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

ISIS

December 2008

focus

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

ISIS by the Numbers

ASEN Undergraduate Registration—Spring 2009

In late November, Arts and Sciences and Engineering (ASEN) freshman, sophomores, juniors, and seniors registered for Spring 2009 using ISIS. Similar to last year, a significant number of registrations occurred in the first minute and a majority of the registrations occurred in the first hour of each registration day. Here are some of the trends that were noticed:

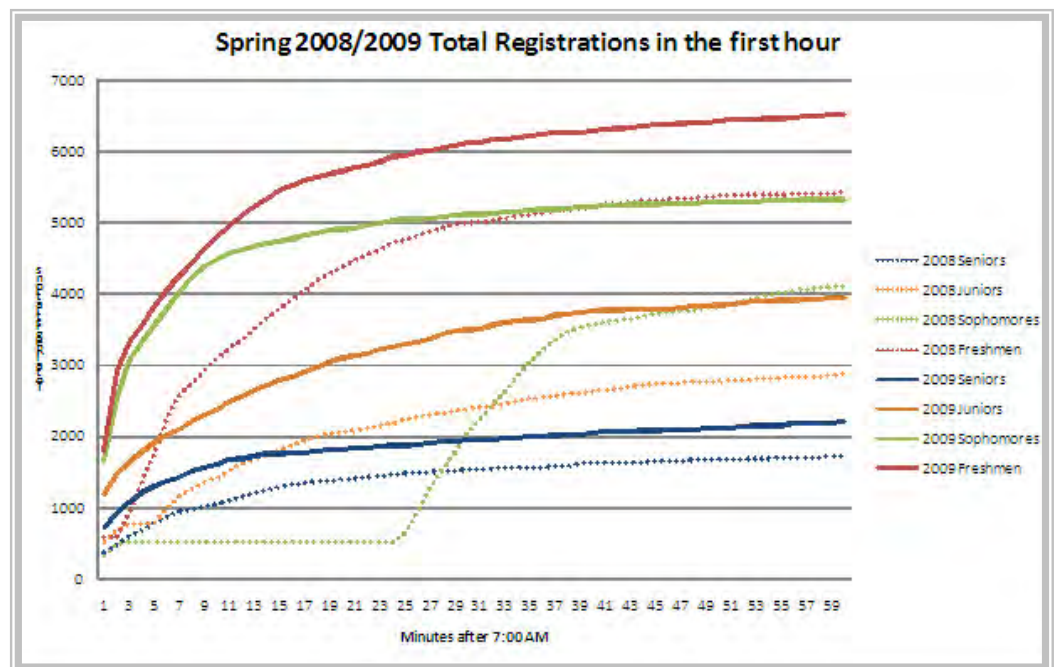
- Increased usage of ISIS for all undergraduate students for Spring 2009 registration.
- The first five minutes of registration experienced significant increases for all students.
- On Day 3 (Sophomore) of Spring 2008 registration, we experienced a system outage for the first 30 minutes of registration due to performance issues. Extensive review and improvements have corrected these problems. The system outage explains the remarkable 607% increase for Spring 2009 Sophomore registrations.

These increased usage trends are similar across all divisions using ISIS. Students are increasingly comfortable with loading courses to the Shopping Cart and ready to click Register the moment that the registration period opens.

Linda Blankenship, Registrar at the School of Nursing, noted, "... my baccalaureate students are posed and ready to go the moment registration opens each term."

Day	Spring 2008	Spring 2009	% of increase
Seniors—Day 1	784	1317	67.9%
Juniors—Day 2	765	1916	150.4%
Sophomores—Day 3	502	3550	607.1%
Freshman—Day 4	1759	3817	117%

Enrollments during the first 5 minutes of each registration day



ISIS for Students, Faculty and Advisors Update

The Student and Faculty Experience team is busy making improvements to a number of areas.

