PREDICTIVE-FINAL UNIVERSAL TRACKING REPORT AND PROCESSING

This instruction guide is for Academic Advisors and covers how to access the Predictive-Final Universal Tracking Report.

This report provides information on whether a student is off-track or on-track for a given term based on the Universal Tracking information in the system. In addition, this guide will refer you to materials available for how to update the Degree Audit and post exceptions as needed.

<table>
<thead>
<tr>
<th>How will I access the report?</th>
<th>The report is in myUFL, Enterprise Analytics, using the navigation below. An email will be sent to notify you when the report is available.</th>
</tr>
</thead>
</table>
| What information does the report provide? | • Students who are off-track for that particular term  
• Why the student is off track |
| When is the report run? | The report is run twice per term, six times per year.  
• The first report (Universal Tracking-Predictive) will be run approximately five weeks before advanced registration.  
• The second report (Universal Tracking-Final) is run at the end of the semester, before degrees are certified. |
| What should I do with the report? | As an Advisor, you will need to update the Degree Audit and post exceptions as needed prior to assignment of service indicators. |
| How long will I have to update the degree audit and post exceptions if needed? | One week |

The Academic Advisor will have one week from the date the report is made available to update the Degree Audit and post exceptions. Then, Universal Tracking will run again and students that are off-track will have the applicable service indicators applied to their record.

NAVIGATION

To access the Predictive-Final Universal Tracking Report:

1. Log into myUFL and navigate to: Enterprise Analytics > Access Enterprise Analytics.

2. The myUFL Enterprise Analytics page loads.

3. Select the Team Content button.
4. Select **Student Information > Academic Advising**.

5. Scroll down and select **UT Report to Academic Advisors**.

6. Select the **Academic Program** box.

7. Enter the **Academic Program**.

8. Select the **magnifying glass**.

9. Select the **UGLAS check box**.

10. Click **Finish**.

11. The report loads.
REPORT

- The report will appear as shown below.

- Use the scroll bar on the right or Page up and Page down at the bottom of the page to view the report.

### CONVERT REPORT TO EXCEL

1. Select the arrow drop-down menu.

2. Select Run Excel.
3. Click on the Academic Program check box.

4. Select Finish.

5. Select Open.

UPDATE DEGREE AUDIT & POST EXCEPTIONS

The Advisor will review the Predictive-Final Universal Tracking Report and update the Degree Audit and post exceptions as needed. Additional instruction guides are available and hyperlinked below.

<table>
<thead>
<tr>
<th>Exceptions</th>
<th>Description</th>
<th>Training Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement Change</td>
<td>Used to change the minimum or maximum characteristics of a Requirement or Requirement Line. Can be used to modify required units (credits) and number of courses.</td>
<td>Instruction Guide Simulation</td>
</tr>
<tr>
<td>Requirement Waiver</td>
<td>Used to waive a Requirement or Requirement Line. This will drop all courses already in the area out and cause the area to not be checked when the Degree Audit runs.</td>
<td>Instruction Guide Simulation</td>
</tr>
<tr>
<td>Requirement Override</td>
<td>Used to change a Requirement to another one. The alternate Requirement must be set up with the “student” type in advance for this to work.</td>
<td>Instruction Guide Simulation</td>
</tr>
<tr>
<td>Course Directives</td>
<td>Will insert or remove a course in a particular Requirement Line.</td>
<td>Instruction Guide Simulation</td>
</tr>
<tr>
<td>Course Substitutions</td>
<td>Replaces every instance of a course on a student’s Degree Audit. This should be used sparingly.</td>
<td>Instruction Guide Simulation</td>
</tr>
<tr>
<td>Bulk Course Directives</td>
<td>Used to place multiple courses into one Requirement Line simultaneously as well as placing a single course onto multiple Requirement Lines with one action.</td>
<td>Instruction Guide Simulation</td>
</tr>
</tbody>
</table>

FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Processes
Toby Shorey
tshorey@ufl.edu