

Using Online Help



Training content for the Integrated System (IS) and the Student Information System (SIS) is delivered in an assortment of learning modes.


- Try It! allows you to interact with the simulation
- Print It! allows you to download the same information in a job aid document
- Do It! provides step-by-step instruction while performing a task within the system

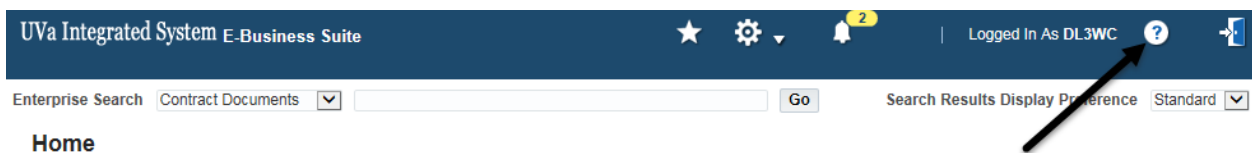
Do It! mode is optimized to work with Internet Explorer (IE).

Accessing online help

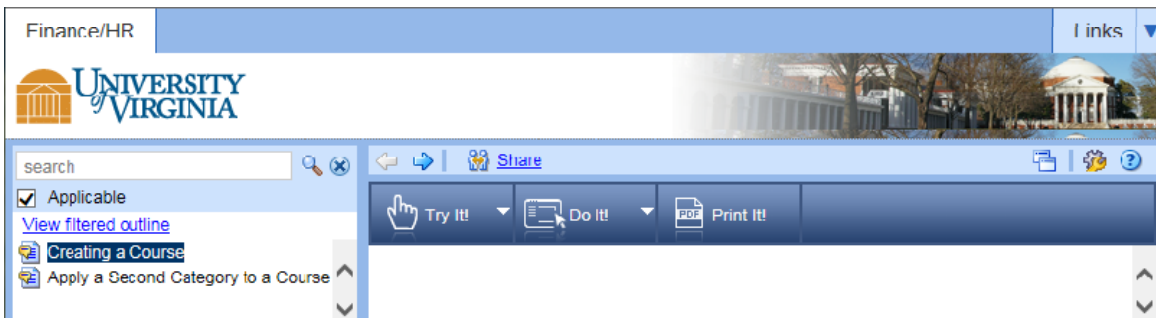
Ensure pop-up blockers are disabled (as they should be if you are an active Integrated System user). Refer here for help in disabling pop-up blockers.

<http://its.virginia.edu/integratedsystem/gettingstarted/popup.html>

1. After logging into SIS or IS, click the Help link or  in the top right corner of most pages.

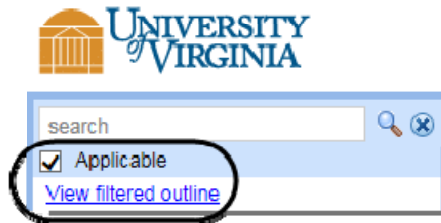


2. Depending on which page you are on, a context-sensitive list of applicable topics displays.

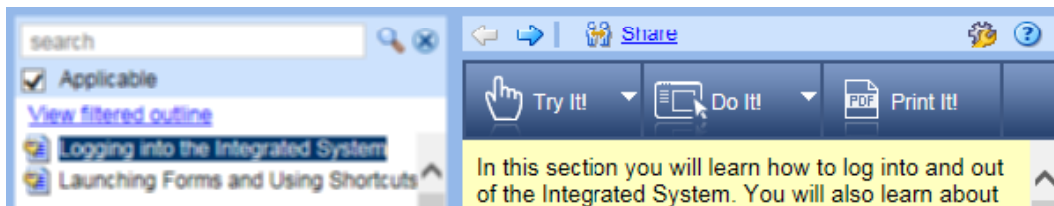


You can continue to step 3 or do one of the following:

- To display the full outline of topics: deselect the Applicable check box and expand the outline (click the + plus signs until you locate the topic).
- To view the topic in its place within the group of topics: toggle the View Filtered Outline link to View List.



3. Highlight the topic you wish to review. The information in the right pane often contains policy information, business process information, and troubleshooting tips.



