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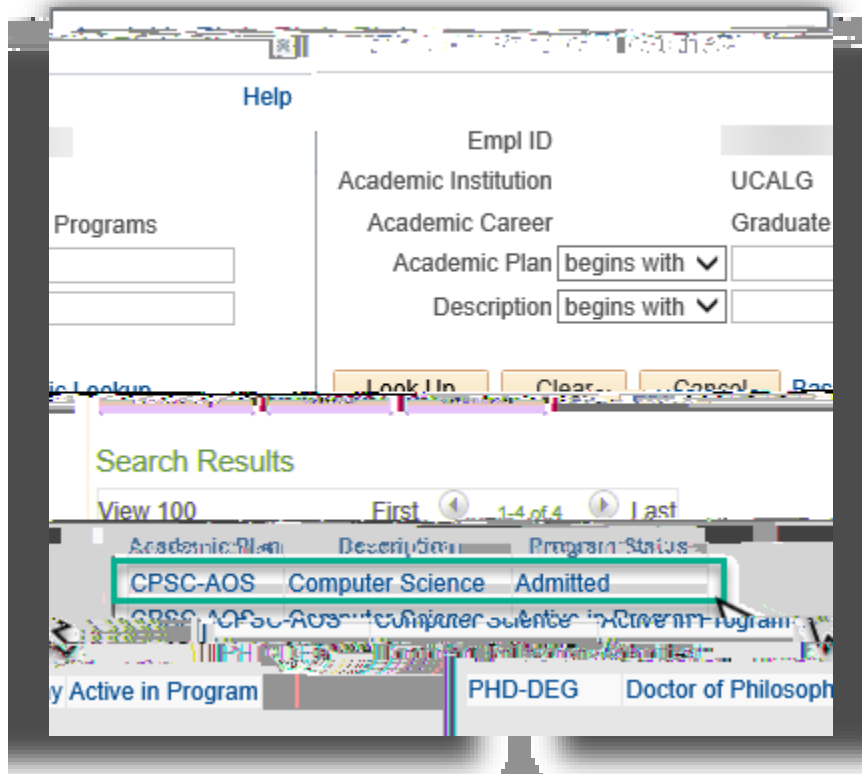
Milestones are accomplishments that a student reaches during their graduate program. The following explains how to create milestones for a graduate student.

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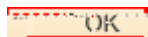
1. Click the [Records and Enrollment](#) link.
2. Click the [Enroll Students](#) link.
3. Click the [Student Milestones](#) link.
4. Click the [Add a New Value](#) tab.
5. Enter the ID (student ID). For FOIP reasons some information is removed.



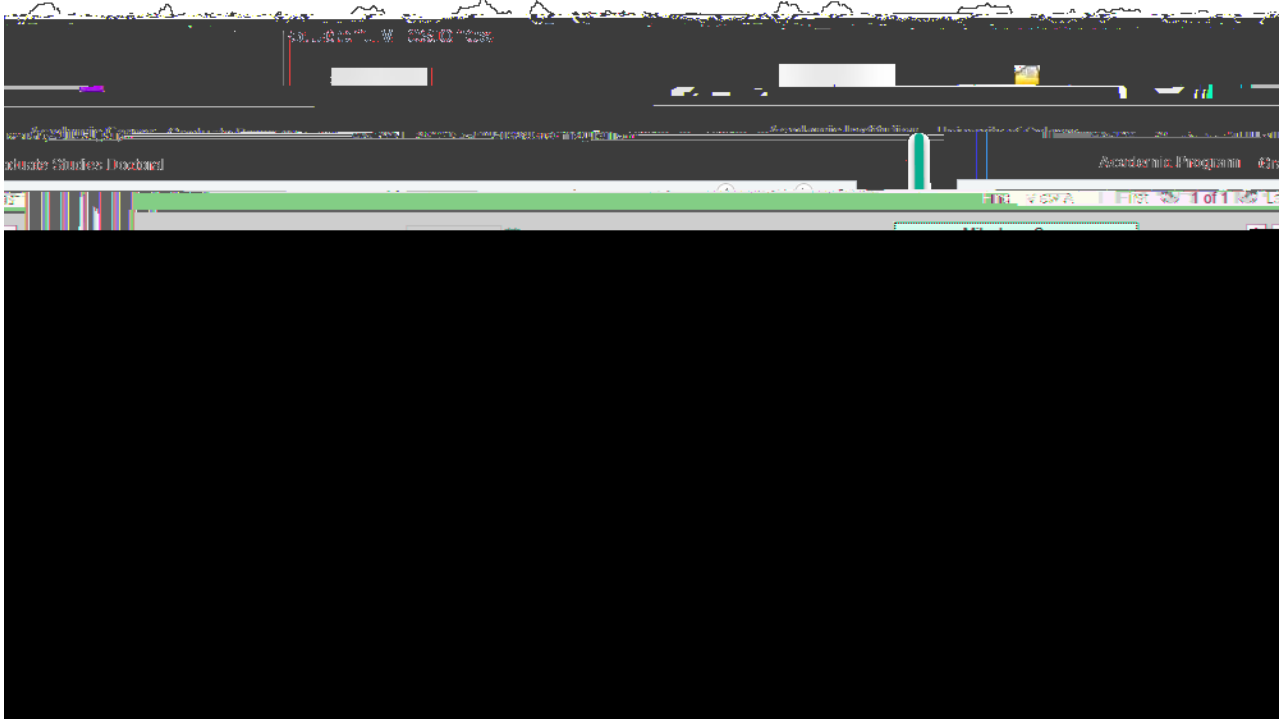
- The Academic Plan description lists the student's academic plan. This is always the Area of Study or AOS. For this example select the student's AOS (e.g. CPSC-AOS) and the Admitted Link. Click the [CPSCAOS](#) link.



