

ENTERING THE FINAL EXAM IN THE STUDENT INFORMATION SYSTEM(SIS)

NAVIGATION

1. Click **NavBar**.
2. Click **Main Menu**.
3. Click **Student Information System**.
4. Click **Records and Enrollment**.
5. Click **Enroll Students**.
6. Click **Student Milestones**.

FINAL EXAMINATION

1. Look up a student by UFID. Click **Search**

Student Milestones

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

ID: begins with

Academic Institution: = ▼

Academic Career: = ▼

Academic Program: = ▼

Campus ID: begins with ▼

National ID: begins with ▼

Last Name: begins with ▼

First Name: begins with ▼

Include History
 Case Sensitive

2. Click on any field in the Search Results table to view the student's milestones.

Search Results														
View All											First	1-2 of 2	Last	
ID	Academic Institution	Academic Career	Academic Program	Name	Gender	Date of Birth	Campus ID	National ID	National ID	Country	NID	Short Description	Last Name	First Name
12341234	UFLOR	GRAD	GRAGL	Gator	Male	**/**/****	(blank)	*****	USA	SSN		Gator	Alli	
12341234	UFLOR	GRAD	GRLAS	Gator	Male	**/**/****	(blank)	*****	USA	SSN		Gator	Alli	

- Click the **Supporting Data** tab.



- Locate the **Graduate Final Examination** milestone and select Enter Data.

Milestones accepting supporting data					Personalize	Find	First	1-3 of 3	Last
Milestone Nbr	Milestone	Academic Plan		Access	Enter Data				
20	GRQUALEX	Graduate Qualifying Exam	AGB_PHD	Agricultural & Biological Eng	<input checked="" type="checkbox"/>	Enter Data			
50	GRFINALEX	Graduate Final Examination	AGB_PHD	Agricultural & Biological Eng	<input checked="" type="checkbox"/>	Enter Data			
70	IDP	Individual Development Plan	AGB_PHD	Agricultural & Biological Eng	<input checked="" type="checkbox"/>	Enter Data			

Return to Search Previous in List Next in List Notify Add Update/Display Include History

[Milestones](#) | [Supporting Data](#)

Fill out the form. If you wish, you may use your browser’s print function to print a copy of this form for the committee to sign at the exam.

The Graduate School does not require this form. Please save the approved document with dates, outcomes and all signatures to maintain in the student’s departmental records.

Note: You will not be able to save the form with future exam dates. All information must be entered on the form prior to submitting.

- Select the drop-down arrow and select **Approved**.

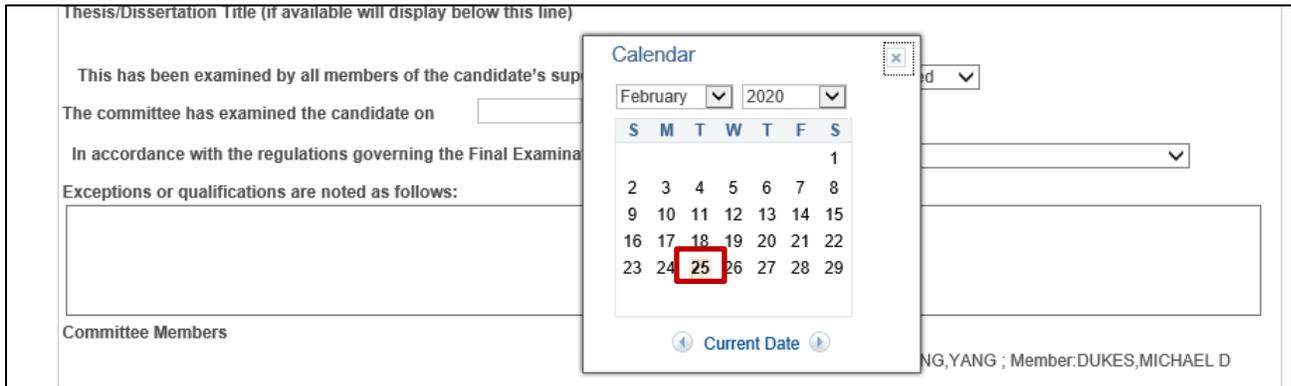
This has been examined by all members of the candidate’s supervisory committee and has been:

The committee has examined the candidate on

In accordance with the regulations governing the Final Examination, has adjudged their performance as

Exceptions or qualifications are noted as follows:

6. Next, select the **Calendar** icon and select the **Date**.



Thesis/Dissertation Title (if available will display below this line)

This has been examined by all members of the candidate's supervisory committee and has been: Approved Not Approved

