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

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

ISIS
focus

○ **July/August 2008**

SSET Management Changes

In late August, Geof Corb was appointed Senior Director of Enterprise Applications. In his new role, he assumes responsibilities for the SAP Support Team in addition to Student Systems and Educational Technologies (SSET). As result of Geof's new role and in order to ensure that all of our customers continue to receive the level of service they have come to expect from SSET, there are several management changes, effective September 1.

Irene Zvagelsky will become Director of Administrative Applications for SSET. In this new role, Irene will assume overall responsibility for ISIS and other university-wide administrative systems, including SPARs, I-1440, and so forth.

Steve Hellen will become Director of Academic Applications for SSET. In this new role, Steve will continue to manage the Records & Registration (SSS) module of ISIS and Ad Astra, working closely with Irene who is providing oversight for ISIS. Steve will also assume responsibility for our educational technology initiatives, including the LearnShare LMS implementation that he is presently managing, the expanded Sakai pilot, Adobe Connect, WebCT, and a growing portfolio of applications and services.

Steve and Irene will continue to report directly to Geof. Both are strong leaders who continually demonstrate the commitment to service and innovation that is so important at a world-class institution such as ours. In the coming weeks, we will be realigning teams under Irene and Steve's leadership and will provide updates to ensure that our colleagues throughout the institution understand who is responsible for what aspects of our projects and our operations.

Jason Schnell, Irene Zvagelsky, and Steve Hellen (from left to right)

Finally, we are pleased to announce that Jason Schnell will become Project Manager for SSET. Jason will report to Steve Hellen and will be responsible for project management and operations for a wide array of projects that we are, or will be, managing.

Please join us in congratulating Geof, Irene, Steve, and Jason on these new responsibilities and very well-deserved promotions. If you have questions, comments, or concerns regarding these changes, please feel free to contact Geof Corb at geof@jhu.edu or by phone at 410-735-4001.

Look for an updated organizational chart, including photos next month!

Records and Registration [SSS] Updates

Summer is nearly over. Students and faculty are returning to campus for the start of the fall term. The SSS team has been busy gearing up for their arrival, and has been steadily working on the testing and implementation of some new batch jobs. These jobs are designed to not only to address some longstanding concerns, but will also offer some new services to students and faculty. Here's a brief rundown:

- **Assign IPEDs classification**—sets the student's IPED reporting status (e.g., new, continuing) for the term.
- **Update expected to graduate dates**—moves the student's anticipated graduation date forward one year if they do not graduate by the date currently set. This job will also assist financial aid users in processing student financial aid .

- **Assign bookstore vendors**—sets the appropriate bookstore vendor based on division and campus. This job will allow self-service to provide appropriate bookstore links to students, including links directly to specific course materials for vendors that allow this.
- **Assign course levels**—sets appropriate course level (e.g. upper level undergraduate, graduate, doctoral) based on course number.
- **Clear enrollment cart**—removes any remaining enrollment requests in student's self-service cart in which the student chose not to register.
- **Notify students of new grades**—sends an email when grades have been posted to the student record.
- **Notify faculty of adds/drops**—sends faculty a weekly email summary of students who added or dropped their courses.

Thanks to the staff in each division who specified requirements and performed testing and to SSET for developing these new jobs!

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.

User Group Meeting/Event	Date	Time	Location
Financial Aid (SAS) User Group	Thursday, September 9	9:00 a.m.—11:00 a.m.	Conference Call
Records and Registration (SSS) User Group	Tuesday, September 11	9:00 a.m.—11:00 a.m.	Mt. Washington A-115
Billing (SBS) User Group	Tuesday, September 16	9:30 a.m.—12 :00 p.m.	Mt. Washington A-115
Admissions (SMS) User Group	Tuesday, July 15	2:00 p.m.—3:00 p.m.	Mt. Washington A-115
Records and Registration (SSS) User Group	Thursday, August 7	9:00 a.m.—11:00 a.m.	Mt. Washington A-115
Distributed Graduate Aid (DGA) User Group	Wednesday, October 1	9:00 a.m.—10:30 a.m.	Mt. Washington A-115
Records and Registration (SSS) User Group	Thursday, October 2	9:00 a.m.—11:00 a.m.	Mt. Washington A-115
Astra Schedule User Group	Thursday, October 2	1:00 p.m.—3:00 p.m.	Mt. Washington A-115

Admissions Updates [SMS]

As students start to return to campus, the Admissions Offices are gearing up for the next admissions cycle. Reviewing the application and considering any process changes that are required for the next admissions cycle.