ISIS for Students

- The Public Class Search received a series of improvements to address recent performance issues, as well as the addition of Writing Intensive indicators for ASEN Undergraduate classes.
- Public Health students can now complete the Graduation application through ISIS. The online Graduation application is also being tested by SAIS.
- Students now receive an email notification when a new grade is posted.

ISIS for Faculty

- ASEN faculty can now include notes when assigning an I grade.
- Faculty will soon receive an email summarizing weekly enrollment changes.

ISIS for Advisors

- ASEN Advisors now have access to the Freshman and Sophomore surveys.

Work also continues on Distributed Graduate Aid, Authorized Viewers, and Peabody Preparatory.

User Group Meetings

User group meetings are a great way to better understand what's happening with each module.

Contact Nicole Westrick at nmwestrick@jhu.edu or by phone at 410-735-7260 if you are interested in participating.

The 2009 User Group meeting schedule is available on the ISIS calendar at: <http://www.jhu.edu/isis/calendar/index.html>

User Group Meeting/Event	Date	Time	Location
Records and Registration (SSS) User Group	Thursday, December 4	9:00 a.m.— 11:00 a.m.	Mt. Washington A-115
Financial Aid (SAS) User Group	Tuesday, December 9	9:00 a.m.— 11:00 a.m.	Mt. Washington A-115/ Conference Call
Billing (SBS) User Group	Tuesday, December 16	9:30 a.m.—12:00 p.m.	Mt. Washington A-115
Admissions (SMS) User Group	Tuesday, December 16	2:00 p.m.— 3 :00 p.m.	Mt. Washington A-115
Astra Schedule User Group	Tuesday, February 10	3:00 p.m.—4:30 p.m.	Mt. Washington A-115

Records & Registration [SSS]

There have been a number of improvements to SSS.

- Hide Grades—We recently implemented the Hide Grades feature. You can now use the Hide Grades checkbox to indicate whether or not an individual can see grades on course rosters.
- Academic Year Holidays—As of November 2008, you can now establish holidays for each academic year in ISIS. The creation of academic year holidays will automatically be assigned to sections that are created after you enter this information. To update sections that have already been entered, you will need to modify a piece of data on the Times/Faculty window and select the Save and Regenerate Calendar option. You can view complete instructions in Confluence at: <https://know.isis.jhu.edu/x/VICO>.
- USIS Transcripts—Work continues on the retirement of USIS. At November's meeting we reviewed how users will access USIS transcript images.

The next SSS User Group meeting is scheduled for Thursday, December 4 at 9 a.m. at Mt. Washington A-115. We will be reviewing any JIRA issues with no activity since August 2008. Testing of the graduation batch process will follow the meeting in the ISIS lab (A-126).

Billing Updates [SBS]

The Student Accounts offices are busy preparing for intersession and spring terms. We continue to work with the Controller's Office to provide unique reference numbers on each payment transaction. This process should help us achieve the goal of creating automatic reconciliation matches with the various bank statements. Remember, all offices are encouraged to regularly clear non-reconciled items from our monthly SBS/SAP reports.

From December 2008 through May 2009, the Student Accounts offices and SBS will undergo a University-wide audit. This audit will review all SBS practices and procedures, as well as any ISIS application that impacts or sends data to SBS.

At our December 16 User Group meeting, we will review outstanding JIRA items and draft a list of best practices for the Student Accounts offices. This will allow us to explore opportunities for consolidation across the university. Key areas of focus for this effort are collections and reporting. As we share information and identify process improvements, we improve our ability to serve our students, families, and the university.

Admissions Updates [SMS]

Many of the full-time admissions offices are gearing up for the busy season. Arts and Sciences Undergraduate Admissions is busy learning the OnBase document management tool as they review the early decision applicants and prepare for the regular decision application deadline.

The next SMS User Group meeting is scheduled for Tuesday, December 16 at 2 p.m. at Mt. Washington A-115. We will be focusing on a review of all outstanding JIRA issues with no activity since March 2008. Our goal is to update and close as many issues as possible during this meeting. It is essential that representatives from every admission office participate in this process. If you have any questions, please contact Chris Pace at pace@jhu.edu.

