/resources and look for the Enrolment Tracking Report (Interim). You will then need to log in to the website. Under item 3 ‘Enrolment Resources’ you will find the Enrolment Tracking Report. This report will be refreshed each night and a new version of the report loaded each morning until further notice. The report provides you with students who have been made an offer for or in 2010, or have accepted and been admitted to a course in 2010.

- **Student Fee information**: Students are now able to access their fee information via the portal. Also, most of the fee DCN related sanctions (💰) related to the Merlin/ISIS reconciliation have now been lifted from students within ISIS.

**Reports**

- **Bulk Record Cards**: Staff are now able to print bulk record cards. You do this via the Student Record Card screen. To run record cards in bulk, you will need to first create a worksheet and then use this worksheet in the Student Record Card screen. A cheat sheet will be available early next week providing instructions on how to create a worksheet. Anyone who has had Enrolment 4 training will have access to print bulk record cards.

- **VPT Concession Form** (MET form): is now available. Anyone who has completed Enrolments A training will be able to access this report.

- **Results Change Notification**: This is now working

**Offer letters**: Offer letters are now fully operational. We are able to run bulk offer letters for you; if needed, submit a help request to do this.

**Expected Completion Date (ECD)**: As you may know, there is no delivered Expected Completion Date in ISIS, however as we use this information for a number of purposes, we have created our own. The ‘Calculated ECD’ is now available in the Student Credit Summary Report, and is coming soon to the Student Snapshot. Please note, the ECD is calculated differently for different cohorts and differently from Merlin. For more information, visit: www.isis.unimelb.edu.au/training/isis_cheat_sheets

**Unicard**: Unicard has been activated in all Student Centres. The Unicard expiry date is now running off the new Expected Completion date, which will allow research students to receive student cards. The expiry date will be set to the next valid 28 February after the ECD. Note that if there is no ECD, or the ECD is in the past, but the student is still eligible for a student card, Unicard will automatically set an expiry date of the next valid 28 February.

**Victorian Public Transport Concession Forms (Metforms)**: Victorian Public transport concession application forms are now available for printing from ISIS. As per the existing process, the forms must be printed on the pre-printed letterhead provided by SMS-Enrolments. In order to print a VPT form, users with Enrolment 1 and above can navigate to the VPT Concession Form, enter the student ID and submit the request to the server. A PDF of the form will display when complete and can be printed on the letterhead.

Please note that forms are currently printing for Study Abroad students, although these students are not eligible for a form (an issue that existed in Merlin and which we are still working through). Forms are not printing for AusAID students, who are eligible. We are currently working on refining the code. In the meantime please do not print a form for incoming Study Abroad students. For AusAID students – their forms can be authorised manually by the Student Centre. Students will need to provide two passport photos for their form.

**Swap Link**: The Swap link is now available for students; however, if a student is trying to swap a passed/failed or commenced subject or structure, they won’t be able to do this via the ‘Swap’ link. To change a commenced subject they will need to withdraw from the subject and then select a new subject to enrol in as per normal. To change a commenced structure (major, minor, specialisation), they need to contact their Student Centre as it requires staff intervention. We will provide the students with an FAQ and information on the ISIS Student Page explaining this error. We will also include information about it on the ISIS Bug Tracker webpage.

**Functionality Available Soon**

- **Student Contact Details Search**. This report seems to be not working correctly. We have removed it until we have rectified the issue. If you need to access email contact details for students by subject or class, you can do this using Subject and Class Lists screen and add the Student Email Address to your grid.

- **Library interface (ISIS to the Library)**: has been tested and it is hoped that it will be working on Monday.
- **Student Email Lists**: Student email lists will be back from early next week. At the moment these are still taking Merlin data. Initially you will be able to send an email by course, subject and subject study period.

**Update on 9 July 2010**

**Functionality Available Now**

- **Results Statement**, which replaces the Merlin enrolment advice and result history links in the student portal.
- **Enrolment Tracking Report**, which replaces many uses of the “monitor” and “on-line monitor”
- **Student Contact Details Search**, which allows easy extract of student addresses etc.

**Functionality Available Soon**

- **Library interface (ISIS to the Library)**: This will be working from early next week.
- **Reports and Unicard**: The following reports will be available soon:
  - Public Transport Concession Form (MET form): this should be available before semester 2 enrolment.
  - Unicard: SMS-Enrolments are issuing permanent ID Cards now. Students can obtain their ID card from Level 1, Raymond Priestley building. The Unicard system will be reinstated in Student Centres soon.

