



Milestones

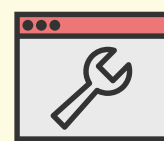
University of Manchester eProg Summary

A milestone is a progression marker for students, supervisors and advisors, tracking student attendance and participation in the lab, at inductions, meetings and appraisals. It also allows supervisors to organise important milestones, such as a thesis panel.



Create a milestone

Enter eProg and select 'Milestone Index'. Within this, select 'Manage Milestones' and click 'Add Unit'. Enter the unit code, milestone title, faculty and school. Click 'Add'. A green box indicates an added new unit.



Amend a milestone

Current units can be amended by selecting 'edit' on the right-hand side of the milestones table. Amend the code, title and type by adding new information in the relevant boxes or selecting from the drop-down menu. Milestone visibility can be amended in the 'hidden' column. Select 'Update' or 'Cancel' as appropriate.



Add to pathway

Enter eProg management and search for the pathway you wish to add a milestone. Select the 'Milestones' tab and in 'Add Milestones to Pathway' box, select the required milestones and move them to the right-hand box using the arrows. Click 'Add'. **Milestones successfully added** is displayed.



Create an email alert

~~Within your relevant pathway,~~ select the 'Milestones' tab. You can create an email alert by selecting the 'Add' link, which is located in the right-hand column in the list of milestones. Configure the timing in the 'When' box and the relevant people in the 'Recipients' box. Click 'Save'. **Changes saved** indicates successful creation of an email alert. You can make changes to the alert by selecting either the 'edit' or 'delete' link in the alerts column.

*If needed, you can add a deadline for completion for each taught unit. Click save changes. **Changes saved** will indicate successful deadline addition. NB you cannot adjust University-level deadlines.*



Notes