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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

○ June ○ 2008

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

# focus

## ISIS for Students, Faculty and Advisors Update

The Student and Faculty Experience team (a.k.a Self-Service) has been hard at work on a number of enhancements to ISIS.

Advisee's Name	Advisee ID	Title of Advisee	Major	Dept	Email	More info	Enrolled in	Advisee Info
John Doe	123456	Junior	Chemistry	John.Doe@jhu.edu	Enrolled	Grades	Schedules	No Alerts
Jane Smith	789012	Junior	Chemistry	Jane.Smith@jhu.edu	Enrolled	Grades	Schedules	No Alerts
Michael White	345678	Junior	Natural Sciences	Michael.White@jhu.edu	Enrolled	Grades	Schedules	No Alerts
Sarah Green	901234	Senior	Chemistry	Sarah.Green@jhu.edu	Enrolled	Grades	Schedules	No Alerts

### Advisors

Most recently, the team has been working on turbo-charging the Advisor holds and Advisees list processing engines to create a “faster” user experience. In addition, the Advisor interface has been improved to allow Advisors to access an advisee schedule directly from the Advisees list.

### Faculty

More than 40,000 grades were posted using ISIS during the first three weeks of May. The grade roster with combined sections is now in production. Finally, a roster status region has been added to every roster to inform faculty why the roster is not gradable.

**Roster Status**

- Class is not gradable. Reason(s) are:
  - Class has been graded
  - The grading period is not open (Grading Period: 05/03/2008 to 05/27/2008)

If for more information, please contact your advisor's office.

### Students

Students now have access to an improved class schedule. We will also be performing usability testing with students in the next few weeks to prepare for the a summer launch of the re-designed student billing windows. Any student interested in participating in usability testing, should email [isis@jhu.edu](mailto:isis@jhu.edu) with their name and email address.

Time	Mon, Jan 28	Tue, Jan 29	Wed, Jan 30	Thu, Jan 31	Fri, Feb 1
10 AM	Physical Chemistry II Homewood Campus, Room-Pol 203 (M-F 9:30-10:20)		Physical Chemistry II Homewood Campus, Room-Pol 203 (M-F 9:30-10:20)		Physical Chemistry II Homewood Campus, Room-Pol 203 (M-F 9:30-10:20)
11 AM	Spectroscopic Methods Homewood Campus, Room-Pol 148 (M-F 9:30-10:20)		Spectroscopic Methods Homewood Campus, Room-Pol 148 (M-F 9:30-10:20)		Spectroscopic Methods Homewood Campus, Room-Pol 148 (M-F 9:30-10:20)
12 PM		Biological History and Culture in the Homewood Campus, Room-Pol 203 (M-F 9:30-10:20)		Biological History and Culture in the Homewood Campus, Room-Pol 203 (M-F 9:30-10:20)	
1 PM		Animal Origins: Clones, Lab Lectures Homewood Campus, Program-Bldg 100 (M-F 9:30-10:20)		Animal Origins: Clones, Lab Lectures Homewood Campus, Program-Bldg 100 (M-F 9:30-10:20)	
2 PM					

## Meet the ISIS Staff...Mike Pindrik



I have been with Johns Hopkins University as part of Student Systems and Educational Technologies (SSET) for almost three years. I spend most of my time resolving SMS and CMN-related problems. I am extremely interested in developing software tools that simplify software development work to make it more efficient.

I was born and grew up in Minsk, Belarus where I studied Math and started my computer programming career. After emigrating from Belarus to Israel in 1972, I continued my studies in Math at Jerusalem University and worked as a programmer analyst in various legacy environments. In 1976 (after getting married), my wife, Jean, and I came to the United States where Jean's family resided. In the US, I worked for almost 25 years at two companies which provided computer systems and services to government agencies which operate computerized lottery systems. Having to support lottery systems in different parts of the world and having an interest in traveling, I had a chance to visit many states and foreign countries including, Finland, Ireland, Scotland, England, Italy, Poland, Czech Republic, Mexico, Belgium, Netherlands, Germany, Spain, Switzerland, and France.

