PANTHER SUCCESS NETWORK
ADVISOR MANUAL

Table of Contents

Accessing the Panther Success Network **To access the** *Panther Success Network***, log into myFIU or** *Campus Solutions* **using your FIU username or Panther ID and password.**	
Following successful log-in, confirm that what is being shown is the Advisor page. **To change to the Advisor page, you will find the Role Menu at the top of the page. Select the** *Advisor* **role.**	
You will be redirected to the Advisor homepage. **Select the Success Network tile.**	
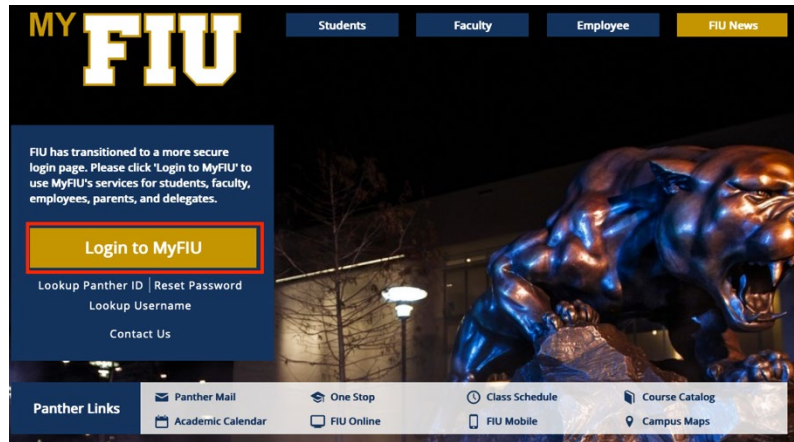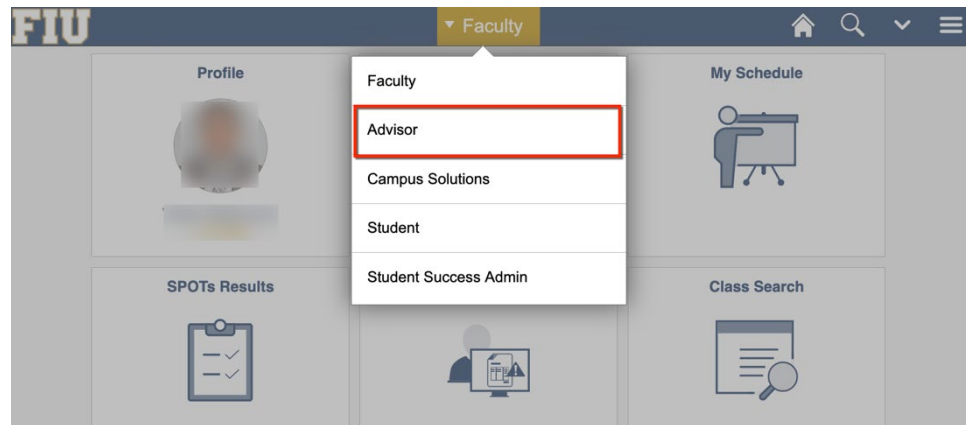
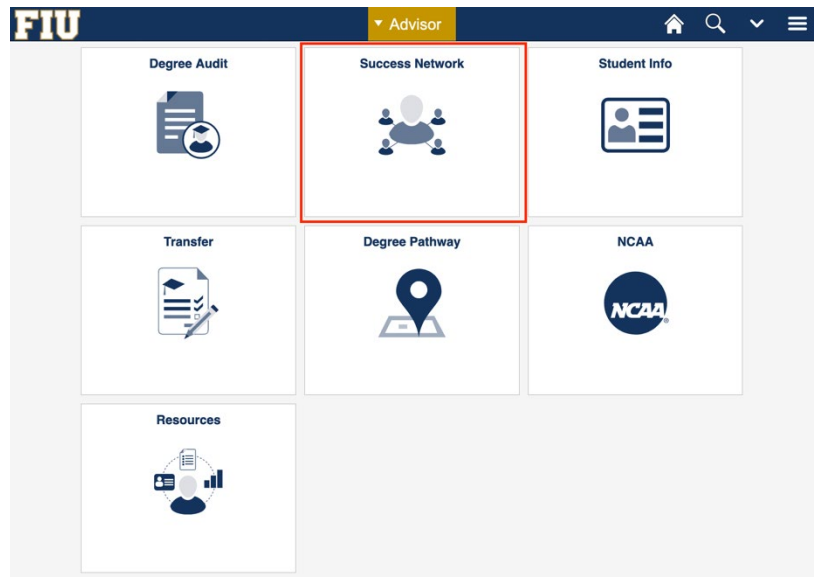|	
You will now be redirected to the Panther Success Network landing page. **Click on the *Go to Panther Success Network* button.**	**‹ Advisor** **Panther Success Network** Panther Success Network My_eAdvisor Dashboard Advisor Notes Advisor Messages Manager Summary **Panther Success Network** By clicking on the button below you will be sent to the **Panther Success Network**. If you have an active pop-up blocker, please add an exception for your MyFIU. To view instructions on how to add a pop-up blocker exception, and for any additional question you may have, please visit our Panther Success Network FAQ page. **Go to Panther Success Network**
You will be redirected to the *Panther Success Network* log-in page. **Proceed to log-in using your FIU Panther ID # or username and password.**	**FIU** | FLORIDA INTERNATIONAL UNIVERSITY **Division of Information Technology** Login to GradesFirst SP **FIU Username (e.g.: jdoe001)** › Forgot your username? › Forgot your password? › Need Help? **Password** Login
Viewing Your Caseload **The students in your caseload can be viewed on the home page. The caseload table defaults to the current term.**	Staff Home ▾ Students | Upcoming Appointments | My Availability | Appointment Queues **My Assigned Students for Fall Term 2019** ▾ Actions ▾ | ☐ ALL	STUDENT NAME ▾	ID	WATCH LIST ⬍	CUMULATIVE GPA ⬍	SUPPORT LEVEL ⬍
---	---	---	---	---	---
☐ 1				3.09	Moderate
☐ 2				3.35	Moderate
☐ 3					Low
☐ 4				2.80	Low
☐ 5				2.24	Low
☐ 6				3.97	Low
☐ 7				3.29	Low
☐ 8				3.46	Low	 Previous | 1 | 2 | 3 | 4 | 5 | Next 466 total results
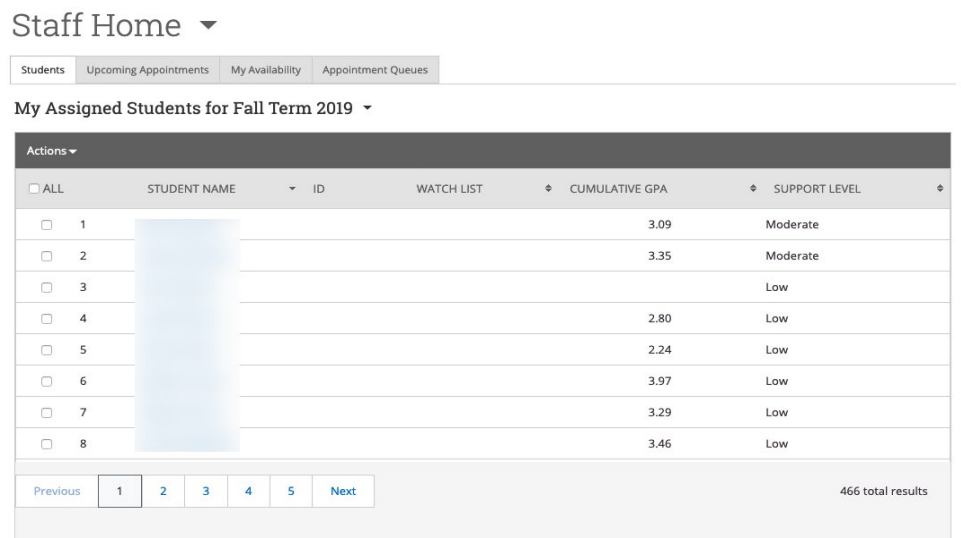
Academic Advising Technology

To view your complete caseload, select between *"My Assigned Students for [Current Term]"* or *"My Assigned Students All Terms,"* found in the dropdown menu.
 	
Active students are placed in either of these populations depending on whether they are currently enrolled in courses.
 	
In the caseload table, you will see the total number of students in your caseload. This information is located at the bottom right hand corner.
	Staff Home ▼
	
	Students Upcoming Appointments My Availability Appointment Queues
	
	My Assigned Students for Fall Term 2019 ▲
	
	MY STUDENTS AS ADVISOR
	   My Assigned Students for Fall Term 2019
	   My Assigned Students All Terms
	WATCH LISTS
	SAVED SEARCHES
	
	WATCH LIST ⇕ CUMULATIVE GPA ⇕ SUPPORT LEVEL ⇕
	
	           3.09 Moderate
	           3.35 Moderate
	☐ 3 Acne, Daniela Low
	☐ 4 2.80 Low
	☐ 5 2.24 Low
	☐ 6 3.97 Low
	☐ 7 3.29 Low
	☐ 8 3.46 Low
	
	Previous 1 2 3 4 5 Next 466 total results

Viewing a Student Profile **There are two methods to viewing a student's profile:** **1) Click on the student's name in your caseload.** **You will be redirected to the student's profile page.**	Staff Home ▼ Students Upcoming Appointments My Availability Appointment Queues My Assigned Students for Fall Term 2019 ▼ Actions ▾ ☐ ALL STUDENT NAME ▾ ID WATCH LIST ⇕ CUMULATIVE GPA ⇕ SUPPORT LEVEL ⇕ ☐ 1 3.09 Moderate ☐ 2 3.35 Moderate ☐ 3 Low ☐ 4 2.80 Low ☐ 5 2.24 Low ☐ 6 3.97 Low ☐ 7 3.29 Low ☐ 8 3.46 Low Previous 1 2 3 4 5 Next 466 total results

Academic Advising Technology

2) Click on the magnifying glass icon found at the top right hand coroner of the page.

The *Quick Search* box will appear. You can search for the student by typing in their name or Panther ID.

A list of students' names will appear in a dropdown menu.

Select the name of the student whose profile you wish to view.

You will be redirected to the student's profile page.

On the student's profile page, you will see a series of tabs: *Overview, Success Progress, History, Class Info, Major Explorer, Path and more.*

The *Overview* tab provides a breakdown of the following information:
- **Course Grade D/F**
- **Repeated Courses**
- **Withdrawn Courses**
- **Cumulative GPA**
- **Total Credits Earned (hover mouse over icon)**
- **Credit Completion % at this institution (hover mouse over icon)**

You can also view the following information on the student's home page:
- **Current major**
- **Any previously declared major**
- **Panther ID**
- **Classification**
- **Most Recent Enrollment Term**
- **Advisor Name**
- **Goals & Interests**
- **Categories**
- **Tags**

The *Success Progress* tab shows you a breakdown of
- **Success Markers (to be added at a later date)**
- **GPA Trends by Term**
- **Credit Trends by Term**
- **Chronological list of GPA, Credits Attempted, and Credits Completed**

Credit Trends By Term *
Terms with no attempted credits are not shown.
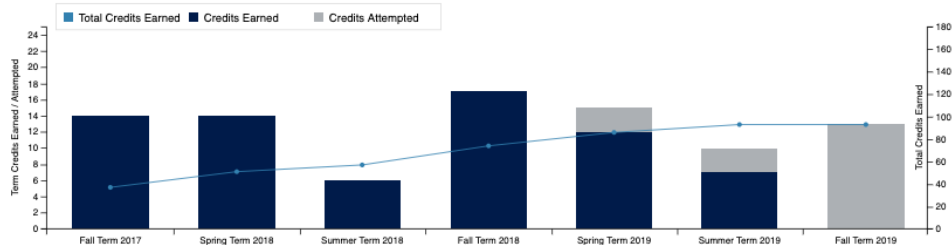
TERM	TERM GPA	CUM GPA	CREDITS ATTEMPTED	CREDITS COMPLETED	TOTAL CREDITS
Fall Term 2017	3.86	3.86	14.00	14.00	37.00
Spring Term 2018	4.0	3.93	14.00	14.00	51.00
Summer Term 2018	4.0	3.94	6.00	6.00	57.00
Fall Term 2018	3.98	3.95	17.00	17.00	74.00
Spring Term 2019	1.65	3.43	15.00	12.00	86.00
Summer Term 2019	1.83	3.22	10.00	7.00	93.00
Fall Term 2019	0.0	3.22	13.00	0	93.00

The *History* tab allows you to view *Reminders, Notes, Cases, Alerts, Progress Reports, Advising Reports, Tutor Reports, and Visits to Support Centers.*

You can also filter the student's History by clicking on the drop down menu and selecting from the list what you wish to see.
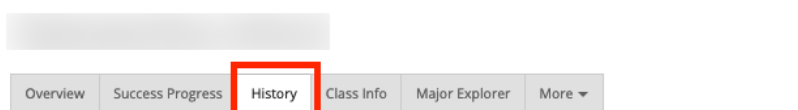
Academic Advising Technology

The *Class Info* tab shows you the student's courses they are currently enrolled in as well as future courses they are enrolled in.

