

NEW Panther Success Network (PSN 2.0) Faculty Manual

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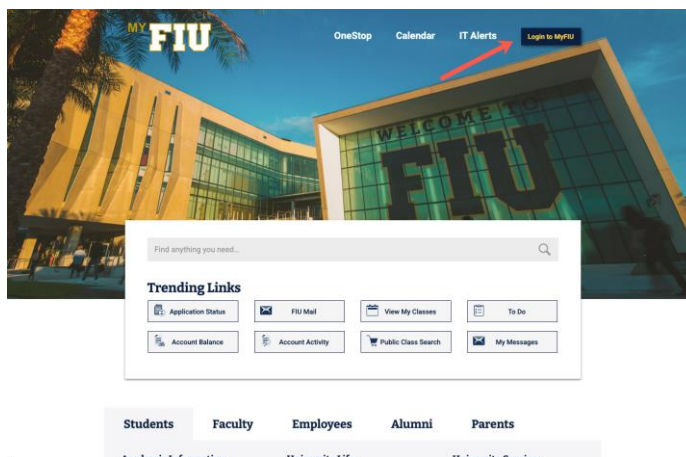
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LOGGING INTO THE NEW PANTHER SUCCESS NETWORK

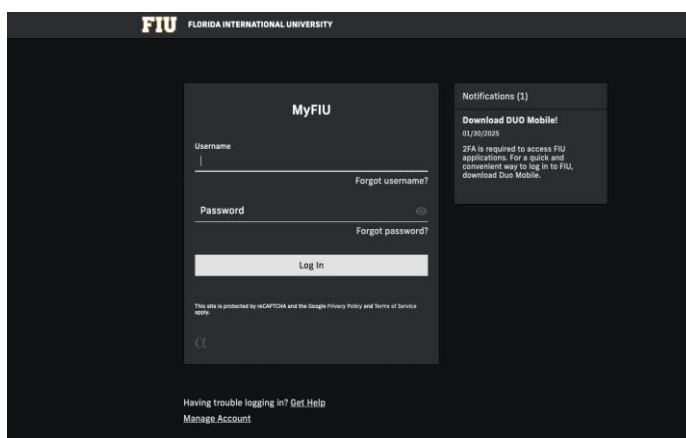
Accessing the NEW Panther Success Network

To log into the Panther Success Network, visit <https://my.fiu.edu>

Click on the **Login to myFIU** button.

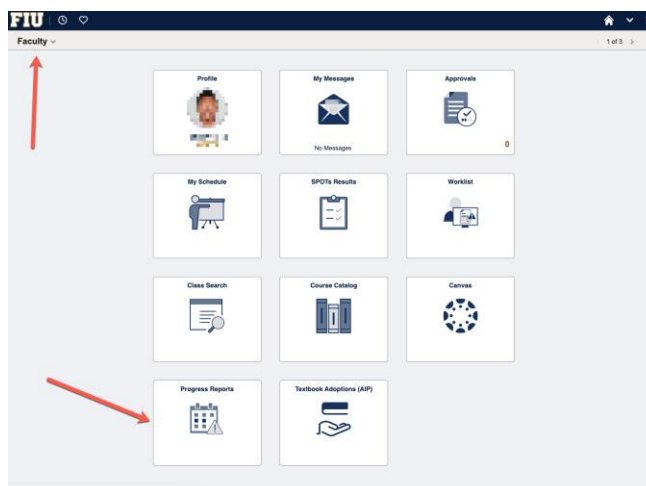


Log in using your **FIU Panther username and password**.



Once you are logged in, select the **Faculty** option from the dropdown menu located at the top of your browser window.

Click on the **Progress Report** tile.