Student Systems and Educational Technologies (SSET) has been working with Pam Cranston, Vice Dean of the Carey Business School, and Anna Qualls, Director of ASEN Graduate Admissions to automate the reporting required by the Council of Graduate Schools. A demonstration and data samples will be available at the September 16 SMS User Group meeting.

The ASEN Undergraduate Admissions Office is in the midst of their OnBase document management/imaging system implementation. The go-live is planned for September 30, in time for the processing of Early Decision applications in November. This new system is expected to increase the processing speed for applications so that they get to the admissions counselors faster. This allows more time for reading and evaluation of each application. The system will interface with ISIS so that existing dependencies and reports that run out of ISIS will remain up-to-date.

Astra Schedule Updates

Did you know that Astra Schedule allows room schedulers to assign rooms for academic courses using data pulled directly from ISIS? This allows us to adjust classroom schedules with daily updates from ISIS. This feature has helped our schedulers to facilitate an equitable distribution of pooled classroom space during the busiest times of the year by eliminating the need to manually input and arrange credit course information into a scheduling matrix.

Thanks to the efforts of the Student and Faculty Experience team (a.k.a Self-Service), this year we have a fully functioning academic course search site that displays the room locations as scheduled in Astra. Go to http://isis.jhu.edu/classes to give it a try!

Version VII of Astra Schedule has been released and we look forward to working with Ad Astra Information Systems this year at their annual conference in October to learn how Version VII can benefit the Johns Hopkins Community. We'll have more information on the new release in future ISIS Focus newsletters. For current information on Version VII of Astra Schedule, visit the Ad Astra website at www.aais.com.

Financial Aid Updates [SAS]

ASEN's Office of Student Financial Services is investigating the creation of an authorized viewer for ISIS financial aid screens similar to authorized payer concept for billing. A student could set up any person (a parent in most cases) as the authorized viewer of the student's financial aid information. The authorized viewer will have his or her own login and password which grants read-only access to the student's information including financial aid application requirements and aid offered to the student. The student will manage the authorized viewer's access and can withdraw access at any time. Creating authorized viewers will help in the communication with parents who frequently are handling financial aid matters for the student. Also, it would help to reduce the problem of students giving their own logins and passwords to their parents, a practice that is strongly discouraged because it gives parents access to the student's entire ISIS menu. SSET will work on a way to allow students to create a single login for a parent and choose from a menu of areas that the parent would be allowed access. Aid offices in other divisions that are interested in exploring this concept should contact Anita Dinwiddie at adinwiddie@jhu.edu in the Homewood Office of Student Financial Services.

A number of Direct Lending reconciliation issues have been resolved with the installation of a hotfix provided by SunGard.   Financial aid offices are getting ready for the start of the fall semester and wrapping up the 2007-2008 award year with completion of the FISAP report and state reports.   As soon as the semester start activity dies down, SAS Users will return to the task of building a Report Format in SSRS that will help end users in creating ad hoc reports.

Billing Updates [SBS]

Student Accounts Offices are gearing up for the start of school, with payments arriving and refund requests being reviewed. We will soon have the ability to electronically refund payments made by incoming e-checks and we are also investigating direct deposit of refunds.

Inter-divisional registration has created some challenges for SBS. The host school's tuition cost may not be posted into SBS at the time of registration and payment, so we'll have to be aware of possible missing tuition costs. To assist us with this issue, we are creating a calendar of tuition calculation dates for each school .

We continue to refine the look of billing information in ISIS for Students. On the printable bill, we are revising the size and font of the Hopkins ID since it can be easily misinterpreted by students and our bank's data entry staff .

We continue to review reports as they are migrated from Crystal to SSRS.

