**ISIS Update**

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

**In this Issue of ISIS Update**

- **Bugs & Faults**
- **Unavailable**
- **Functionality Updates**
- **Tips and Tricks**
- **Did You Know?**

---

**ISIS Support**

**ISIS Outages Update**

Reminder that ISIS outages are now fortnightly, rather than weekly. So the next scheduled outage will be on **Thursday 23 September 2010, between 6pm and 8pm.** It is important to note that there may be outages outside of these times for emergency fixes; you will be advised via email if this occurs.

---

**Functionality Now Working or Currently Unavailable**

**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 term 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.

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 Monday; refer to previous issues in the meantime).

Did You Know?

Suspensions for Academic Progress
As you may know, the responsibility for determining when a Suspension for Academic Progress should be applied to a student record has been devolved to faculties by Academic Board. Therefore, access to the SPD – Suspension: Academic Progress sanction has been opened up to faculties and student centres to process these suspensions. Please do not send these requests to SMS-Enrolments.

The SPD sanction should be used only for academic progress, and only in accordance with the results and progress training and documentation. Please ensure that all subjects in which the student is enrolled are removed from the study plan for the duration of the sanction (we are expecting an enhancement that will automatically cancel these subjects, but this is not yet available).

At the end of the suspension period, the sanction should be expired; however, if the student does not return to study, then it should be followed up with a course withdrawal, AWOL (Absent Without Leave) status, or termination sanction (note that the Termination for Academic Progress – TER – sanction will continue to be entered by SMS-Enrolments).

New Training Schedule now available on Themis.
Some extra training courses in a range of ISIS functions have now been scheduled over the next few months, with more to be added soon. You can view the schedule and enrol on Themis.

Identifying students with TEB Sanctions
A spreadsheet listing students with Temporary Enrolment Block sanctions was sent to Student Centre Managers this morning. It contains students with at least one subject enrolment in 2010 who also have a TEB sanction. It is important that study plans are in place for re-enrolling students by early October. Further information about the lifting of sanctions in time for re-enrolment will be circulated soon by SMS-Enrolments.
Tips and Tricks

Recording Designated Credit
In last week’s Tips and Tricks, we referred to a new cheat sheet about recording designated credit. This cheat sheet has now been updated with information about how to identify subjects as well as process the designated credit.
A reminder about where to find all cheat sheets: [http://www.isis.unimelb.edu.au/isis_tips/isis_cheat_sheets](http://www.isis.unimelb.edu.au/isis_tips/isis_cheat_sheets)

RHD online help and Student Experience documentation
If you need information about processes conducted via the Student Forms function in ISIS, you can either search for the actual process (e.g. Leave of absence, change of supervisor, etc), or you can search on *Student Forms and the full list will appear.
See screen shot below:

Information about the student experience of RHD online forms can be found here:

Avoiding “Another User has changed details...” error
Remember that if you make a change to student data via one form (e.g. Student Study Package) and you navigate back to a previously opened form with those students details (e.g. Study Plan), you will need to select “retrieve” again. This is because data has now changed and the form will need to be refreshed with this updated data.

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](http://www.isis.unimelb.edu.au)
<table>
<thead>
<tr>
<th>Quicklinks</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISIS Website</td>
</tr>
<tr>
<td>ISIS News</td>
</tr>
<tr>
<td>ISIS Glossary</td>
</tr>
<tr>
<td>ISIS eLearning</td>
</tr>
</tbody>
</table>