The *Term Details* include a semester-by-semester breakdown of their courses as well as grades received, *GPA*, and *Academic Standing.*

Below the *Term Details* you will find the student's *High School / Pre-College* data.

Overview	Success Progress	History	Class Info	Major Explorer	More ▾

Classes This Term

Actions ▾

☐	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
☐	BSC-2011-U01 General Biology II	Jose Alberte TBA OCM Thomas Pitzer	**Begins on 08/26/2019** TR 9:30a-10:45a School Inter. & Public Affairs-125		
☐	BSC-2011L-U08 Gen Biology Lab II	Janelle Nunez-castilla Thomas Pitzer	**Begins on 08/26/2019** W 10:00a-12:50p Owa Ehan-291		
☐	MAC-2311-U08 Calculus I	William Gillam	**Begins on 08/26/2019** TR 12:00p-1:40p Ernest R. Graham Center-287B		
☐	PHY-2048L-U16 General Phys Lab I	Lei Guo	**Begins on 08/26/2019** W 2:00p-4:50p Chemistry & Physics-285		
☐	PHY-2053-RVC Physics W/O Calc I	Prem Chapagain			

Term Details

Fall Term 2019 ▾

-- (1)	BSC2011L|L	Gen Biology Lab II	E
-- (3)	BSC2011|C	General Biology II	E
-- (4)	MAC2311|C	Calculus I	E
-- (1)	PHY2048L|L	General Phys Lab I	E
-- (4)	PHY2053|C	Physics W/O Calc I	E

Term at a glance:
Credits: -
Credit Comp %: -
Term GPA: 0.0
Cum GPA: 3.35
Academic Standing:

Summer Term 2019 ▾

-- (3)	BSC2010|C	General Biology I	E
1	CHM1046L|L	Gen Chem Lab II	B+
3	CHM1046|C	Gen Chemistry II	B
3	STA3123|C	Stat for Behav Sc...	C

Term at a glance:
Credits: 7
Credit Comp %: 70%
Term GPA: 2.62
Cum GPA: 3.35
Academic Standing:

The *Major Explorer* tab details the student's major and careers related to the degree.

Additionally, you will see other potential major options and related careers.

| Overview | Success Progress | History | Class Info | **Major Explorer** | More ▾ |

Current Major

Biological Sciences - BS
Col of Arts,Sciences&Education

Related Careers

Biochemist
Biological Technician
Biologist
Biomedical Engineer
Biostatistician
12 More...

Search For Majors And Careers

[▾]

Major Options

College:
[All Colleges ▾]

Major Name

Accounting - BAcc
College of Business

Related Careers

Accountant
Accounting Supervisor
Accounts Payable / Receivable Manager
Actuary
Auditor
30 More...

Accounting - MAcc
College of Business

Accountant
Accounting Supervisor
Accounts Payable / Receivable Manager
Actuary
Auditor
30 More...

Academic Advising Technology

The *Path* tab will show you the student's responses to the onboarding questionnaire students submit when downloading the Navigate Student mobile application. **You will also see important to-do items and dates that apply to the student.**	**Onboarding Questions ?** Which statement best describes you?: — I am a continuing FIU student and not graduating this term Which statement describes your plans for graduating?: — I plan to graduate from FIU; Yes, 20 or more hours per week Select all that apply to you:: — I'm planning to go to graduate school, I want to apply for internships this year ## Student Path Task Type: All Task Status: Active Due: This Month **TASK TYPE** — **TASK TITLE** — **START DATE - DUE DATE** **Overdue** To-Do's — **Overdue:** Learn about on campus jobs — April 14, 2019 - August 1, 2019 **Due: August 2019** Key Dates — Fall A/C: Last day to register without late fee — August 25, 2019 - August 25, 2019 Key Dates — Fall A/C: Classes begin — August 26, 2019 **Due: September 2019** To-Do's — Accept your financial aid award — August 19, 2019 - September 3, 2019
Within the *More* tab, you will find *Calendar, Study Hall, Appointments and Conversations.*	# Samantha Abud Overview Success Progress History Class Info Major Explorer More ▲ Calendar Study Hall Appointments Conversations ## Current Major

Viewing Your Conversations You can access your *Conversations* by clicking on the *Envelope* icon located on the left-hand toolbar. You will be redirected to the *My Conversations* page.	
Here you will see all *Messages* sent and received. You can filter your messages by: • clicking on the *View Personal Messages Only* box • clicking on the *View Unread Only* box • Search by Users	My Conversations — Panther Success Network ☑ View Personal Messages Only ☑ View Unread Only Search by Users Actions ▾ |	SENDER	COUNT TOPIC	DATE SENT
☐	Sanan, Anchita	**Follow up email**	08/14/2019 01:04 PM
☐	Vanegas, Alexandra	**Organic Chem 1**	08/14/2019 02:04 AM
☐	Marrero, Alfonso	**ENC 1102**	08/13/2019 10:21 PM
☐	Zambrano, Jacqueline	**Course Enrollment**	08/13/2019 07:17 PM
☐	Maur, Jennifer	(2) **RE: Fall Enrollment Question**	08/13/2019 02:58 PM	
Reading Your Messages When you receive a message in your *My Conversations* inbox, click on the message Topic to open. You will be redirected to the message where you are able to read it. If you wish to return back to the *My Conversations* page to see the list of messages in your	My Conversations — Panther Success Network ☑ View Personal Messages Only ☐ View Unread Only Search by Users Actions ▾ |	SENDER	COUNT TOPIC	DATE SENT
☐		**Chm 2210**	08/08/2019 03:29 PM
☐		**Re: RUSH Fwd: Carlos Serio - 3731792 - Business Minor**	08/08/2019 12:19 PM
☐		**RUSH Fwd: Carlos Serio - 3731792 - Business Minor**	08/08/2019 11:46 AM	

inbox, click on *Back to My Conversations.* This will redirect you back.	FIU Panther Success Network **Re: MAC1147** To: Mark Demello *via Email* on Tuesday, August 6, 2019 at 02:32 pm 08/06/2019 Subject: Re: MAC1147 Hi Is it just that online course that it wont let me take? The online works better for my schedule. Do you know if theres another online option? I'll look later. If not, could I add to the waitlist? If taking mac1147 online is not an option this semester, do you think it would be okay to take stats2 online? Would that still put me on track for graduation fall 2020?
Responding to Your Messages **When you read a message, click on the reply arrow icon**	Spring Semester Enrollment Panther Success Network To: Walter Maldonado *via Email* on Thursday, August 8, 2019 at 05:25 pm 08/08/201 Subject: Spring Semester Enrollment Good afternoon , I would like to make an appointment to discuss next semester's courses. Please let me know when you are available. Thank you,
Fill in all applicable information in your return message. **Attach any relevant documentation if necessary.** **Click on *Send Message*.**	Spring Semester Enrollment Panther Success Network Respond by E-mail Respond by Text To: Subject: RE: Spring Semester Enrollment Message: B *I* ⋮≡ ⋮≡ 🔗 Paragraph ⌄ ↶ ↷ Thanks for reaching out. I'm available Monday – Friday from 10 am – 12 pm this week. Feel, free to schedule your appointment using the "Schedule an Appointment" button found on the top right corner of your PSN home page. I look forward to seeing you. ------------------------------------ Good afternoon ; I would like to make an appointment to discuss next semester's courses. Please let me know when P **Add Attachment:** Select file to attach 📎 Send Additional E-mail Notifications To: Cancel **Send Message**
Creating Your Appointment Availability **On the Advisor home page, you will find the *My Availability* tab.**	

The *Times Available* table lists all of your appointment availabilities. Each availability can be set up for different appointment types, locations, date periods, days of the week and times.

To create a new time availability, select *Add Time* found in the *Actions* menu on the top left-hand corner of the *Available Times* table.

The *Add Availability* pop-up window will open.

Select details that are applicable to this availability:
- **Days of the week**
- **Time Frame**
- **Duration of Availability**
- **Availability Type (Drop-in, Appointments or Campaigns)**
- **Care Unit**
- **Location (Appointment Center location)**
- **Service**

Staff Home ▾

Students   Upcoming Appointments   My Availability   Appointment Queues

Available Times

Actions ▲						
Add Time						
Copy Time	S OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT
Delete Time						

No available times have been listed.
To add a time, click the "Add Time" button.

ADD AVAILABILITY ✕

When are you available to meet?

| Mon | Tue | Wed | Thu | Fri | Sat | Sun |

From
8:30am

To
12:00pm

How long is this availability active?

Fall Term 2019 ▾

What type of availability is this?

| Appointments | Drop-ins | Campaigns |

Care Unit
Academic Advising ▾

Location
Arts, Sciences & Education Advising at BBC (AC1 300) ▾

Services
× General Advising |

Special Instructions for Student

| B | I | ☰ | ☰ | ↶ | ↷ |

Cancel   **Save**

ADD AVAILABILITY   ✕

Care Unit

Academic Advising   ▼

Location

Arts, Sciences & Education Advising at BBC (AC1 300)   ▼

Services

| ✕ General Advising |

Special Instructions for Student

| **B** | *I* | ≣ ≣ | ↶ ↷ |

Please, bring a copy of your Panther Degree Audit.

P

Will you be meeting with multiple students?

These settings will not be used for kiosk and campaign purposes.

Max Number of Students per Appointment

| 1 | ↕ |

Cancel   **Save**

Note: Specify Office Location inside of *Special Instructions for Student* box. This location or information will be reflected in the appointment confirmation when appointments are made.

Designate the maximum number of students per appointment you will be seeing during this availability. If you wish to create Group Advising availability, specify for multiple students.

Click *Save*.

Note: An availability must be made for each *Time Frame, Availability Reason, Location,* and *Student Service* provided.

Copying an Appointment Availability

To copy *Appointment Availabilities,* select the Availability you wish to copy from the *Available Times* table.

Click on *Copy Time* from the *Actions* drop down menu.

