



iSIS Tips for Faculty/Advisors

- **iSIS Enrollment Bookmarks:** All advisors should have a supply to provide to advisees; contact your college dean's office if additional bookmarks are needed.
- **iSIS availability:** nearly 24/7 to all K-State students, faculty and staff via the web.
- **Removing the ADV (advising) negative service indicator:** When you receive the message "Delete current/selected rows from this page? The delete will occur when the transaction is saved" select the **OK** button. (Your intent is to remove this ADV service indicator data row from the iSIS database.) Select the **Save** button and the advisor hold is then removed. The red universal **no** sign will not disappear unless you access the student's record again.
- **Permission to enroll or override of pre-requisites:** Students should be advised to contact the class instructor if permission to enroll or override of pre-requisites is needed. The instructor may grant permission to enroll by completing a permission form and providing the form to the department office, whose staff in turn will enter the permission into iSIS. Once entered, the student will proceed with enrollment in iSIS.
- **View class rosters in iSIS:** Faculty may view class rosters in the Faculty Center by selecting the **Class Roster** (people group) icon to the left of the class listing. Rosters also continue to be available through K-State Online.
- **Simplify iSIS navigation:** Add your frequently accessed iSIS pages to **My Favorites**.

To add a page to **My Favorites**:

1. Navigate to the desired page in iSIS (e.g., Service Indicator Data). In the iSIS header click the **Add to Favorites** link. Modify the link description if preferred. Click **OK**.
2. Now you can navigate directly to the desired page. Select **My Favorites**. At the top of the left-hand navigation menu, choose the appropriate page link.

This method of adding to favorites within iSIS is preferable over browser favorites because no matter which computer or browser is used to sign in to iSIS, your favorites will always be available. Browser favorites are only available on a particular browser on a particular computer.

- **More navigation guide information:** Review the Basic User Guides at <http://www.k-state.edu/isishelp/guides/faculty-advisor.html> or see the other online help at <http://www.k-state.edu/isishelp/faculty/>.