Astra Schedule Updates

The Astra Schedule User group continues to discuss improvements to reporting and the ISIS-Astra interface. Many divisions are eager to begin using the Optimizer to facilitate the scheduling process.

The next Astra Schedule User Group meeting is on Tuesday, February 10, 2009, from 3—4:30 p.m. at Mt. Washington. Stefanie Ashdown will be sharing an update from the Astra User Conference which she attended in October 2008.

Financial Aid Updates [SAS]

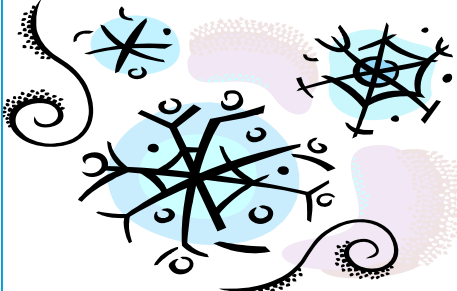
In November, SAS users worked with SSET on mockups for enhancements to the ISIS for Students financial aid pages. The primary objective of this effort is to make the pages more informative, navigable and understandable to students. Improvements include the following:

- Revised display of requirements that will separate and highlight incomplete or pending items from completed items.
- Replacement of 3 separate Aid pages with a single page with drill-down ability. The simplified Aid page allows students to view summary data and all awarded financial aid on a single page. It also allows the student to drill-down for more details, award comments and disbursement information.
- Ability for students to print a current award notice from the Aid Screen.

These improvements are scheduled to go to production in mid-December to accommodate the aid processing schedules for the 2009-2010 academic year.

December and January will be extremely busy. We will be working on testing of the winter regulatory release and continue work on the Financial Aid reporting project. The Financial Aid reporting project will provide an end-user reporting tool to aid in completion of institutional reporting for financial aid.

The next SAS User Group meeting will be Tuesday, December 9, at Mt. Washington with a call-in option. We will continue our review of the outstanding JIRA issues and review our test plans for the 2.6.3.2 release.



Don't let winter weather keep you from the next User Group meeting, contact the User Group lead to get a conference call number to participate!

User Group	Name	Email Address
Admissions	Chris Pace	pace@jhu.edu
Financial Aid	Anita Dinwiddie	adinwid1@jhu.edu
Billing	Beth Bishop	ebishop@jhu.edu
Records & Reg.	Linda Blankenship	lblanken@son.jhmi.edu
Astra Schedule	Todd Bullock	toddb@jhu.edu

Meet the ISIS Staff...Fafa Paku

Six Fun Facts about Fafa:

- Within one semester of coming from an equatorial country, I learned to play intramural ice hockey. You need something to entertain you during the long Vermont winters!
- I know how to make chicken feed with the correct composition of minerals, vitamins, and proteins required for sustaining egg production from layers. (My mom is a large scale, 4000 plus birds, poultry farmer).
- My full first name is Ngutifafa, pronounced Nu-ti-fa-fa, and it means "peace." Fafa is a shorter version of it, which translates to "coolness or tranquility." I guess I am one cool dude, huh?
- My first computer was an Amstrad PC 1512 with a gray-scale monochrome monitor, 3Mhz processor, 512Kb of ram, and a whopping 20Mb hard drive that was wedged to an expansion card. And it still works today!
- I am a competitive gamer. For two years, I have been a server administrator for Alien Arena. Alien Arena is a gaming community that develops and promotes an open source first person shooter, and is derived from Quake 2.
- My birthday is the same day as the Records and Registration go-live day, July 16th. Clearly, ISIS and I were meant to be!

Where do you fit in with the ISIS Project?

