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 Add.
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. **Milestone Level** is only available for milestones that we defined with levels. *At this time, no multi-level milestones have been created at IU.*
13. 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.

14. If you wish you can type in a 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.

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

All other fields in the Milestone Detail section are optional. If they are completed, they have no functionality other than they can be used for reference and reporting purposes.

16. Under the Attempts section, you can record the completion status of a milestone. The minimum information we suggest you record is the Date Attempted and the Milestone Complete status.

17. 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.

18. When you are done recording your milestone information, click Save.

**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 delete button, and then clicking Save. Then the correct data can be re-entered.