Meet the ISIS Staff…Ella Stern

In May 2007, I joined Johns Hopkins University Student Systems and Educational Technologies (SSET) team as a developer . It was right before the long awaited SSS go-live scheduled for July 2007. This kept me extremely busy with lots of development and testing, but it was a lot of fun and a good challenge for me.

I enjoy working in a high-paced environment and appreciate the opportunity to get involved in so many different areas of the system. I felt welcomed by everyone on the SSS team as well as divisional users, making my transition very smooth and enjoyable.

I was born in a very unique part of what was then the Soviet Union – Uzbekistan. My parents raised me with a lot of love, self-confidence, and high self esteem which has helped me all my life and keeps me going through any challenges. I earned my Bachelor of Economics degree from Tashkent Institute of National Economy. In 1992, my family moved to the United States. It was a huge milestone in my life.

My husband and I are blessed with our one and only son, George, who finished a Bachelors degree in Economics at the University of Maryland College Park this spring. He recently started working at Capital Financial Partners in Hunt Valley as a financial advisor. I've been dedicating all my free time in the past few years to taking care of my mom. When time and her health permit, my husband and I enjoy traveling and attending concerts and shows.

Before joining JHU, I worked as a developer for seven years at Prometric, an international company that provides testing and assessment services in more than 130 countries. At Prometric,

I developed Visual Basic and COM+ components as well as .NET web applications in C#. Prior to Prometric, I developed in-house applications for a consulting company that provided support for PeopleSoft .

I truly enjoy being a member of the SSET team. I like the opportunity to learn new things and work with a wide variety of technologies. I enjoy working with friendly and helpful coworkers where we can have a lot of fun and get a lot accomplished at the same time. My most recent enjoyable challenges include working with Subversion and building SQL Server Analysis Services cubes for the agile development project related to the Council of Graduate Schools (CGS) reporting on admissions and enrollment data.

ISIS for Students, Faculty and Advisors Update

Distributed Graduate Aid (DGA) Update
As part as our Distributed Graduate Aid software (DGA) redesign, the Student and Faculty Experience team visited several DGA users. These types of visits are part of our user-centered development process and help us optimize the software around how users want and need to work. An on-site visit allows us to see how you interact with the system and what tools and resources are required to complete any process.

A huge **Thank You** to *Sharon Welling* from Medicine, *Sharon Warner* from Public Health, and *Cathy Thornton* from Computer Science for letting us visit your offices and your willingness to share your DGA experiences and knowledge with us.

The next DGA User Group is scheduled for Wednesday, October 1 at 9 a.m. at the Mt. Washington Davis Building, Suite A-115. A working prototype of the re-designed DGA windows will be demonstrated and available for testing.

If you would like to participate in the DGA User Group, contact Nicole Westrick at nmwestrick@jhu.edu.
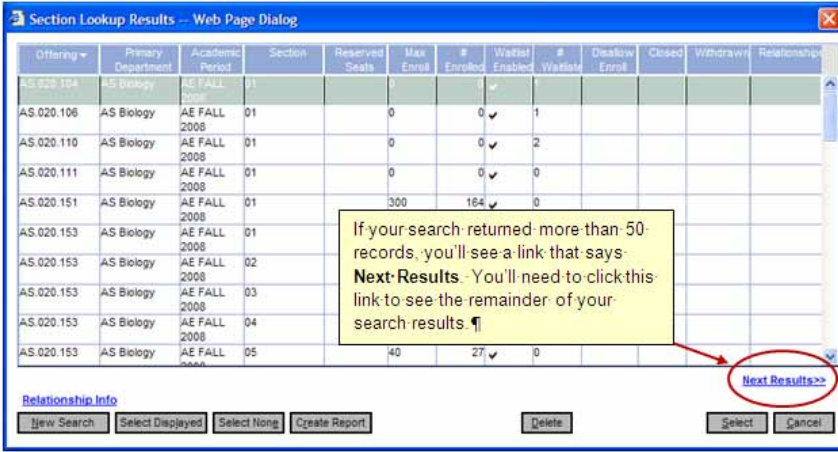
ISIS for Advisors Update
ISIS for Advisors went live at Bloomberg School of Public Health on Thursday, August 17th. Engineering and Applied Science Programs for Professionals (EPP) is currently configuring and testing ISIS for Advisors. EPP will be live on ISIS for Advisors in early September.

