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○ August | ○ 2006

SHARING PROJECT UPDATES AND TIPS FOR GETTING THE MOST OUT OF THE SYSTEM AND ADDRESSING THE NEEDS OF DIVERSE CONSTITUENTS.

ISIS

focus

ISIS focus is a monthly newsletter to share project progress, useful advice, and more.

Self-Service Updates

Since the launch of SBS Self-Service on June 5th, the ISIS system has been introduced to thousands of students university-wide. Such broad exposure has presented SIS with an opportunity to measure the robustness of the Self-Service site, as well as to gather data on the different browsers and platforms used to access the site (see charts to the right).



In the month of July, the ISIS SBS team has published its largest monthly bill of the year, reaching nearly 20,000 new and returning students. **Consequently, over 110,000 hits were recorded on July 13th, with the site averaging nearly 45,000 hits a day.**

Even with this substantial web traffic, the performance of the ISIS web servers has remained virtually unaffected.

The Self-Service team has embarked on major web accessibility and usability initiatives, which are expected to materialize in the next 18 months. The team is looking at ways of presenting the navigation and content more intuitively and logically for the user, as well as more visually appealing. Section 508 Guidelines and the Web Content Accessibility Guidelines are also being examined to ensure the site meets web accessibility standards.

Admissions Updates [SMS]

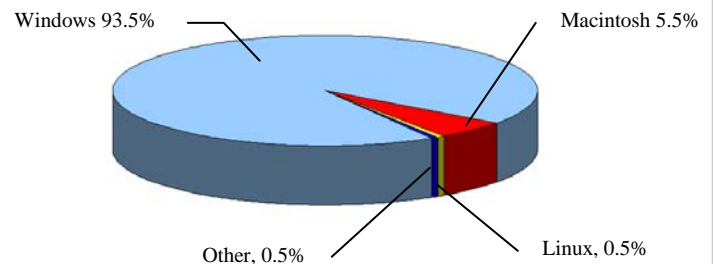
Throughout the month of July, Nicole Westrick has been meeting individually with all of the university Admission Offices to discuss the end user experience with the ISIS application. There are several

Upcoming SMS Go Live Dates

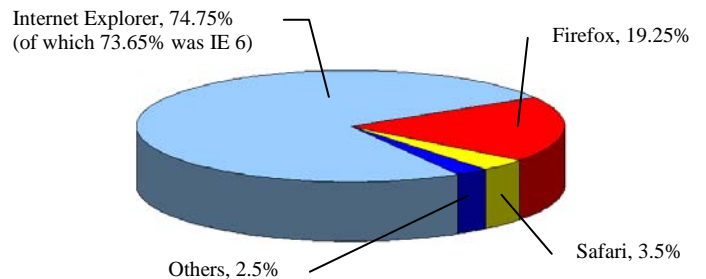
SAIS-DC	AUG 2006
Nursing	OCT 2006
SAIS-Bologna	DEC 2006

common issues that are impacting divisions across the university. We will discuss and prioritize these issues at the next SMS Users Group.

Operating Systems Used to Access the Self-Service Site*



Browsers Used to Access the Self-Service Site*



* Data gathered during months of June and July 2006. Numbers rounded.

The next SMS Users Group Meeting is Wednesday, August 2 from 2 - 4 p.m. The meeting will be held through videoconferencing at both the Mount Washington campus (A-115) and the Washington DC campus (room to be determined). At this meeting, we will be following up on the JIRA review and prioritization from the May 2006 meeting. We will also discuss the 2.6.2.1 upgrade and the new features available in this release. Please plan to attend this meeting as we will be discussing changes to the format and content of the SMS Users Group.



Records and Registration Updates [SSS]

Work continues on multiple initiatives to support Nursing as an SSS early adopter in March 2007 and broad use in summer 2007. In the past month, some of the significant events included:

- Completed several iterations of faculty self-service design
- Began design iterations of the student self-service site
- Analyzed and prioritized open issues with the vendor
- Conducted hands-on training of *Report Builder* and the graduation report model

A Look at SSS Upcoming Events



The SSS project team, comprised of registrars and their staff as well as dedicated project staff have numerous activities planned for this month: *

- 8/1 - Workshop 7, Peabody
- 8/3 - Full Team Meeting
- 8/3 - USIS Data Migration Testing Begins
- 8/4 - Workshop 6, AAP
- 8/4 - Workshop 9, SPSBE
- 8/9 - Workshop 5, AS/EN
- 8/10 - Full Team Meeting
- 8/10 - Configuration and Rule Writing
- 8/11 - Workshop 7, SAIS
- 8/14 - Workshop 6, EPP
- 8/14 - Workshop 10, Public Health
- 8/17 - Full Team Meeting
- 8/17 - Configuration and Rule Writing
- 8/18 - Workshop 7, AAP
- 8/18 - Workshop 10, SPSBE
- 8/22 - Workshop 10, Peabody
- 8/23 - Workshop 6, AS/EN
- 8/24 - Full Team Meeting
- 8/24 - Configuration and Rule Writing
- 8/25 - Workshop 8, AAP
- 8/25 - Workshop 8, SAIS
- 8/28 - Workshop 9, Nursing
- 8/28 - Workshop 11, Public Health
- 8/31 - Full Team Meeting
- 8/31 - Configuration and Rule Writing

* Be sure to check the SSS Confluence space for specific locations and times as well as any schedule changes.