Staff Home ▼

| Students | Upcoming Appointments | My Availability | Appointment Queues |

Available Times

Actions ▲

Add Time							
Copy Time	OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
Delete Time	Thu	10:00a-12:00p	Fall Term 2019	Arts, Sciences & Education Advising at BBC (AC1 300)	General Advising For: Appointments	Academic Advising	Inactive/Edit
⦿	Mon, Wed, Fri	8:30a-12:00p	Fall Term 2019	Arts, Sciences & Education Advising at BBC (AC1 300)	General Advising For: Appointments	Academic Advising	Inactive/Edit

The *Copy and Add Availability* window will open. This will reflect the original time frame and *Student Service* designated from the previous *Availability* made. **Make all the applicable changes to the *Availability*.** **Note: Remember to Specify Office Location for this *Availability* as well. It will also be specified in the appointment confirmation.** **Click *Save*.**	
Deleting an Appointment Availability **To delete *Appointment Availabilities,* select the Availability you wish to delete from the *Available Times* table.** **Click on *Delete Time* from the *Actions* drop down menu.**	

A yellow banner will appear at the top of your screen confirming this action.	Staff Home ▼ Students Upcoming Appointments **My Availability** Appointment Queues **Available Times** Actions ▲ Add Time Copy Time TIMES DATES LOCATION PURPOSE CARE UNIT Delete Time 10:00a-12:00p Fall Term 2019 Arts, Sciences & Education Advising at BBC (AC1 300) General Advising For: Appointments Academic Advising Inactive/Edit ⦿ Mon, Wed, Fri 8:30a-12:00p Fall Term 2019 Arts, Sciences & Education Advising at BBC (AC1 300) General Advising For: Appointments Academic Advising Inactive/Edit Available times deleted. Staff Home ▼ Students Upcoming Appointments **My Availability** Appointment Queues **Available Times** Actions ▼ SELECT DAYS OF WEEK TIMES DATES LOCATION PURPOSE CARE UNIT ○ Tue, Thu 10:00a-12:00p Fall Term 2019 Arts, Sciences & Education Advising at BBC (AC1 300) General Advising For: Appointments Academic Advising Inactive/Edit
Viewing Your Calendar **On the left-hand toolbar, you will be able to access your *Calendar* by clicking on the *Calendar* icon. You will be redirected to the *My Calendar* page.** **The *Calendar* assigns a color to each type of event, e.g. *Advising Appointments, General, Free Busy, Cancelled, etc*.** **At the top of the Calendar, you will find boxes for the different categories of events. Checking off these boxes allows you to filter the events by category.**	

Additionally, you are able to navigate your *Calendar* by utilizing the *Today, Day, Week, Month* buttons at the top right-hand corner of the *Calendar.*	
Viewing Your Calendar (List View) **There is a list view of your Calendar that can be accessed by clicking on the *List of Calendar Items* tab.** **This view organizes the events in your schedule by separating them within *Today, This Week and Next Week.***	

Academic Advising Technology

Syncing your Outlook Calendar

One the left-hand toolbar, you will find the Calendar icon. Click to open the My Calendar.

To begin process of syncing your Outlook Calendar with the Panther Success Network, click on the Settings and Sync button found below the Panther Success Network logo.

My Calendar

Panther Success Network

Calendar View | List of Calendar Items

⚙ Settings and Sync

☑ Course ☑ Assignment ☑ General ☑ Busy ☑ Cancelled

🖨 Print Calendar (PDF) 📅 Add Calendar Event

August 2019

today ‹ day week **month** ›

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3

You will be redirected to the *Calendar Settings* page.

Click on the *Setup Sync…* button.

FIU
Panther Success Network

Calendar Settings

Last Sync: N/A

Setup Sync...

Click on Setup Sync button.

Click on the *Use Office 365 button.*

Please Choose Your Calendar Application:

ⓘ Your school prefers to use Office 365 [Use Office 365...] ✕ sync.

Microsoft Outlook

Google Calendar
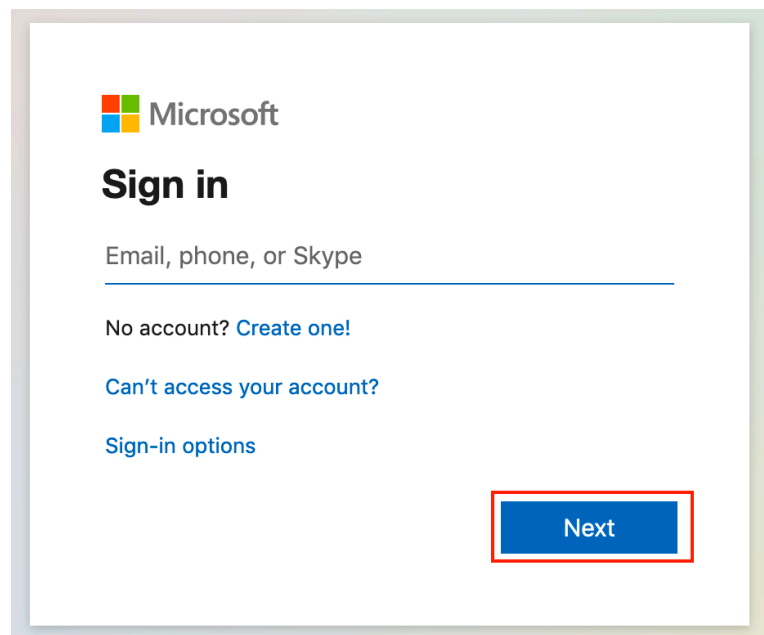
Other Applications

Go back...

You will be redirected to a Microsoft sign in page. Enter your FIU email.

Click on Next.
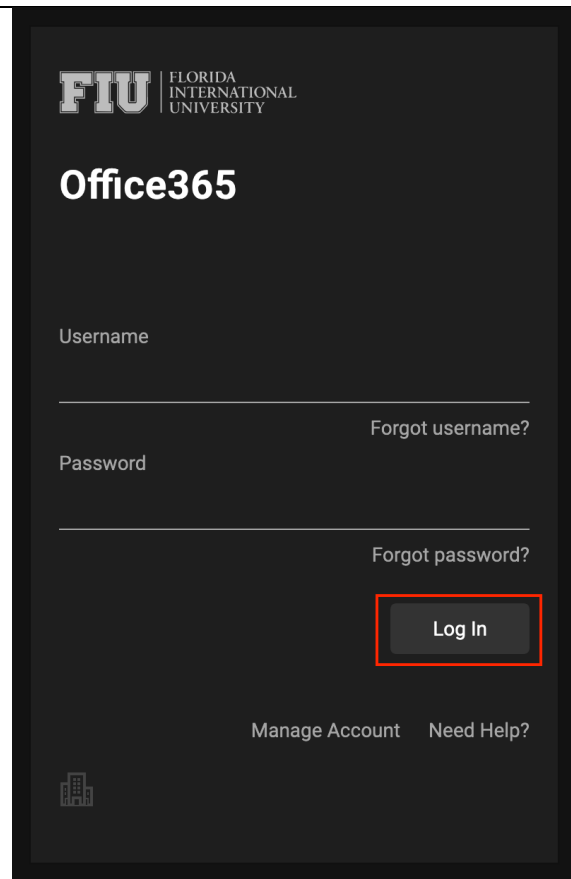
■■ Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Sign-in options

Next

You will be redirected to the FIU Office 365 log in page. Enter your FIU credentials (username and password)/
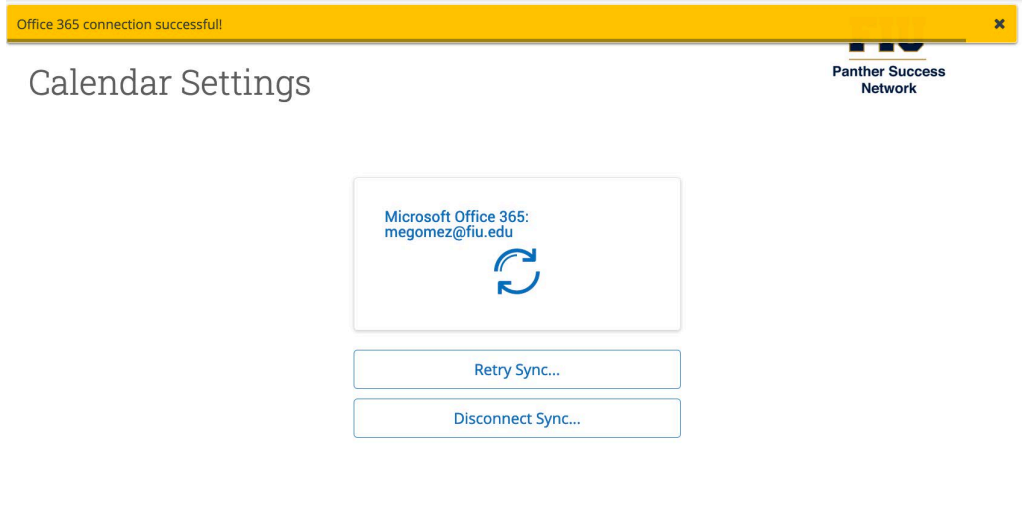
Click on the Log In button.

You will now follow the FIU Two Factor Authentication process.

FIU | FLORIDA INTERNATIONAL UNIVERSITY

Office365

Username

_____

Forgot username?

Password

_____

Forgot password?

Log In

Manage Account   Need Help?

Once the calendar sync has been compelted. A yellow banner will appear at the top of the PSN website as confirmation.

Office 365 connection successful!   ✖

FIU Panther Success Network

Calendar Settings

Microsoft Office 365:
megomez@fiu.edu

🔄

Retry Sync...

Disconnect Sync...

The whole process of downloading your calendar data will take up to 30 minute. Your sync will appear such.

Academic Advising Technology

Adding Events to Your Calendar

At the top right-hand corner of *Calendar View* you will see the *Add Calendar Events* button.

To initiate this process, press the *Add Calendar Events* button. You will be redirected to the *Schedule Appointmen*t page.

You will be redirected to the Schedule Appointment page.

Specify the following:
- **Care Unit**
- **Location**
- **Service**
- **Date of Appointment**

My Calendar

Panther Success Network

Calendar View   List of Calendar Items

☀ Settings and Sync

☑ Course ☑ Assignment ☑ General ☑ Busy ☑ Cancelled

🖨 Print Calendar (PDF)   📅 Add Calendar Event

August 2019

today ‹ day week **month** ›

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3

Schedule Appointment

Filters

Care Unit
Academic Advising ▾

Location
Arts, Sciences & Education Advising a... ▾

Service
General Advising ▾

Course
🔍

Comments

Select a Date

◀			August 2019			▶
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	**13**	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Reminders

☑ Send E-mail Reminder to the organizer attendee ?

☑ Send E-mail Reminder to non organizer attendees ?

☑ Send a text reminder to the organizer attendee ?

☑ Send a text reminder to non organizer attendees ?

Add the name of the student that you will be meeting with on the date that you selected. You will add the student by typing in his/her name to the *Add an Attendee* box.

If you wish to add any other persons to the appointment, continue to add these persons by typing their names into the *Add an Attendee* box.

Confirm that your name is selected in the *Select an Organizer* table.

Specify the length of the advising appointment to view the schedule of appointment times.

People Attending (0)

Available Slots Left in Appointment (0)

Add an Attendee
Samantha Abud 🔍

Additional Slots
− +

Samantha Abud (*5256) (student)

Alexandra Abud (*8296) (student)

Gloria Abud (*8709) (undefined)

Yasmin Abud (*2054) (student)

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
○	Demello, Mark	**For: Appointments** Tu...
○	Dhawan, Sanjay	
○	Robertson, Nicola	

Save Appointment   Cancel

Select the desired appointment time.

Select if the appointment should repeat and its frequency.

Click on *Save Appointment*.

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
⦿	Demello, Mark	**For: Appointments** Tue, Thu 10:00am-12:00pm (Fall Term 2019) **For: Appointments** Mon, Wed, Fri 8:00am-12:00pm (Fall Term 2019)
○	Dhawan, Sanjay	
○	Robertson, Nicola	

Choose A Time To Meet

Length: [30 min ▾]   Availabilities: ? [Unlock Non-Available Times ▾]

TIME SLOT	08/25 (SUN)	08/26 (MON)	08/27 (TUE)	08/28 (WED)	08/29 (THU)	08/30 (FRI)	08/31 (SAT)
6:00am - 6:30am							
6:30am - 7:00am							
7:00am - 7:30am							
7:30am - 8:00am							
8:00am - 8:30am		☐ 0/1		☑ 0/1		☐ 0/1	
8:30am - 9:00am		☐ 0/1		☐ 0/1		☐ 0/1	
9:00am - 9:30am		☐ 0/1		☐ 0/1		☐ 0/1	
9:30am - 10:00am		☐ 0/1	CONFLICTS	☐ 0/1	CONFLICTS	☐ 0/1	
10:00am - 10:30am		0/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	☐ 0/1	

Repeat This Appointment?

