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

ISIS Support

ISIS Outages Update
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.

Recent ISIS Briefings

Admissions Briefing
The ISIS Admissions Briefing was held on 10th September. The presentation slides/audio/Q&A are now available on the ISIS website: [http://www.isis.unimelb.edu.au/about_isis/news](http://www.isis.unimelb.edu.au/about_isis/news)

100 Days of ISIS Briefing
A briefing and feedback session was held on 10th September, hosted by Ian Marshman. The purpose of the session was to summarise the key events which have occurred since go-live and any issues associated with those events, and – more importantly – to hear staff feedback about their experience of using ISIS on a day-to-day basis. A wide range of questions and comments were received. These have been captured in the slides and audio of the session, which are available on the website: [http://www.isis.unimelb.edu.au/about_isis/news](http://www.isis.unimelb.edu.au/about_isis/news)

Did You Know?

Merlin transcripts in ISIS
At go-live, a copy of each student’s academic transcript from Merlin was converted into PDF and uploaded into ISIS. If you need to check something from the student’s Merlin record you may like to check the Merlin transcript first, in case the information you need is there. You can find it in the Student Documents screen:
ISIS Terminology
If you’re still trying to get your head around the many new ISIS terms and concepts, you may want to look at a document which summarises ISIS terminology and definitions. It has recently been updated and is on the ISIS website for your reference:

‘Area of Study’ of subjects
The four letter code at the start of a subject code identifies the ‘area of study’ of the subject. This aims to categorise subjects into identifiable groupings that are meaningful to students, which facilitates course planning and subject selection.

Importantly, areas of study are not used for any administrative purposes (e.g. to define departmental ownership, funding arrangements, teaching responsibility, or which course it’s associated with). As a guide, the ‘area of study’ should be similar to the government-defined ‘Field of Education’ (a.k.a. ASCED) for the subject.

Please keep this in mind when compiling paperwork for the approval of new subjects.

Cumulative points on Record Cards
We have had many requests for the Record Card to be changed to include cumulative credit points. This change is on the way and is currently being tested. Originally the aim was to deliver this on 21 October, but we have been able to re-arrange priorities and it is now planned for delivery on 23 September.

Tips and Tricks

Be careful using ‘Favourites’
Some people are experiencing problems when accessing reports via their Favourites menu. It appears that when reports which have bugs are replaced with new versions, the links within your favourites menu are not being refreshed so you will be taken to the old (buggy) versions of the reports. We are investigating further but as an interim measure, please don’t access reports from your favourites menu.

Un-ratified subject results
A large number of results from the first half of the year are still waiting to be ratified. A reminder that results need to be ratified when any missing or withheld results have been entered and certified. When ratifying results for a whole course, check the grouped period you are using covers all study periods you wish to ratify. Information on how to ratify results in bulk and for individual students can be found in the Ratification Process for Mid Year 2010 Cheat Sheet, available on the ISIS website:
http://www.isis.unimelb.edu.au/isis_tips/isis_cheat_sheets

Course withdrawals
A new cheat sheet which covers processing course withdrawal applications for coursework students (using the Student Forms
screen) for will on the ISIS website on Monday.

**Responding to jobs logged with the Help Desk**
If you receive an email from the Help Desk and wish to respond to it, please ensure the Incident number remains in the email’s subject line and that the email is addressed to ‘ISIS-Help’. If you wish to include others in the email you should use the ‘cc’ line for their email addresses.

**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)

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**Quicklinks**

ISIS Website  ISIS News  ISIS Glossary  ISIS eLearning