

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**

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 ▼

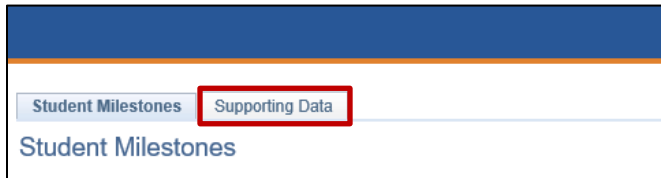
Include History
 Case Sensitive

Do not select this box

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

| 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 | UFLO | GRAD | GRAGL | Ding,B | Male | **/**/**** | (blank) | ***** | USA | SSN | | DING | BILL |
| 12341234 | UFLO | GRAD | GRLAS | Ding,B | Male | **/**/**** | (blank) | ***** | USA | SSN | | DING | BILL |

- Click the **Supporting Data** tab.



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

| Milestone Nbr | Milestone | Academic Plan | Access | Enter Data |
|---------------|--------------------------------------|---------------------------------------|-------------------------------------|------------|
| 20 | GRQUALEX Graduate Qualifying Exam | AGB_PHD Agricultural & Biological Eng | <input type="checkbox"/> | Enter Data |
| 50 | GRFINALEX Graduate Final Examination | AGB_PHD Agricultural & Biological Eng | <input type="checkbox"/> | Enter Data |
| 70 | IDP Individual Development Plan | AGB_PHD Agricultural & Biological Eng | <input checked="" type="checkbox"/> | Enter Data |

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

Do not select this button

- 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.

IDP Supporting Data

Subplans

| Academic Sub-Plan | Description |
|-------------------|-------------|
| 1 | |

The Supervisory Committee Chair met with this student for the annual review and update of the student's individualized

Review Date

- Select the **Date** and select **Save**.

Selected Milestone

Milestone Nbr 70 Milestone IDP Individual Development Plan

Academic Plan Agricultural & Biological Eng

IDP Supporting Data

Subplans

| Academic Sub-Plan | Description |
|-------------------|-------------|
| 1 | |

The Supervisory Committee Chair met with this student for the annual review and update of the student's individualized Development Plan

Review Date

Calendar

February 2020

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

Buttons: Save, Return to Search, Current Date, Notify

- Use the arrows to locate the **IDP milestone** and verify it was entered correctly. Select the right arrow to begin.

Effective Date 02/25/2020

Milestone Copy

Milestone Detail Find | View All First 1 of 2 Last

| | | | |
|--------------------|-------------------------------|---------------|-----------|
| Milestone | GRAD_GRAD | Milestone Nbr | 10 |
| Milestone Level | 2168 | | Fall 2016 |
| Milestone Complete | Completed | | |
| Academic Plan | | | |
| Description | Previous Graduate Degree Date | | |
| Formal Description | Previous Graduate Degree Date | | |

- 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**.

Milestone Detail Find | View All First 6 of 6 Last

| | | | |
|--------------------|-----------------------------------|---------------|-------------------------------|
| Milestone | IDP | Milestone Nbr | 70 |
| Milestone Level | UP-TO-DATE | | Up to date |
| Milestone Complete | Completed | | |
| Academic Plan | AEC_PHD | | Agricultural Education & Comm |
| Description | Individual Development Plan | | |
| Formal Description | Individual Development Plan (IDP) | | |

Advisors Personalize | Find | First 1 of 1 Last

| Attempt Nbr | Grading Scheme | Grading Basis | Grade Input | Milestone Complete | How Attempted | Date Attempted |
|-------------|----------------|---------------|-------------|--------------------|---------------|----------------|
| 1 | | | | Completed | | 02/25/2020 |

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

Student Milestones | Supporting Data

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 Find | View All First 8 of 8 Last

| | | | |
|---|-----------------------------------|-------------------------------|------------|
| Milestone | IDP | Milestone Nbr | 90 |
| Milestone Level | NEEDS REVIEW | Needs review | |
| Milestone Complete | Not Completed | | |
| Academic Plan | AEC_PHD | Agricultural Education & Comm | |
| Description | Individual Development Plan | | |
| Formal Description | Individual Development Plan (IDP) | | |
| Milestone Title | <input type="text"/> | | |
| Comment | <input type="text"/> | | |
| <input type="checkbox"/> Hide Comment on Stdnt Self-Svc | | | |
| Manage Milestone Documents | | | |
| Term Required | | Date Required | 05/15/2022 |

- 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 Allowed Personalize | Find | First 1 of 1 Last

| Attempt Nbr | Grading Scheme | Grading Basis | Grade Input | Milestone Complete | How Attempted | Date Attempted |
|-------------|----------------|---------------|-------------|--------------------|---------------|----------------|
| 1 | | | | Completed | | 04/15/2021 |

- 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.

Student Milestones Supporting Data

Academic Institution University of Florida Academic Career Graduate
 Academic Program Agricultural and Life Sciences

Milestones accepting supporting data Personalize | Find | First 1-3 of 3 Last

| Milestone Nbr | Milestone | Academic Plan | Access | Enter Data |
|---------------|-----------------------------|---------------|-------------------------------------|----------------------------|
| 20 GRFINALEX | Graduate Final Examination | AEC_PHD | <input checked="" type="checkbox"/> | Enter Data |
| 30 GRQUALEX | Graduate Qualifying Exam | AEC_PHD | <input checked="" type="checkbox"/> | Enter Data |
| 70 IDP | Individual Development Plan | AEC_PHD | <input checked="" type="checkbox"/> | Enter Data |

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

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

Milestone Detail Find | View All First 6 of 6 Last

| | | | |
|--------------------|-----------------------------------|-------------------------------|----|
| Milestone | IDP | Milestone Nbr | 70 |
| Milestone Level | UP-TO-DATE | Up to date | |
| Milestone Complete | Completed | | |
| Academic Plan | AEC_PHD | Agricultural Education & Comm | |
| Description | Individual Development Plan | | |
| Formal Description | Individual Development Plan (IDP) | | |

- 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 Personalize | Find | First 1-2 of 2 Last

| Attempt Nbr | Grading Scheme | Grading Basis | Grade Input | Milestone Complete | How Attempted | Date Attempted |
|-------------|----------------|---------------|-------------|--------------------|---------------|----------------|
| 1 | | | | Completed | | 04/15/2021 |
| 2 | | | | Completed | | 08/27/2021 |

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

Student Milestones | Supporting Data

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:

<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