Repeat
[Does not repeat ▾]

[**Save Appointment**]   Cancel

Creating an Advising Appointment on Behalf of the Student
 	
Option 1
To create an *Advising Appointment,* first, select student name from your caseload.
 	
Click on the *Actions* dropdown menu and select *Schedule Appointment.* You will be redirected to the *Schedule Appointment* page.
	Staff Home ▾
	
	Students | Upcoming Appointments | My Availability | Appointment Queues
	
	My Assigned Students for Fall Term 2019 ▾
	
	Actions ▾
	
	☐ ALL STUDENT NAME ▾ ID WATCH LIST ⬍ CUMULATIVE GPA ⬍ SUPPORT LEVEL ⬍
	
	☐ 1 3.09 Moderate
	☑ 2 3.35 Moderate
	☐ 3 Low
	☐ 4 2.80 Low
	☐ 5 2.24 Low
	☐ 6 3.97 Low
	☐ 7 3.29 Low
	☐ 8 3.46 Low
	
	Previous | 1 | 2 | 3 | 4 | 5 | Next 466 total results
	
	Staff Home ▾
	
	Students | Upcoming Appointments | My Availability | Appointment Queues
	
	My Assigned Students for Fall Term 2019 ▾
	
	Actions ▲
	Send Message
	Create Appointment Summary
	Appointment Campaign
	Schedule Appointment
	Tag
	Note
	Mass Print
	Issue Alert
	Watch
	Export Results
	Show/Hide Columns
	
	     ME ▾ ID WATCH LIST ⬍ CUMULATIVE GPA ⬍ SUPPORT LEVEL ⬍
	      3.09 Moderate
	      3.35 Moderate
	          Low
	      2.80 Low
	      2.24 Low
	      3.97 Low
	      3.29 Low
	      3.46 Low
	
	Previous | 1 | 2 | 3 | 4 | 5 | Next 466 total results

Select the following:
- **Care Unit**
- **Location**
- **Service**
- **Course (if applicable)**
- **Comments (if applicable)**
- **Date of Appointment**

You will now see to the right, a list of the people attending this appointment. You may add additional attendees if you would like by typing the person's name in the *Add an Attendee* box on the right.

If you do not wish to add attendees, click on your name (as Advisor) in the *Select an Organizer* table below this list.

Specify the length of the advising appointment.

Select the desired appointment time.

Select if you wish this appointment to repeat. If so, please select from the Repeat dropdown menu.

Click on *Save Appointment*

Option 2
To make an appointment on behalf of the student click on the student's name in your caseload. You will be redirected to the *Student Profile Page*.

Staff Home ▾

Students | Upcoming Appointments | My Availability | Appointment Queues

My Assigned Students for Fall Term 2019 ▾

Actions ▾

☐ ALL		STUDENT NAME ▾	ID	WATCH LIST ⬍	CUMULATIVE GPA ⬍	SUPPORT LEVEL ⬍
☐	1				3.09	Moderate
☐	2				3.35	Moderate
☐	3					Low
☐	4				2.80	Low
☐	5				2.24	Low
☐	6				3.97	Low
☐	7				3.29	Low
☐	8				3.46	Low

Previous | 1 | 2 | 3 | 4 | 5 | Next   466 total results

On the student's profile page, you will see the *I want to…* menu on the right-hand side of your browser's window. To begin scheduling an appointment, click on the *Schedule an Appointment* link.

Panther Success Network

Overview | Success Progress | History | Class Info | Major Explorer | More ▾

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
3 ▾	1 ▾	0	5 ▾	3.22 ▾

Total Credits Earned	Credit Completion % at this Institution
93.00	92%

Biological Sciences - BS
Bachelor of Science

STUDENT ID

CLASSIFICATION

Current Alerts ⓪

I want to…

Message Student

Add a Note on this Student

Add a Reminder to this Student

Report on Appointment

Schedule an Appointment

Add to Watch List

Issue an Alert

Select the following:
- **Care Unit**
- **Location**
- **Service**
- **Course (if applicable)**
- **Comments (if applicable)**
- **Date of Appointment**

You will now see to the right, a list of the people attending this appointment. You may add additional attendees if you would like by typing the person's name in the *Add an Attendee* box on the right.

If you do not wish to add attendees, click on your name (as Advisor) in the *Select an Organizer* table below this list

Specify the length of the advising appointment.

Select the desired appointment time.

Select if you wish this appointment to repeat. If so, please select from the Repeat dropdown menu.

Click on *Save Appointment*

Schedule Appointment

Filters

Care Unit
Academic Advising

Location
Arts, Sciences & Education Advising a...

Service
General Advising

Course

Comments

Select a Date

	August 2019					
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Reminders
☑ Send E-mail Reminder to the organizer attendee?
☑ Send E-mail Reminder to non organizer attendees?
☑ Send a text reminder to the organizer attendee?
☑ Send a text reminder to non organizer attendees?

Select An Organizer

SELECT	ORGANIZER	AVAILABLE TIMES
●	Demello, Mark	**For: Appointments** Tue, Thu 10:00am-12:00pm (Fall Term 2019) **For: Appointments** Mon, Wed, Fri 8:00am-12:00pm (Fall Term 2019)
○	Dhawan, Sanjay	
○	Robertson, Nicola	

Choose A Time To Meet

Length: 30 min ▼   Availabilities:? Unlock Non-Available Times ▼

TIME SLOT	08/25 (SUN)	08/26 (MON)	08/27 (TUE)	08/28 (WED)	08/29 (THU)	08/30 (FRI)	08/31 (SAT)
6:00am - 6:30am							
6:30am - 7:00am							
7:00am - 7:30am							
7:30am - 8:00am							
8:00am - 8:30am	☐ 0/1			☑ 0/1		☐ 0/1	
8:30am - 9:00am	☐ 0/1			☐ 0/1		☐ 0/1	
9:00am - 9:30am	☐ 0/1			☐ 0/1		☐ 0/1	
9:30am - 10:00am	☐ 0/1		CONFLICTS	☐ 0/1	CONFLICTS	☐ 0/1	
10:00am - 10:30am	☐ 0/1		0/1 CONFLICTS	0/1 CONFLICTS	0/1 CONFLICTS	☐ 0/1	

Repeat This Appointment?

Repeat
Does not repeat

Save Appointment   Cancel

Creating an Advising Appointment Summary for Students *With a Scheduled* Appointment

Option 1

To create an *Advising Appointment Summary* for a student with a scheduled appointment, first, select the appointment listed in your *Recent Appointments* table found at the bottom of your PSN homepage.

Click on the *Actions Menu* and select *Add Appointment Summary* from the list.

A pop-up window with the advisor report form will open.

Verify the following information and fill out any missing information as appropriate:
- **Care Unit**
- **Location**
- **Service**
- **Date of Visit**
- **Meeting Times (Begin and End)**
- **Student Check-In and Check-Out times**

Pay close attention in filling out the *Summary Details and Advisor Comments.*

You will now be able to personalize the Advisor Comments using the formatting menu at the top of the comments box.

Click on *Save this Report* to submit.

Staff Home ▾

Students | Upcoming Appointments | My Availability | Appointment Queues

Upcoming Appointments

Care Unit: All care units ▾

Actions ▲   ☐ Show Cancelled

Send Message		ATTENDEE	TIME	SERVICE	COMMENT	REPORT FILED?	DETAILS
Add Appointment Summary							
Issue Alert		bud, amantha	8:00a-8:30a	General Advising		Not Yet.	Details
Cancel Appointment							

APPOINTMENT REPORT FOR   — ✕

Appointment Details

Care Unit
Academic Advising ▾

Location
Arts, Sciences & Education Advising at BBC (AC1 300) ▾

Service
✕ General Advising

Course
Start typing to search all courses ▾

Date of visit
08/14/2019

Meeting Start Time   Meeting End Time
12:00pm   to   12:30pm

Attendees

Mark Demello
Advisor, Professor
☑ Attended

Senior
Biological Sciences - BS
☑ Attended

Checkin   Checkout
12:00am   to

Suggested Followup
This will be saved on the report as a suggestion. No appointment will be created.

Date   Time

Summary Details For

Major Being Advised For: Notes on Timely Graduation without Excess Hours:
Biology   Student needs to enroll in 12 credits for Fall 2019

Notes on Employment, Internships, or Graduate School:
Will visit Handshake to learn about possible internship opportunities

Considered and planned next semester courses in line with major requirements with review of PDA and/or Major Map:		●Yes ○No ○N/A
Cleared holds or know of requirements to clear holds to ensure timely enrollment for next semester review of MyFIU and attention to FIU Email:		●Yes ○No ○N/A
Knows meaning and implication of excess hours and is familiar with Excess Hour (MyFIU) counter as of today:		●Yes ○No ○N/A
Major selection on track and if doubt referred to MyMajorMatch (or other) for assessment:		●Yes ○No ○N/A
Post-Graduation Goal setting considered; either aiming for Graduate School and/or employability strategies:		●Yes ○No ○N/A
Career and Talent Management Office referral and services considered and used, including creating account in HandShake :		●Yes ○No ○N/A

Advisor Comments:

B *I* ☰ ☷ 🔗 Paragraph ▾ ↶ ↷

Hi Samantha:

Thanks for coming in today. We talked about your inquiry to change your major from Biology to Interdisciplinary Studies. I have since uploaded the completed Change of Major form to the OneStop Office for processing. Please, see attached document in regards to applying grade forgiveness for the class we discussed.

P

Attachments
✕ [Browse...] Forgiveness.docx

📎 Attach File
[Browse...] No file selected.

ℹ An appointment will be created after you submit this report. If a Meeting End Time is not entered, this will default to the time you Save this Report.

[Save this Report]

Option 2
To create an Advising Appointment Summary for an appointment that has been checked in at your advising location, click on the graduate icon found at the top of the PSN site.

You will now see the Appointment Queue that lists the student(s) that are waiting to see you. Click on the Start Appt link.

A pop-up window with the advisor report form will open.

Fill in or Select applicable information:
- **Care Unit**
- **Location**
- **Service**
- **Date of Visit**
- **Meeting Times (Begin and End)**
- **Student Check-In and Check-Out times**

Pay close attention in filling out the *Summary Details and Advisor Comments.*

You will now be able to personalize the Advisor Comments using the formatting menu at the top of the comments box.

Click on *Save this Report* to submit.

Creating an Advising Appointment Summary for Students Without an Appointment **Option 1** To create an *Advising Appointment Summary*, first, select student name from your caseload. Click on the *Actions* dropdown menu and select *Create Advising Appointment Summary.* A pop-up window with the advisor report form will open. Fill in or Select applicable information: • **Care Unit** • **Location** • **Service** • **Date of Visit** • **Meeting Times (Begin and End)** • **Student Check-In and Check-Out times** Pay close attention in filling out the *Summary Details and Advisor Comments.* You will now be able to personalize the Advisor Comments using the formatting menu at the top of the comments box. Click on *Save this Report* to submit.	Staff Home ▾ Students Upcoming Appointments My Availability Appointment Queues **My Assigned Students for Fall Term 2019** ▾ Actions▾ ☐ ALL STUDENT NAME ▾ ID WATCH LIST ⇅ CUMULATIVE GPA ⇅ SUPPORT LEVEL ⇅ ☐ 1 3.02 Moderate ☑ 2 3.22 Moderate ☐ 3 3.52 High Staff Home ▾ Students Upcoming Appointments My Availability Appointment Queues **My Assigned Students for Fall Term 2019** ▾ Actions▴ Send Message Create Appointment Summary ▾ ID WATCH LIST ⇅ CUMULATIVE GPA ⇅ SUPPORT LEVEL ⇅ Appointment Campaign 3.02 Moderate Schedule Appointment 3.22 Moderate

Option 2
Click on the student's name in your caseload. You will be redirected to the *Student Profile Page*.

