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

ISIS focus

○ December ○ 2007

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

SIS Department Retreat

On Friday November 9th, Student Information Systems held a daylong department retreat which allowed us to break away from our typical daily tasks, work with different teams and try out different technologies. Small teams formed to work on initiatives to improve the systems we support -- mostly for ISIS. At the end of the day, we collectively shared our accomplishments including:

- Enhanced student instance viewer (aka, the building blocks in the top right title bar)

- Student photos integrated into the administrative system (similar to what faculty and advisors see in self-service)

- Exposed audit data through the administrative front-end

- Redesigned self-service account summary and bill screens

- Explored creative ways to leverage the voluminous ISIS data -- dashboards, SQL Server Analysis Services and Tableau server

- Designed self-service printable class schedule

- Improved the enrolled students screens

- Evaluated further integration between CMS and faculty self-service

- Considered software testing tools

- Developed release deployment tools

- Implemented a sample degree audit

Many of these initiatives were based on user requests while others were exploratory or proof-of-concept. In either case, our intention was not to have production-ready code at the end of the day but rather ideas or prototypes to take back to user groups for further consideration or testing as necessary. We hope that our retreat was not only a rejuvenating diversion for our department but also yielded tangible benefits for the users of the systems we support.

Happy Holidays!

All of us in Student Information Systems would like to wish you and your family **Happy Holidays** and a **Healthy and Prosperous New Year!**

ISIS System Announcements

The ***ISIS System Announcements*** website has been designed to communicate information about the production ISIS system to users. Look here for information about scheduled maintenance activities and performance considerations. You can self-subscribe to e-mail updates and be notified when new items are posted by using the form provided on the announcement page. The system announcements are posted to the splash page in ISIS for admin users and to the splash page and message board to self-service users. Depending on the announcement, the message for the self-service user population may differ from what is posted to the ISIS admin users.

Security Tip of the Month

Important Reminders When Working with SSNs…

- Please refrain from including SSNs in emails, letters, and JIRA issues. When a student needs to be uniquely identified, please *use the ISISID (e.g.* TC1234BX*) or HopkinsID (e.g.* FGB3E1*) as an alternative identifier*.

- When working with screenshots in JIRA, emails, etc., remember to *remove any SSNs that may be on your screenshots*. (See detailed instructions in Confluence —http://know.isis.jhu.edu/x/9yo)

Records & Registration Updates [SSS]

In the November 29th release, significant improvements were made to the 'View Enrolled Students' screens that appear within the offering and section menus. These changes include:

- replaced SSN with Hopkins ID

- added Type/Subtype column

- added YOS (Year of Study) column

- added Conf (Confirmed Enrollment) column

- corrected sort order

In a future release, a link will be added so you can access details about any enrolled student directly from these screens.

Enhancements are in progress for all aspects of graduation. The administrative screen and related batch jobs will be simplified to better align with Hopkins processes and a new extract will be developed for graduation data which will provide for more robust data analytics -- all for the 2008 graduating class. Design work is also underway for an online graduation application for the May 2009 commencement. Details of each are described at https://know.isis.jhu.edu/x/a6c.

The SSS team is now meeting at 9 AM on the first Thursday of each month -- location, dial-in number, agendas and minutes can be found at https://know.isis.jhu.edu/x/8w8.

Financial Aid Updates [SAS]

In November, the SAS 2625 Fall regulatory release was applied to production, enabling CSS Profile users to import data from the College Board for the 08-09 school year. In mid January, we expect to receive the winter regulatory release (SAS 2626). This update will deliver the official 08-09 Federal needs analysis as well as the ability to import and export 08-09 ISIR records and corrections. A call will go out to all divisions to assist with the testing effort. The target date for moving this release to production is February 15, 2008. All divisions are encouraged to update their self-service message boards with a note that reads "Receipt of your 2008-2009 FAFSA will not be reflected in ISIS until after February 15, 2008".

The new ISIS aid and disbursement screens have been well received by end users, greatly simplifying the process for revising financial aid awards. Updated revision processing scenarios are posted to Confluence at https://know.isis.jhu.edu/x/0BM .

