

Milestones are accomplishments that a student reaches during their graduate program. The following explains how to create milestones for a graduate student.

1. Click the **Records and Enrollment** link.



2. Click the **Enroll Students** link.



3. Click the **Student Milestones** link.



4. Click the **Add a New Value** tab.



5. Enter the ID (student ID). For FOIP reasons some information is removed.
Click the **Look up Academic Career** button.



6. Click the **Graduate** link.

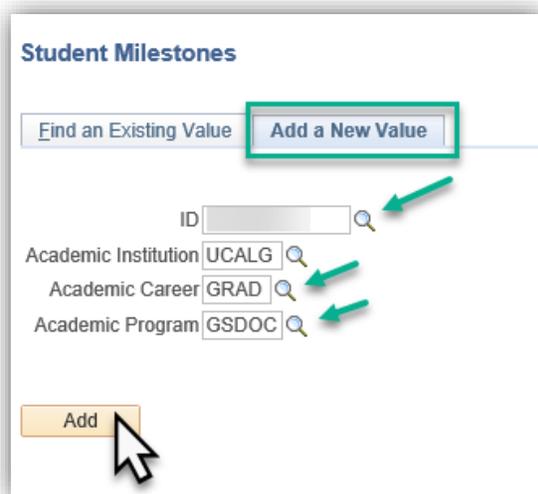


7. Click the **Look up Academic Program** button.



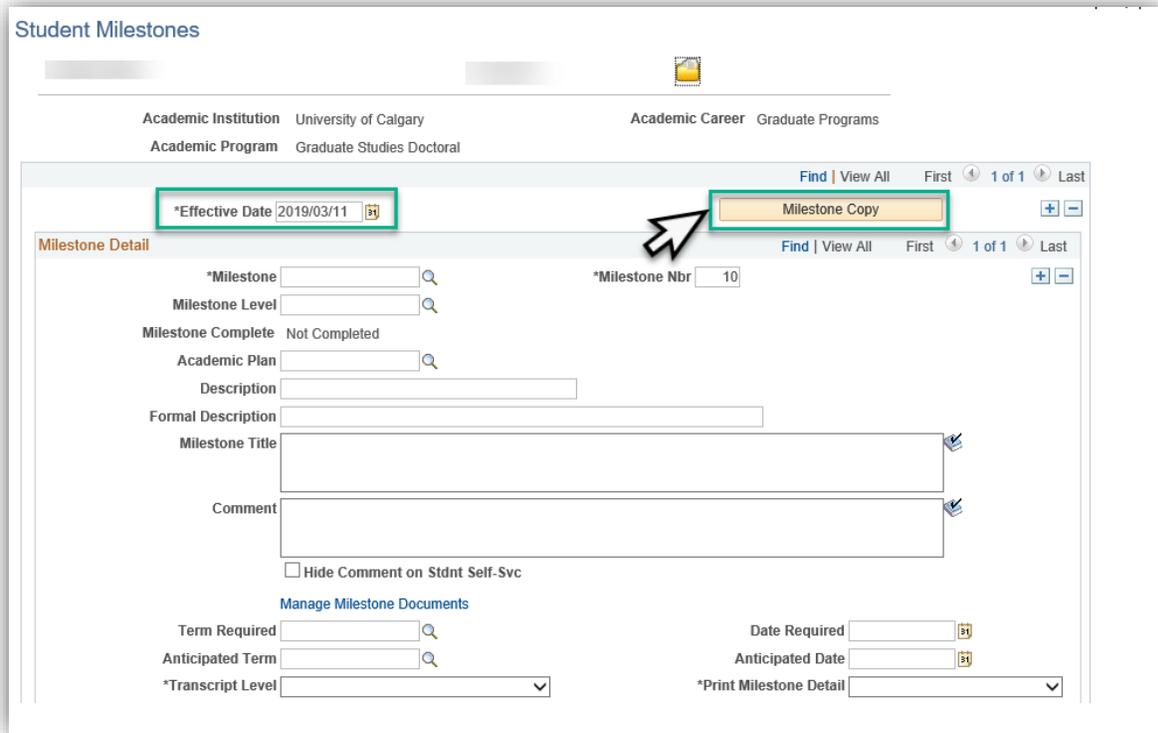
8. Select the applicable Academic Program either **GSMTH** or **GSDOC**. For this example, GSDOC is selected.