At the present time, my wife and I are parents of a 31-year old (married) daughter and a 27-year old (not married) son. We are grandparents of a 3-year old boy and a 1-year old girl. I enjoy going to the theatre, babysitting, engraving maps on metal, fixing things around the house, and occasionally playing volleyball.



### Who works in Student Systems and Educational Technologies (SSET)?

We have recently created a comprehensive organizational chart for our group including photos and contact information. The organizational chart is available on the Hopkins network or through VPN at: <http://www.jhu.edu/isis/restricted/SSETOrgChart.pdf>

## Report Conversion Update

The conversion of ISIS reports from Crystal to SSRS continues. As of June 8, 2008, Business Objects will no longer provide technical support for Crystal Enterprise 10 (our current version).

If you have reports that are not yet complete, you will continue to be able to run these reports. While you will still be able to run existing Crystal Reports, it is important to be working to migrate all reports to SSRS as soon as possible due to the lack of technical support.

For additional information on the retirement of Crystal Enterprise and the migration of reports to SSRS—including some key dates pertaining to this effort—please visit <https://know.isis.jhu.edu/x/nqM>.

Please direct any questions, comments, or concerns to Irene Zvagelsky at [irenez@jhu.edu](mailto:irenez@jhu.edu).



## User Group Meetings



A listing of all User Group meetings and other important dates is available on the ISIS calendar at: <http://www.jhu.edu/isis/calendar/>

- **Records and Registration (SSS)**—The next SSS User Group is scheduled for Thursday, June 5 from 9:00 a.m.—11:00 a.m. at Mt. Washington A-115. The July SSS User Group is scheduled for Thursday, July 3 and will be followed by 2.6.3.1 testing.
- **Financial Aid (SAS)**—The next SAS User Group is scheduled for Tuesday, July 8 from 9:00 a.m.—11:00 a.m. at Mt. Washington A-115.
- **Billing (SBS)**—The SBS Users Group is scheduled for 2.6.3.1 testing on Tuesday, June 17 from 9:30 a.m.—12:00 p.m. at Mt. Washington. The next SBS User Group is scheduled for Tuesday, July 15 from 9:30 a.m.—12:00 p.m. at Mt. Washington A-115.
- **Admissions (SMS)**—The next SMS Users Group is scheduled for Tuesday, June 17 from 2:00 p.m. - 4 :00 p.m. at Mt. Washington A-115.
- **Astra Schedule**—The next Astra Schedule Users Group is scheduled for Thursday, June 5 from 1:00 p.m. - 3 :00 p.m. at Mt. Washington A-115.

## Records & Registration Updates [SSS]

Registrars' have been busy with graduation-related activities, and functionality within the SSS module is expected to make this an easy and smooth process compared with the past. Many of us have been able to jettison shadow databases used for graduation. The graduation batch process posts degrees and updates student status to reflect degree completion. We also anticipate that reporting to federal and state entities will be simplified since all of the information can now be pulled from a single source. Thanks to everyone for all their time and testing to make this possible!

The SSS team is also looking forward to the upgrade to the 2.6.3.1 version. The changes for SSS are primarily related to correcting defects in the product, but they are expected to enhance our use of the system.

## Astra Schedule Updates

In scheduling news, we are making significant progress in continuing to define our overall needs and expectations for the upcoming version of Astra Schedule software. While many of us are excited about the recent production release of Astra Schedule version 7, we have been assured that our version 6 software will continue to be supported by Ad Astra Information Systems, including its highly anticipated WebCT compatibility. Further updates will be posted as we begin to see the larger picture of what Astra 7 can do for us.

## Billing Updates [SBS]

It's that time of year when students are graduating, the fiscal year is nearing an end, and the Student Accounts Offices are focused on reports and reconciliations! While we have been busy clearing students for graduation, we also continue to review and test the newly created SSRS reports. In June, we will meet twice to accommodate the 2.6.3.1 testing and address a number of issues related to our SAP interfaces.