All divisional aid offices should be thinking about the SAS rollover process! Rollover is the term used to describe the annual effort involved in setting up a new financial aid award year. The process is well documented, and a checklist is available in Confluence at https://know.isis.jhu.edu/x/Rw8 .

The meeting for December has been cancelled.

Self-Service Updates

iCalendar – Students can now add their class schedule to their Google calendars (or any other iCalendar compatible application). Students can access this feature from the "Add your course schedule to your calendar" link on the My Class Schedule screen. In just one week of time, three hundred plus students have used this functionality.

Excel Upload – Faculty Grade Roster upload is now available for use. The upload populates the online grade roster with grades from an Excel spreadsheet and does real-time grade validation for each student. This gives faculty the ability to perform an online review and correction of the spreadsheet data prior to posting the grades.

Homewood Spring 2008 registration is largely complete. 25,000 plus enrollment transactions processed via Self-Service between Monday, November 12th and Monday, November 19th.

- Monday, November 12: Senior registration processed 1,759 enrollment transactions between 7:00 am and 8:00 am

- Wednesday, November 14: Junior registration processed 3,073 enrollment transactions between 7:00 am and 8:00 am.

- Friday, November 16: Sophomore registration processed 4,595 enrollment transactions between 7:00 am and 8:00 am, at the rate of 1.26 enrollments per second. This caused Self-Service site to become temporarily unresponsive for approximately 20 minutes.

Corrective actions were taken, including; creating database indexes for registration period checks and time conflict checks, revising registration period rules SQL, and revising evaluation order of registration period rules. These corrections allowed freshman enrollment to process successfully with minimal Self-Service site disruptions.

- Monday, November 19: Freshmen registration processed 6,562 enrollment transactions between 7:00 am and 8:00 am.

The Self-Service team is continuing work to make the enrollment process more efficient for the upcoming registration periods.

Number of Pages Per Minute on the morning of 11/19/2007
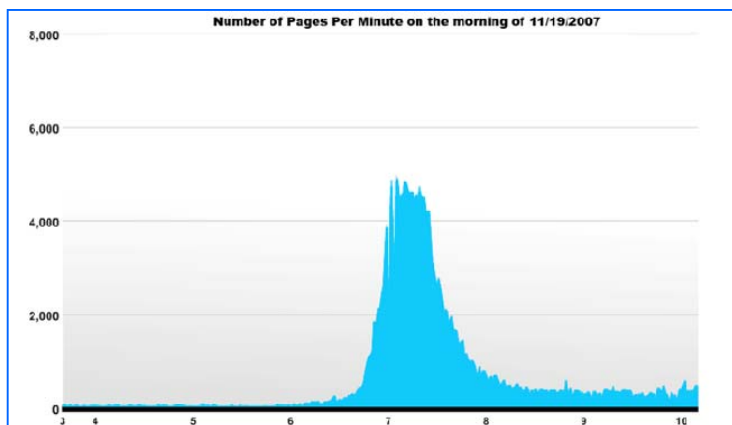
Admissions Updates [SMS]

The SMS Implementation for SAIS NonDegree is progressing on schedule. The official Go-Live is scheduled for January 15, 2008. Configurations, reports, and testing are in progress in Development.

Implementation Timeline

Functionality	DEV	PreProd	Production
Configuration		12/3/2007	12/17/2007
Data Conversion			
On-Line App	12/14/2007		1/15/2008
Web Inq Form	12/7/2007		1/15/2008
Reports	12/7/2007		1/30/2008
Testing		12/10/2007	12/17/2007
Training	n/a	n/a	1/1/2008

SMS Users Group Meeting Reminder: December 11, 2007 from 2:00-4:00 p.m. Mount Washington, Davis B-133A (Video conferencing can be arranged)

Astra Upgrade - Coming Soon

The Astra Production environment will be upgraded to Astra Schedule version 6.0.11 on Friday, December 14th. This upgrade also contains several code enhancements, including updating Nursing section numbers to allow for 4 characters and bringing actual enrollment numbers from ISIS to Astra for all schools using the ISIS-Astra interface. The Astra Production system will be unavailable starting at 9 AM on Friday, December 14th.