In October 2006, I started working for the Paul H. Nitze School of Advanced International Studies (SAIS) as a Programming Analyst. My primary task was to support the Student Services System (SSS) module for SAIS and technically assist in the go-live process. Post go-live, I've branched out to other modules such as Admissions and Financial Aid. I've also lent support in areas ranging from cross-module reporting to .NET application development.

Recently, I embarked on the next stage of my Hopkins career by joining the Student and Faculty Experience and Technical Operations teams at Student Systems and Educational Technologies (SSET). I look forward to the interesting tasks and challenging problems that will come my way. It's a great opportunity for me to progress, learn, and share experiences.



Fafa on a recent 34-mile bike ride

Have you worked outside higher education?

No, I've always worked in higher education. Prior to Hopkins, I worked at Middlebury College as a part of the Student System team. Middlebury, at the time, was also unifying its' systems and decided to use SunGard's Banner solution. The project was dubbed MINERVA, after the Roman goddess. From an administrative standpoint, my tasks at Middlebury parallel my tasks for the ISIS project, but both differ on the technical level. You can do amazing things with Oracle's PL/SQL and Pro*C!

Which project, MINERVA vs. ISIS, was the most satisfying to be a part off?

Well, considering this is the JHU ISIS Focus newsletter and I don't want tomatoes thrown in my direction... I'd say the ISIS project! Okay, I'll admit, there are more reasons. I've met great people on both projects and still travel up to Vermont at least once a year to visit old colleagues that have become great friends. So from a social perspective, they are both on par. However, with regards to challenge and growth, the ISIS project tops MINERVA by far. As a developer with MINERVA, I primarily followed specifications with little say in the design. While this was likely due to the fact that I was a green horn and a recent undergraduate, the ISIS project gave me the opportunity to break that barrier. ISIS also stimulates the thought process for most tasks that come my way.

What is your educational background?

I received a BA in Computer Science from Middlebury College in 2002. It is a BA (not a BS) because Middlebury is a liberal arts college, and I wouldn't trade it for the world. With two "Green Chicken" victories over MIT during my four years at Middlebury, I'd gladly entertain a debate with regards to a liberal arts education lacking scientific concerns. In 2006, I received a MS in Information and Telecommunication Systems from the Carey Business School. Any further education I pursue will likely be more technical/work-related than academic.

What do you do for fun?

I'm a car junky and love everything about them, especially when it comes to performance. I like to tinker and figure out how they work. I've done simple tasks like the swapping of brakes, a catalytic converter, and an A/C compressor (my car). I've also completed more complicated tasks such as disassembling a V8 with my roommate to figure out the source of an oil burn/leaky gasket (note that this was NOT my car)! All you really need are tools, a good service manual in PDF format, and a few choice words if you break it or you can't put it back together.

I'm a movie buff and love car-related television shows. My two favorite TV shows are Top Gear and Fifth Gear (car junky television done the right way). In general, I'm always looking for new things to try, as long as they are safe, legal, and don't involve free-fall.

ISIS Tips & Tricks—Search by Previous Last Name(s)

Imagine this scenario... You need to find a student in ISIS. This student has recently gotten married and legally changed her last name. You don't know her new last name. What should you do?

Don't panic! ISIS makes it easy to find students who have legally changed their names! Here's how:

The screenshot shows a web page dialog titled "Search for Students -- Web Page Dialog". It contains various search criteria fields: My Queries, Last Name, First Name, Middle Name, Person ID, Govt. ID, Gender, Date of birth, Type/Subtype, Start Academic Period, YOS, Class, Student Status, Start Date, To, Advisor LastName, and Cohort. A red circle highlights the "Include Previous Names" checkbox, which is currently unchecked.

- From your SSS role, open the Search for Students window.
- Click the **Advanced Search** button.
- Select the **Include Previous Names** checkbox and type the student's previous last name in the **Last Name** field.
- Click **Search**.

NOTE: The **Include Previous Names** checkbox is also available on search windows in Admissions (SMS) and Financial Aid (SAS).