**Update on 2 July 2010**

**Functionality Available Soon**

- **Library interface (ISIS to the Library)**: A full Library feed from ISIS to the library has been produced and sent to be loaded into the Library system. (This is expected to happen over the weekend.) Then the ISIS to Library feed will be run overnight as per normal business processes. This will remove the need for the current process where students go to the library front counter to have their library access enabled manually. Note that the incoming Library to ISIS feed is working already.

- **Reports**: The following reports will be available from Tuesday:
  - **Results Statement**, which replaces the Merlin enrolment advice and result history links in the student portal
  - **Enrolment Tracking Report**, which replaces many uses of the “monitor” and “on-line monitor”
  - **Student Contact Details Search**, which allows easy extract of student addresses etc.
  - **Public Transport Concession Form** (MET form)

- **Unicard**: SMS-Enrolments have completed student ID cards for students and were concerned that in some cases the expiry dates were different to anticipated. There is a slight modification being implemented to the expiry date field that will be in ISIS next week. SMS-Enrolments will advise Student Centres when they can produce Student ID cards once more. For now, students can obtain their ID card from Level 1, Raymond Priestley building.

**Functionality Unavailable**

- **Offer letters**
  ISIS experienced a problem with offer letters, with most jobs failing yesterday. A fix has been implemented. You can now produce the letters as per normal process but note that the attachment will no longer be saved in the student system issued document screen.

  If any do fail or if you would like us generate offer letters in bulk for you, please request this via the **ISIS Helpdesk web form** [http://servicedesk.unimelb.edu.au/itsc/sms/](http://servicedesk.unimelb.edu.au/itsc/sms/)

- **Academic Progress**
  A memo is being sent to Faculty General Managers and Student Centre Managers about the procedure for Academic Progress. Detailed instructions about the system processes will be sent on Monday.

- **Duplicate Students Identified in ISIS**
- A reminder that all staff that manually create students in ISIS, should complete a **Student Search** to ensure the student does not already exist, before creating a new student.
- ISIS will check for potential duplicates when saving the record.
- The check is completed when applicants submit an online application and if a potential duplicate is found, or if the applicant indicates they have applied or studied at the University before, the applicant will be created in ISIS and a **Potential Duplicate Sanction (PDS)** is added. This sanction prevents any Offer and Admittance until the identities are matched and the records merged.
- As we now cater for the 400+ courses available online, we are seeing the emergence of several **Potential Duplicates**. It is a complex process to merge the students, and at the moment SSP staff are managing this task. It will be handed over to SMS – Enrolments and Office of Admissions in due course.
- Staff will be able to identify a consolidated (merged) student through the **student screen**. If they try to update that student record they will receive the following warning message:
  “This student has been consolidated and no further changes can be made for this Student ID. Any data entered will not be saved. Please use Student ID NNNNNN to retrieve details for this student.”
- Should you require the PDS removal sanction prioritised, please contact the ISIS helpline

- **Study Plans Swap Link**
  Students are currently unable to swap planned and enrolled subjects on their Study Plan. We are currently investigating this issue. In the mean time students may request staff to do this for them.

### Update on 24 June 2010

- **Functionality Now Available**
  - **Unicard** – the issues have been rectified and once SMS-Enrolments have completed their testing, SMS-E will advise Student Centres when they can produce Student ID cards once more. For now, students can obtain their ID card from Level 1, Raymond Priestley building.
  - **Statement of Liability** - this report was unavailable for a little while due to some minor issues. It is now available to staff with Fees and Enrolment access. You can view and print this Statement for any student except those whose record displays a red dollar sign $ semaphore. This semaphore means that the fees details for this student have not yet been confirmed as correct following data conversion; do not convey any fees information to this student or print the Statement of Liability for this student.
  - **Offer letters** – these can now be produced on ISIS. We are still experiencing an intermittent (and infrequent) issue whereby some offer letters do not run successfully. If you experience this, please send the details to the ISIS Help line and we will produce the letter for you.

