

Train the Trainer Modules: Curriculum Management

6.7 Tracking Milestones

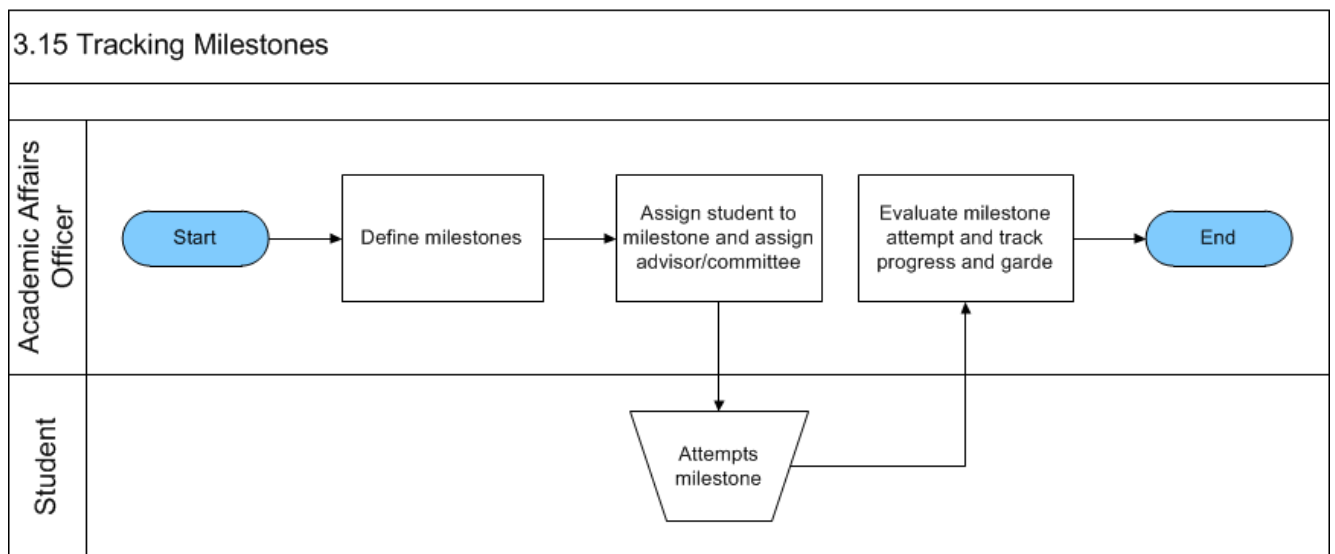
Tracking Milestones

Milestones are non-course-related events that a student must fulfill for a degree. They include things such as language requirements, qualifying and oral examinations, thesis, and dissertation. Use the Student Milestones component to assign milestones and advisors, as well as to record completions of milestones and attempts to fulfill them.

This section discusses how to:

1. Assign milestones to students.
2. Assign committees and advisors to students completing milestones.
3. Record milestone attempts.

Business Process Map



Setting Up Milestones

To set up milestones, use the Milestone Table component (MILESTONE_TBL) and Milestone Template component (MILESTONE_TMPL).

Milestones are non-course related but vital requirements that a student must complete toward degree progress to graduate. You might be able to relate milestones most easily to graduate student progress, but your institution might also use milestones for undergraduates as well. After you define milestones, you can assign milestones and advisors to a student, as well as record the student's completions of milestones and attempts to fulfill them, by using the Student Milestones component.

This section discusses how to:

1. Define milestone codes.

Pages Used to Set Up Milestones

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Page Name	Definition Name	Navigation	Usage
Milestone Table	MILESTONE_TBL	Set Up SACR, Product Related, Student Records, Enrollment, Milestone Table, Milestone Table	Define milestone codes and their grading bases, and define the levels of the milestone.
Milestone Templates	MILESTONE_TMPL	Set Up SACR, Product Related, Student Records, Enrollment, Milestone Templates, Milestone Templates	Create milestone templates to reduce data entry later on.

➤ Defining Milestone Codes

Access the Milestone Table page (Set Up SACR àProduct Related àStudent Records àEnrollment àMilestone Table; Milestone Table).

