

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.

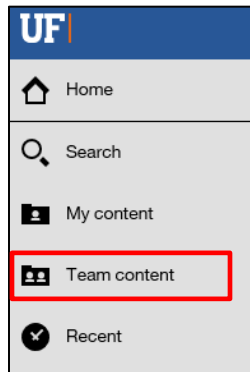
<i>How will I access the report?</i>	The report is in myUFL, Enterprise Analytics, using the navigation below. An email will be sent to notify you when the report is available.
<i>What information does the report provide?</i>	<ul style="list-style-type: none"> • Students who are off-track for that particular term • Why the student is off track
<i>When is the report run?</i>	<p>The report is run twice per term, six times per year.</p> <ul style="list-style-type: none"> • 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.
<i>What should I do with the report?</i>	As an Advisor, you will need to update the Degree Audit and post exceptions as needed prior to assignment of service indicators.
<i>How long will I have to update the degree audit and post exceptions if needed?</i>	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.

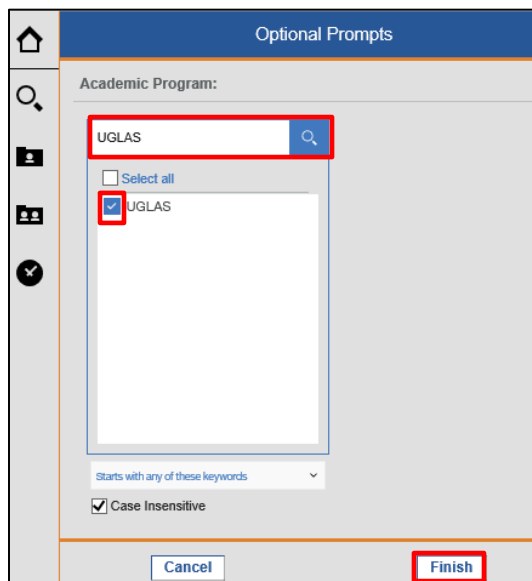
NAVIGATION

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.

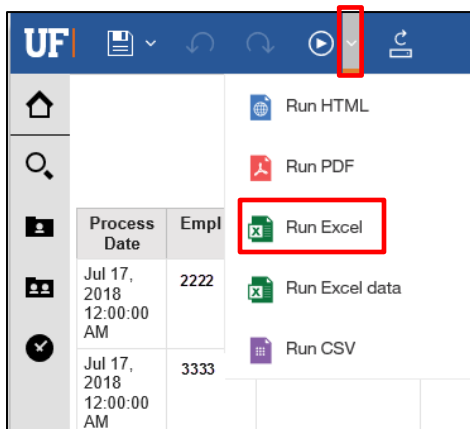
REPORT

- 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.

Process Date	Empl ID	Student Name	Academic Career	Academic Program	Academic Plan	Term	Milestone Level	Process Status	Student Group	Grading Basis	Grade Input	Notes
Jul 17, 2018 12:00:00 AM	22222222	Albert Gator	UGRD	UGLAS	POL_BA	2185	SEMESTER 2	S	IA	UTP	S	Success
Jul 17, 2018 12:00:00 AM	33333333	Alli Gator	UGRD	UGLAS	POL_BA	2185	SEMESTER 4	S	IA	UTP	UC1	Success
Jul 17, 2018 12:00:00 AM	44444444	Alisha Gator	UGRD	UGLAS	BIO_BS	2185	SEMESTER 5	S	IA	UTP	S	Success
Jul 17, 2018 12:00:00 AM	55555555	Alberta Gator	UGRD	UGLAS	BIO_BS	2185	SEMESTER 4	S	IA	UTP	S	Success
Jul 17, 2018 12:00:00 AM	66666666	AI Gator	UGRD	UGLAS	PSY_BS	2185	SEMESTER 4	S	IA	UTP	S	Success
Jul 17, 2018	77777777	Alice Gator	UGRD	UGLAS	GPY_BA	2185	SEMESTER 4	S	IA	UTP	S	Success

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**.

The screenshot shows a dialog box titled "Optional Prompts" with a sub-header "Academic Program:". Inside the dialog, there is a search bar labeled "Academic Program" with a magnifying glass icon. Below the search bar is a list of items with checkboxes. The first item is "UGLAS" with a checked checkbox, which is highlighted with a red box. Above the list is a "Select all" checkbox. Below the list is a dropdown menu labeled "Starts with any of these keywords" and a checked checkbox labeled "Case Insensitive". At the bottom of the dialog are two buttons: "Cancel" and "Finish", with the "Finish" button highlighted by a red box.

5. Select **Open**.
6. Report opens in Excel.

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.

Exceptions	Description	Training Materials
Requirement Change	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.	Instruction Guide Simulation
Requirement Waiver	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.	Instruction Guide Simulation
Requirement Override	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.	Instruction Guide Simulation
Course Directives	Will insert or remove a course in a particular Requirement Line.	Instruction Guide Simulation
Course Substitutions	Replaces every instance of a course on a student's Degree Audit. This should be used sparingly.	Instruction Guide Simulation
Bulk Course Directives	Used to place multiple courses into one Requirement Line simultaneously as well as placing a single course onto multiple Requirement Lines with one action.	Instruction Guide Simulation

FOR ADDITIONAL ASSISTANCE

Technical Issues

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

Policies and Processes

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