Finding the Reports

- Login to ISIS and select the ISIS for Faculty menu. At the bottom of the menu, select “Student and Course Reports.

- ISIS make take a moment to open the default report, so please be patient.

- When it’s ready, it’ll open the Student and Course Reports window. The Report field shows you which report has been opened by default.
  - Nope, you can’t set your own default report. It’s the same for everyone.

- Use your scroll bar to scroll down so that you can see the whole report pane, from the Excel PDF and Print buttons on the top left, to the row of empty white boxes below the data.
  - This is the report pane – through which you’re going to interact with this report.
Showing & Hiding Columns

• In the upper left corner of the report pane, is the Show/Hide columns button.

• Click on the button and it will expand down to display a list of all the fields that are possible to include as columns in the report pane.
  • The fields currently in the report pane will be checked. You can uncheck these to remove them from the report or click to restore/add them to the report. You can change your selections at any time.

• Each report will have a different list of available fields, so don’t expect the Show/Hide Columns list to be the same on all reports.

• If you’re planning to print your report or output it to pdf, you’re going to want to be sparing about the number of columns you include, as the report may look too wide to fit comfortably on your page.

• If you’re planning to output the report to Excel, please be careful to exclude particularly sensitive columns, like GPA, as often as possible, to minimize inadvertent disclosure risks.
Filtering Your Report to Include Only the Rows You Want

By default, the report will open with all filters cleared. A buffet of data, representing the maximum selection of rows for this report that your security permits!

 That is, you’ll see data for all the departments/programs you are Chairing or for which you serve as Administrative Assistant – not the entire College.

You will almost always want to narrow the results to select only the data you want. For example, on the Advisor Report, you might want to see the advisees of a particular faculty member or only the advisees who are your majors. To do this, you’ll add filters.

There are three ways to do this:

1. Make a selection from the Report Options choices, if any, just above the report pane. For example, the “Class and Waitlist Rosters” report asks you to select the Term you want to see. Not all reports offer Report Options.

2. And/or add a global filter via the Search All to Filter box in the upper right corner of the report pane. (If it’s hidden behind the right edge of your window, scroll over to it using the scrollbar at the bottom of your window.)

3. Or, add a column-specific filter via one (or more) of the empty boxes at the bottom of the report pane.

To use either of these kinds of filters: start typing into the filter box. The data in the report pane will immediately begin to contract to include only rows that include the text string you typed.

- Thus, if you type the two letters “MO” (without the quote marks!) into the Search All to Filter box at the top left, the report pane will immediately change to show you only the rows that contain the text string “MO”.
  - For example, on the Advisor report, if your security includes the Spanish department, and you type “MO” into the Search All to Filter box, the report pane would change to show you only the rows referencing Dorothy Mosby, any student named Mosby or any major or other field on the report that includes the text string “MO” etc.

- Keep typing more letters and the report will keep filtering further.
  - Example: type the full “mosby” and you’ll get only the rows that include the text string “mosby” in any column.
    - And, nope, filtering isn’t case-sensitive, so don’t worry about capitalization.

The Search All to Filter box is super-quick, but because it’s so all-inclusive, you will often find it’s too imprecise. You’ll need to use the column-specific filters at the bottom of the report pane instead.
Using the Column Filters:
If you type “mosb” at the bottom of the Advisor column, the report pane will contract to show you only rows for advisors with names that include “MOSB”. Note that:

• there’s a line below to tell you how many rows it’s now selected, down from the 125 rows you originally had before you added filters.
• At the far right edge of your report pane, a scroll bar may come and go as your report dynamically lengthens and contracts.

You can type into more than one column filter, to further refine your results. For example, if you type “mosb” at the bottom of the Advisor column and “Spanish” and at the bottom of the Major(s) column, you’d see only the advisees of Dorothy who are Spanish majors. Bravo!

If you ever open a report to find nothing in the report pane, it’s likely that ISIS somehow is confused about its filters. Make it re-compute by momentarily choosing a different Report Option if one exists at the top of the report pane or by choosing a different report and then returning to the one you want.
Sorting Your Report

You may want to change the order in which the rows on your report are sorted.

At the top of each column are little tiny arrows.

When the arrow looks like a solid triangle, that field is currently being used to sort your report.

- In the example at right, the Advisee field is being used to sort students by name.
- And I can tell it’s going to sort the Advisees from A to Z because the little arrow is pointing up instead of down.

