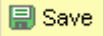# Manually Updating Student Milestones

At times, you may need to update a student's milestones manually. The instructions below will guide you through this process.

1	Navigate to **Records and Enrollment > Enroll Students > Student Milestones**
2	On the **Find an Existing Value** page, enter your search criteria to retrieve the desired student, click the **Correct History** checkbox, and click Search .
3	Click the **Milestone Attempts** tab.

4	When the page appears, locate the Milestone you were working with on the previous tab, and perform the following information:
	
	  a. Click the + for the milestone you want to update
	  b. In the **How Attempted**, select *Exam Taken*, for tests such as ALX, COMPASS and/or EQE
	  c. In the **Date Attempted**, enter the date of the attempt
	  d. In the **Milestone Complete** drop-down box, select the completion status of the milestone.
	  e. In the **Grade Input**, do not change the information.

5	When you are satisfied with your entries, click the Save .