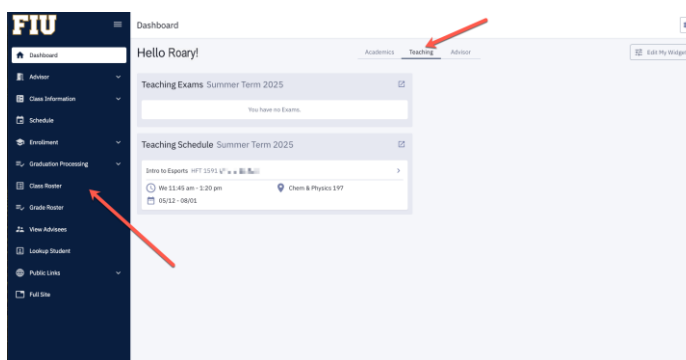
You will be redirected to the **Success Network** landing page.

Click on the **NEW Panther Success Network** button to be redirected to your PSN dashboard.



Once redirected, you will see a series of tabs depending on the access your profile possesses.

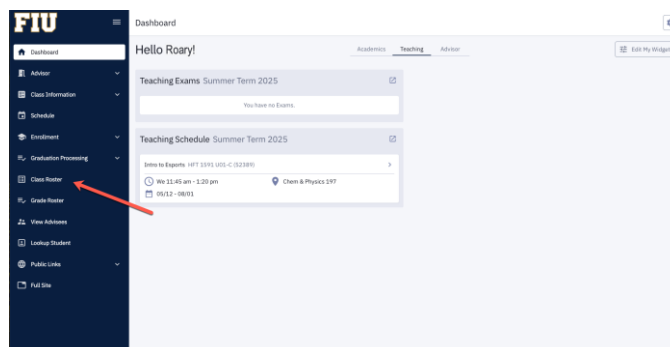
To view your class schedule, click on the **Teaching** tab found on your Dashboard.



VIEWING YOUR CLASS ROSTERS

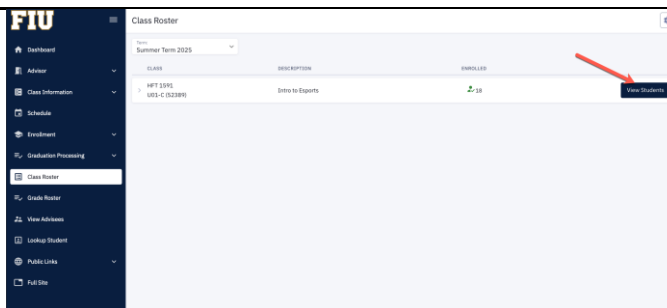
To issue an **Early Alert** for an individual student, begin by clicking on the **Class Roster** option on your PSN Dashboard.

You will be redirected to a list of the courses you are teaching this semester.

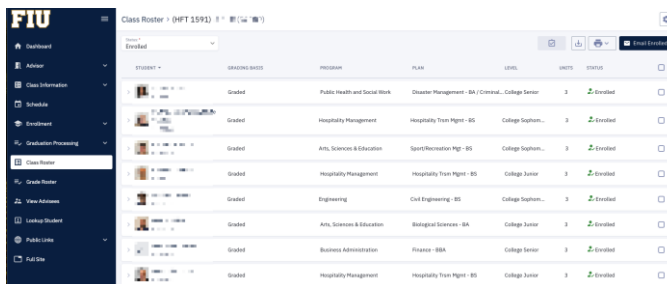


You will be redirected where you will see a list of the courses you are teaching this term.

Click on the **View Students** button.



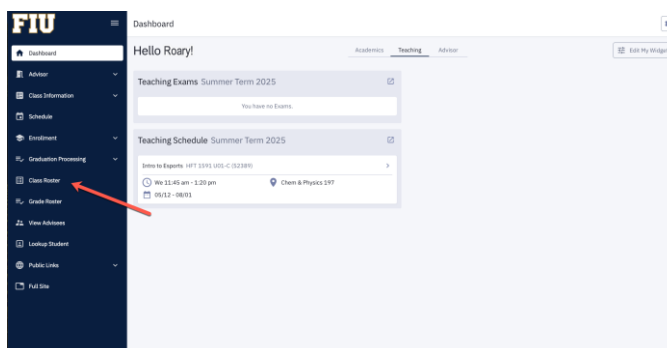
You will be redirected to the **Class Roster** for the course that you selected.