9. Click the **Add** button.



The screenshot shows the 'Student Milestones' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a green box. Below the tabs, there are four input fields, each with a magnifying glass icon to its right. The first field is labeled 'ID' and is empty. The second field is labeled 'Academic Institution' and contains the value 'UCALG'. The third field is labeled 'Academic Career' and contains the value 'GRAD'. The fourth field is labeled 'Academic Program' and contains the value 'GSDOC'. Green arrows point to the magnifying glass icons for the ID, Academic Career, and Academic Program fields. At the bottom left of the form, there is an 'Add' button with a mouse cursor pointing to it.

10. On the Student Milestones page you will need to create the milestones by clicking on the Milestone Copy button. Note the effective date will default. Click the **Milestone Copy** button.



11. On Create Student Milestones page, click the **Look up Plan One Milestones** button.



12. The Academic Plan description lists the student's academic plan. This is always the Area of Study or AOS. For this example select the student's AOS (e.g. CPSC-AOS) and the Admitted Link. Click the **CPSC-AOS** link.

Look Up Plan One Milestones
✕

[Help](#)

Empl ID

Academic Institution UCALG

Academic Career Graduate Programs

Academic Plan begins with

Description begins with

Look Up
Clear
Cancel
Basic Lookup

Search Results

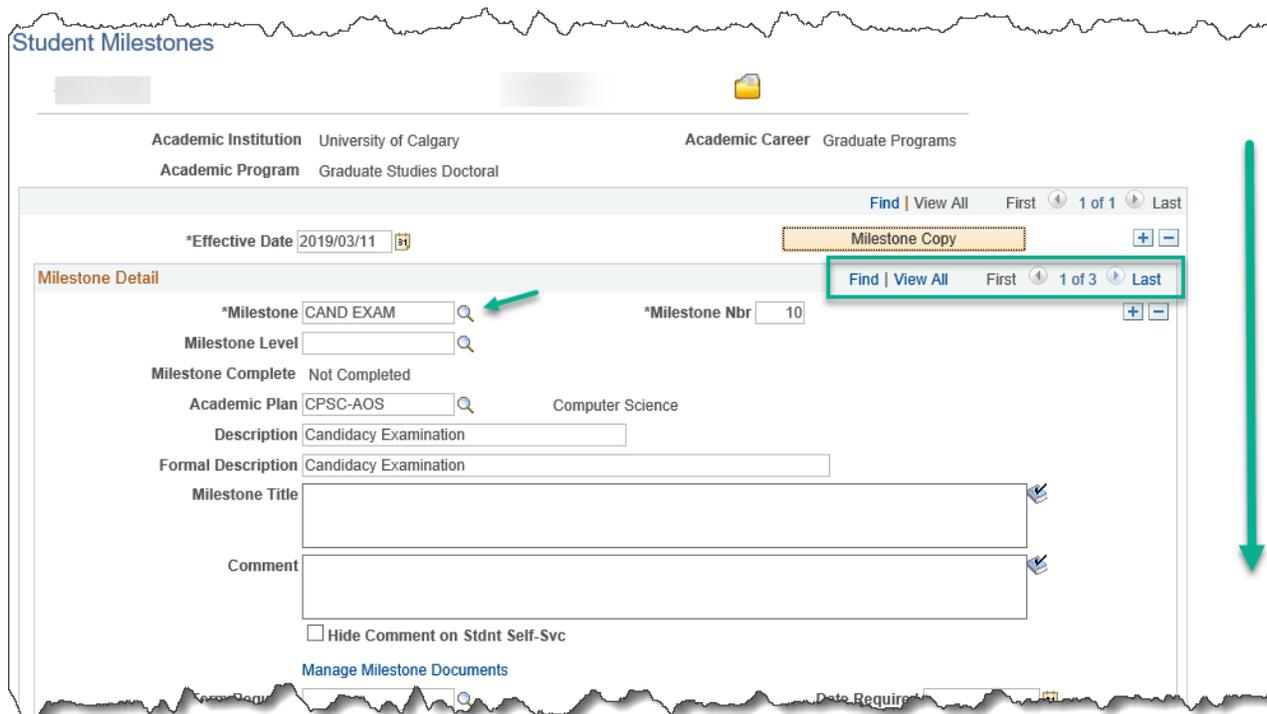
View 100 First ◀ 1-4 of 4 ▶ Last

Academic Plan	Description	Program Status
CPSC-AOS	Computer Science	Admitted
CPSC-AOS	Computer Science	Active in Program
PHD-DEG	Doctor of Philosophy	Admitted
PHD-DEG	Doctor of Philosophy	Active in Program

13. Click the **OK** button.

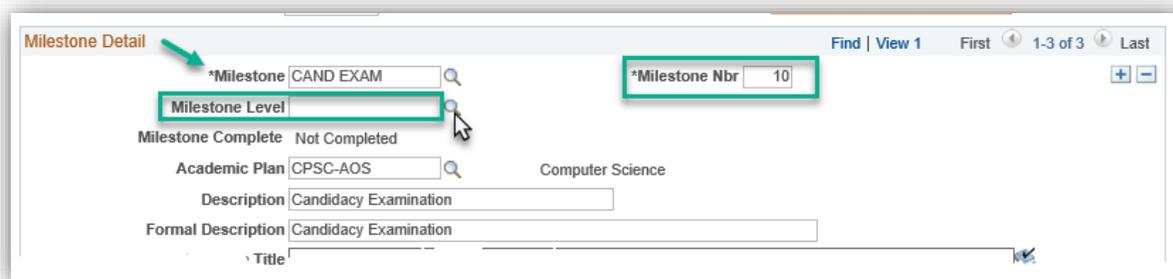
OK

14. Once the Milestones have been copied several fields auto populate. Click on **View All** to see all the milestone levels when you scroll down. Click the **View All** link.



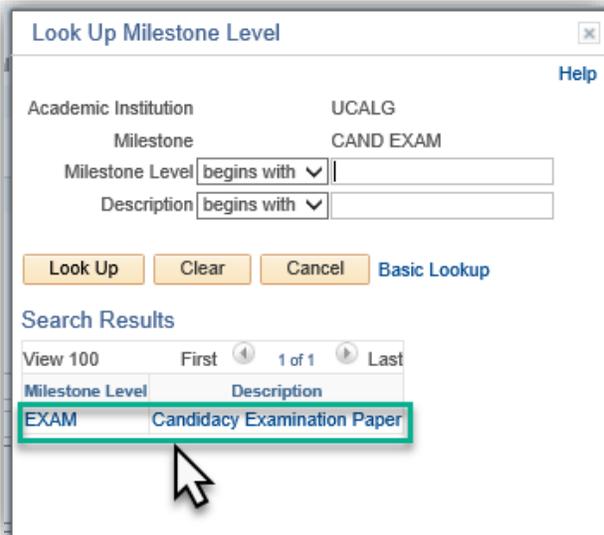
The screenshot shows the 'Student Milestones' interface. At the top, it displays 'Academic Institution: University of Calgary' and 'Academic Program: Graduate Studies Doctoral'. Below this, there is a search bar with 'Effective Date: 2019/03/11' and a 'Milestone Copy' button. The main area is titled 'Milestone Detail' and shows a list of milestones. The first milestone is highlighted, with 'Milestone' set to 'CAND EXAM' and 'Milestone Nbr' set to '10'. The 'Milestone Level' field is highlighted with a blue box and a green arrow. A 'View All' link is also highlighted in a blue box. A large green arrow on the right side of the interface points downwards, indicating that the user should scroll down to see more milestones.