## Financial Aid Updates [SAS]

Financial Aid Offices across Hopkins spent the month of May completing various Exit activities for graduating students, who have received Federal and/or Institutional Loans during their time at Hopkins.

Offices continue to prepare financial aid award notices for incoming and continuing students for the 2008-2009 academic year. For some divisions, this activity will continue into the early summer.

The software update to resolve issues with the processing of Direct Loan Parent PLUS and GRAD PLUS loans has been received and installed. A new test file from the School of Nursing was transmitted and processed successfully. Other divisions are eagerly awaiting the migration of the upgrade to the production environment so they, too, can begin processing PLUS loans.

During the May SAS User Group meeting, offices were excited to learn of the progress made by SSET staff to resolve issues associated with the execution of auto functions. SSET has been working closely with the vendor to identify a solution to records not being updated.

Our next meeting will be an in-person session on Tuesday, July 8th. We will begin discussions of the financial aid report model in SQL Server Reporting Services (SSRS).

## Admissions Updates [SMS]

At the May SMS Users Group meeting, we discussed the upcoming 2.6.3.1 release notes and release schedule. In addition to the new code from SunGard, this release will also include an upgrade to the database servers from SQL Server 2000 to SQL Server 2005. Two development instances, one with the 2.6.3.1 code on SQL Server 2000 and one with the new code on SQL Server 2005, will be available in early June for divisional offices to begin testing their custom code against.

We also began a discussion about improving the self-service component of ISIS so that admissions offices could use ISIS to not only allow applicants to view the status of their application requirements online (as some financial aid offices currently do), but also to potentially view their decisions online. These changes will likely tie in with the work that Liz Bestani is doing with the Online Application and Requirements Functionality Workgroup, which is exploring how to improve the online application that is bundled with ISIS.

The results of last year's PINE project were reviewed, with four major issues identified for further development within the SMS module: improving the import and duplicate resolution process, making it easier to quickly configure letters and emails within ISIS, managing bulk requirements completion, and fast creation of a new instance of a student based on an existing instance. An informal vote was taken by those present, and the two issues that seemed to be the most important across divisions were the import revisions (because many offices use external vendors such as ApplyYourself as a critical component of their application review process) and the ability to create new correspondence without needing to go through a change control process.

For more information, see the complete minutes from the May meeting at <https://know.isis.jhu.edu/x/0>. You can also view the schedule for upcoming meetings at <https://know.isis.jhu.edu/x/8Ew>.

*Your participation in 2.6.3.1 testing is essential!*

*Remember it is essential for all user groups to participate in testing of the 2.6.3.1 release. Contact your User Group lead for more information on testing plans and strategies.*

# University Public Course Search

JOHNS HOPKINS  
UNIVERSITY

ISIS  
Integrated Student Information System

## Class Search

School

- Bloomberg School of Public Health
- Carey Business School
- Krueger School of Arts and Sciences
- Krueger School of Arts and Sciences Advanced Academic Programs
- Ritze School of Advanced International Studies
- School of Education
- School of Nursing
- The Peabody Institute
- Whiting School of Engineering
- Whiting School of Engineering Programs for Professionals

Term

Summer 2007  
Fall 2007  
Interession 2008

Course Title (Any part of title)

Course Number (eg. HS 430.602)

Instructor (Any part of name)

Level

- Lower Level Undergraduate
- Upper Level Undergraduate
- Graduate
- Doctoral

Campus Location

- Applied Physics Laboratory
- Columbia
- Dorsey Center

Open seats only

Search

**CURRENT STUDENTS:** To register for classes, please login to [ISIS](#)

Over the past year, we have had numerous requests from students and faculty to create a university-wide course schedule. Many of our peer institutions offer similar public course schedules that allow you to search for courses across multiple divisions.