ISIS Tips & Tricks—Selecting More than 50 Records

Is it possible to select more than 50 records to be displayed on records area on right-hand side of ISIS?
When you do a search in ISIS that returns more than one record, you will typically see the Search Results window:
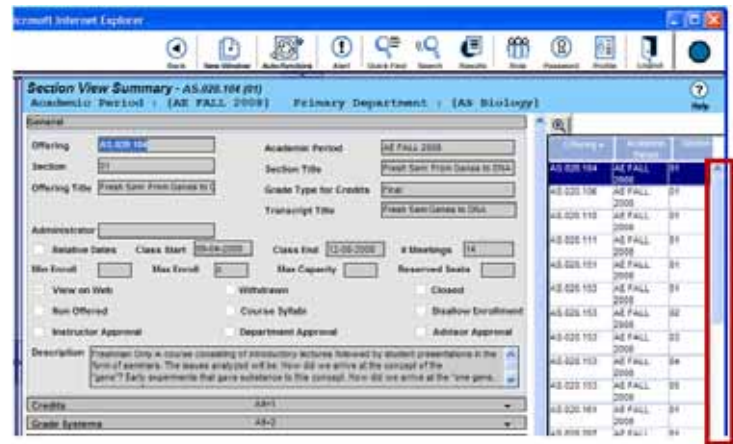
STEP 1: To select ALL or more than 50 of the records listed in your *Search Results* window, follow these steps:

- Click the **Select Displayed** button.
- Click the **Next Results** link.
- Click the **Select Displayed** button again. Repeat this process until you have selected all of the records.
- Then click the **Select** button.

STEP 2: After you select the records, they are displayed on the right side of your screen.

- Use the scrollbar on the far-right side of your screen to scroll through them.
- Toggle between these records by clicking them.

Keep in mind that the more records you select may result in longer load times for windows.

Thanks to Phyllis Smith from the Peabody Admissions Office for submitting this tip!

Feedback from the 1st ISIS User Conference

The first annual ISIS User Conference took place on Thursday, July 31. We had more than 100 attendees representing nearly every division and most offices.

The day began with an opening session that recapped the accomplishments of past year and SSET plans for the future. Attendees then moved on to several hour long sessions before lunch. After lunch, attendees moved through 3 brief topics and before one more hour long session. Finally, the group reconvened for a brief closing session.

Thank you to everyone who participated, helped with the planning, and delivered a session. We are already working on planning an even better conference for next year.

We had a great deal of comments and feedback regarding the conference, including;

- The idea behind the need for the conference is great and I look forward to it's continued development
- The format and sessions were effective. My users felt inspired.
- I learned something in every session.
- Time limits were too short for some of the sessions.

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 me at 410-735-7260 or by email nmwestrick@jhu.edu.

2008 ISIS and Astra Training Schedule

Course Title	Time	Location	Date(s) Offered *
Astra Event Scheduling IS01.402.07	9am-12pm	Eastern B104	9/10/2008
Using Communications in ISIS IS01.400.07	9am-12pm	Eastern B104	9/11/2008
Reporting in ISIS IS01.410.07	1pm-4pm	Eastern B104	9/11/2008
Creating and Maintaining Student Records IS01.403.07	9am-12pm	Eastern B104	9/16/2008
Admissions—2 day course IS03.130.01	9am-4pm	Eastern B104	9/24/2008 9/25/2008
Astra Manager Overview AS01.100.400	9am-12pm	Eastern B104	10/7/2008
Astra Reporting AS01.100.300	1pm-4pm	Eastern B104	10/7/2008
Astra Schedule—2 day course AS02.001.100	9am-4pm	Eastern B104	10/8/2008 10/9/2008
ISIS Web-Based Training: ♦ 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) ♦ Protecting Sensitive Info (ID: ELC.999.01) ♦ Records and Registration Overview (ID: ISIS.140.01) ♦ **NEW**—Astra Schedule Navigation (ID: ASTRA.100.01)	Anytime	Web-Based	Anytime

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

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 sgrutze1@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.html

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Special thanks to this month's ISIS Focus Contributors:

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