ISSUING AN EARLY ALERT

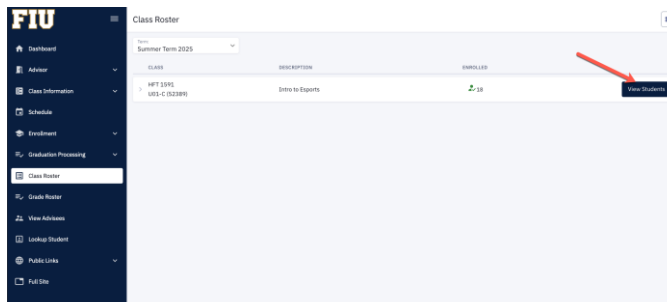
To issue an **Early Alert** for an individual student, begin by clicking on the **Class Roster** option on your PSN Dashboard.

You will be redirected to a list of the courses you are teaching this semester.



You will be redirected where you will see a list of the courses you are teaching this term.

Click on the **View Students** button.



You will be redirected to the **Class Roster** for the course that you selected.

STUDENT	ENROLLING DATES	PROGRAM	PLAN	LEVEL	UNITS	STATUS
[Student Icon]	Graded	Public Health and Social Work	Disaster Management - BA / Criminal...	College Senior	3	Enrolled
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Sophom...	3	Enrolled
[Student Icon]	Graded	Arts, Sciences & Education	SpportRecreation Mgt- BS	College Sophom...	3	Enrolled
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Junior	3	Enrolled
[Student Icon]	Graded	Engineering	Civil Engineering - BS	College Sophom...	3	Enrolled
[Student Icon]	Graded	Arts, Sciences & Education	Biological Sciences - BA	College Junior	3	Enrolled
[Student Icon]	Graded	Business Administration	Finance - BBA	College Senior	3	Enrolled
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Junior	3	Enrolled

To create an **Early Alert** from your Class Roster, select the student(s) whose performance in your class needs to be documented.

You can create an **Early Alert** for students either individually OR for multiple students at once.

When creating an **Early Alert** for multiple students at once, please remember that the Reason and Comment must be identical for all students.

If the information is not identical for all students, it is best to create an **Early Alert** for each student individually.

Please note that **Early Alerts** are to be issued for students who are at risk of failing your course.

STUDENT	ENROLLING DATES	PROGRAM	PLAN	LEVEL	UNITS	STATUS
[Student Icon]	Graded	Public Health and Social Work	Disaster Management - BA / Criminal...	College Senior	3	Enrolled ☐
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Sophom...	3	Enrolled ☐
[Student Icon]	Graded	Arts, Sciences & Education	SpportRecreation Mgt- BS	College Sophom...	3	Enrolled ☐
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Junior	3	Enrolled ☐
[Student Icon]	Graded	Engineering	Civil Engineering - BS	College Sophom...	3	Enrolled ☒
[Student Icon]	Graded	Arts, Sciences & Education	Biological Sciences - BA	College Junior	3	Enrolled ☒
[Student Icon]	Graded	Business Administration	Finance - BBA	College Senior	3	Enrolled ☐
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Junior	3	Enrolled ☐
[Student Icon]	Graded	Arts, Sciences & Education	Psychology - BA	College Senior	3	Enrolled ☐
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Junior	3	Enrolled ☐

Once you have selected the student(s), click on the **clipboard icon** found at the

top of the browser window as indicated in the image.

