

Educational Milestones

Mass Add/Delete Educational Milestones

This utility will mass add or remove specific student educational achievement goals by range or individual. For example, this utility could be used to add a community service milestone as a graduation requirement for students.

To access the Mass Add/Delete Educational Milestones utility, navigate to Student Management > Office > Curriculum & Assessments > Educational Milestones > Utilities, or Product Setup > Student Management > Curriculum & Assessments > Educational Milestones > Utilities.

1. Select Mass Add/Delete Education Milestones.
2. Student Selection – The utility can be processed for a Range of students or Individuals. Once you have made your selection, click the corresponding button to set up the ranges or to select the students to be processed.
3. Education Milestone Ranges
 - Select either Mass Add or Mass Delete.
 - School Year – Click the drop-down menu to select the school year to process.
 - Waived – Check the box if the Milestone will be Waived.
 - Date Completed – Enter the date the Milestone was completed.
 - Entity – Select the entity the student achieved the Milestone.
 - Milestone – Select the Milestone that will added or removed for the students in the ranges.
 - Comment – Enter a comment that will be applied to all students in the ranges. This option is not available when mass deleting Milestone records.
4. Click Run.
5. A report will be generated listing the names of the students processed.