

# 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.

**Student Milestones**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

ID: begins with 29170092  
Academic Institution: = UFLOR  
Academic Career: = GRAD  
Academic Program: = GRAGL  
Campus ID: begins with  
National ID: begins with  
Last Name: begins with  
First Name: begins with

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1-2 of 2 Last

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
29170092	UFLOR	GRAD	GRAGL	Alligator, Alberta Female	Female	01/01/1918	(blank)	*****	USA	SSN		ALLIGATOR	ALBERTA
29170092	UFLOR	GRAD	GREDU	Alligator, Alberta Female	Female	01/01/1918	(blank)	*****	USA	SSN		ALLIGATOR	ALBERTA

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.

**Student Milestones**

Alberta Alligator 02062630

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

Find | View All First 1 of 1 Last

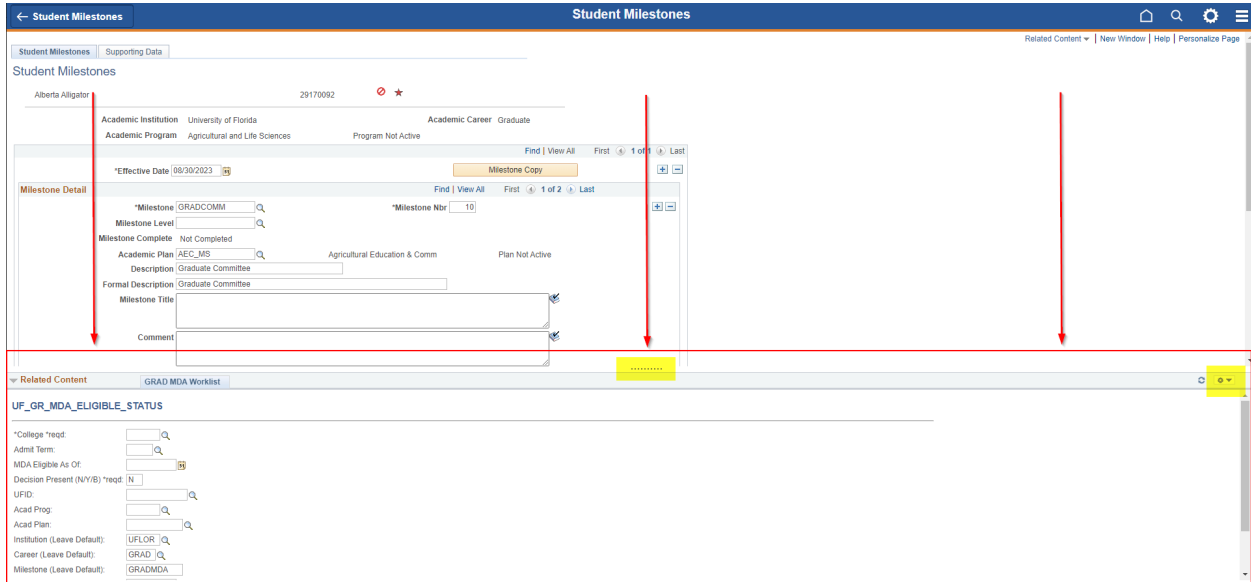
\*Effective Date: 09/22/2022 Milestone Copy

**Milestone Detail**  
\*Milestone: GRADCOMM \*Milestone Nbr: 10

Related Content | New Window | Help | Personalize Page

GRAD MDA Worklist

The worklist will appear as a small tab at the bottom of the screen. You can either use the window 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.



- 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.

### UF\_GR\_MDA\_ELIGIBLE\_STATUS

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\*College \*reqd:  🔍

Admit Term:  🔍

MDA Eligible As Of:  📅

Decision Present (N/Y/B) \*reqd:

UFID:  🔍

Acad Prog:  🔍

Acad Plan:  🔍

Institution (Leave Default):  🔍

Career (Leave Default):  🔍

Milestone (Leave Default):

\*Current Date (Leave Default):  📅

**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.

UF\_GR\_MDA\_ELIGIBLE\_STATUS - Find Students MDA Status

MDA Eligible As Of:

Admit Term:

Decision Present (N/Y/B) 'reqd':

UFID:

Acad Prog:

Acad Plan:

Institution (Leave Default):

Career (Leave Default):

Milestone (Leave Default):

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1097 kb\)](#)

Row	ID	Admit Term	Institution	Career	Acad Prog	Acad Plan	MDA Eligible As Of	Last Updated By:	Last Update Date:	Status (Milestone Level)	Complete? (Y/N)	Comments	Sort
1	2238	UFLOR	GRAD	GRHHU	HHU_PHD	07/01/2024			07/01/2024		N		1
2	2238	UFLOR	GRAD	GRHHU	HHU_PHD	07/01/2024			07/01/2024		N		1
3	2238	UFLOR	GRAD	GRLAS	MAT_PHD	07/01/2024			07/01/2024		N	Manually added.	1
4	2238	UFLOR	GRAD	GRLAS	MAT_PHD	07/01/2024			07/01/2024		N		1