Class Roster > (HFT 1591) | Add | Print | Email

STUDENT	GRADING BASIS	PROGRAM	PLAN	LEVEL	UNITS	STATUS	
1. [Student Name]	Graded	Public Health and Social Work	Disaster Management - BA / Criminal...	College Senior	3	Enrolled	☐
2. [Student Name]	Graded	Hospitality Management	Hospitality Trm Mgmt - BS	College Sophom...	3	Enrolled	☐
3. [Student Name]	Graded	Arts, Sciences & Education	Sport/Recreation Mgt - BS	College Sophom...	3	Enrolled	☒
4. [Student Name]	Graded	Hospitality Management	Hospitality Trm Mgmt - BS	College Junior	3	Enrolled	☐
5. [Student Name]	Graded	Engineering	Civil Engineering - BS	College Sophom...	3	Enrolled	☒
6. [Student Name]	Graded	Arts, Sciences & Education	Biological Sciences - BA	College Junior	3	Enrolled	☒
7. [Student Name]	Graded	Business Administration	Finance - BBA	College Senior	3	Enrolled	☐
8. [Student Name]	Graded	Hospitality Management	Hospitality Trm Mgmt - BS	College Junior	3	Enrolled	☐
9. [Student Name]	Graded	Arts, Sciences & Education	Psychology - BA	College Senior	3	Enrolled	☐

A pop-up will appear.

Class Roster > (HFT 1591) | Add | Print | Email

STUDENT	GRADING BASIS	PROGRAM	PLAN	LEVEL	UNITS	STATUS	
1. [Student Name]	Graded	Public Health and Social Work	Disaster Management - BA / Criminal...	College Senior	3	Enrolled	☐
2. [Student Name]	Graded	Hospitality Management	Hospitality Trm Mgmt - BS	College Sophom...	3	Enrolled	☒
3. [Student Name]	Graded	Arts, Sciences & Education	Sport/Recreation Mgt - BS	College Sophom...	3	Enrolled	☐
4. [Student Name]	Graded	Hospitality Management	Hospitality Trm Mgmt - BS	College Junior	3	Enrolled	☐
5. [Student Name]	Graded	Engineering	Civil Engineering - BS	College Sophom...	3	Enrolled	☐
6. [Student Name]	Graded	Arts, Sciences & Education	Biological Sciences - BA	College Junior	3	Enrolled	☐
7. [Student Name]	Graded	Business Administration	Finance - BBA	College Senior	3	Enrolled	☐
8. [Student Name]	Graded	Hospitality Management	Hospitality Trm Mgmt - BS	College Junior	3	Enrolled	☐
9. [Student Name]	Graded	Arts, Sciences & Education	Psychology - BA	College Senior	3	Enrolled	☐
10. [Student Name]	Graded	Hospitality Management	Hospitality Trm Mgmt - BS	College Junior	3	Enrolled	☐

Open Action Item

Type*

Comment

Cancel Submit

Select from the dropdown menu, the type of **Early Alert** you are creating.

Please note that the **Early Alert** types have been changed to reflect new student support administrative management of **Early Alerts**.