- **Functionality Available Soon**
  - **Results Statement**, that replaces the Merlin enrolment advice and result history links in the student portal, will be available as soon as possible.
  - **Results collation sheet**, used for Student Academic Progress, will be available as soon as possible.
  - **Library interface (ISIS to the Library)** is still not connected. Note the incoming Library to ISIS feed is working already.
    Students are to go to the library front counter to have their library access enabled manually. We expect this to be working on Monday.
  - **More Reports**, we are putting together a list of reports that are being developed and when you can expect these in ISIS. This list will be available on the website next week: [http://www.isis.unimelb.edu.au/getting_help/reports_data](http://www.isis.unimelb.edu.au/getting_help/reports_data)

### Update on 18 June 2010

- **Functionality Now Available**
Unicard: we believe that the upgrade to Unicard has been completed in all Student Centres and that from Monday morning they should be operational. There is still a slight delay with the library feed, so until further notice you need to advise students to go the library counter and their access will be manually enabled. Also for replacement cards with a new barcode regenerated in ISIS please follow these instructions:

Instructions for replacement cards with a new barcode that has been regenerated in ISIS

1. Generate new library barcode in ISIS using the student snapshot function
2. In Unicard run the “single import” – enter Student ID and retrieve
3. Use the “add card” function (on opening this will have the original library barcode)
4. Save – on save the new library barcode is pulled from ISIS into Unicard and populates the field
5. The card can now be printed for the student

Online applications are now available. There are 404 courses that are set up to receive online applications. Could you please place the links back up on your websites if you have not done this already.

Functionality Available Soon

Results Statement, that replaces the Merlin enrolment advice and result history links in the student portal, will be available as soon as possible.

Results collation sheet, used for Student Academic Progress, will be available soon as possible.

Library interface (ISIS to the Library) is still not connected. Note the incoming Library to ISIS feed is working already.

Students are to go to the library front counter to have their library access enabled manually.

Update on 15 June 2010

Functionality Now Available

The Student Document Search report is now available.
The Special Consideration Search report is now available.
The report to monitor the status of RHD Student Progress is now available.

Online applications are now available. There are 404 courses that are set up to receive online applications.

Functionality Available Soon

Unicard testing has taken place. Unicard is now operational at SMS-Enrolments. A representative from Unicard has been requested to upgrade all Unicard machines in Student Centres with the latest version of Unicard software. Once this has been completed and the library feed (ISIS to the Library) has been tested, Student Centre Unicard machines can be turned on. We expect this to occur before the end of the week. Until then, please refer students to SMS-Enrolments to obtain ID Cards.

Results Statement, that replaces the Merlin enrolment advice and result history links in the student portal, will be available on 18 June.

Results collation sheet, used for Student Academic Progress, will be available on 24 June

Library interface (ISIS to the Library) is still not connected. We expect it to be connected by the end of this week. Note the incoming Library to ISIS feed is working already.

Previously Advised Functionality Unavailable and Updates

The enrolment wizard that helps students navigate through their enrolment has a problem with the final link, ‘next steps’. When students click on this link they are directed to a blank page. Until this link can be fixed we have placed the link on the ‘welcome’ page advising students to remember to come back to this page when they have completed their enrolment. Students should not be disadvantaged by this broken link.

Admissions correspondence

Unfortunately there are still issues with the system-generated offer letter and we will be working hard this week to resolve them. In the interim, ISIS staff will generate offer letters on your behalf and email the electronic copy to you for printing/forwarding to the student. Please follow these steps to obtain an offer letter:

1. Process your offer as normal in ISIS
2. If the application is successful, set the status to ‘Offered’ including any relevant comments
3. Log a request for an offer letter to be produced via the ISIS Help web form:
   http://servicedesk.unimelb.edu.au/itsc/sms/
4. Include the following information in your request:
   - Student name, number, course details
   - The email address of the person who should receive the electronic copy of the letter
   - Mark it as a high priority
   - An ISIS staff member will generate the letter and email it to you. We will keep turn-around times as low as possible, however please allow half a day while we get through the backlog on Tuesday.
   - If the application is unsuccessful, create a rejection letter from the proforma located on the ISIS website (you will need to log in): http://www.isis.unimelb.edu.au/getting_help/resources

- Other admissions correspondence: templates have been posted on the ISIS website. Currently these require manual entry of the applicant’s details. Further information about how to generate these letters in bulk using a mail-merge process will be provided soon. Templates can be downloaded here: http://www.isis.unimelb.edu.au/getting_help/resources/off-system_letter_templates (email login required).

Update on 11 June 2010

Functionality Now Available
- The Student Document Search report is now available.
- The Special Consideration Search report is now available.
- The report to monitor the status of RHD Student Progress is now available.

