ENTERING THE INDIVIDUAL DEVELOPMENT PLAN (IDP) 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.

INDIVIDUAL DEVELOPMENT PLAN
1. Look up a student by UFID. Click Search

2. Click on any field in the Search Results table to view the student’s milestones.
3. Click the **Supporting Data** tab.

4. Locate the **Individual Development Plan (IDP)** milestone and select **Enter Data**.

5. Click on the **Calendar icon** to select the date the Supervisory Committee Chair/Graduate Coordinator met with this student for the annual review of the student's IDP.

6. Select the **Date** and select **Save**.
7. Use the arrows to locate the **IDP milestone** and verify it was entered correctly. Select the right arrow to begin.

8. Make sure the Milestone Level field contains **UP-TO-DATE** and the Milestone Complete field shows **Completed**. Also, scroll down to the bottom of the page and ensure the correct date is entered in **Date Attempted** and the Milestone Complete box shows **Completed**.
9. For students with a Milestone Level of “UP-TO-DATE” from the previous academic year, each September Grad Data will run a process to add a newly effective dated row that will reset the IDP Milestone as follows:

   a. Milestone Detail Section: The Milestone Level is changed to “NEEDS REVIEW” and Milestone Complete field to “Not Completed.” The Date Required is set to May 15th of the current academic year.

   ![Milestone Detail Diagram]

   b. Attempts Section: The Milestone Complete shows “Completed.” The Date Attempted shows a date from the 2020/2021 academic year in the example below.

   ![Attempts Diagram]

   c. After the IDP milestone has been reset, the “Enter Data” button becomes active on the Supporting Data tab for data entry for the current academic year.

   ![Supporting Data Diagram]
10. Once a new IDP milestone date is entered for the current academic year, the IDP milestone page will look like this:
   a. Milestone Level Section: The Milestone Level is set to “UP-TO-DATE.” The Milestone Complete field is set to “Completed.”

![Milestone Detail](image1)

b. Attempts Section: A new row is added with the date that the IDP milestone was completed in the current academic year. The Milestone Complete field is set to “Completed.”

![Attempts Allowed](image2)

**Please note:**
The “Include History” button/feature is helpful when reviewing the transactional history of the milestones. If this feature is selected while entering data on the Supporting Data tab, an error message will prevent the completion of the transaction.

**ADDITIONAL HELP**
Further resources are available at:

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

**Processes and Policies**
Graduate School Data Management
graddata@ufl.edu