2nd ISIS User Conference

Planning continues for the second annual ISIS User Conference. A group of 15 representatives from across the university have been reviewing your feedback from the 2008 User Conference and identifying improvements for 2009. We have narrowed the proposed dates to late July and plan to announce the date after our December meeting.

Call for Proposals Now Open

Do you have an innovative way of using ISIS? Would you like to share tips and tricks on reporting? Interested in sharing a creative solution to a common problem? Would you like to facilitate a discussion with other users of ISIS?

Share your genius with other ISIS users by submitting a proposal to present at the 2009 ISIS User Conference. Proposals are due by Friday, January 16, 2009. All presenters will be notified by February 6, 2009. Submit your proposals here:

<http://tinyurl.com/6pqhgd>.

Conference Program Committee

We still have a few positions available for the 2009 ISIS User Conference Program Committee. If you are interested in participating, please feel free to contact Nicole Westrick at 410-735-7260 or by email nmwestrick@jhu.edu.

2.6.3.2 Release Schedule

Throughout the summer, JHU worked with SunGard on the 2.6.3.2 Collaborative Development project. This effort focused on improvements to the user interface and fixes for long-standing defects. We received the 2.6.3.2 release in late October. We will be applying this release to the development environment in early December. Here is the release schedule:

- Development—early December
- Pre-Production (Test) —January 9, 2009
- Production—February 5, 2009.

Here are some of the highlights for the 2.6.3.2 release.

- Ability to modify your stored and extended queries
- Ability to modify the columns that appear on your search results window
- Ability to export the contents of the search results window directly to Excel
- A number of new profile values have been added.

The User Groups are planning on-site testing sessions at Mt. Washington in December and January. Contact your User Group lead for more details and the dates/times for testing sessions.

ISIS and Astra Training Schedule

ISIS and Astra training is complete for 2008. Look for the complete 2009 training schedule in the January issue.

New Learning Management System...

In October 2008, all Johns Hopkins training programs migrated to a new learning management system. You can quickly find all ISIS or Astra courses by typing ISIS or Astra in the search field at the top right of the course catalog page.

New for 2009—Open Lab Training format...

In order to better accommodate on-going training requests and ensure that users have regular opportunities for training, we will be offering Open Lab sessions each month. The Open Lab sessions will require registration and will allow us to tailor the session to meet the specific needs of the registered participants. This also ensures that you will not have to wait more than one month to train new employees. For more information, please contact Sasha Grutzeck at sgrutzel@jhu.edu.

ISIS and Astra Schedule Web Courses...

The ISIS and Astra Schedule web-based training courses are an easy and convenient way to get familiar with the system. All ISIS users are required to complete the Navigating in ISIS before gaining access to the system. We will be reviewing all courses in 2009 to make updates and improvements.

Location

All training sessions will be held at:
Johns Hopkins at Eastern High School
1101 E. 33rd Street, B-104, Baltimore, MD 21218

How to Register:

Step 1:

Log onto LMS (<http://training.jhu.edu>) with your **JHED ID** and **password**.

Step 2:

Click the **Course Catalog** button.
Click the **Johns Hopkins University** tab.

Step 3:

Click the **Program Catalog** link.
Click the **ISIS** link— you will see a list of ISIS/Astra classes.
Click the class name to see the description, objectives, and dates offered (for instructor-led training).

Step 4:

Click the **Take Course** button to register. For an e-course, it will launch automatically.



Happy Holidays!

Student Systems and Educational Technologies wish you and your family a happy holiday and a healthy and joyful new year for 2009!

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.html>

ISIS FOCUS CONTRIBUTORS

Special thanks to this month's ISIS Focus Contributors:

Sarah Abaza	Steve Hellen
Beth Bishop	Sam Livingston
Linda Blankenship	Chris Pace
Todd Bullock	Fafa Paku
Anita Dinwiddie	Jason Schnell
Matt Dragon	Ali Soylu
Sasha Grutzeck	Nicole Westrick
Kelly Heese	