15. For Doctoral students there will be a **Candidacy Milestone**. The milestone number should always be 10 for the Candidacy Exam. Click the **Milestone Level** button.



This is a close-up view of the 'Milestone Detail' form. The 'Milestone' field is set to 'CAND EXAM' and the 'Milestone Nbr' field is set to '10'. The 'Milestone Level' field is highlighted with a green box and a green arrow. The 'Milestone Complete' field is set to 'Not Completed'. The 'Academic Plan' is set to 'CPSC-AOS' and the 'Description' is 'Candidacy Examination'. The 'Formal Description' is also 'Candidacy Examination'. The 'Title' field is empty.

16. Click the **EXAM Candidacy Examination Paper** link.



Look Up Milestone Level

Academic Institution UCALG
Milestone CAND EXAM
Milestone Level begins with
Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 1 Last

Milestone Level	Description
EXAM	Candidacy Examination Paper

17. Click the **How Attempted** list.



How Attempted

- Exam Taken

18. Click the **Exam Taken** list item.



Attempts

Grade Information Enrollment Details

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete
1	GXR	GRD		Not Completed

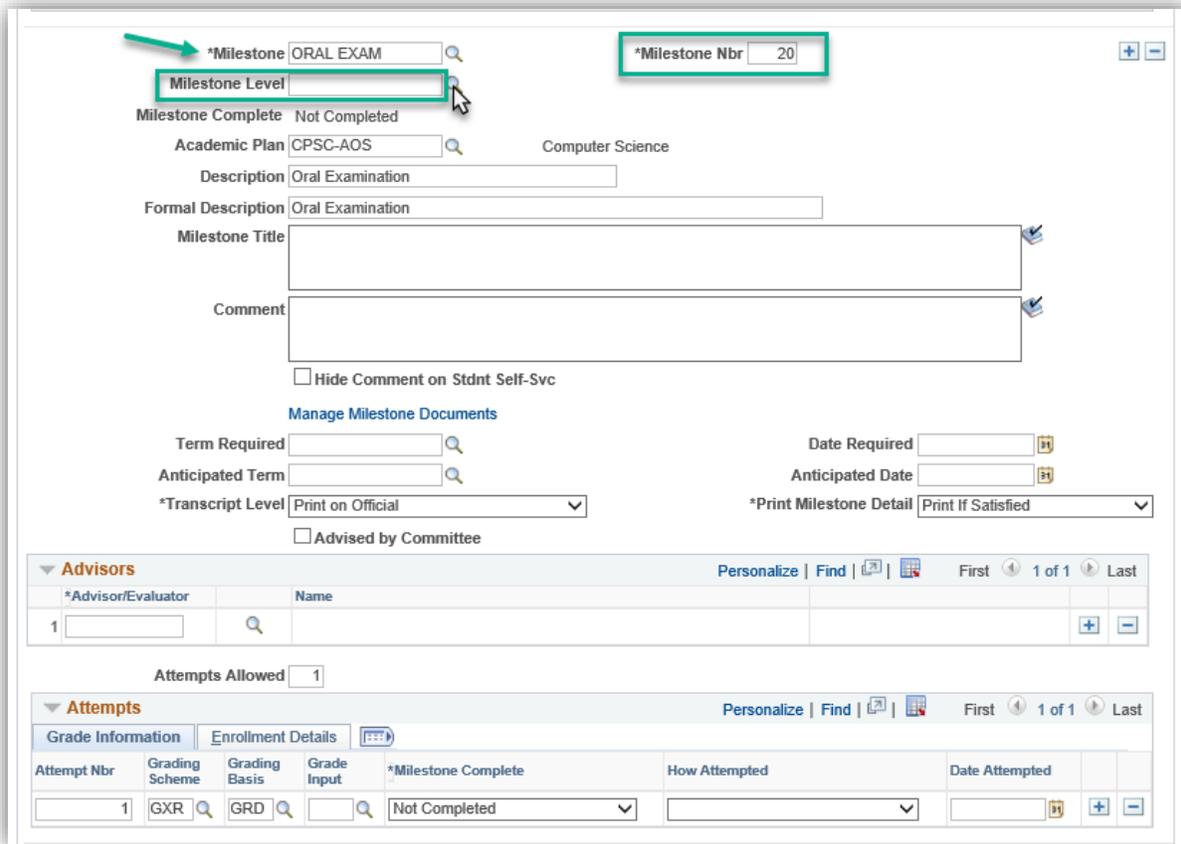
*Milestone ORAL EXAM
Milestone Level

- Attended Seminar
- EW Course
- EW Special Exemption
- EW Test
- Exam Taken
- Filed Petition
- High School
- Native Speaker
- Other
- Submitted Work
- University English Course

Creating Milestones