Staff Home ▾

Students | Upcoming Appointments | My Availability | Appointment Queues

My Assigned Students for Fall Term 2019 ▾

Actions ▾

		STUDENT NAME ▾	ID	WATCH LIST ⇕	CUMULATIVE GPA ⇕	SUPPORT LEVEL ⇕
☐	1				3.02	Moderate
☐	2				3.22	Moderate
☐	3				3.52	High
☐	4					Low

To create an *Advising Appointment Report*, click on the *Report On Appointment* link to the right of the *Overview* page.

A pop-up window with the advisor report form will open.

Fill in or Select applicable information:
- **Care Unit**
- **Location**
- **Service**
- **Date of Visit**
- **Meeting Times (Begin and End)**
- **Student Check-In and Check-Out times**

Pay close attention in filling out the *Summary Details and Advisor Comments.*

You will now be able to personalize the Advisor Comments using the formatting menu at the top of the comments box.

FIU
Panther Success Network

Overview | Success Progress | History | Class Info | Major Explorer | More ▾

Current Alerts 0

I want to...
Message Student
Add a Note on this Student
Add a Reminder to this Student
Report on Appointment
Schedule an Appointment
Add to Watch List
Issue an Alert

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
3 ▾	1 ▾	0	5 ▾	3.22 ▾

Total Credits Earned: 93.00
Credit Completion % at this Institution: 92%

Biological Sciences - BS
STUDENT ID
Bachelor of Science
Col of Arts,Sciences&Education
CLASSIFICATION
College Senior

Major History ▾
MOST RECENT ENROLLMENT
Summer Term 2019

Links
FIU

APPOINTMENT REPORT FOR

Appointment Details

Care Unit
Academic Advising

Location
Arts, Sciences & Education Advising at BBC (AC1 300)

Service
× General Advising

Course
Start typing to search all courses

Date of visit
08/14/2019

Meeting Start Time: 12:00pm to Meeting End Time: 12:30pm

Attendees

Mark Demello
Advisor, Professor
☑ Attended

Senior
Biological Sciences - BS
☑ Attended

Checkin: 12:00am to Checkout

Suggested Followup
This will be saved on the report as a suggestion. No appointment will be created.

Date | Time

Summary Details For :

Major Being Advised For:
Biology

Notes on Timely Graduation without Excess Hours:
Student needs to enroll in 12 credits for Fall 2019

Notes on Employment, Internships, or Graduate School:
Will visit Handshake to learn about possible internship opportunities

Considered and planned next semester courses in line with major requirements with review of PDA and/or Major Map: ⦿Yes ○No ○N/A
Cleared holds or know of requirements to clear holds to ensure timely enrollment for next semester review of MyFIU and attention to FIU Email: ⦿Yes ○No ○N/A
Knows meaning and implication of excess hours and is familiar with Excess Hour (MyFIU) counter as of today: ⦿Yes ○No ○N/A
Major selection on track and if doubt referred to MyMajorMatch (or other) for assessment: ⦿Yes ○No ○N/A
Post-Graduation Goal setting considered; either aiming for Graduate School and/or employability strategies: ⦿Yes ○No ○N/A
Career and Talent Management Office referral and services considered and used, including creating account in HandShake : ⦿Yes ○No ○N/A

Advisor Comments:

B | I | ☰ | ☰ | 🔗 | Paragraph ▾ | ↶ | ↷

Hi Samantha:

Thanks for coming in today. We talked about your inquiry to change your major from Biology to Interdisciplinary Studies. I have since uploaded the completed Change of Major form to the OneStop Office for processing. Please, see attached document in regards to applying grade forgiveness for the class we discussed.

Attachments
× | Browse... | Forgiveness.docx

⊞ Attach File
Browse... | No file selected.

ⓘ An appointment will be created after you submit this report. If a Meeting End Time is not entered, this will default to the time you Save this Report.

Save this Report

Click on *Save this Report* to submit.	

Marking an Appointment as a No-Show **To designate a scheduled appointment as a *No-Show*, select the appointment from the Recent Appointments table found on your PSN homepage.** **Open the *Actions* menu located at the top left-hand corner of your Recent Appointments table and select *Mark No-Show.***	Staff Home ▾ Students | Upcoming Appointments | My Availability | Appointment Queues My Assigned Students for Fall Term 2019 ▾ Actions ▾ 	□ ALL	STUDENT NAME ▾	ID	WATCH LIST ⇕	CUMULATIVE GPA ⇕	SUPPORT LEVEL ⇕
---	---	---	---	---	---
□ 1				3.02	Moderate
□ 2				3.22	Moderate
□ 3				3.52	High
□ 4					Low
□ 5				2.91	Low
□ 6					Unknown
□ 7				2.24	Low
□ 8					Unknown | Previous | 1 | 2 | 3 | 4 | 5 | 6 | Next 587 total results Reporting Recent Appointments | Recent Reports You Created **Recent Appointments** Care Unit: All care units ▾ ⓘ Actions ▾ ■ Show Cancelled | ■		DATE ⇕	SERVICE	COURSE	COMMENT	ATTENDEE ⇕	TIME	REPORT FILED? ⇕	DETAILS
---	---	---	---	---	---	---	---	---	---
☑	1/1	08/15/2019 11:00a - 11:30a	General Advising	N/A			30 min	Not Yet.	Details
□	1/1	08/14/2019 12:30p - 01:00p	General Advising	N/A			30 min	Report Details	Details
□	1/1	08/14/2019 12:00p - 12:30p	General Advising	N/A			30 min	Report Details	Details
□	1/1	08/14/2019 11:00a - 11:30a	General Advising	N/A			30 min	Report Details	Details
□	1/1	08/09/2019 05:33p - Ongoing	General Advising	N/A			In Progress	Not Yet.	Details	

Reporting

Recent Appointments | Recent Reports You Created

Recent Appointments

Care Unit: All care units ▾ ⓘ

Actions ▲
Add Appointment Summary
Mark No-Show

			♦ SERVICE	COURSE
☑	1/1	08/15/2019 11:00a - 11:30a	General Advising	N/A
☐	1/1	08/14/2019 12:30p - 01:00p	General Advising	N/A
☐	1/1	08/14/2019 12:00p - 12:30p	General Advising	N/A
☐	1/1	08/14/2019 11:00a - 11:30a	General Advising	N/A

An Appointment Report form will open. You will notice that the student is not marked as Attended. Enter any applicable comments (optional) and click on the *Save this Report* button.

You will notice that the *Report File* status is now reflected as *No Show*.

APPOINTMENT REPORT FOR   _ ✕

Appointment Details

Appointment
08/15/2019 11:00a-11:30a - General Advising ▾

Care Unit
Academic Advising ▾

Location
Arts, Sciences & Education Advising at BBC (AC1 30... ▾

Service
✕ General Advising

Course
Start typing to search all courses ▾

Date of visit
08/15/2019

Meeting Start Time **Meeting End Time**
11:00am   to 11:30am

Attendees

Mark Demello
Advisor, Professor
☑ Attended

Nelson Abarca - 5654161
Senior
Biochemistry - BS, Dual Enrollment - High School
☐ Attended

Checkin   **Checkout**
_____   to _____

Suggested Followup
This will be saved on the report as a suggestion. No appointment will be created.

Date _____ Time _____

Advisor Comments:

B *I* ☰ ☷ 🔗 | Paragraph ▾ | ↶ ↷

P

Attachments

🔗 Attach File
Browse... No file selected.

[Save this Report]

	Reporting Recent Appointments Recent Reports You Created **Recent Appointments** Care Unit: All care units Actions ▾ ☐ Show Cancelled ☐ DATE ⬍ SERVICE COURSE COMMENT ATTENDEE ⬍ TIME REPORT FILED? ⬍ DETAILS ☐ 1/1 08/15/2019 12:00p - 12:30p General Advising N/A 30 min Not Yet. Details ☐ 1/1 08/15/2019 11:00a - 11:30a General Advising N/A 30 min **NO SHOW** Details ☐ 1/1 08/14/2019 12:30p - 01:00p General Advising N/A 30 min **Report Details** Details
Creating an Advising Note **Option 1** **To create an *Advising Note* first, select student name from your caseload.**	**Staff Home ▾** Students Upcoming Appointments My Availability Appointment Queues My Assigned Students for Fall Term 2019 ▾ Actions ▾ ☐ ALL STUDENT NAME ▾ ID WATCH LIST ⬍ CUMULATIVE GPA ⬍ SUPPORT LEVEL ⬍ ☐ 1 3.02 Moderate ☑ 2 [_____] 3.22 Moderate ☐ 3 3.52 High
Click on the *Actions* dropdown menu and select *Note.* A pop-up window with the *Note* formulary will open.	**Staff Home ▾** Students Upcoming Appointments My Availability Appointment Queues My Assigned Students for Fall Term 2019 ▾ Actions ▲ Send Message Create Appointment Summary ▾ ID WATCH LIST ⬍ CUMULATIVE GPA ⬍ SUPPORT LEVEL ⬍ Appointment Campaign 3.02 Moderate Schedule Appointment 3.22 Moderate Tag 3.52 High Note Low Mass Print 2.91 Low
Fill in applicable information: • **Comments (required)**	

Academic Advising Technology

- **Note Reason**

If, applicable, attach any relevant documentation.

Note: Pay close attention to the *Visibility* options:
- **[Advisor's Name] Only - Allows the author (you) of the *Note* to be the only one to view. (Not Recommended).**
- **Student – Allows the student to view *Note*.**
- **Printed Student**

Click on *Save Note*.

ADD A NOTE TO ▬▬▬▬▬   _ ✕

Note (Required)

| **B** | *I* | ≔ | ≔ | 🔗 | Paragraph ∨ | ↶ ↷ |

Student must submit official transcripts from University of Barcelona to receive credits for upper division electives

P

📎 Attach File [Browse...] No file selected.

Note Subject

👤 ▬▬▬▬▬
Senior
Biological Sciences - BS

Relations

Note Reason

[✕ Transfer]

Note URL

[   ]

Visibility

☐ Mark Demello Only ?

☐ ▬▬▬▬▬

Cancel   [**Save Note**]

Option 2
To enter a Note for a student, click on the student's name in your caseload. You will be redirected to the Student Profile Page.

Staff Home ▾

| Students | Upcoming Appointments | My Availability | Appointment Queues |

My Assigned Students for Fall Term 2019 ▾

Actions ▾

☐ ALL		STUDENT NAME ▾	ID	WATCH LIST ⇕	CUMULATIVE GPA ⇕	SUPPORT LEVEL ⇕
☐	1				3.02	Moderate
☐	2				3.22	Moderate
☐	3				3.52	High
☐	4					Low

From the *Student Profile Page*, click on the Add a *Note on this Student* link to the right of the *Overview* page. A pop-up window with the *Note* formulary will open.

FIU
Panther Success Network

| Overview | Success Progress | History | Class Info | Major Explorer | More ▾ |

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
3 ▾	1 ▾	0	5 ▾	3.22 ▾

Total Credits Earned	Credit Completion % at this Institution
93.00	92%

Current Alerts 0

I want to...