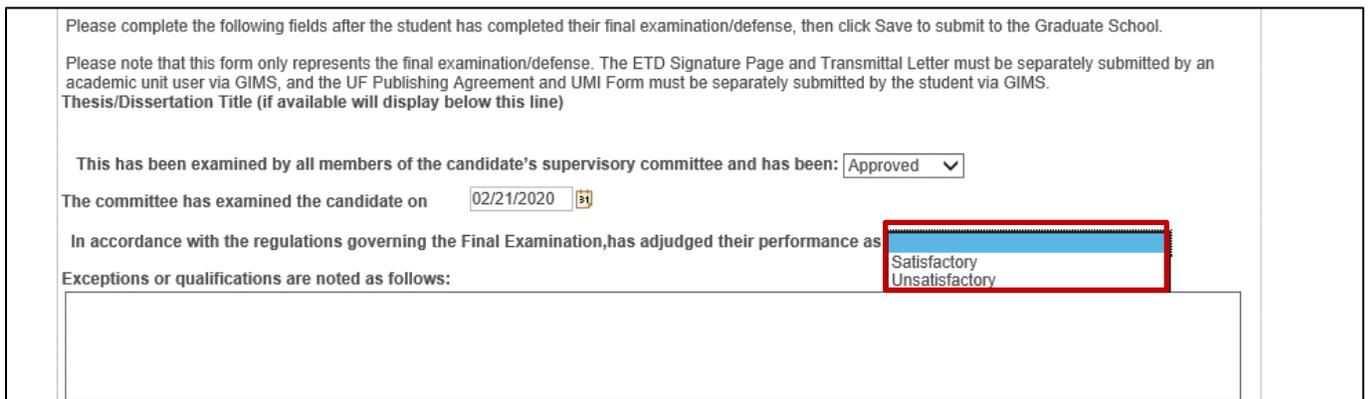
The committee has examined the candidate on

In accordance with the regulations governing the Final Examination, has adjudged their performance as

Exceptions or qualifications are noted as follows:

Committee Members
 E WILLIAM ; Member:KIKER,GREGORY A ; External:YANG,YANG ; Member:DUKES,MICHAEL D

7. Click the drop-down arrow and select **Satisfactory**.



Please complete the following fields after the student has completed their final examination/defense, then click Save to submit to the Graduate School.

Please note that this form only represents the final examination/defense. The ETD Signature Page and Transmittal Letter must be separately submitted by an academic unit user via GIMS, and the UF Publishing Agreement and UMI Form must be separately submitted by the student via GIMS.

Thesis/Dissertation Title (if available will display below this line)

This has been examined by all members of the candidate's supervisory committee and has been: Approved Not Approved

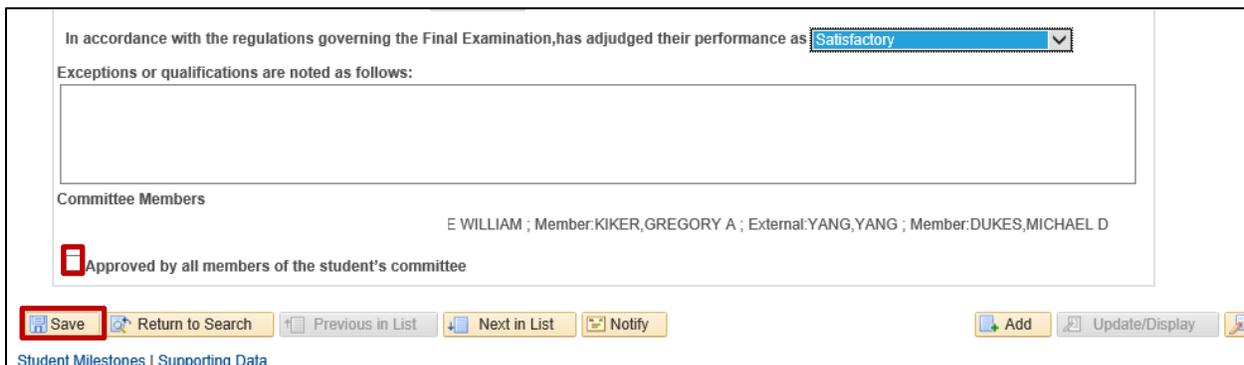
The committee has examined the candidate on

In accordance with the regulations governing the Final Examination, has adjudged their performance as

Exceptions or qualifications are noted as follows:

8. Select the check box for **Approved by all members of the student's committee**. Next, click **Save**.

Note: Academic unit faculty and staff who complete this form are indicating that all information is true, correct and agreed to by the graduate student's supervisory committee.



In accordance with the regulations governing the Final Examination, has adjudged their performance as

Exceptions or qualifications are noted as follows:

Committee Members
 E WILLIAM ; Member:KIKER,GREGORY A ; External:YANG,YANG ; Member:DUKES,MICHAEL D

Approved by all members of the student's committee

[Student Milestones](#) | [Supporting Data](#)

Note: After clicking the save button the user will automatically be returned to the Student Milestones page where they can use the arrow buttons to navigate to the appropriate milestone to verify that the information was entered correctly.

- Use the arrows to navigate to the milestone.

Academic Institution University of Florida Academic Career Graduate
 Academic Program Agricultural and Life Sciences
 Find | View All First 1 of 2 Last
 Effective Date 02/25/2020 Milestone Copy
 Find | View All First 1 of 7 Last
 Milestone GRAD_GRAD Milestone Nbr 10
 Milestone Level 2168 Fall 2016
 Milestone Complete Completed

- Confirm the **Milestone** is completed.

Advisors Personalize | Find | First 1 of 1 Last
 Attempts Allowed
 Attempts Personalize | Find | First 1 of 1 Last

Attempt Nbr	Grading Scheme	Grading Basis	Grade Input	Milestone Complete	How Attempted	Date Attempted
1				Completed		02/21/2020

 Save Return to Search Previous in List Next in List Notify Add Update/Display Include History
 Student Milestones | Supporting Data

ADDITIONAL HELP

Further resources are available at:

<https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/>.

Technical Help

UF Computing Help Desk
 352-392-HELP
helpdesk@ufl.edu

Processes and Policies

Graduate School Data Management
graddata@ufl.edu