SA – Graduate Programs

19. In the Oral Exam Milestone section. Note the Milestone number will always be 20. Click the **Look up Milestone Level** button.



*Milestone ORAL EXAM

*Milestone Nbr 20

Milestone Level

Milestone Complete Not Completed

Academic Plan CPSC-AOS Computer Science

Description Oral Examination

Formal Description Oral Examination

Milestone Title

Comment

Hide Comment on Stdnt Self-Svc

Manage Milestone Documents

Term Required Date Required

Anticipated Term Anticipated Date

*Transcript Level Print on Official *Print Milestone Detail Print If Satisfied

Advised by Committee

Advisors Personalize | Find | | First 1 of 1 Last

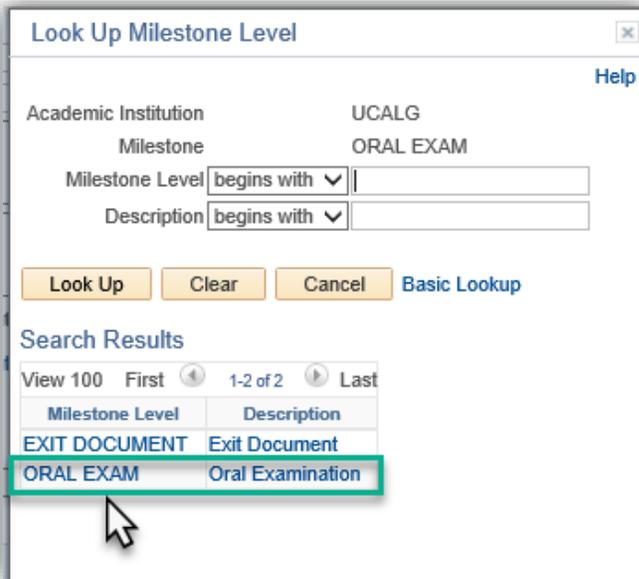
*Advisor/Evaluator	Name
1 <input type="text"/> <input type="button" value="Look up"/>	

Attempts Allowed 1

Attempts Personalize | Find | | First 1 of 1 Last

Grade Information	Enrollment Details	Print					
Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	How Attempted	Date Attempted	
1	GXR <input type="button" value="Look up"/>	GRD <input type="button" value="Look up"/>	<input type="text"/> <input type="button" value="Look up"/>	Not Completed <input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="button" value="+"/> <input type="button" value="-"/>

20. Click the **ORAL EXAM** link.



Look Up Milestone Level [X] Help

Academic Institution: UCALG
Milestone: ORAL EXAM

Milestone Level: begins with []
Description: begins with []