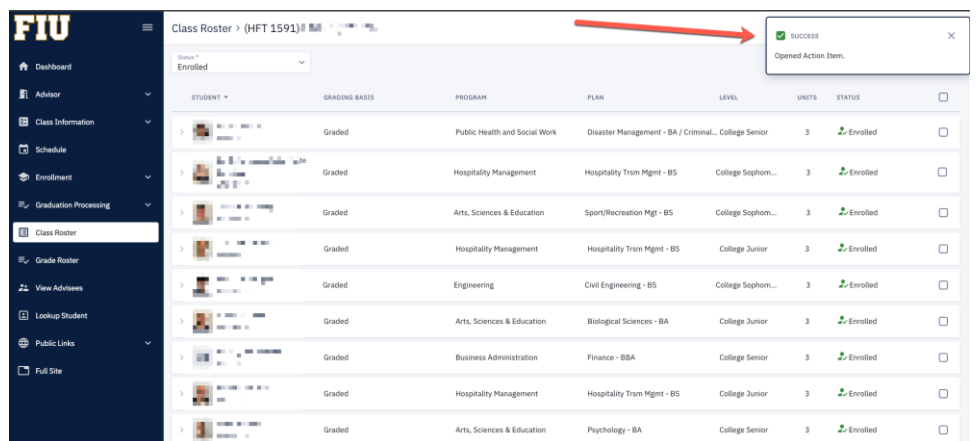
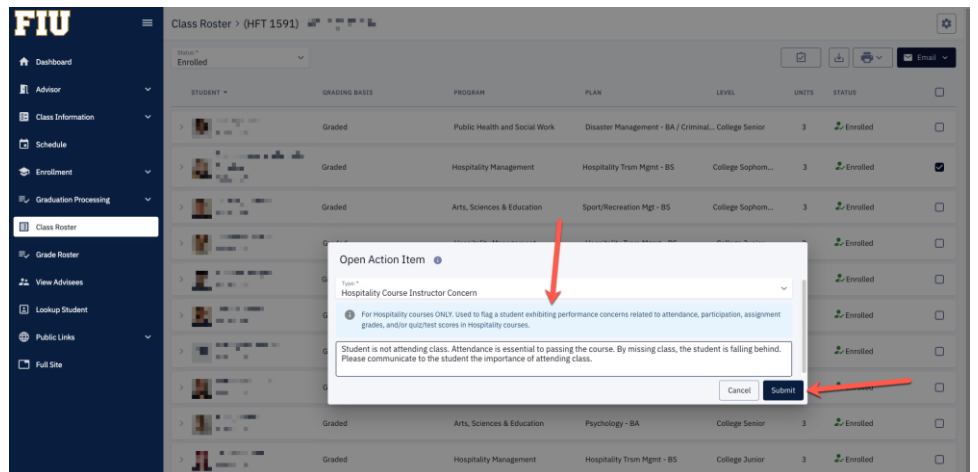
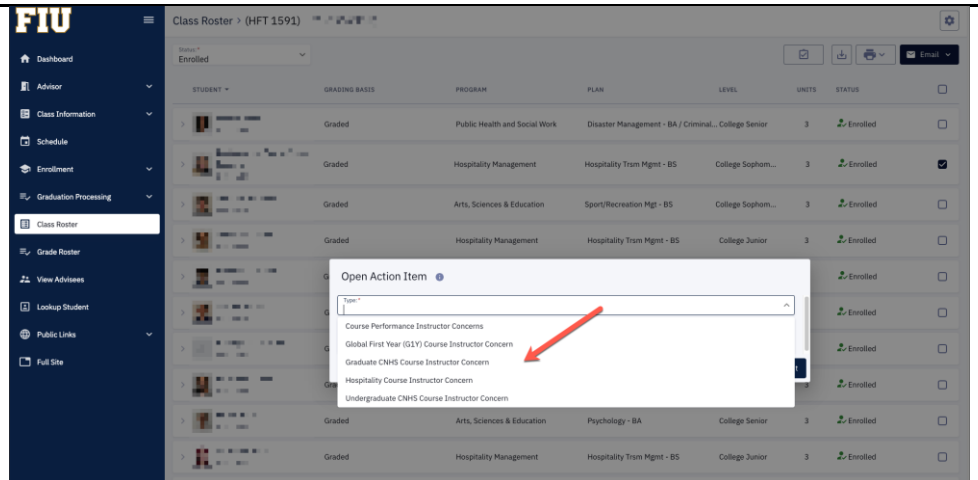
Each **Early Alert** type will be routed to a student support team depending on the population that a student belongs to.

You will find each Early Alert type will have an accompanying description providing routing guidance.

Complete the Early Alert by entering a Comment into the free text box. This information is essential to the receiving department. The information provided will allow the team to communicate resources to the students.

When ready to submit, click on the **Submit** button.

Once submitted, you will see the indicated message as confirmation.