Check out the Johns Hopkins public course search at:

<https://isis.jhu.edu/classes/>

## Protecting Sensitive Information—Training Available!

Any staff member that works with ISIS or any other system containing sensitive information should complete the Protecting Sensitive Information online training course by July 1, 2008.

### Course Description:

The questionable or inappropriate use of sensitive information can result in serious consequences. This tutorial will teach you how to protect sensitive information and guard against its misuse. Once you complete this tutorial, you will be able to: explain why it is necessary and important to protect sensitive information, including Social Security numbers; describe the steps that you should take to protect sensitive information; and indicate what you should do if a security problem occurs.

### How to Register:

- Navigate to <https://learning.jhu.edu/prod>
- Sign on using your JHED ID and password.
- Click the **Training Catalog** tab.
- In the **Learning Experience Code** field, type **ELC.999.01**.
- Click **Search**.

*The Search Results appear.*

- Click the **Register Me** link.
- Click the link to launch and complete the course!

**NOTE:** If the course does not launch, you may want to try holding down the CTRL key when you click the link until the course appears.

### Tips for Protecting Sensitive Information

- ✓ Store any electronic files containing sensitive information on secure network drive. Sensitive information should not be stored on your laptop or desktop. Sensitive information should never be stored on CDs, USB thumb drives, or PDAs.
- ✓ Always lock your computer when you are away from it. This can be done using CTRL + ALT + DEL and selecting "Lock Workstation" or using WINDOWS KEY + L.
- ✓ Shred any documents containing sensitive information. Do not leave them on your desk or on the printer.
- ✓ Always keep documents with sensitive information in a locked file cabinet.
- ✓ Use the ISIS ID or Hopkins ID to identify students. Do not send SSNs in emails, letters, or JIRAs.

# ISIS Tips & Tricks—Astra Event Scheduling

Is there an easy way to see if a specific room is available for an on-going event that spans several months?

Recently several Astra users asked this question. Fortunately, Astra does allow you to perform this type of check. Here's how you do it:

- Click **Assignment** from the menu bar. Select **Search for Available** from the drop-down menu and then select **Room**.

*A pop-up window which contains 4 options appears.*

- By default, the **Event Tool** option is selected. Click the little **blue arrow** button to continue.

*The Search for Available Rooms pop-up window appears.*

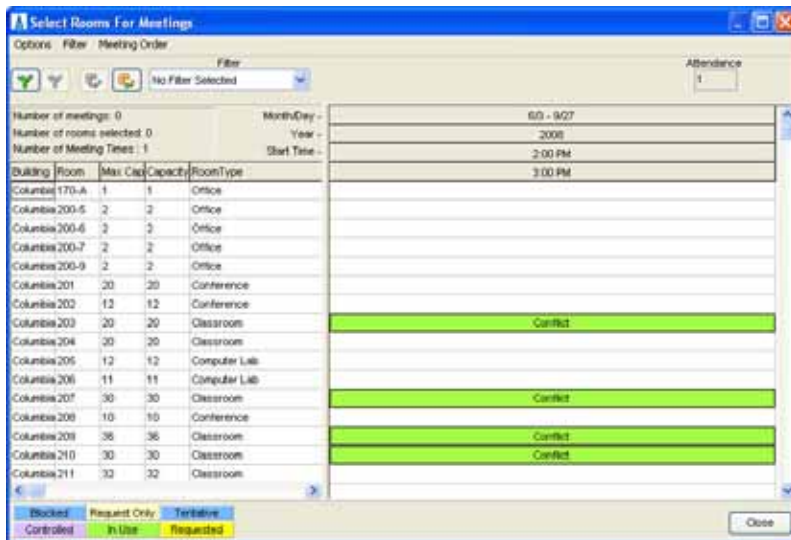
- You'll need to enter a few pieces of information in this window:

- Enter the **Start Time** and **End Time**.
- Select the appropriate **campus** from the **Campus** drop-down menu.
- click the **Spanning** tab (located in the middle of this window).
- Enter the **Start Date** and **End Date** of the event.
- At the bottom of this window, select **See if a specific building and room is available** and then select the **building and room** from the Building and Room drop-down menus.
- Click the **Search** button.