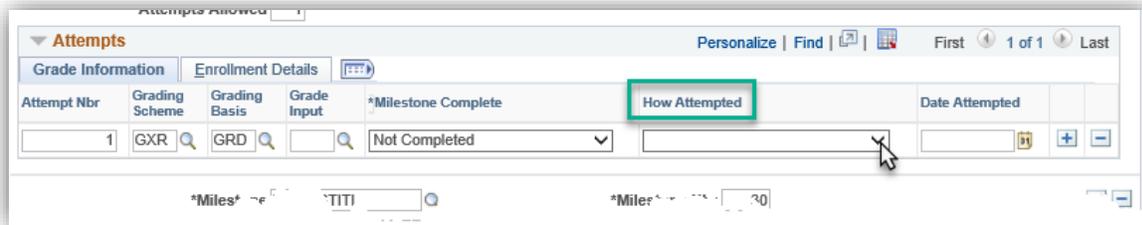
[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Milestone Level	Description
EXIT DOCUMENT	Exit Document
ORAL EXAM	Oral Examination

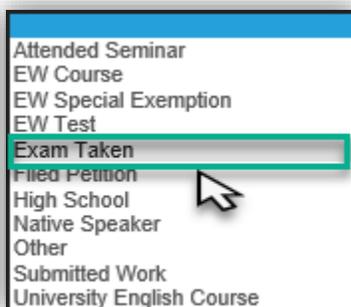
21. Click the **How Attempted** button.



Attempts Personalize | Find | [] [] First 1 of 1 Last

Grade Information	Enrollment Details			How Attempted	Date Attempted
Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	*Milestone Complete	
1	GXR	GRD		Not Completed	

