Running the GRAD MDA Worklist Report

1. Log into the SIS.
2. Navigate to the Student Milestones page.
   a. Main Menu > Student Information System > Records and Enrollment > Enroll Students > Student Milestones
3. The next steps must be taken to reach the Related Content screen where the report is located.
4. To do so, please enter the UFID for Alberta Alligator 29170092 and click Search. Note that the search will return multiple results from which you can select at the bottom of the page. Select any GRAD row.

5. Once the Student Milestones page opens, click on the Related Content hyperlink in the upper right corner of the page. In the dropdown, click GRAD MDA Worklist.
The worklist will appear as a small tab at the bottom of the screen. You can either use the widow slider to drag the window up or click the gear icon in the right corner of the tab and click New Window to open the worklist in a separate browser tab.

6. The worklist is actually a query, and you are able to utilize the available prompts to limit the results to meet your needs. While most of the prompts and how to use them will be familiar, here are some tips for some unique to this worklist.
College (required)

MDA Eligible As Of (optional)
- Return students who become eligible and received the GRADMDA milestone on or after the selected date. This will help with prioritization of new/current work.

Admit Term (optional)

Decision Present (N/Y/B) (required)
- N (default) = eligible for an MDA, but NO proposal submitted
- Y = MDA proposal has been submitted, at least, but may also have some subsequent status
- B = includes all from eligible through final decision made by Graduate School

UFID (optional)
- Returns MDA and status for one specific student, if eligible for MDA

Acad Prog (optional)
- Returns MDA eligible students for a specific career/college

Acad Plan (optional)
- Returns MDA eligible students for a specific program plan

Institution, Career, Milestone, Current Date prompt defaults must not be changed.

7. After entering in the prompt options of your choice, click the View Results button. The resulting students’ UFIDs are hyperlinks you can click to navigate to that student’s Student Milestones page for further review or processing. Note you may also download the results in various file formats.

![Image of a table showing student results with UFIDs as hyperlinks]