Message Student

Add a Note on this Student

Add a Reminder to this Student

Report on Appointment

Schedule an Appointment

Add to Watch List

Issue an Alert

Biological Sciences - BS
Bachelor of Science
Col of Arts,Sciences&Education

STUDENT ID
▬▬▬▬▬

CLASSIFICATION
College Senior

Major History ▾

MOST RECENT ENROLLMENT
Summer Term 2019

Links

FIU

Fill in applicable information:
- *Note* (required)
- *Note Reason* from dropdown menu

If applicable, attach any relevant documentation.

Note: Pay close attention to the *Visibility* options:
- **[Advisor's Name] Only - Allows the author (you) of the *Note* to be the only one to view. (Not Recommended).**
- **Student – Allows the student to view *Note*.**
- **Printed Student Report (Currently Not Functioning)**

Click on *Save Note*.

ADD A NOTE TO ▮▮▮▮▮▮▮   — ✕

Note (Required)

| **B** | *I* | ☰ | ☰ | 🔗 | Paragraph ∨ | ↶ ↷ |

Student must submit official transcripts from University of Barcelona to receive credits for upper division electives

P

🔗 Attach File [Browse...] No file selected.

Note Subject

Senior
Biological Sciences - BS

Relations

Note Reason

[✕ Transfer]

Note URL

[   ]

Visibility

☐ Mark Demello Only ?

☐ ▮▮▮▮▮

Cancel   [**Save Note**]

Creating a Watch List

To create a new *Watch List*, click on the Post-It icon found on the left-hand toolbar.

You will be redirected to the *Watch List* and *Saved Searches* page.

Click on *New Watch List* button on the top right-hand corner of the Watch List table.
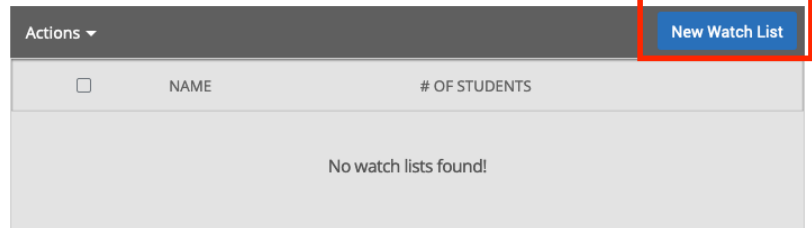
You will be redirected to the *Adding New Watch List* page.

Type in *Name of Watch List.* **Click on Save *Watch List.***	## Watch Lists **Actions ▾** **New Watch List** ☐ NAME # OF STUDENTS No watch lists found! ## Saved Searches **Actions ▾** **New Saved Search** ☐ NAME No saved searches found! ### Adding New Watch List Name of Watch List: GPA Below 2.00 **Save Watch List**
Adding a Student to a Watch List **Option 1** **To add a student to a *Watch List,* first, select student name from your caseload.**	## Staff Home ▾ Students Upcoming Appointments My Availability Appointment Queues My Assigned Students for Fall Term 2019 ▾ **Actions ▾** ☐ ALL STUDENT NAME ▾ ID WATCH LIST ⇕ CUMULATIVE GPA ⇕ SUPPORT LEVEL ⇕ ☐ 1 3.02 Moderate ☑ 2 3.22 Moderate ☐ 3 3.52 High
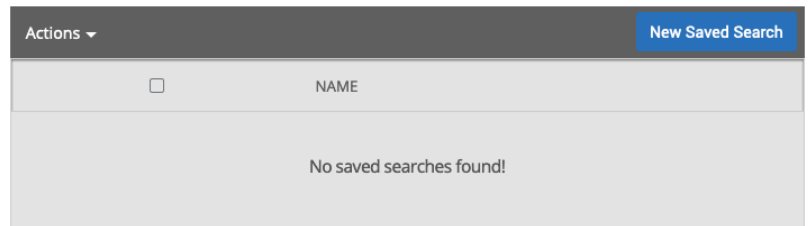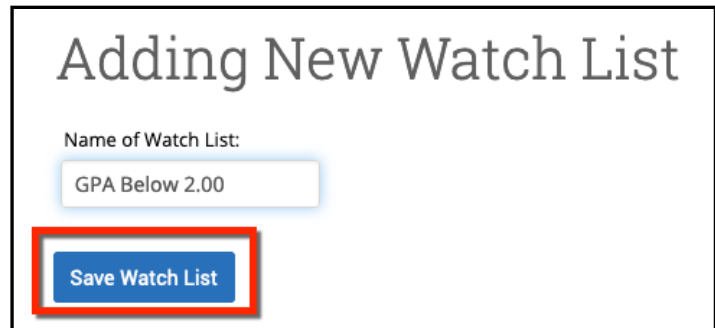
Academic Advising Technology

Click on the *Actions* dropdown menu and select *Watch.*

Staff Home ▾

Students | Upcoming Appointments | My Availability | Appointment Queues

My Assigned Students for Fall Term 2019 ▾

Actions ▲

		ID	WATCH LIST ⇕	CUMULATIVE GPA ⇕	SUPPORT LEVEL ⇕
Send Message				3.02	Moderate
Create Appointment Summary				3.22	Moderate
Appointment Campaign				3.52	High
Schedule Appointment					Low
Tag					
Note				2.91	Low
Mass Print					Unknown
Issue Alert					
Watch				2.24	Low
Export Results					Unknown
Show/Hide Columns					

A pop-up window will open listing your *Watch Lists*. Select the *Watch List* you wish to add the student to and click on Save button.

ADD TO WATCH LIST ✕

☑ Gpa Below 2.00
☐ Graduation Applicants
Create new list...

Cancel   **Save**

Option 2
To add a student to a *Watch List*, click on the student's name in your caseload. You will be redirected to the *Student Profile Page*.

Staff Home ▾

Students | Upcoming Appointments | My Availability | Appointment Queues

My Assigned Students for Fall Term 2019 ▾

Actions ▾

☐ ALL		STUDENT NAME ▾	ID	WATCH LIST ⇕	CUMULATIVE GPA ⇕	SUPPORT LEVEL ⇕
☐	1				3.02	Moderate
☐	2				3.22	Moderate
☐	3				3.52	High
☐	4					Low

From the Student Profile Page, click on the *Add to Watch List* link to the right of the *Overview* page.

A pop-up window will open listing your *Watch Lists*. Select the *Watch List* you wish to add the student to and click on the Save button.

Removing a Student from a Watch List

To remove a student from a *Watch List,* first, select student name from your caseload.

Click on the *Actions* dropdown menu and select *Watch*.	Staff Home ▾

Students   Upcoming Appointments   My Availability   Appointment Queues

My Assigned Students for Fall Term 2019 ▾

Actions ▲		▾ ID	WATCH LIST ⇕	CUMULATIVE GPA ⇕	SUPPORT LEVEL ⇕
Send Message				3.02	Moderate
Create Appointment Summary				3.22	Moderate
Appointment Campaign				3.52	High
Schedule Appointment					Low
Tag					
Note				2.91	Low
Mass Print					Unknown
Issue Alert					
Watch				2.24	Low
Export Results					Unknown
Show/Hide Columns						
A pop-up window will open listing your *Watch Lists*. Uncheck the *Watch List* you wish to remove the student from and click on the Save button	**ADD TO WATCH LIST** ✕

☐ Gpa Below 2.00
☐ Graduation Applicants
Create new list...

Cancel   **Save** |
| **Creating an Advising Appointment Campaign**

Note: Prior to creating an Advising Appointment Campaign, you must first save an Appointment Availability, using the *Campaign Initiated Appointment.*

To access the *Campaign* function, click on the | 🏠 ✉ 📅 📖 📈 📌 🔍 📢 🗎 |

Campaigns Logo on the left-hand toolbar.
You will be redirected to the *Appointment Campaign* **page for the current term.**

To begin your *Campaign,* **click on the** *Appointment Campaign* **link on the right-hand side of the page in the** *Actions* **menu.**

Actions

I want to create a new...

Appointment Campaign

Progress Reports

All Progress Reports

Detail Progress Reports

At-Risk Progress Reports

Detail At-Risk Progress Reports

Customizing Your Campaign

You will be redirected to *Define* **your** *Campaign.*
By defining your *Campaign,* **you can customize your** *Campaign.*

Fill in the field and click on the *Continue* **button.**

New Invitation Campaign •

Panther Success Network

Define Campaign

The campaign name and dates will be visible on the Appointment Campaigns Tab and the Student Profile for users who have permission to view it.

| Campaign Name: | | Begin Date: | End Date: |
| Fall 2019 Enrollment Outreach | | 08/13/2019 | 09/02/2019 |

| Care Unit: | Appointment Limit: |
| Academic Advising | 1 |

| Location: | Appointment Length: |
| Arts, Sciences & Education Advising at BBC (AC1 300) | 30 min |

| Service: | Slots Per Time: |
| Campaign Initiated Appt | 1 |

Cancel   Save and Exit   **Continue**

Selecting Your Student Population

A - If you wish to include all students in your *Campaign,* **select** *Invite All My Assigned Students*. **You will be asked to confirm your selection.**

Fall 2019 Enrollment Outreach

Add Students To Campaign

Invite All My Assigned Students ▶

Advanced Search ▼

Are you sure you want to invite all your assigned students?

| No | **Yes** |

If you wish to include only a specific student population, select *Advanced Search*. Here you select criteria to isolate students that you wish to meet with.

After confirmation, you will be given the opportunity to *Review* the list of students included in the *Campaign.*

To edit, you can either remove or add students.

To remove students from the list, select the name(s) of the student(s) that you wish to remove.

Click on the *Remove Selected Users* button in the *Action Menu* found on the top left corner of the table.

The list of students' names will automatically be updated.

To add students to the list, click on the *Add More Students* link at the bottom of the table. You will be redirected to the *Add Students to Campaign* page.

Fall 2019 Enrollment Outreach

Review Students In Campaign

Actions ▲
Remove Selected Users

< Back   Add More Students   Save and Exit   Continue

Review Students In Campaign

Actions ▾

☐	NAME	⇕
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

< Back   Add More Students   Save and Exit   **Continue**

B - If you select the *Advanced Search:*
You will be redirected to the *Add Students to Campaign* page.

Begin by selecting whether you wish to limit the student population to your assigned caseload. Select the *My Students Only* option at the bottom of the page by the *Search* button.

Select the criteria you wish to apply to the *Campaign.*

Click on the *Search* button.

Add Students To Campaign

Invite All My Assigned Students   ▶

Advanced Search   ▼

Saved Searches ▾

Keywords (First Name, Last Name, E-mail, Student ID) ?

Student Information   First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List   ▾

Enrollment History   Enrollment Terms   ▲

Enrollment Terms (In Any of these)?   Enrollment Terms (In All of these)?   Enrollment Terms (In None of these)?
All   ⊖   All   ✕ Fall Term 2019

Area of Study   College/School, Degree, Concentration, Major   ▾

Performance Data   GPA, Hours, Credits   ▾

Term Data   Classification, Section Tag, Term GPA   ▾

Course Data   Course, Section, Status   ▾

Assigned To   Advisor, Tutor, Coach   ▾

Success Indicators   Support Level, Success Markers   ▾

Search   ☑ My Students Only   ☐ Include Inactive

You will now receive a list of students that will be included in the *Campaign*.

Select the students that you wish to include. If you wish to include all students, select the *All* option at the top of the list.

You will also have the opportunity to remove students from this list as well. Select the student(s) name(s) and click on *Remove Selected Users* **in the Actions Menu.**

Click on the *Continue* **button to move forward.**

You will now be redirected to the *Add Advisors to Campaign* **page.**

Select your name from the list.

Click on *Continue* **button.**

Composing Your Campaign's Message

By default, you will see that there is a message provided for you that can be used as part of your *Campaign.* **You can, however, customize the message to suit your needs.**

To customize the message, you can make changes to the overall text and attach files to the email that your students will receive.

You will see below this text box what your message will look like in the preview.

