○ **September** ○ **2007**

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.*

# Records & Registration Updates [SSS]

**The records and registration module continues to stabilize each day with many significant issues such as program of study maintenance solved and the rate of new issues and change requests slowing dramatically.** A few areas still require attention such as the interaction between ISIS and JHED which has been the focus of a number of improvements and where additional tools will be developed to resolve discrepancies. In the first six weeks after go-live, processing included over 24,000 enrollments and $2 million of payments by part-time students at the time of registration. These numbers will certainly grow as registration and add/drop periods open in the coming days at more divisions.

Some effort has now turned to enhancing existing features and developing new tools. For example, a tool to assign users to all sections within a department was recently implemented that makes it easy to grant department chairs, administrators and others access to all class rosters in their department. A workgroup was formed to reconsider the graduation functions while another group is investigating requirements and options for a degree audit system. The community of registrars is currently reviewing and prioritizing enhancement requests to be sure resources are directed most appropriately. To check on the status of new SSS initiatives, be sure to visit https://know.isis.jhu.edu/x/qLs.

The schedule of SSS team meetings, agendas and minutes can be found at https://know.isis.jhu.edu/x/8w8.

# Financial Aid Updates [SAS]

The SAS Direct Loan PLUS work group met twice in August to begin the process of implementing Direct PLUS and Grad PLUS lending in ISIS. Team members are in the process of documenting all functional and technical business requirements. The next meeting, which will include a demonstration of the Grad/Parent PLUS functionality, is scheduled for September 19, 2007.

The SAS team continues to work with SGHE to test (remotely) a beta version of SAS 2.6.2.4. The beta test period ended on August 31, 2007. The 2.6.2.4 release addresses various financial aid and disbursement issues in the baseline product, and is expected to be delivered later in the fall.

Late last month, several SAS users noted problems with the SGHE delivered FISAP reports. The problem has been identified and a solution implemented on the test environment.

> **SAS Tip for the Month** 💡
>
> **Are you using SAS cohorts?** Did you know that SAS Cohorts can be displayed as messages on the Self-Service Financial Aid Info screen? Be sure to mark the cohorts as web visible and specify the text to be displayed in the description field.

🖼 **The next SAS Users Group Meeting will be held Tuesday, September 11, 2007, 9 - 11am**. Please dial 1-800-467-2166 and enter a participant code of 789978 to access the call.
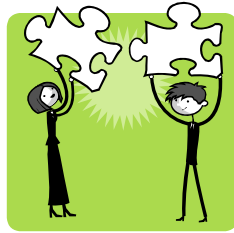
# Admissions Updates [SMS]

The August SMS User Group meeting included discussion on several topics including the SSS Make Aware Process, Test Score Imports, and an update on the PINE Process by David Paolino.

Matrix has recently learned of upcoming changes to the ACT test score format. SunGard is in the process of determining the scope of these changes and they are planning for a possible patch in the fall of 2007. SunGard has requested that we provide them with a list of test score imports that our school uses on a regular basis so that they can be sure to provide us with updates in a timely manner if and when they occur.

The review of the submitted PINE worksheets has been completed. There was some difficulty in getting the worksheets into the workbook. The review of the worksheets found eight major categories of common tasks. These eight are in addition to the issues of record searching, general navigation, list of values, and default field values/profiles. The items discussed are presented below and they are in no particular order. In the next phase, additional meetings will occur to further prioritize and identify next steps for how this development work can occur.

1. Letter/Email

   - Creation - ability for users to quickly and easily create new letters/emails using standard models
   - Extraction - simplify the process

2. Custom Fast Entry (model)

3. Requirements

   - Adding Requirements
   - Receiving/Completing
   - Bulk Receiving/Completing
   - Sync with data items (i.e. recommendations, previous schools, etc.)

4. Report Models (some focused on recruitment)

   - For reporting
   - For export

5. Second instance generation (multi-record application support)

6. Imports

   - More/all fields
   - Validation checks
   - Remove pre-processor

7. Web Inquiry or Simple Web page deployment

8. Duplicate Resolution

9. Archive (*added during the discussion at the meeting*)

**The next SMS Users Group is scheduled for Tuesday, September 18 from 2p.m. – 4 p.m. at Mt. Washington A-115**. You can add items to the agenda in Confluence at: https://know.isis.jhu.edu/x/M8E.  To review the minutes from the August meeting visit Confluence at https://know.isis.jhu.edu/x/R7k.

# Self-Service Updates

The Self-Service team continues to release site fixes and enhancements on a weekly basis, every Friday morning.  Some notable enhancements released this past month include:

**Advisor Self-Service**

- As requested by the advisors, numerous more student details are available for them to view via Self-Service such as race, gender, mailing addresses, and emergency contact info.