When, instead, the arrows are a hollow set pointing up and down, that field is not being used currently to sort.

- In the example at right, none of the fields except Name are being used to sort the report.

If you want a sort within a sort, you can sort by more than one column.

Say I want the Advisor report to be in order by Advisor and, within that, alpha by Advisee Name. I’d simply sort first by Advisor, and then **hold down the Shift key** and keep it down while you click on the tiny Up arrow in the Advisee column.

- Results at right: Castro before Crumbaugh, and within each group, their advisees are in alpha order by last name.

*Nope, there is no way to change the order of columns in the report – just the order of rows!*
Output to Excel, PDF or Print

For security’s sake, we hope you’ll output to Excel, PDF, or Print only when necessary. It’s far more secure to leave student information – almost all of which is confidential and some highly sensitive – in ISIS. But, when needed, you may output the results of your report pane to Excel or a simple PDF or Print file.

To do so, select the appropriate button in the upper right corner of the report pane.

Excel or PDF

- Will then open the usual window to ask you where you want to save the file.
  - Please choose secure directories, as you are responsible for the security of any output!
- Note: the output will be in very simple columnar format – basically just a dump of what you saw in the report pane.
- But if you dump it to Excel, you can then use Excel to format it however you wish.

Print

When you press Print, the report pane is replaced by the output of your report in the print display of your browser.

Print from your browser as you usually would (Go to the file menu and select Print....or whatever.)

Here’s the Gotcha....after you’ve printed, you’re going to wonder how to close out of this never-neverland and return to the ISIS report pane. Answer:

After printing, press the ESC (Escape) key on your keyboard to return to ISIS!

So that’s about it for how to use the report pane. A few notes about the reports themselves!
The Reports
These Course & Student reports are fewer, but more powerful and flexible than their WebReports predecessors. Although only three Course and Student Reports have been provided thusfar, because they can be filtered and customized to show and hide fields, each of these takes the place of several of the most heavily-used WebReports. The three are:

- Advisors,
- Majors & Minors
- Class & Waitlist Rosters.

Some of the previous limitations of ISIS reports still stand, as we couldn’t re-design the security infrastructure within the “emergency” time constraints of this project. So you may still find an occasional limitation that prevents you from accessing a record you should be able to include. But where we could, we removed WebAdvisor limitations!

Advisors
- Includes all advisees of the faculty in your department(s)
- You may want to filter by “Undecided” in the Major(s) field to see only the Undeclared advisees of your faculty. Or enter the name of one of your majors in the Major(s) field if you only want your declared majors.
- Or you may want to filter by entering a single faculty member’s last name in the Advisor field to zero in on her advisees.
- The Show/Hide Columns list includes additional fields, like the old familiar Program code for each student (e.g. SPAN.EDUC.BA)

Class & Waitlist Rosters
- Includes all the student registrations AND waitlist entries your department(s)’ course sections, plus any course sections cross-listed with yours.
- To exclude the waitlist entries, enter “R” or “Registered” in the filter below the Status column. To see only the waitlist entries, replace that with a “W”.
- Use the Report Options menu above the report pane to switch semesters.
- Does not include dropped registrations, though it will include those with “W” grades as these are retained on the transcript.
- For cross-listed courses, the “Section” column tells you under which course number the student is actually registered -- e.g. LATAM-222-01 rather than HIST-222-01. But all the students in the entire course would share the same course number in the “Primary Section” column.
  - Be sure to filter carefully when working with cross-listings! It’s safer to use “Primary Section” than “Section” for most purposes.
- Additional fields are available within Show/Hide Columns, such as the students’ majors, minors, programs, email addresses, and that 9-digit MHC ID everyone hates to try to locate for student employee timesheets/Auxiliary Services.

Majors & Minors
- Includes all the students in your department(s)’ majors or minors, plus students in a Special Major that has been coded by the Registrar’s Office to relate to your department. For example, the Economics Chair & Assistant would see Econ mjrs & minors plus students completing Special majors in Economics & Math.
- Again, additional fields available like CUM GPA, the 9-digit MHC ID and the 7-digit “CID” (College ID...the usual student number on rosters etc).
• Happy Reporting!
• Seek help from the Associate Registrar or Registrar if your local Department Assistant or Chair colleagues don’t know the answer!