Press *Continue* **once you have finalized your message.**

Actions▾

	☑ ALL	STUDENT NAME	▾	ID
	☑	1		
	☑	2		
	☑	3		
	☑	4		
	☑	5		
	☑	6		
	☑	7		
	☑	8		

Previous | 1 | Next   196 total results

< Back   Continue >

Fall 2019 Enrollment Outreach

Add Organizers To Campaign   ☐ Include Appointment Availabilities?

ID	NAME	AVAILABLE TIMES
☑	**Mark Demello**	**For: Campaigns** Thu-Fri 8:00am-5:00pm (Fall Term 2019)

< Back   Save and Exit   Continue

Fall 2019 Enrollment Outreach

Compose Your Message

{$student_first_name}, Schedule an Academic Advising appointment

B *I* ≔ ≔ 🔗 | Paragraph ⌄ | Merge Tags ⌄ | ↶ ↷

Please schedule your Academic Advising appointment.

Hello {$student_first_name}:

Please schedule an appointment for Campaign Initiated Appt at Arts, Sciences & Education Advising at BBC (AC1 300). To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

{$schedule_link}

Available Merge Tags: ?	{$student_first_name}	{$student_last_name}	{$schedule_link}
	Inserts the student's first name	Inserts the student's last name	Inserts a link to schedule the appointment

Add Attachment:

Select file to attach

📎

Instructions or Notes for Landing Page

Confirming Your Campaign

Once you have composed your Campaign's message, you will receive a Summary of your *Campaign*. Review the information and press *Send* to complete your *Campaign*.

Andrew, Schedule An Academic Advising Appointment

FIU

Panther Success Network

Please Schedule Your Academic Advising Appointment.

Hello Andrew:

Please schedule an appointment for Campaign Initiated Appt at Arts, Sciences & Education Advising at BBC (AC1 300). To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

Schedule an Appointment

You can also copy and paste this address into your web browser.

< Back   Save and Exit   **Continue**

Confirm Send Invitations Now

Fall 2019 Enrollment Outreach

Confirm & Send

Care Unit: Academic Advising	**Start Date:** 08/13/2019	**End Date:** 09/02/2019
Location: Arts, Sciences & Education Advising at BBC (AC1 300)	**Appt Length:** 30 minutes	**Slots Per Time:** 1
	Appt Limit: 1	**Organizer Attendee Reminders:** ☑ E-mail ☑ SMS
Service: Campaign Initiated Appt		**Non Organizer Attendee Reminders:** ☑ E-mail ☑ SMS

Subject {$student_first_name}, Schedule an Academic Advising appointment

Email Preview View   **Invitees:** View All (196)   **Included organizers** View All (1)

< Back   Save and Exit   **Send**

Note:
What Your Student Sees

Your students will receive both an email and a yellow banner will be placed on their homepage. This will be visible when the student logs onto the Panther Success Network.

Are you sure you want to send invitations to 196 students?

Cancel   **Send Invitations Now**

To schedule an appointment, the student will click on the *Schedule This Appointment* **button on the yellow banner and follow the instructions.**	Student Home — Panther Success Network **Claudio**, please respond to the following appointment request(s): • Mark Demello would like you to create an appointment by **Monday, September 02, 2019**. [Schedule This Appointment]
Creating a Reminder for a Student **To create a** *Reminder* **for a student, click on the student's name in your caseload. You will be redirected to the** *Student Profile Page*. **From the** *Student Profile Page*, **click on the** *Add a Reminder to this Student* **link to the right of the** *Overview* **page.**	Staff Home ▾ Students	Upcoming Appointments	My Availability	Appointment Queues My Assigned Students for Fall Term 2019 ▾ Actions ▾ ☐ ALL STUDENT NAME ▾ ID WATCH LIST ⇕ CUMULATIVE GPA ⇕ SUPPORT LEVEL ⇕ ☐ 1 3.02 Moderate ☑ 2 [ ] 3.22 Moderate ☐ 3 3.52 High Panther Success Network Overview	Success Progress	History	Class Info	Major Explorer	More ▾ Current Alerts ③ Course Grade D/F Repeated Courses Withdrawn Courses Missed Success Markers Cumulative GPA 3 ▾ 1 ▾ 0 5 ▾ 3.22 ▾ Total Credits Earned Credit Completion % at this Institution 93.00 92% **Biological Sciences - BS** Bachelor of Science Col of Arts,Sciences&Education STUDENT ID CLASSIFICATION College Senior I want to... Message Student Add a Note on this Student Add a Reminder to this Student Report on Appointment Schedule an Appointment Add to Watch List Issue an Alert

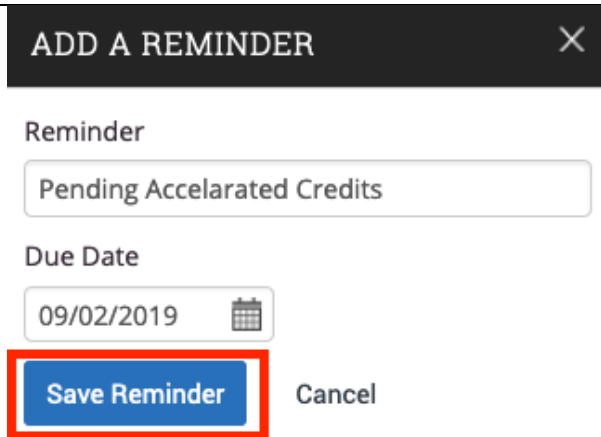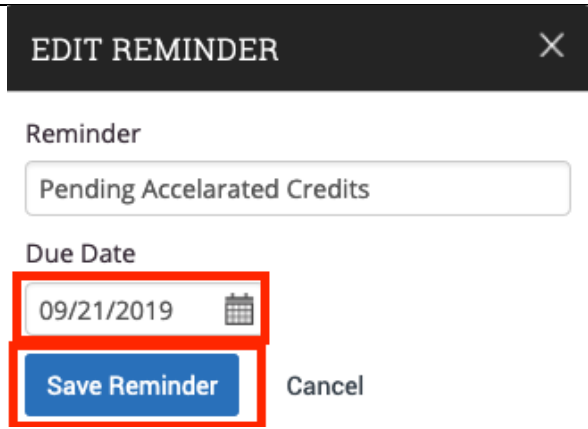|	
A pop-up window with the *Add to Watch List* formulary will open. **Type in the *Reminder* topic and *Due Date*.** **Click on *Save Reminder* button.**	**ADD A REMINDER** ✕ Reminder Pending Accelarated Credits Due Date 09/02/2019 📅 **Save Reminder** Cancel
Editing a Reminder for a Student **To edit a *Reminder*, pushpin icon on left-hand toolbar.** **You will be redirected to the *My Reminders* Page.** **Click on the *Edit* link to the right of the *Reminder* you wish to edit.**	(left-hand toolbar icons) **My Reminders** Panther Success Network Upcoming And Overdue Reminders Actions ▾ ☐ ▾ REMINDER ⇕ STUDENT ⇕ DATE ⇕ ACTIONS ☐ Pending Accelarated Credits Samantha Abud 09/02/2019 Edit Previous 1 Next

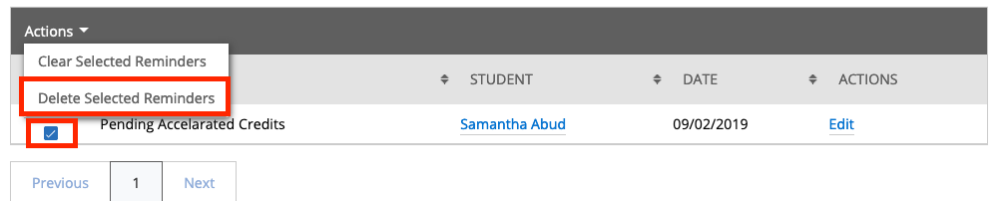|	
The *Edit Reminder* pop-up will open. **Make all necessary changes to the *Reminder* and click on *Save Reminder*.**	**EDIT REMINDER** ✕ Reminder Pending Accelarated Credits Due Date 09/21/2019 📅 **Save Reminder** Cancel
Deleting a Reminder for a Student **If create a Reminder by mistake, you may delete it from your *Upcoming and Overdue Reminders* table.** **Click on the right pushpin icon on the left-hand toolbar.** **You will be redirected to the *My Reminders* page.** **Select the *Reminder* that is to be deleted.** **Click on *Deleted Selected Reminders* found in the Actions dropdown menu.**	☰ 🏠 ✉️ 📅 🗂️ 📈 📌 🔍 📌 📄 ## My Reminders Panther Success Network Upcoming And Overdue Reminders Actions ▾ Clear Selected Reminders Delete Selected Reminders ⇕ STUDENT ⇕ DATE ⇕ ACTIONS ☑️ Pending Accelarated Credits Samantha Abud 09/02/2019 Edit Previous	1	Next

Performing Advanced Searches

To perform a *Search,* select the magnifying glass on the left-hand tool bar. You will be redirected to the *Search* page.

The Search engine allows you to search for select populations using the different filters available. Click on "Show Advanced Filters", located on the top right-hand corner of the *New Search* table.

From here, you can add or remove filters to personalize the search you are conducting. Each individual category can be expanded to input more search criteria.

Click on the *My Students Only* box to narrow the student population to only your assigned caseload. Otherwise, you will be receiving search results from all active students in the university.

Click on *Search.*

New Search

Saved Searches ▾

Keywords (First Name, Last Name, E-mail, Student ID)?

Type?
Students

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List

Enrollment History Enrollment Terms

Area of Study College/School, Degree, Concentration, Major

Performance Data GPA, Hours, Credits

Min. Cumulative GPA ?	Max. Cumulative GPA ?	Min. High-School GPA ?	Max. High-School GPA ?		
0.00	2.00	0.00	5.00		
Min. Credits Earned ?	Max. Credits Earned ?	Min. Hours Attempted ?	Max. Hours Attempted ?	Min. Credit Comp. % ?	Max. Credit Comp. % ?
60	999	0	999	0	100

Term Data Classification, Section Tag, Term GPA

Course Data Course, Section, Status

Assigned To Advisor, Tutor, Coach

Success Indicators Support Level, Success Markers

Search   ☑ My Students Only   ☐ Include Inactive

Saving Advanced Searches

To save a *Search* that you have conducted, click on the *Save* button located at the top of your *Unsaved Student Search.*

Unsaved Student Search **Save**

Saved Searches ▾

| Standard User Type: Students | Max. Cumulative GPA: 2.00 x | Min. Credits Earned 60 x | My Students Only x |

Search   Modify Search

Actions ▾

	NAME ▾	ID	WATCH LIST	CUMULATIVE GPA ⇕	MAJOR	SUPPORT LEVEL ⇕	CLASSIFICATION ⇕
☐ ALL							
☐				0.00	Sustain and the Environ - BA	High	College Junior

The *Save Search* pop-up will open.

Name the *Search* and Click on *Save Search.*

SAVE SEARCH   ✕

Name

GPA <2.00, 60+ credits

cancel   **Save Search**

Accessing your Saved Searches

To access your *Saved Searches*, click on the *Saved Searches* dropdown menu located in the *Search* page.

Search

New Search

Saved Searches ▾

Keywords (First Name, Last Name, E-mail, Student ID)?

Type?

Students ▾

Your search will automatically rerun and open reflecting the latest search results.

Search

New Search

Saved Searches ▾
GPA <2.00, 60+ credits
Seniors

-mail, Student

Type[?]

Students ▾

The search results will reflect that it has been *Modified* at the top of the search table.