Functionality Available Soon
- Further to our advice yesterday, the Unicard testing did not go ahead as planned. As a result we now expect the upgrade and testing of Unicard to be completed today at SMS-Enrolments. We expect it to be applied to Student Centres early next week.
- Results collation sheet, used for Student Academic Progress, will be available on 18 June.
- Online applications are expected to be available on Tuesday. We now have a Merchant ID from the bank and we are testing today. Note that the merchant ID does not affect domestic applications so there is no issue if local students apply.
- Results Statement, that replaces the Merlin enrolment advice and result history links in the student portal, will be available on 18 June.
- The interface to the Library is still not connected. We expect it to be connected by the middle of next week.

Previously Advised Functionality Unavailable and Updates
- The data feed from ISIS to the Account Registration System (ARS), ran last night and is now operational.

Update on 10 June 2010

Functionality Now Available
The upgrade to Unicard has been tested in SMS-Enrolments today. We expect it to be applied to Student Centres tomorrow.

The Student Document Search report is now available.

The Special Consideration Search report is now available.

**Functionality Available Soon**

- The report to monitor the status of RHD Student Progress will be available tomorrow.
- Results collation sheet, used for Student Academic Progress, will be available on 18 June.
- Online applications are expected to be available later this week, the University is waiting on a merchant ID from the bank, as soon as we have this we can open online applications.
- Results Statement, that replaces the Merlin enrolment advice and result history links in the student portal, will be available on 17 June.
- The interface to the Library is still not connected. We expect it to be connected by the end of the week.

**Functionality Unavailable.**

- Due to a delay with the data feed from ISIS to the Account Registration System (ARS), applicants have not been able to respond to an offer that was recorded in ISIS. The first feed from ISIS to the ARS is scheduled for this evening, and this feed will run on a nightly basis going forward. Applicants must wait until the day after their offer is recorded in ISIS to respond to the offer.
- The enrolment wizard that helps students navigate through their enrolment has a problem with the final link, ‘next steps’. When student click on this link they are directed to a blank page. Until this link can be fixed we have placed the link on the ‘welcome’ page advising students to remember to come back to this page when they have completed their enrolment. Students should not be disadvantaged by this broken link.

**Previously Advised Functionality Unavailable**

- QAS Address Verification is not available for the staff interface only.
- Admissions correspondence:
  - Offer letters: Please continue to use the offer letter template provided on the ISIS website until further notice. The template can be downloaded here: [http://www.isis.unimelb.edu.au/getting_help/resources](http://www.isis.unimelb.edu.au/getting_help/resources) (email login required). We are working on a fix overnight that we hope will be successful, we will provide further advice on this tomorrow.
  - Other admissions correspondence: Templates have been posted on the ISIS website. Currently these require manual entry of the applicant’s details. Further information about how to generate these letters in bulk using a mail-merge process will be provided soon. Templates can be downloaded here: [http://www.isis.unimelb.edu.au/getting_help/resources/off-system_letter_templates](http://www.isis.unimelb.edu.au/getting_help/resources/off-system_letter_templates) (email login required).

**Update on 8 June 2010**

**Functionality Now Available**
Class lists with photos are now working; users will have access later today.
Student Portal administration functions used by students are now working.
Printable version of the candidature course application now available.

Functionality Available Soon
- Results collation sheet, used for Student Academic Progress, will be available on 11 June.
- The report to monitor the status of RHD Student Progress will be available on 11 June.
- Online applications are expected to be available later this week.
- Unofficial Transcript, that replaces the enrolment advice and result history links in the student portal, will be available on 17 June.
- Unicard is not yet connected to ISIS. Temporary student cards will still being issued, if needed, until the end of the week.
- The interface to the Library is still not connected. We expect it to be connected by the end of the week.

Functionality Unavailable.
- QAS Address Verification is not available for the staff interface only.
- Admissions correspondence:
  - Offer letters: Please continue to use the offer letter template provided on the ISIS website until further notice. The template can be downloaded here: [http://www.isis.unimelb.edu.au/getting_help/resources](http://www.isis.unimelb.edu.au/getting_help/resources) (email login required).
  - Other admissions correspondence: Templates have been posted on the ISIS website. Currently these require manual entry of the applicant’s details. Further information about how to generate these letters in bulk using a mail-merge process will be provided soon. Templates can be downloaded here: [http://www.isis.unimelb.edu.au/getting_help/resources/off-system_letter_templates](http://www.isis.unimelb.edu.au/getting_help/resources/off-system_letter_templates) (email login required).