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# ISIS Improvements: Data Extraction

**Measures to Improve Staff Knowledge and Skills in Extracting Data and Performing Grid Searches in ISIS**

The ISIS team is implementing a range of measures to improve staff knowledge and skills in extracting data and performing grid searches in ISIS, following feedback from ISIS users that a large proportion of staff do not feel confident about their skills in this area and would like more support. This paper summarises these measures and their delivery timelines, and invites eligible staff to participate in a pilot training course.

1. **Pilot Training Course: ISIS Data Extraction Techniques**

   **What is it?**

   A new 1-day training course is being piloted on 13 and 15 December 2010, for possible introduction on an ongoing basis in 2011.

   ISIS Data Extraction Techniques is a 1-day course delivered in a computer lab. This course aims to provide experienced ISIS users with the tools and techniques they need to confidently construct accurate searches in ISIS, and develop their familiarity with the data in several search screens that are regularly used. There will be plenty of exercises to practice these techniques. Note: This course covers some of the same material covered in the course *ISIS: Reporting Masterclass* previously run between April and August 2010.

   **What this means for you**

   Staff who participate in this pilot will benefit from the hands-on training and practice provided through the course.

   If you want to participate in this pilot, please read the Course Details at the end of this document, and send your expression of interest as soon as possible and no later than COB Friday 3 December, as places are limited to 24.

   Assuming the pilot is successful and further classes are offered in 2011, more staff will be able to benefit from hands-on training and practice in ISIS data extraction from 2011.

   *Available from 13 December 2010*
2. **Search Clinics**

*What is it?*

The ISIS team recently ran Search Clinics for Enrolment and Admissions to provide staff with opportunities to practice searching for ISIS data and seek guidance and ask questions of expert analysts in a supportive, small group format. Clinics were held on 28 October.

The clinics were very well attended and feedback was positive, so further clinics are planned for 2011.

*What this means for you*

Staff who attended the clinics benefited from the practice and direct guidance offered through these clinics. In 2011, more staff will be able to benefit from these.

*Already delivered, with further clinics planned for 2011.*

3. **Extended Help Documentation, Part 1: More Help About Data Extraction and Searching Skills**

*What is it?*

Changes and additions are being made to the *Data Extraction* help documentation, accessible via the ISIS in-system help feature, ISIS Help Window. Specifically, new help topics are being added so staff can readily access step-by-step instructions for some of the generic skills and techniques used in performing grid searches in any search screen.

*What is being documented?*

Step-by-step instructions will shortly be available to guide you in the following skills and techniques:

- Performing a Grid Search
- Saving a Grid Search
- Loading a Saved Grid Search
- Exporting the Grid Search Output to MS Excel
- Manipulating the Grid Search Output – including:
  - Adjust column width
  - Remove column from grid
  - Add column to grid using Customise Columns
  - Re-order columns in grid
  - Group / un-group data in grid
  - Find data in grid search output
  - Sort data in grid search output
  - Filter data in grid search output
  - Insert summary data in the grid search output
  - Save your preferred grid layout
- “What if I can’t find all the data I want in one grid search?” – including:
  - Use the results of one search within another search
  - Combine the results from two grid searches
  - Insert a list of data into a grid search
  - Convert a list of values into a comma delimited format
- Dealing with row limits and time-outs

*What this means for you*

Through the ISIS Help Window, you will be able to access self-help documentation to guide you in all the above skills and techniques, starting in mid-December (with some documentation already available now). Learn more about the in-system help feature, [ISIS Help Window](#).

*Available from mid-December 2010*
4. **Extended Help Documentation, Part 2: More Help About Common Searches**

**What is it?**

Changes and additions are being made to the *Data Extraction* help documentation, accessible via the ISIS in-system help feature, ISIS Help Window. Specifically, those searches which are commonly performed by staff are being identified and added to the help documentation, so staff can readily access step-by-step instructions for performing these searches including what screen to go to, and what criteria, operands and values to use to get the data they want.