Billing Updates [SBS]

The SBS system produced the first Fall 2006 account bills for all divisions on July 13th. We continue to educate our students and parents about the Self-Service site and their ability to see and pay their account balances at any time. Unfortunately, access to Self-Service is denied to those students with duplicate Person records, so we are reporting these errors as soon as we learn of them.



The SBS Team has reopened our divisional Tuition Calculation meetings with the SSS representatives, to determine how tuition and fees (and their reduction due to drops) will be calculated in ISIS. We also are assessing the required changes in SBS for the SAP-Hopkins One Go-Live in January.

2.6.2 Release Will Be Available Soon

SunGard Higher Education has announced that the Matrix Student Suite version 2.6.2.1 is in the final testing and packaging phase and will soon be available for general release. This release focuses on productivity and usability enhancements, defect corrections, and the integration of new features across all modules.

JHU has acquired an early beta for this release, which has been installed and will be available for testing shortly. The *draft* Release Notes for this beta are available for review in Confluence at <http://know.isis.jhu.edu/x/KkI>. SunGard Higher Education is providing product-level knowledge transfer sessions for the 2.6.2 functionality to be held in mid-August.

Financial Aid Updates [SAS]

With the 2006-2007 school year about to begin, you might be surprised to know that the financial aid community is already busy planning for the 2007-2008 processing year. Moving configuration forward from one year to the next is a process commonly referred to as "roll-over". This is also the time for staff to consider making changes effective for the new processing year. A training session for roll-over is being planned for early in the Fall semester, and related topics will be discussed in the August and September SAS User Group meetings.

ISIS Tips and Tricks

Section Instruction Delivery Methods

When creating a section in ISIS it is important to remember to assign an Instruction Delivery Method. The Instruction Delivery Method is required for JHU sections. Institutional Research is using this data for university-wide reporting. Converted courses from USIS will have the instruction delivery method populated as part of the conversion process. You should review and confirm accuracy of this information.

To Enter the Section Instruction Delivery Method

1. From the SSS menu, select **Section > Maintain > Instruction Delivery Methods**.

The Search for Sections window appears.

2. Enter your search criteria to retrieve the section for which you want to enter the Instruction Delivery Method.

3. Click **Find**.

If more than one course matches your search criteria, the Section Lookup Results window appears. If only one Section matches your search criteria, the Section Instruction Delivery Methods window appears.

4. In the first row, type or use the LOV to select the instruction delivery method for the section. Your choices include: Lecture, Online, Independent Study, Seminar, Tele/Video Conference, Lab, Internship, Studio Lesson, and Recital.

NOTE: Remember if you are entering a value of online, you should also update the Off-Site Location field in the More region of the General Information window.

5. Save your work.

Security Tip of the Month



If you need to step away from your desk, remember to **lock your computer** to prevent unauthorized access to university systems. You can lock your computer by using:

[CTRL + ALT + DEL] and select "Lock Workstation"

or

[WINDOWS KEY + L]

Got ideas for the Tips & Tricks section?

Has your group found a creative way to use ISIS to improve your business process? Email isis@jhu.edu.

Upcoming ISIS Training for August

E-Learning Courses

There are also several **E-Learning courses** available for anyone to take at any time. Each of these courses take about an hour to go through.

ISIS: 100 - Navigating in ISIS (ID: ISIS.100.01)

ISIS: 110 - Departmental Graduate Aid (DGA) (ID: ISIS.110.01)

ISIS: 120 - Financial Aid Inquiry (ID: ISIS.120.01)

ISIS: 130 - Student Billing Inquiry (ID: ISIS.130.01)

Departmental Training Available

The ISIS Training team is happy to provide training for your department. For more information, please contact Nicole Westrick at nmwestrick@jhu.edu.

Course Title	Course ID	Date	Location
Departmental Graduate Aid (DGA)	IS01.110.02.20	08/02/06	Eastern B104
Admissions Training	IS03.130.01.08	08/07/06	Eastern B104
Creating and Maintaining Courses	IS02.300.10.09	08/21/06	Eastern B104

To Register

To register for any of these courses, call the Office of Training and Education at 443-997-6453 or visit them on the web @ <http://training.jhu.edu>.

Looking for Past Issues of ISIS Focus?

You can find past issues of *ISIS Focus* on our website at: <http://www.jhu.edu/isis/newsletter.htm>



ISIS FOCUS CONTRIBUTORS

Special thanks to this month's ISIS Focus Contributors:

Jason Astrinsky

Beth Bishop

Kelly Heese

Steve Hellen

Tom McDermott

Jason Smith

Nicole Westrick