

# Academic Advising

## Adding Milestones to a Student's Record


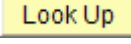
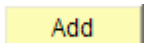
### Overview

This procedure will show you how to add a Milestone to a student's record.

- **Milestones** are non-course events tracked for a student. They can appear on a student transcript. For example, the School of Nursing requires that students show proof of certain immunizations. They must have these immunizations before being allowed into their clinical classes or entering the hospitals. The student doesn't register for immunizations, but the school needs to track it. A milestone can be created to represent these non-course events that a school needs to track.
- **Milestones** can be placed and viewed on a student's record, and if a school wishes they can be used in a degree audit to meet a requirement. When **milestones** are placed on a student's record, they can be shown as incomplete, in-progress or completed

### Steps

#### Adding a Milestone

1. Navigate to: **Records and Enrollment > Enroll Students > Student Milestones.**
2. Click Add a New Value.
3. Enter the student's **ID**.
4. Enter the student's **Academic Institution**.
5. Enter the **Academic Career**.
6. Enter the student's **Academic Program** or click  to look it up. The *Lookup Academic Program* page will be displayed. Click . The student's valid program(s) will be displayed. Click on the correct one and you will be returned to the *Add a new value* page.
7. Click .

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## Adding Milestones to a Student's Record

Student Milestones | Advisors/Completion Info | Milestone Attempts

Jane Tshareturningc 000006000

Institution: Bloomington Acad Prog: Education Undergraduate Career: Undergraduate

\*Effective Date: 10/16/2007 Milestone Copy

Milestone Detail

\*Milestone Nbr: 10 \*Milestone: FRPORT

Academic Plan:

Description: Freshman Year Portfolio


Formal Description: Freshman Year Portfolio

Milestone Level: Attempts Allowed:

Milestone Title:

Save Notify Add Update/Display Include History Correct History

Student Milestones | Advisors/Completion Info | Milestone Attempts

8. The **Effective Date** will be defaulted to today's date. If the true effective date of this milestone is different, change it here.
9. In the **Milestone** field, click  to see the valid values. The *Lookup Milestone* page will be displayed and a list of all milestones for your institution will appear.
10. Select the milestone you wish to place on the student's record.
11. If you wish to attach this milestone all the way down to the plan level, you can move to the **Academic Plan** field and insert or lookup the appropriate plan. This will likely depend on whether the milestone is a requirement of a Program or a requirement of a Plan.
12. No other data is need on this page.
13. **Milestone level** is only available for milestones that we defined with levels. *At this time, no multi-level milestones have been created at IU.*
14. If there is a limit on **Attempts Allowed**, this number will default from the *Milestone* table. If there are no limits, the **Attempts Allowed** field will default to 99.
15. If you wish you can type in comment in the **Milestone Title** field. This will be student specific and will appear on the unofficial transcript if the transcript is designed to print them.
16. Select the *Advisors/Completion Info* tab.

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## Adding Milestones to a Student's Record

Student Milestones | **Advisors/Completion Info** | Milestone Attempts

Jane Tshareturningc 0000006000

Institution: Bloomington Acad Prog: Education Undergraduate Career: Undergraduate

Effective Date: 10/16/2007

Advisors Find | View All First 1 of 1 Last

Milestone: FRPORT Freshman Year Portfolio

Transcript Level: Unofficial Print Milestone Detail: Always

Advised by Committee

Advisor/Evaluator 1:

Advisor/Evaluator 2:

Comment:

Completion Information Find | View All First 1 of 1 Last

Milestone: FRPORT Freshman Year Portfolio

Term Required:

Date Required:

Anticipated Term:

Anticipated Date:

Milestone Complete: Not Completed Attempts Allowed:

Save Notify Add Update/Display Include History Correct History

[Student Milestones](#) | [Advisors/Completion Info](#) | [Milestone Attempts](#)

17. The data in **Transcript Level** and **Print Milestone Detail** fields will default from the *Milestone* table.

All other fields on this page are optional. If they are completed they have no functionality other than they can be used for reference and reporting purposes.

18. Select the *Milestone Attempts* tab. This is where you record the completion status of a milestone.

19. The minimum information we suggest you record is the **Date Attempted** and the **Milestone Complete** status.

# Academic Advising

## Adding Milestones to a Student's Record

Student Milestones | Advisors/Completion Info | Milestone Attempts

Jane Tshareturningc 000006000  
Institution: Bloomington Acad Prog: Education Undergraduate Career: Undergraduate

Effective Date: 10/16/2007

Milestone: FRPORT Freshman Year Portfolio

Attempt Nbr: 1

How Attempted: [Dropdown]

Grading Scheme: [Dropdown]

Grading Basis: [Dropdown]

\*Milestone Complete: Not Completed [Dropdown]

Milestone Grade: [Dropdown]

Course ID: [Text]

Term: [Text]

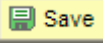
Reported Flag: [Text]

Date Attempted: [Text]

Save Notify Add Update/Display Include History Correct History

Student Milestones | Advisors/Completion Info | Milestone Attempts

20. If the milestone you have selected for your student is set-up to be graded, the **Grading Scheme** and **Grading Basis** will be defaulted for you, allowing you to key in or lookup a grade in the **Milestone Grade** field.

21. When you are done recording your milestone information, click .

### NOTE:

If you make a mistake and add and save a milestone to the wrong student or add the wrong milestone to a student, it can only be "fixed" by a person who has **Correction** mode.

**Correction** mode should only be used to correct errors. It typically involves deleting

the incorrect information by using the  button, and then clicking . Then the correct data can be re-entered.