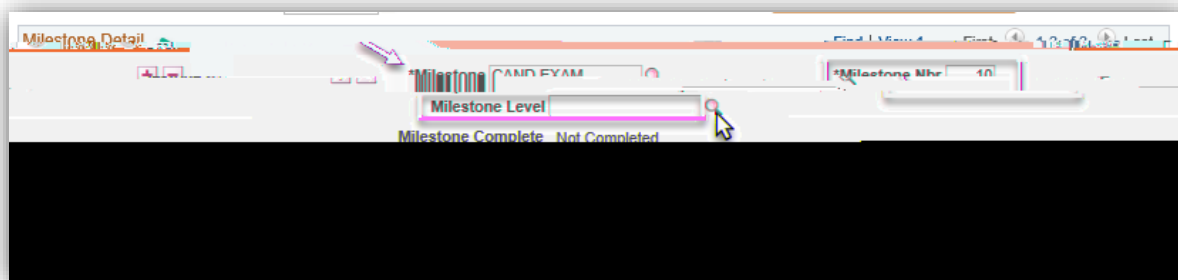
- Click the [OK](#) button.



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.



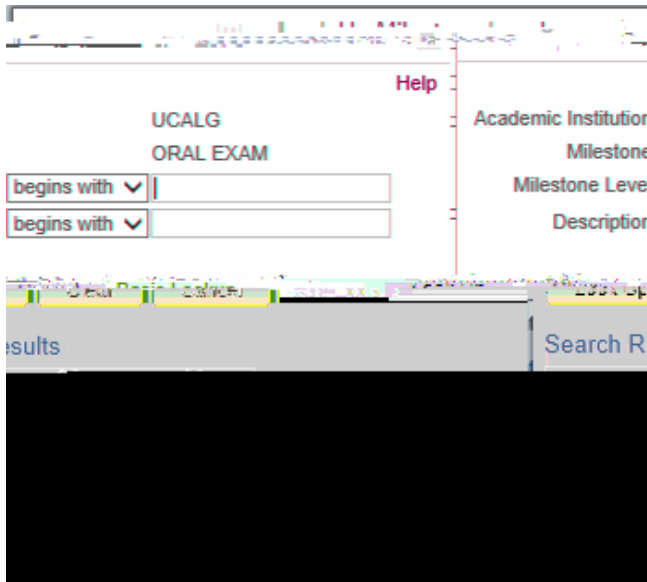
15. For Doctoral students there will be a Candidacy Milestone . The milestone number should always be 10 for the Candidacy Exam. Click the [Milestone Level](#) button.



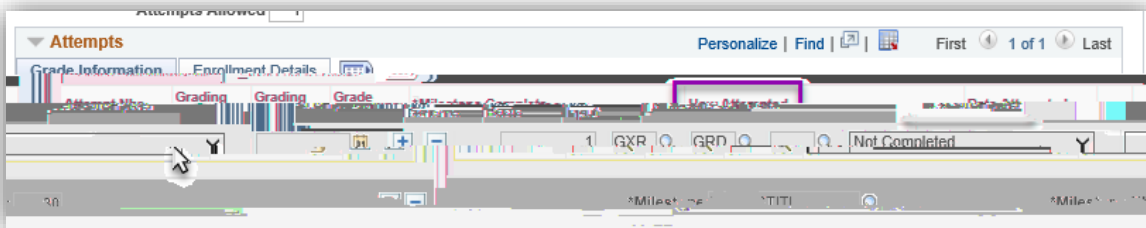
16. Click the [EXAM Candidacy Examination Paper](#)



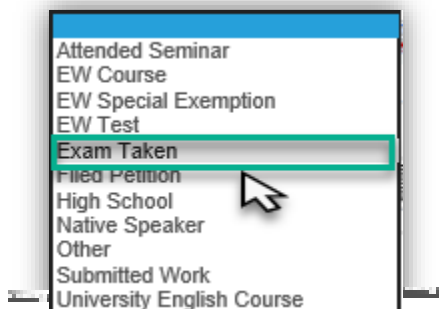
20. Click the [ORAL EXAM](#) link.



21. Click the [How Attempted](#) button.



22. Click the [Exam Taken](#) list item.



23. Click the [Calendar Date Attempted](#) button and select the date the exam was taken

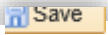


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24. In the Thesis Title Milestone section, enter the thesis title in the Milestone Title field when it is known. Note the thesis milestone number should always be 30. Click the [How Attempted](#) button.

25.



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.