*A new window opens.*



- The room/building(s) that you selected will be displayed on the left and a bar will be displayed on the right.



- If the room is available, the bar will be white.
- If the room is already taken, the bar will be green (and if you hover your mouse over it, you'll see the section or event that's taking place there).
- The key at the bottom-left side of this window provides the meaning for the other color options.

## Medicine is Hiring...

*Are you hiring?*

*Would you like to post an ISIS-related position in the next newsletter? Email [isis@jhu.edu](mailto:isis@jhu.edu).*



The Financial Aid Office at the School of Medicine is seeking highly motivated and independent workers for two positions, Associate Director of Financial Aid and Financial Aid Administrator. Interested persons may apply through the JHUjobs website at <https://hrnt.jhu.edu/jhujobs/>.

Both of these positions will report directly to the Director of Financial Aid.

## 2008 ISIS and Astra Training Schedule

### Location

All training sessions will be held at:  
Johns Hopkins at Eastern  
1101 East 33rd Street, Suite B-104  
Baltimore, MD 21218

### How to Register

**Step 1:** Download and print the registration form

- Navigate to <http://training.jhu.edu>
- Click **Online Registration**.
- Click **ISIS Training Registration Form**.  
*The registration form will open in Adobe Reader.*

• Print the registration form by clicking the Print icon on your Adobe Reader toolbar.

**Step 2:** Fill out the registration form.

**Step 3:** Fax the registration form to 443-997-8401.

### Departmental Training Available!

The ISIS Training team is happy to provide training for your department. For more information, please contact Sasha Grutzeck at [sgrutzel@jhu.edu](mailto:sgrutzel@jhu.edu).

Course Title	Time	Location	Date(s) Offered *
<b>Admissions Training</b> IS01.130.01	9am-4pm	Eastern B104	6/3/2008 and 6/4/2008
<b>SSS Records &amp; Registration Overview</b> IS01.402.07	9am-12pm	Eastern B104	6/19/2008
<b>Using the Optimizer</b> IS01.404.07	1pm-4pm	Eastern B104	6/23/2008
<b>Astra Schedule (Full Course)</b> IS01.402.07	9am-4pm	Eastern B104	6/24/2008 and 6/25/2008
<b>Creating and Maintaining Courses</b> IS01.300.10	9am-4pm	Eastern B104	7/15/2008
<b>ISIS Web-Based Training:</b> ♦ Navigating in ISIS (ID: ISIS.100.01) ♦ Departmental Graduate Aid (DGA) (ID: ISIS.110.01) ♦ Financial Aid Inquiry (ID: ISIS.120.01) ♦ Student Billing Inquiry (ID: ISIS.130.01)	Anytime	Web-Based	Anytime

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

## Registration Open — 1<sup>st</sup> Annual ISIS User Conference



More than 80 of your colleagues have already signed up to attend the first annual ISIS User Conference. Student Systems and Educational Technologies (SSET) will hold this *FREE* conference on Thursday, July 31 from 8:30 a.m.—4:30 p.m. at the Mt. Washington Conference center. This conference is open to all interested parties at no cost and includes lunch. Register online at: [http://www.surveymonkey.com/s.aspx?sm=VMUTimJn9wzYpVwwytaIdQ\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=VMUTimJn9wzYpVwwytaIdQ_3d_3d).

We are currently working on the program and developing the conference tracks. If you have any questions or you would like to recommend a topic for the conference, please contact Nicole Westrick, ISIS Business Solution Manager, at 410-735-7260 or [nmwestrick@jhu.edu](mailto:nmwestrick@jhu.edu).

### What do YOU think of this newsletter?

Your comments, and suggestions are always welcome at [isis@jhu.edu](mailto: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:

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