**What is being documented?**

Step-by-step instructions for common searches will be added as follows:

- Common Searches: Courses and Subjects
- Common Searches: Admissions, including Admissions Search and Detailed Admissions Search
- Common Searches: Enrolment, including Enrolment Tracking Search
- Common Searches: Completions
- Common Searches: Timetabling and Class Registration
- Common Searches: RHD, including RHD Supervisory Load
- Common Searches: Exams
- Common Searches: Results and Progress

**What this means for you**

Through the ISIS Help Window, you will be able to access self-help documentation to guide you in completing common searches, including what screen to go to and what criteria, operands and values to use to get the data you want. Browse the Common Searches chapters in the *Data Extraction* help documentation to view the various searches documented, which is particularly helpful if you need to extract data and you’re not sure where to start. Learn more about the in-system help feature, *ISIS Help Window*.

*Available at various times. Some common searches (e.g. Course List, Subject List, Class List, Class List with Photo) are available now. Some common searches will be added before Christmas (including most of those in the Admissions and Enrolment areas). The remainder will follow in the new year.*

5. **Changes to the ISIS Website to Make it Easier to Find Help Documentation Published Here**

**What is it?**

Changes are being made to the ISIS website, so it’s easier to find those help resources which are published to the website (which represents a small proportion of the total help for ISIS; most help is published to and accessible from the ISIS in-system help feature, ISIS Help Window).

Specifically, a search box will be added to the website, so you can limit your search to the ISIS website only.

![Search the ISIS Website](image)

In addition, the Resources section of the website (see screen shot of current structure below) is being re-organised by functional area, e.g. Admissions, Enrolment, etc., to make it easier for you to browse for the help documentation you want.
What this means for you

From the new year, it will be easier to find those resources which are published on the ISIS website. But remember, the majority of help documentation will continue to be published to and accessible from the ISIS in-system help feature, ISIS Help Window, which is fully searchable and browsable. Learn more about ISIS Help Window.

Available from mid-December 2010.

Course Details: ISIS Data Extraction Techniques

A new 1-day training course is being piloted in mid-December, for possible introduction on an ongoing basis in 2011.

If you want to participate in this pilot, please read the course details below, and send your expression of interest as soon as possible and no later than COB Friday 3 December, as places are limited to 24.

Course description

ISIS Data Extraction Techniques is a 1-day course delivered in a computer lab. This course aims to provide experienced ISIS users with the tools and techniques they need to confidently construct accurate searches in ISIS, and develop their familiarity with the data in several search screens that are regularly used. There will be plenty of exercises to practice these techniques. Note: This course covers some the same material covered in the course ISIS: Reporting Masterclass previously run between April and August 2010.

Course objectives

Upon completion of this course, participants should be able to:

- use selection criteria and operands to perform a grid search and refine a search
- manipulate the output for a grid search and export to Excel
- save a grid search, and load a saved grid search
- use parameters and set output options to run a report
- create worksheets and use worksheets and student sets where appropriate
- use techniques to extract data across multiple search screens
- access available help resources

When’s it running?

Two classes have been scheduled as part of this pilot (you only sign up for one class):

- Monday, 13 December, 9:30 am – 5 pm
- Wednesday, 15 December 9:30 am – 5 pm

Further classes will be scheduled in 2011 if the pilot is successful.

Who’s it for? What are the pre-requisites?

This course is for experienced ISIS users only who are staff members of the University. To enrol in this course, users must have been using ISIS on a regular basis for at least 3 months, and have a sound understanding of all the key concepts covered in the Introduction to ISIS eLearning course (for more details: http://www.isis.unimelb.edu.au/training/elearning_courses).
How do I enrol?

If you want to participate in this pilot, send your expression of interest as soon as possible and no later than COB Friday 3 December, as places are limited to 24! Send an email to Susan Weikert (susan.weikert@unimelb.edu.au), with the title ‘Expression of Interest’, providing the following details:

- Your staff ID, full name, your email address, the organisational unit you work for, the name of your supervisor, and the email address of your supervisor. (Your supervisor will be asked whether they support your participation in this pilot.)
- Which class you prefer to attend (13 December or 15 December), or whether you are free to attend either class
- Why you want to attend
- Whether you have met the prerequisites for this course

Classes will be filled on a first come, first served basis. We will notify you of the outcome of your expression of interest, and confirm venue and other details at that time.

Questions?

If you have any questions about the course or your suitability for it, please email Susan Weikert (susan.weikert@unimelb.edu.au).