Milestone Table

Academic Institution: KSA Univ. of Health Sciences

Milestone: APPE

Find 1 of 1

***Effective Date:** 01/01/2001

***Description:** Advanced Pharmacy Practice Exp

***Formal Description:** Advanced Pharmacy Practice Experience (APPE)

***Calculate Required Date:** Do Not Calculate

***Calculate Anticipated Date:** Do Not Calculate

***Transcript Level:** Print on Degree Progress

***Print Milestone Detail:** Print If Satisfied

Attempts Allowed:

Grading Scheme: GS KSAUHS Grading Scheme

Grading Basis: NGD No Graded - P/F Grading Basis

***Status:** Active

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Self-Service Availability

Allow Student Self-Service

Allow Student Attachment

Allow Advisor Self-Service

Allow Advisor Attachment

Information For Students:

Enter Milestone Levels Here Personalize | Find | 1 | First 1 of 1 Last

*Milestone Level	*Description	*Formal Description
LEVEL 1	Level 1	Level 1

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Grading Scheme

Select a grading scheme for the milestone. When you enter the milestone on a student's record, you can override the grading scheme.

Grading Basis

Select a grading basis for the milestone. Link grading bases to grading schemes on the Grading Scheme Table page. You can override this value on individual student records.

Attempts Allowed

Enter the number of attempts students can make at completing the milestone. This field is a default data entry and tracking aid. You can override the attempts allowed on individual student records.

Print Milestone Detail

Select a print milestone detail to indicate if the milestone detail information will appear on the transcript. Milestone detail information includes the details on the Student Milestones page.

Milestone Level

Enter an alphanumeric code that identifies this milestone level code. You use milestone levels for detailing the progress of a milestone and for informational purposes. For example, you might define a milestone of Written Comprehensive Exams for doctoral students and have four levels within that milestone to designate the four sets of comprehensives required.

➤ Create/Update Milestone

Following are the brief summary of steps that you required to execute to create/update milestone code:

(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

1. Login to system using your credentials
2. **Go to page:** Set Up SACR->Product Related->Student Records->Enrollment->Milestone Table
3. On the "Find an Existing Value" tab, click "Search" to display the list of existing Milestone. Click on a search result row to open the page. OR Click on the "Add a New Value" tab, enter Academic Institution and new Milestone and click "Add" to open the page.
4. Setup Milestone by entering Effective date, Description information.
5. Click "Save". This will create/update new milestone in the system.

➤ Assign Milestone to Student and Assign Advisor/Evaluator

Pre-Requisites:

The following pre-requisites must be fulfilled before assigning student to milestone.

1. Milestones are already created in the system.

Assign Milestones to Student

Following are the brief summary of steps that you required to execute to assign milestones to student:

(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

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1. Login to system using your credentials
2. **Go to page:**Main Menu->Records and Enrollment ->Enroll Students->Student Milestones->Student Milestones
3. On the "Find an Existing Value" tab, click "Search" to display the list of existing Students. Click on a search result row to open the page. OR Click on the "Add a New Value" tab, enter ID, Academic nstitution, Academic Career and Academic Program and click "Add" to open the page.
4. Assign Milestone to student by selecting "Milestone" information.
5. Click "Save". This will assign Milestone to student in the system.

➤ Evaluate Milestone Attempts

Pre-Requisites:

The following pre-requisites must be fulfilled before evaluating milestone attempt and track progress.

1. Milestone is already assigned to student account.

Update Milestone attempt

Following are the brief summary of steps that you required to execute to evaluate milestones of student:

(Note:- Click on "See It" button to view the interactive slideshow of the following steps)

1. Login to system using your credentials
2. **Go to page:**Main Menu ->Records and Enrollment -> Enroll Students->Student Milestones-> Milestone Attempts
3. On the "Find an Existing Value" tab, click "Search" to display the list of existing Students. Click on a search result row to open the page.
4. On "Student Milestones" page, enter "Milestone Complete", "How Attempted" and "Date Attempted" information in "Attempts" area.
5. Click "Save". This will update Milestone Attempt in the system.