# **How to View and Enter Milestones**

#### Navigation: <u>CalCentral</u> > Advising Resources > Student Milestones Data Entry

or

#### Campus Solutions: Main Menu > CAL Components > Student Records > Student Milestones Data Entry

Milestones are non-course requirements a student must complete toward degree progress to graduate. All graduate students have milestones. A majority of the graduate milestones are overseen by the departments; a few are overseen by Graduate Division.

This job aid will cover how to:

- Look up a student with an existing Milestone
- Add the first Milestone to a student
- Add additional Milestones to a student
- Edit an existing Milestone
- Delete an existing Milestone

In this example, we have logged into *CalCentral* and clicked the *Student Milestones Data Entry* link.

## Advising Resources Tools Class Search eForms Action Center eForms Work Center My Appointments Reporting Center UC Online: Cross-Campus Enrollment Approval Student Specific Links Administrative Transcripts - Batch Advisee Student Center Advising Assignments Archived DB2 Transcripts Change of Course Load Multi-Year Planner Service Indicators Student Milestones Data Entry Transfer Credit Reports

#### Looking up an Existing Milestone

- Under the Find an Existing Value tab:
- Search by the Student ID or name and select the Search button.
- 3. If no milestones exist for this student, we will see the message, "No matching values were found."

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4. If a student already has at least one milestone, their milestone(s) will appear.

5. In this example, this student has 2 milestones.

The first milestone displayed is **Capstone**.

To scroll through the milestones, select the arrow keys.

Favorites -	Main Menu 🗸	> CAL Components -	Student Records -	> Student Milestones Da	ta Entry
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6. When finished, select the Return to Search button to return the Student Milestones Data Entry page.

### Adding a Milestone to a student for the first time

1. If a search confirms a student doesn't have any milestones, we can add one.

Select the Add a New Value tab.

**NOTE:** This step is only necessary for the first milestone.

2. Enter the Student ID, Career and Academic Program.

**NOTE: Institution** should default to **UCB01**. If it is blank, enter it.

Select the **Add** button.

- 3. If a student has never had a milestone added before, then a blank milestone page for the student appears.
- Enter Academic Plan. The Effective Date will display today's date. Let that default unless instructed otherwise.
- 5. Enter the Milestone and if applicable, the Milestone Level.

See list of <u>Graduate Milestones used</u> by Requirements.

Optional: Enter Comments.

- At the bottom of the page, pull down the Milestone Complete list and select Completed. Enter Date Completed.
- 7. Select Save when done entering all milestones for session/day.





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### **Adding Additional Milestones**

While viewing a student's milestones, we can add more.

In this case, we're viewing a student's existing milestone of *Qualifying Exam Approval*. Now we need to add another milestone.

 First, select the top "plus" sign to add another Effective Dated row. Only one row per date allowed.

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2. Then select the second "plus" sign to add a new Milestone Detail section. All previous milestones will carry over to the new row, so be sure you enter the new milestone on the blank row.

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3. We have added both a new Effective Dated row with today's date and a new Milestone Detail row.

There are now 2 effective dated rows and 4 different milestones rows.

Enter Academic Plan.

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4. Next, enter the Milestone. In this case we do not know the code, so we will select the Milestone Lookup icon.

**5.** Select the approporiate milestone from the list that appears.

**NOTE:** Your list of choices may vary depending on your security access.

In this example, our student has submitted a prospectus, so we'll select **Paper (AAGPAPER)**.

**NOTE:** All graduate milestones begin with "**AAG**". Undergraduate milestones begin with "**AAU**".

- 6. Enter Milestone Level, if applicable.
- Select Completed from the Milestone Completed dropdown.
- 8. Enter Date Completed.
- **9.** Save after all additional milestones have been entered.

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AGHUMSUB	Human and	Animal Subie	ects	
AGINTERN	Internship			
AGLAB	Lab Rotatio	n		
AGLINGPAP	Linguistics	Qualifying Pa	per	
AGMEQUIV	Master's De	gree (or Appr	Eqv)	
AGMETHODS	Methods			
AGEAPER	Paper			
AGGEAFRY	Qualitying t	xam Approva	al	
AGQERESLT	Qualifying E	Exam Results		
AGREVIEW	Review			
AGRICA	RICA Asses	sment		
AGSOCWBIB	Required B	ibliographies		
AGSUPP	Supplement	tai orf Association	at (TDA)	
AGUSCONST	LLS Constit	en Assessmel	nu(TPA)	
AUGRAIS	Internations	al Study		
AUGLOBPOV	Global Pow	erty		
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AUMUSIC	Music Place	ement Exam		

#### **Deleting a Milestone**

1. From the Main Menu, navigate to: CAL Components > Student Records > Student Milestones Data Entry.

Under the **Find an Existing Value** tab, search for the student.

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2. Select the top "plus" button to add a new row.

**NOTE:** This student has 3 milestones which you can see on the far right in the **Milestone Detail** box.

 Use the arrow buttons on the Milestone Detail section to find the milestone you want to delete.

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4. Select the minus" sign button and Select Save.

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#### **Editing an Existing Milestone**

1. From the Main Menu, navigate to: CAL Components > Student Records > Student Milestones Data Entry.

Under the **Find an Existing Value** tab, search for the student.

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2. Select the top "plus" button to add a new row.

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3. Use the arrow buttons on the Milestone Detail section to find the milestone you want to edit.

Make Edits.

4. Select **Save** after all edits for the session have been completed.

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### **Understanding the Student Milestones Page**

The following describes the different categories found in the Student Milestones page.

	Milestone Detail			Find   View All First 🕚 2 of 4 🕑 Last			
Formal Description: shows on student's CalCentral-My Academics page.	*Milestone: Milestone Level: Milestone Complete: Academic Plan:	AAGPAPER	લ <mark>ન</mark> લ	Milestone Nbr:	40	+ -	
Comment: optional.	Description: Formal Description:	Paper Paper					
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Warning: When adding multiple milestones at the same time, do NOT Save after the first one. The system won't allow another milestone with the same date after saving.

If you do save between Milestones: you'll need to add a new Effective Dated row (1<sup>st</sup> plus sign) with a new FUTURE date and then select to add the new Milestone (2<sup>nd</sup> plus sign).

#### **Support**

For questions or assistance, contact SIS Support:

- Call 510-664-9000 (press option 6)
- Email: sishelp@berkeley.edu •

For additional SIS resources, please visit: sis.berkeley.edu/training