To view training simulations (Try It!)

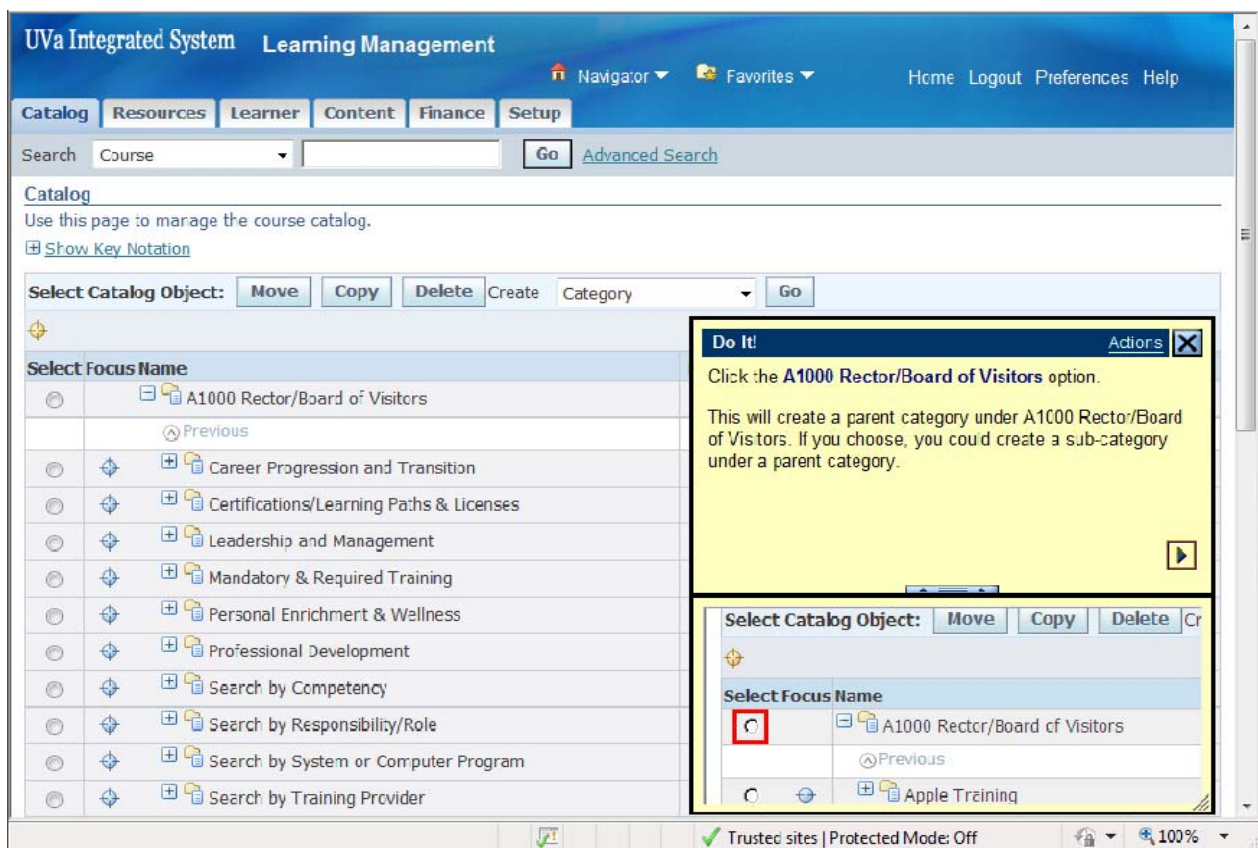
- Click Try It to walk through a simulation of the task.



To download instructions (Print It!)

- Click Print It to download the information as a job aid.

To get online help (Do It!)

1. Click Do It! to view step-by-step instructions for the task you are performing. As you move through the steps of the task itself, you can follow the steps in the Do It! window. You can resize this window and move the bottom section to see more of the screen capture.
2. While working in the system, follow the instructions in Do It!. If the Do It! window disappears when you click in the application window, it has gone behind the active window. Resize the active window so that you can see both windows at the same time.



3. In the Do It! window, click  to advance to the next step in the task.
4. To exit Do It! click its  Close button.