It is essential that functional users participate in testing prior to the upgrade. Functional testing will take place on Thursday, December 6th from 11 a.m. – 3 pm. and Friday, December 7th from 9 a.m. – 3 p.m. Please recognize the value of participating on site at Mt. Washington in the ISIS Lab (MTW-A126) since we will have dedicated functional and technical staff available to answer your questions. We recognize that everyone may not be able to attend on these dates and if you are not able to come to Mt. Washington, we encourage you to test remotely. Testing details (a test script) will be distributed as we get closer to the test dates. If you have any questions, please contact Stefanie Ashdown at snashdown@jhu.edu.

Meet the ISIS Staff…Barb Shaffer

They say you can "*never go home again,*" but that's exactly what I did. I first came to Johns Hopkins University in October 1986, where I worked as the Associate Registrar for Data Systems at Homewood. In that position, I led Homewood's implementation of the USIS system and even co-developed a few of the "modules" in that system. I left there in February 1993 to go to Western Maryland College (WMC) as their Director of Records and Registration, which also happened to be where I received my BA in French Literature (way back in 1976). I really liked WMC and had no thoughts of leaving until I got a phone call one day from JHU. The School of Continuing Studies was creating its own Registrar's Office and wanted to know if I'd like the job. They made me an offer I couldn't refuse, so I came back to Johns Hopkins in October 1997. That year was a particularly difficult one for me. I not only started a new job, but both of my sons were hospitalized and had 3 operations between them, my brother died, my mom was hospitalized, and (after about 3 months on the job as the Registrar) I was asked to take over the Director of Enrollment Management Services position, overseeing the offices of Admissions, Financial Aid, and Records and Registration. I kept a low profile for about a year, when I started the insanity all over again by asking Exeter to come to campus to give us a demonstration of their new software called "E5."

…and the rest is history.

On a more personal note, I have two sons and one step-daughter. Adam is 28, Todd is 22, and Helene is 11. In the middle of the project, I met and married a Canadian, who had immigrated to Canada from France 10 years before. Jean-Remy owns his own translation business and works from home. Last year, we bought a house on Lake Ontario in a very small town (no traffic lights!) called Grafton. When I leave JHU at the end of December, I will also be immigrating to Canada. Although I am looking forward to this new phase of my life, it will certainly be very difficult to leave behind my two sons and all of my friends here in the States and at JHU. I'd like to take this opportunity to thank all of you for enriching my life these past 10 years. It has been a real pleasure to work with all of you!

> *…when I leave JHU at the end of December, I will also be immigrating to Canada.*

Billing Updates [SBS]

The SBS Team is working with David Paolino on the Post-Implementation Needs and Enhancement project, to identify, prioritize, and hopefully correct some of our SBS processes that will make our offices more efficient. We are encouraged to hear that some fixes should be relatively easy, and we look forward to testing and promoting the enhancements to Production soon.

Carlos, Lourdes, and others are working on the new SRS reporting changes, so that we can retire Crystal Reporting next spring. The ability to request ad-hoc reports and filter by more relevant parameters will be wonderful. The model for this is in Daily, and all the links will be in Confluence shortly.

We are reviewing the e-mail addresses we use from ISIS for our e-bill notification, and are discussing better methods to deal with "bounce-backs". We are also examining the DGA screens and SAP requirements for easier posting of awards for our students.

It has been a year of new relationships and challenges with SAP and SSS Go-Lives, so we wish everyone a restful and happy holiday season.

The next SBS Users Group Meeting is Tuesday, December 18th in Davis Bldg B-133.

Check out the ISIS Calendar
www.jhu.edu/isis/calendar

Get a snapshot of events that affect ISIS — database refreshes, user group meetings, scheduled server maintenance, training classes, school registration dates, etc.
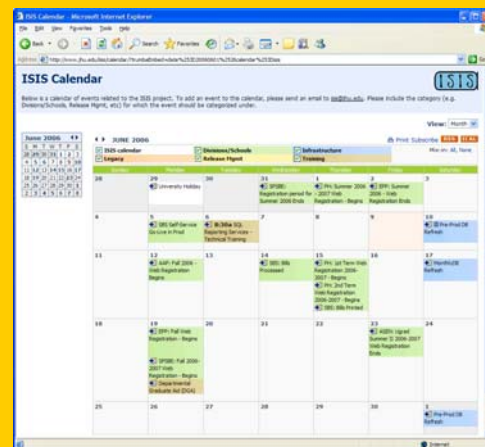
Make sure we have all important dates (e.g. registration dates) that affect your school. This calendar is one of the first places we look at when planning system downtime.

