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University Community Newsletter - January, 2008



A Message from Martha Garland, Vice Provost and Dean Office of Enrollment Services and Undergraduate Education and SIS Project Sponsor

Welcome to the January University Community Newsletter. The goal of this newsletter is to provide the university community with project updates and information of interest regarding the SIS project. If you have questions about the project and/or are interested in receiving information about a particular topic, we want to hear from you! Please send your inquiries to: sis@osu.edu.

2007 ACCOMPLISHMENTS

People that work collaboratively to achieve a common goal are successful because they are determined to do the work that is necessary, one step at a time. The same is true when building a new integrated system. After another year of hard work, we are well on our way to developing a Student Information System that can meet the future needs of our faculty, staff and students.

In 2007, the Project Team completed the following goals:

- **Designed and built the module for the Graduate/Professional and Undergraduate Admissions system implementation scheduled for the Spring/Summer of 2008. The Project Team is currently testing the system before it is rolled out.**
- **Completed the process of defining the impacts the new SIS will have on the job roles within our central business areas. These impacts will be communicated to colleges/units in various ways:**
 - 1) **Monthly SIS meetings with College Implementation Managers,**
 - 2) **Monthly meetings with individuals from units and extended campuses who serve as SIS Change Management Liaisons and**
 - 3) **Transition workshops, which will be held 3 to 4 months prior to implementation for areas that will be impacted by the new SIS.**
- **A Reporting Training Plan was finalized and includes: Definitions of reporting methods, job aids for commonly used queries and a matrix of information resources. The handbook can be used by university colleges and departments after training has been completed.**
- **Buckeye Link will be redesigned and will offer Self Service pages for the new SIS. Phase One of the revised Buckeye Link will be rolled out in the Summer of 2008.**
- **Impact Sessions were held for system users in November to give them a sense of the look and feel of the new student system. Over 525 staff and faculty members attended the sessions which provided a general overview of the system, as well as more detailed information regarding the Academic Structure setup,**



Martha Garland

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Admissions and Recruitment, Student Financials, Student Financial Aid and Student Records. Overall, attendees found the sessions helpful and provided these comments: "I think these sessions are helpful prior to the 'go live' dates as it keeps the users up to date on what is happening and some of the things to expect," and "It helps so that you aren't so overwhelmed when the training and 'go live' dates arrive."

- Plans for the OSU ID numbering scheme were finalized and will be implemented during the first phase of the SIS project in the Spring/Summer of 2008. Details about the new numbering scheme will be highlighted in the next newsletter.
- Plans were finalized for a 2-Factor Authentication security process that will be utilized by individuals whose job roles require access to sensitive or personal data. Those individuals will be assigned a BuckeyePass token and a password as an extra measure of security to gain access to the system. System security training sessions will be held in March for those who will be involved with the Graduate/Professional and Undergraduate Admissions implementation in the spring.
- Plans were finalized for creating a single database environment by merging Human Resources and OSU Medical Center databases into the combined HR/SIS system. The HR database was upgraded to PeopleSoft 8.9 in March, 2008 and is currently merged with a test version of the SIS database.
- Talisma, third-party software program, will be implemented to facilitate undergraduate recruiting.

PROJECT TEAM BEGINS TESTING PHASE

January 7th marked the beginning of the testing phase for the SIS project. This is a very critical phase in the project and serves to identify any problems with the system that need to be resolved before we begin our first phase of implementations, beginning with the Admissions module in the spring.

During this phase, testing will be performed in the following areas:

- Test how the system performs within a specific module (Admissions, Student Records, Student Financial Aid, Student Financials and Campus Community).
- Test all touch points between modules (for example, test how Admissions interacts with Student Records when a student is admitted and their records are matriculated to Student Records), in addition to testing how each module interacts with the combined HR/SIS environment.
- Test all touch points that are outside of Peoplesoft (loading test scores, sending information to the General Ledger, etc.).
- Test the system in the order in which it will be implemented (Campus Community, Admissions, Student Records, Financial Aid and Student Financials).
- Test system access and security assignments.
- Test the validity of converted data (in the new SIS) against the legacy systems to make sure it is accurate.
- Test sending data to the ODS (Operational Data Store).
- Test the performance and timing of processes to be able to predict run-times when the new SIS goes live.

- Test the processes that run at night to update the system to ensure they run efficiently and within the time allotted.
- Test what will occur during the actual switch over to the new system.
- Test training materials that have been developed.

An update about the Testing Phase will be featured in the March newsletter.

SIS STUDENT SELF SERVICE AND BUCKEYE LINK

A critical feature of the new SIS will be self service pages that can be accessed by students, faculty and staff. Since the Buckeye Link is the primary web site where students obtain information about the university, it was selected to serve as the front end for the new SIS self service pages and, as a result, is being redesigned to accommodate this addition.

Phase One – Transitional Buckeye Link (both Legacy and SIS databases)

Beginning in Summer of 2008, Buckeye Link is being redesigned and will contain a series of drop down menus and/or cascading menus that will allow students to select a time frame for their information request (grades, class schedule, financial aid information, etc.). The time frame selection determines which database will be accessed (Legacy or PeopleSoft). During Phase One, the Legacy system will be accessed for all information prior to Summer of 2008 and the new SIS database will be accessed for all Admissions-related information from Summer 2008 forward. A secure login will be required before entering the self service pages.

Phase Two will begin in the Summer of 2009 with the final implementation of the new SIS. At this point, all self service requests will be processed in the new PeopleSoft SIS. To the user, little change will be seen between Phase One and Phase Two, although some of the drop down menus will be eliminated when the SIS is fully implemented because all current data will be stored in PeopleSoft.

Beta version of new Buckeye Link design for Students

The screenshot shows the Ohio State University Buckeye Link website. The header includes the university logo and name, along with navigation links like 'Help', 'Campus map', and 'Find people'. Below the header is a navigation bar with tabs for 'Students', 'Future Students', 'Alumni', 'Faculty & Staff', and 'Offices'. The main content area is divided into several sections: 'Important Dates for Winter Quarter' with dates like Monday, Feb 11 and Thursday Mar 13; 'Students' with a welcome message; 'Academics, Advising' with links for Grades, Degree Audit, Advising Report, Transcript order form, and Course Applicability System(CAS); 'Course Planning'; and 'Resources for students' with a sub-section 'Inside the classroom' containing links for Academic Calendar, Academic Plan, Carmen, Colleges and Schools, Final Exam Schedule, Graduate School, Honors and Scholars, Libraries, Majors and Programs, Master Schedule, and Undergraduate.

Next month: A look at the new OSU ID numbering scheme.

COMMUNICATING UPDATES - EMAIL YOUR TOPIC IDEAS

Over the coming months and years, we will be communicating project updates to you primarily through this newsletter. What topics would you like to see featured in this newsletter? Do you have a question we can address? Please let us know your thoughts. We welcome your participation in helping to shape the content of this newsletter. Please send your ideas, comments and/or questions to the

Change Management Team at sis@osu.edu.

For a more detailed overview about the SIS Project, visit the "Frequently Asked Questions" page on the SIS web site at:

<http://oaa.osu.edu/sis/faq.html>

THE SIS PROJECT: MOVING FORWARD TO MEET OUR FUTURE!