- Student alerts are now highlighted in Advisee lists in red font along with the number of alerts, just as they are in the student site.

**Faculty Self-Service**

- In addition to their Excel download, faculty now have the option to download a PDF version of their class rosters.

**Student Self-Service**

- Printable confirmation page link added to registration results page

- Quick links to phone and email contact info added to every page

- American Express has been added as an additional payment option

- A new feature called Conditional Drop/Add will be available to students on 9/5/07.  As of now, only ASEN Ugrad/Grad and SPSBE (PSA) have elected to show this on the site.  This feature allows a student to drop a class *ONLY IF* the class they want to add is successfully added.  If for any reason the add is not successful, their other class is NOT dropped. The primary reason students may want to do this is that they don't want to lose their seat in a class until it is confirmed they can get into another class.

**In the works…**

- Student Self-Service—A **quick add** feature is in development that will allow students who already know exactly which classes they want to enroll in, the ability to easily type in their list of class IDs rather than having to search for each one individually as they have to do now.

- Faculty Self-Service — A new "**dashboard**" feature is in development now. This would be the first page the faculty see when they enter the site. It would give faculty a summary look at all the classes they're teaching for a particular academic term — showing max enrollment, current enrollment, # waitlisted, and more.  It would give them the ability to view/grade a roster for individual sections or for all sections of a class at once.  Currently faculty have the option to **email** their entire class. However they can only do this from the email address ISIS has on file for them.  Soon in Self-Service they'll be able to add an additional email address (e.g. home Comcast email address) that should be allowed to send to their class lists.



Self-Service Traffic
August 2007
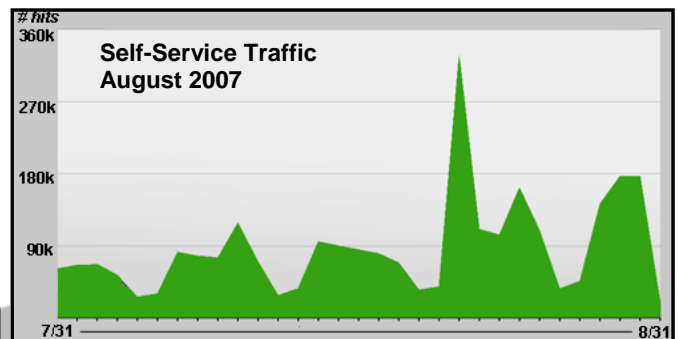
# Meet the ISIS Staff…Margaret Schwartz

**What is your main role on the ISIS project?**

My main role on the ISIS project has been the data migration from USIS to ISIS. Course data was completed migrated in 2005. Our latest effort to migrate all student data was finished just recently with the SSS implementation. Since SSS has been live, I've been doing a lot of data analysis, helping divisions with data testing, and data cleanup.

**What would you say is the biggest challenge about working on ISIS?**

I had a background in the mainframe, so learning ISIS (totally web based) was a big challenge. Also going from USIS which was a DB2 system with about 40 tables to ISIS which has thousands of tables was a big learning curve to take in with regards to the data model.

**What do you like the most about working on ISIS and at JHU?**

By far the thing I like most about working at JHU is the people! Over the years I've been able to develop good relationships with folks in all the Registration offices, which helps because I know what they need sometimes even before they ask!

**What did you do prior to working for JHU?**

My first job in the US was for a NASA contractor, processing weather satellite data. My second job was for the Baltimore Life Insurance Company where I learned more about life insurance than I ever thought.

*…going from USIS, which was a DB2 system with about 40 tables to ISIS, which has thousands of tables was a big learning curve...*

**Where did you go to school?**

I went to school in St. Petersburg, Russia and graduated with a Masters in Applied Math and Computer Science. I came to the US with my husband and 2 year old son in 1979. We landed in Baltimore on the 4th of July. I also have another son, who is currently in college.

**When you are not working, what do you like to do for fun?**

I love travel, movies, and museums. I absolutely love traveling in Europe—France is my favorite. I have fond memories of delicious desserts from France and would go back in a heartbeat. I love movies, especially the more independent type (artsy) of films. My favorite museums to visit are the Washington National Gallery and the Metropolitan in New York.

## 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.
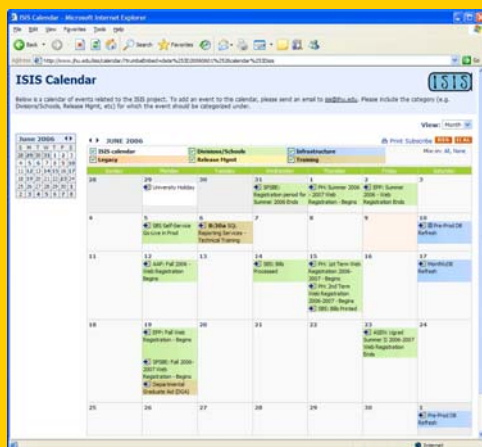


**Make sure we have all important dates (e.g. registration dates) that affect your school.** This calendar is one of the first places we look at when planning system downtime.