22. Click the **Exam Taken** list item.

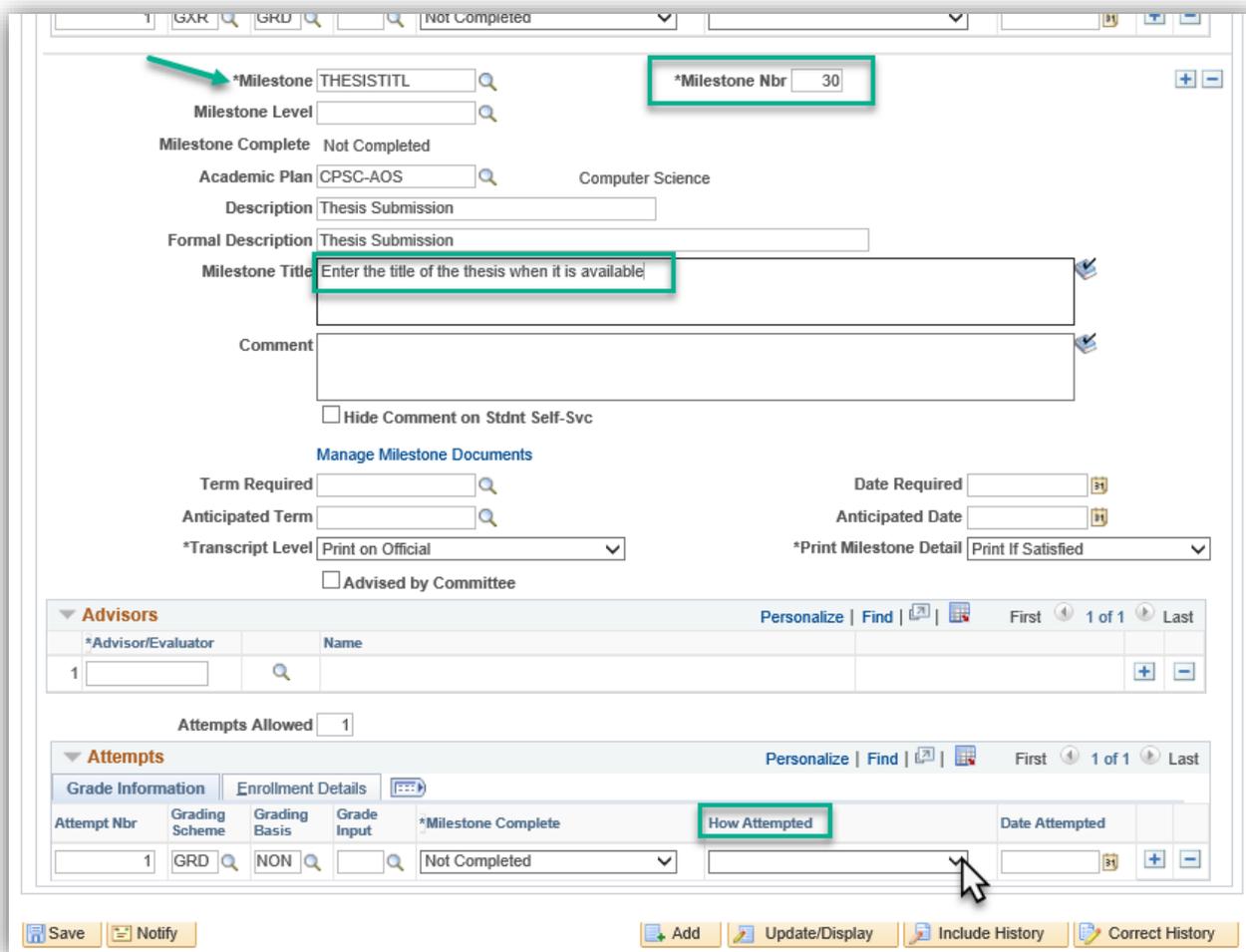


- Attended Seminar
- EW Course
- EW Special Exemption
- EW Test
- Exam Taken
- Filed Petition
- High School
- Native Speaker
- Other
- Submitted Work
- University English Course

23. Click the **Calendar Date Attempted** button and select the date the exam was taken.



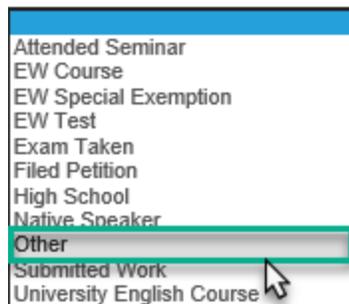
24. In the **Thesis Title Milestone** section, enter the thesis title in the Milestone Title field when it is known. Note the thesis milestone number should always be 30. Click the **How Attempted** button.



The screenshot shows a web-based form for creating a milestone. Key elements include:

- *Milestone**: THESISITL
- *Milestone Nbr**: 30
- Milestone Level**: (empty)
- Milestone Complete**: Not Completed
- Academic Plan**: CPSC-AOS (Computer Science)
- Description**: Thesis Submission
- Formal Description**: Thesis Submission
- Milestone Title**: Enter the title of the thesis when it is available
- Comment**: (empty)
- Hide Comment on Stdnt Self-Svc**:
- Manage Milestone Documents**: Section with Term Required, Anticipated Term, Date Required, and Anticipated Date fields.
- *Transcript Level**: Print on Official
- *Print Milestone Detail**: Print If Satisfied
- Advised by Committee**:
- Advisors**: Section with a table for Advisor/Evaluator and Name.
- Attempts Allowed**: 1
- Attempts**: Section with a table for Attempt Nbr, Grading Scheme, Grading Basis, Grade Input, Milestone Complete, How Attempted, and Date Attempted.
- Buttons**: Save, Notify, Add, Update/Display, Include History, Correct History.

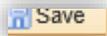
25. Click the **Other** list item.



The dropdown menu contains the following items:

- Attended Seminar
- EW Course
- EW Special Exemption
- EW Test
- Exam Taken
- Filed Petition
- High School
- Native Speaker
- Other**
- Submitted Work
- University English Course

26. Once all milestone information has been entered save the changes. Note some programs may have additional milestones such as second language requirements. Click the **Save** button.



This completes the lesson on Creating Milestones. Please consult the student administration training website for the corresponding online learning.

End of Procedure.