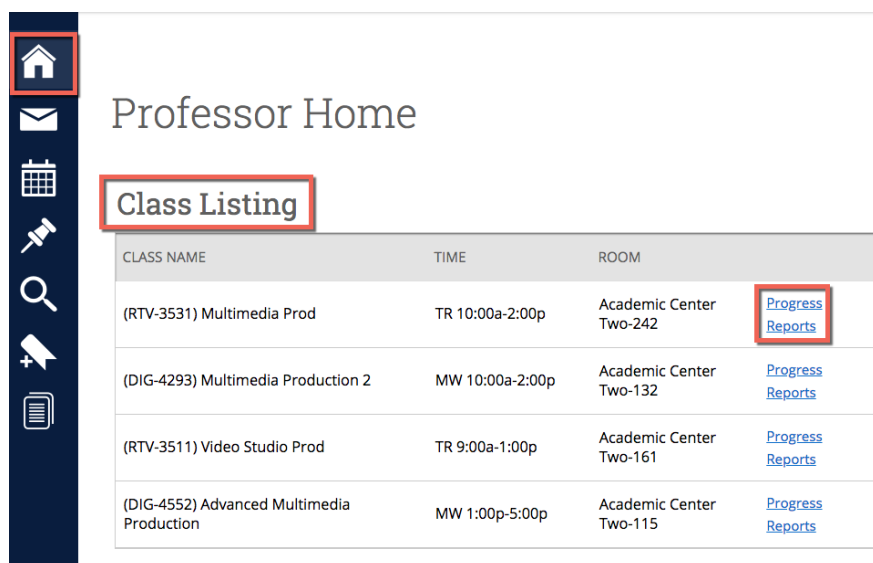
VIEWING YOUR EARLY ALERTS

Issuing Progress Reports for an Individual Student

To issue a Progress Report for an individual student, the Professor will go to the *Class Listing* table on the *Professor Home* page.

From the Class Listing, the Professor will begin by identifying the course for which he/she wishes to enter a Progress Report.

To initiate the process, the Professor will click on the *Progress Reports* link located to the right of the class information.

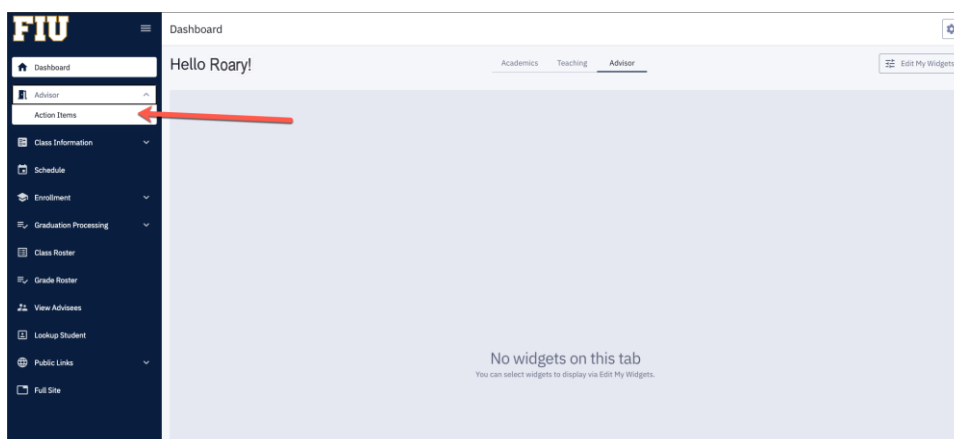


The screenshot shows the 'Professor Home' page. On the left is a dark blue sidebar with icons for Home, Mail, Calendar, Pin, Search, and a plus sign. The main content area has the title 'Professor Home'. Below it is a box labeled 'Class Listing'. Underneath is a table with columns: CLASS NAME, TIME, ROOM, and a link column. The table lists four courses. In the first row, the 'Progress Reports' link is highlighted with a red box. The same link is present in the other three rows.

CLASS NAME	TIME	ROOM	
(RTV-3531) Multimedia Prod	TR 10:00a-2:00p	Academic Center Two-242	Progress Reports
(DIG-4293) Multimedia Production 2	MW 10:00a-2:00p	Academic Center Two-132	Progress Reports
(RTV-3511) Video Studio Prod	TR 9:00a-1:00p	Academic Center Two-161	Progress Reports
(DIG-4552) Advanced Multimedia Production	MW 1:00p-5:00p	Academic Center Two-115	Progress Reports

You will see the *Action Items* option listed.

You will be redirected to the *Action Items* page.