Send your updates and posts for the calendar to: isis@jhu.edu

ISIS Tips & Tricks—Faculty Self-Service Updates

To upload grades via Excel spreadsheet

You can now use an Excel spreadsheet to upload your grades to ISIS. The spreadsheet must contain at least two columns, ID and Grade.

- **Use the Term and Class drop-downs to select the course that you want to grade.**

- **In the Upload row of the Actions region, click the Grade via Excel Spreadsheet link.**

    The Populate Grades via Excel Spreadsheet Upload region appears.

- **Click Browse.**

- **Navigate to the Excel file on your computer and select it. Click Open.**

- **The field beside the Browse button is updated with the path and file name for your Excel document.**

- **Click the Upload button.**

    A message appears indicating that the upload was successful.

- **Update any invalid grades by selecting a value from the Grade drop-down.**

- **Click Save Work to save your grades and continue grading.**

- **Click Post to Registrars to submit final grades. You will not be able to change grades in ISIS after you click Post to Registrars.**

ISIS Tips & Tricks—Faculty Self-Service Updates continued . . .
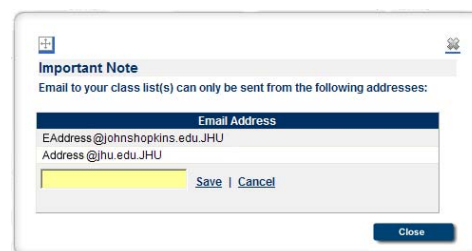
Using the Actions Region

Faculty self-service now has an Actions region that allows you to perform a variety of tasks. Two new features, Email Options and Upload Grades via Excel, further enhance your ISIS experience.

Actions

Email:	Entire Class	Options
Details:	Faculty	Class Information
Download:	Excel Roster	PDF Roster (printer friendly)
Upload:	Grade via Excel Spreadsheet	

Establish your email address in ISIS

Previously in ISIS, you had to use your Hopkins email address to email the entire class. Now you can establish any email address in ISIS and use it to email your entire class roster.

- In the **Email** row of the **Actions** region, click the **Options** link.

- **Click Add.**

- **In the yellow field, type the email address that you wish to use when sending emails to the entire class.**

- **Click Save.**

- **A message appears confirming that your email address was saved successfully. You must wait 2 hours before using this new email address.**
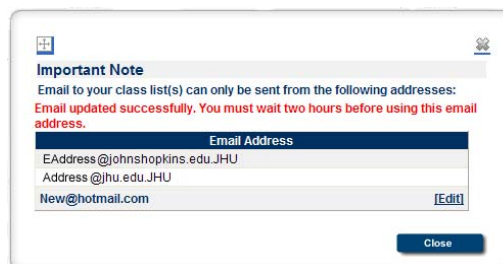
Important Note
Email to your class list(s) can only be sent from the following addresses:

Email Address
EAddress @johnshopkins.edu.JHU
Address @jhu.edu.JHU
Save | Cancel

Close

Important Note
Email to your class list(s) can only be sent from the following addresses:
Email updated successfully. You must wait two hours before using this email address.

Email Address	
EAddress @johnshopkins.edu.JHU	
Address @jhu.edu.JHU	
New@hotmail.com	[Edit]

Close

No Scheduled ISIS Training

During the Month of December

Departmental Training Available

For more information, please contact Nicole Westrick at nmwestrick@jhu.edu.

Web-Based Training

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

ISIS: 100 - Navigating in ISIS
ISIS: 110 - Departmental Graduate Aid
ISIS: 120 - Financial Aid Inquiry
ISIS: 130 - Student Billing Inquiry

What do YOU think of this newsletter?
Your comments, and suggestions are always welcome at isis@jhu.edu.

Looking for Past Issues of *ISIS Focus*?
You can find all past issues of *ISIS Focus* on our website at:
http://www.jhu.edu/isis/newsletter.htm