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

## 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:
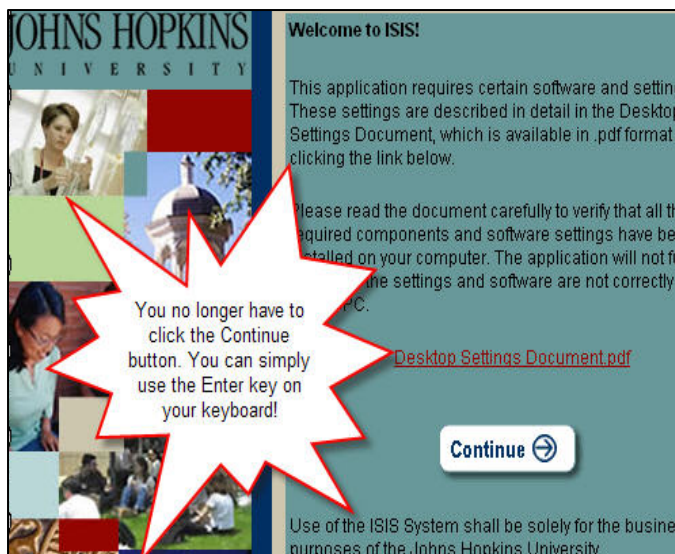
**[CTRL + ALT + DEL] and select "Lock Workstation"          OR**

**[WINDOWS KEY + L]**

ISIS

# ISIS Tips & Tricks

## No more click to Continue!

Did you know that Welcome screen has been enhanced to allow you to use the Enter key rather click the Continue button.

## View a student's alerts (holds)

ISIS has several ways to show that a student has alerts, including: the alerts column in the Student Search Results window, the alerts button in your toolbar, the Has alerts indicator beside the student's name, and the Alerts window from the Student menu.

### View student alert details

From the toolbar, select the **Alert** button**.**

A window appears displaying all alerts for the student.

To view only active alerts, select **Active** from the **View dropdown.** From the menu, select **Student > Alerts**

# Upcoming ISIS Training

| Course Title | Time | Location | Date(s) Offered * |
|---|---|---|---|
| **Astra Event Scheduling and Reporting** AS01.100.500 | 9am-12pm 1pm-4pm | Eastern B104 Eastern B104 | 9/13/2007 11/15/2007 |
| **Astra Manager Overview** AS01.100.400 | 1pm-4pm | Eastern B104 | 10/25/2007 |
| **Astra Schedule** *(2 day)* AS02.001.100 | 9am-4pm | Eastern B104 | 11/7— 11/8/2007 |
| **Admissions Training** *(2 day)* IS03.130.01 | 9am-4pm | Eastern B104 | 9/19— 9/20/2007 |
| **Course Maintenance** IS01.301.07 | 9am-4pm 9am-4pm 9am-4pm 9am-4pm | TBA | 9/11/2007 9/17/2007 9/26/2007 10/02/2007 |
| **Creating and Maintaining Courses** *(2 day)* IS02.300.10 | 9am—4pm | Eastern B104 | 10/17 — 10/18/2007 |
| **Creating and Maintaining Student Records** IS01.403.07 | 1pm-4pm 9am-12pm | Eastern B104 Eastern B104 | 9/12/2007 10/30/2007 |
| **ISIS for Faculty and Advisors** IS01.960.007 | 1pm-2pm 2:30pm-3:30pm 4pm-5pm 8:30am-9:30am 10am-11pm 11:30am-12:30pm | Eastern B104 Eastern B104 Eastern B104 Eastern B104 Eastern B104 Eastern B104 | 9/12/2007 9/12/2007 9/12/2007 9/14/2007 9/14/2007 9/14/2007 |
| **SSS Registration and Records Overview** IS01.402.07 | 1pm-4pm 1pm-4pm 9am– 12pm | Eastern B105 Eastern B104 Eastern B104 | 9/11/2007 10/9/2007 11/6/2007 |
| **Using Communications in ISIS** IS01.400.07 | 1pm-4pm | Eastern B104 | 9/13/2007 |

*\* Dates offered with seats available as of this publication date.*

**To Register...** for any of these courses or for more information, call the Office of Training and Education at 443-997-6453 or visit them on the web @ http://training.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

## 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.

**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

**ISIS FOCUS CONTRIBUTORS**

Special thanks to this month's ISIS Focus Contributors:

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