The screenshot shows the FIU Dashboard. On the left is a dark blue sidebar with the FIU logo at the top. Below the logo is a search bar and a list of menu items: Dashboard, Advisor, Action Items, Class Information, Schedule, Enrollment, Graduation Processing, Class Roster, Grade Roster, View Advises, Lookup Student, Public Links, and Full Site. The 'Action Items' item is highlighted with a red arrow. The main content area has the title 'Dashboard' and a greeting 'Hello Roary!'. Below the greeting are tabs for Academics, Teaching, and Advisor. The Advisor tab is selected. The main content area is empty, with a message 'No widgets on this tab' and a link to 'Edit My Widgets'.

The *Early Alerts* created will appear listed in chronological order.

To view the details of the *Early Alert*, click on the *Details* button.

FIU

Dashboard

Advisor

Action Items

Class Information

Schedule

Enrollment

Graduation Processing

Class Roster

Grade Roster

View Advises

Lookup Student

Public Links

Full Site

Action Items

Results: 2

Clear Filters

Assigned to Me

Filters

Student	Student ID	Type	Department	Assigned To	Created By	Created On	Status	Details
	222222	Hospitality Course Instructor Concern	Hospitality Advising	Hospitality Advising	Roary Panther	06/19/2025	Open	
	222222	Course Performance Instructor Concern	Honors College Advising	Jenny Gomez	Roary Panther	06/19/2025	Open	

The initial comment provided in your Early Alert as well as any follow-up comments indicating interventions provided by the receiving administrative team will be visible.

FIU

Dashboard

Advisor

Action Items

Class Information

Schedule

Enrollment

Graduation Processing

Class Roster

Grade Roster

View Advises

Lookup Student

Public Links

Full Site

Action Items

Action Item Details

Student

Created By

Created On

Assigned To

Department

Type

Department

Close

1 COMMENTS

Roary Panther

Commented 06/19/2025 12:32 PM PDT

Student is not attending class. Attendance is essential to passing the course. By missing class, the student is falling behind. Please communicate to the student the importance of attending class.

CLASS DETAILS

Term

Course

Description

Section (Class 160)

Once the student is provided with the necessary resources to facilitate their success, the **Early Alert** will be closed through the indication of a selected **Closing Reason**.

FIU

Dashboard

Advisor

Action Items

Class Information

Schedule

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Graduation Processing

Class Roster

Grade Roster

View Advises

Lookup Student

Public Links

Full Site

Action Items

Action Item Details

Student

Created By

Created On

Assigned To

Department

Type

Department

Close

1 COMMENTS

Roary Panther

Commented 06/19/2025 12:32 PM PDT

Student is not attending class. Attendance is essential to passing the course. By missing class, the student is falling behind. Please communicate to the student the importance of attending class.

Hospitality Advising

Commented 06/19/2025 4:06 PM EDT

The Hospitality Advising team has sent a message to the student requesting that an advising appointment be scheduled. The student's attendance

CLASS DETAILS

Term

Course

Description

Section (Class 160)

The **Closing Reason** will be listed on this page as well.

FIU

Dashboard

Advisor

Action Items

Class Information

Schedule

Enrollment

Graduation Processing

Class Roster

Grade Roster

View Advises

Lookup Student

Public Links

Full Site

Action Items

Action Item Details

Student

Created By

Created On

Assigned To

Department

Type

Department

Outcome

Close

1 COMMENTS

Roary Panther

Commented 06/19/2025 12:32 PM PDT

Student is not attending class. Attendance is essential to passing the course. By missing class, the student is falling behind. Please communicate to the student the importance of attending class.

Hospitality Advising

Commented 06/19/2025 4:06 PM EDT

The Hospitality Advising team has sent a message to the student requesting that an advising appointment be scheduled. The student's attendance

Hospitality Advising

Commented 06/20/2025 01:08 PM EDT

Adviser met with student to discuss class attendance. Student will be referred to College Life Coaching to address time management skills.

CLASS DETAILS

Term

Course

Description

Section (Class 160)

If you have questions after reviewing this tutorial, please contact Advising Technology at advtech@fiu.edu.