Search

Panther Success Network

GPA <2.00, 60+ Credits (*modified*)   Save As   Delete Saved Search

Saved Searches ▾

Standard User Type: Students   Max. Cumulative GPA: 2.00   x   Min. Credits Earned 60   x   My Students Only   x

Search   Modify Search

Actions ▾

☐ ALL	NAME ▾	ID	WATCH LIST	CUMULATIVE GPA ⇅	MAJOR	SUPPORT LEVEL ⇅	CLASSIFICATION ⇅	CATEGORY ⇅	ACTIONS
☐				2.00	Marine Biology - BS	Moderate	College Junior	1191 EOT Alert: GPA, Good Standing, PRE-MED	
☐				0.00	Sustain and the Environ - BA	High	College Junior	Academic Warning, GPA below 2.0/3.0: GPA Below 2.0, Orientation: Complete Orientation	

Advising Students using the Appointment Queue System

The *Appointment Queue* system alerts you when there is a student waiting to be seen.

When students are checked-in by the *Front Desk Staff*, you will receive a notification at the top of your screen.
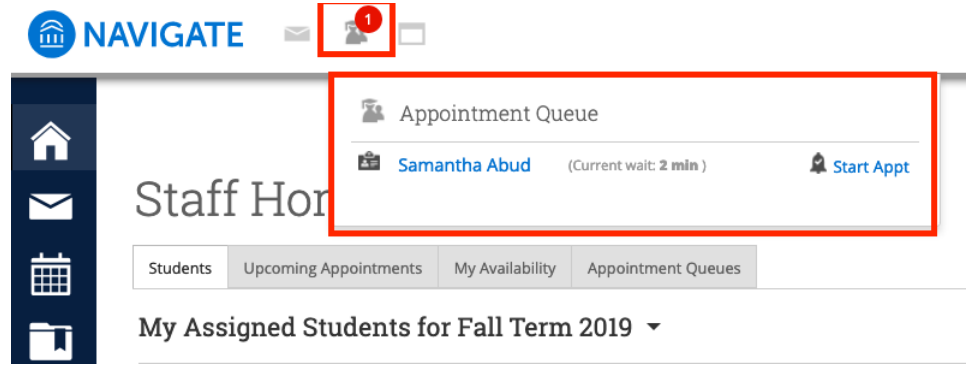
🏛 NAVIGATE   ✉ 🔔①

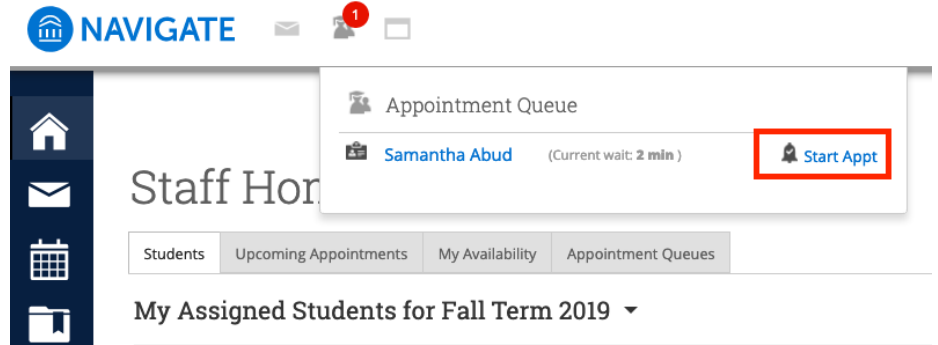🏠
✉
🗓
📔

Staff Home ▾

| Students | Upcoming Appointments | My Availability | Appointment Queues |

My Assigned Students for Fall Term 2019 ▾

Clicking on this icon will allow you to see all students that waiting to be seen.

To begin an appointment, select *Start Appt.*

The *Advisor Summary* for this student will open. In the *Advisor Report*, you can fill out all the information necessary for the appointment such as:

- **Care Unit**
- **Reason**
- **Any courses that were discussed**
- **Date of the visit**
- **Location**
- **Advisor and student attendees**
- **Report details**
- **Advisor Comments**

Note: The *Advisor Report Appointment Details* will specify if the student had a scheduled appointment or is a drop-in.

Once all information has been entered into the *Advisor Report*, click on *Save This Report*.

Note: During the appointment, if you need to view the student's profile, you can minimize the report.

You will see a notification reminding you of the *Advisor Report* at the top of your page over the *Window* icon.

Select the icon and click on the *Advisor Report* link for the student to re-open it.

APPOINTMENT REPORT FOR █████████   ─ ✕

Appointment Details

Appointment
08/14/2019 11:00a-11:30a - General Advising

Care Unit
Academic Advising

Location
Arts, Sciences & Education Advising at BBC (AC1 300)

Service
✕ General Advising

Course
Start typing to search all courses

Date of visit
08/14/2019

Meeting Start Time | **Meeting End Time**
11:00am to 11:30am

Attendees

Mark Demello
Advisor, Professor
☑ Attended

Senior
Biological Sciences - BS
☑ Attended

Checkin | **Checkout**
10:44am to

Suggested Followup
This will be saved on the report as a suggestion. No appointment will be created.

Date | **Time**

Summary Details For █████████

Major Being Advised For:
Biology

Notes on Timely Graduation without Excess Hours:
Student needs to enroll in 12 credits for Fall 2019

Notes on Employment, Internships, or Graduate School:
Will visit handshake to learn about possible internship opportunities

Considered and planned next semester courses in line with major requirements with review of PDA and/or Major Map: ◉ Yes ○ No ○ N/A

Cleared holds or know of requirements to clear holds to ensure timely enrollment for next semester review of MyFIU and attention to FIU Email: ◉ Yes ○ No ○ N/A

Knows meaning and implication of excess hours and is familiar with Excess Hour (MyFIU) counter as of today: ◉ Yes ○ No ○ N/A

Major selection on track and if doubt referred to MyMajorMatch (or other) for assessment: ◉ Yes ○ No ○ N/A

Post-Graduation Goal setting considered; either aiming for Graduate School and/or employability strategies: ◉ Yes ○ No ○ N/A

Career and Talent Management Office referral and services considered and used, including creating account in HandShake : ◉ Yes ○ No ○ N/A

Advisor Comments:

B *I* ☰ ☷ 🔗 Paragraph ⌄ ↶ ↷

Hi Samantha:

Thanks for coming in today. We talked about your inquiry to change your major from Biology to Interdisciplinary Studies. I have since uploaded the completed Change of Major form to the OneStop Office for processing. Please, see attached document in regards to applying grade forgiveness for the class we discussed.

P

Attachments
✕ Browse... Forgiveness.docx

Attach File
Browse... No file selected.

cancel   **Save and Check-out Student**

🏛 NAVIGATE   ✉ 👥 🗔 1

🏠
✉
📅

Staff Home ▾

Students | Upcoming Appointments | My Availability | Appointment Queues

---

Once an *Advisor Report* has been saved, the student will be checked out of the appointment queue.	

Issuing a Departmental Referral

To refer a student to a resource department, choose one of the following options available.

Option 1
Click on the *Issue an Alert* link found in the *Actions* table below the *Panther Success Network (PSN)* logo.

Staff Home ▾

Students | Upcoming Appointments | My Availability | Appointment Queues

My Assigned Students for Fall Term 2019 ▾

Actions ▾

☐ ALL	STUDENT NAME ▾ ID	WATCH LIST ⬍	CUMULATIVE GPA ⬍	SUPPORT LEVEL ⬍
☐ 1			3.18	Moderate
☐ 2			3.43	Moderate
☐ 3				Low
☐ 4			2.72	Low
☐ 5			2.24	Low

FIU
Panther Success Network

Actions
I want to...
Issue an Alert

Quick Links
Take me to...
Schedule a General Event
School Information
Download Center for Reports
Campaigns...

The *Issue an Alert* pop-up window will open.

Enter the student's Panther ID number or name and select from the list that appears.

Select the *appropriate Referral* reason.

Provide supporting details as to why student would benefit from attending sessions provided by this particular department.

Click on *Submit* button to save.

ISSUE AN ALERT ✕

Student 🔍

(*1400) (student)

Please select the reason you believe this student needs assistance | ✕ College Life Coaching Referral
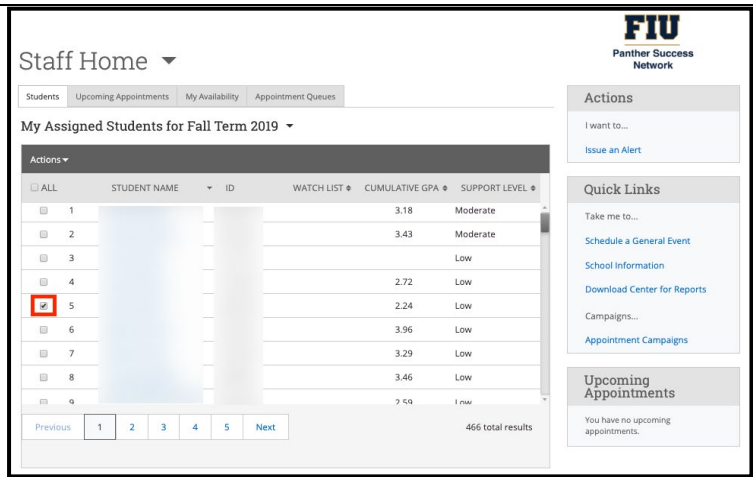
Is this alert associated with a specific class? | Optional ▾

Additional Comments
Student expressed concern over stress and time management.

Cancel   **Submit**

Option 2
Select the name of the student from your caseload list.

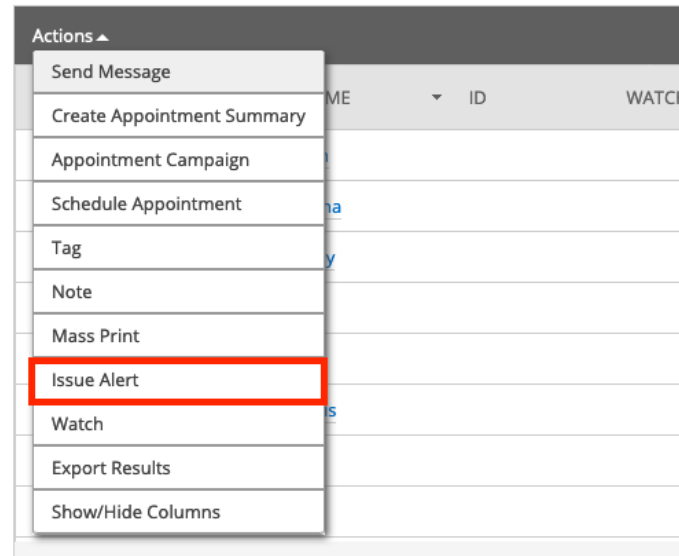|	
Open the *Actions Menu* and select *Issue Alert* from the list of possible functions.	
The *Issue an Alert* pop-up window will open. **Enter the student's Panther ID number or name and select from list that appears.** **Select the *Referral* reason.** **Provide supporting details as to why student would benefit from attending sessions provided by thie particular department.** **Click on *Submit* button to save.**	

ISSUE ALERT   ✕

Student   ▨▨▨▨

Please select the reason you believe this | ✕ College Life Coaching Referral |
student needs assistance

Is this alert associated with a specific class? | Optional   ▾ |

Additional Comments

| Student expressed concern over stress and time management. |

                                                    Cancel   **Submit**

Option 3
From inside of the student's profile, click on the *Issue an Alert* link found in the *Actions* table below the *Panther Success Network (PSN)* logo.

The *Issue an Alert* pop-up window will open.

Enter the student's Panther ID number or name and select from list that appears.

Select the *Referral* reason.

FIU
Panther Success Network

| Overview | Success Progress | History | Class Info | Major Explorer | More ▾ |

| Course Grade D/F | Repeated Courses | Withdrawn Courses | Missed Success Markers | Cumulative GPA |
| 1 ▾ | 1 ▾ | 0 | 0 | 2.24 ▾ |

| Total Credits Earned | Credit Completion % at this Institution |
| 59.00 | 90% |

Marine Biology - BS   STUDENT ID ▨▨▨
Bachelor of Science
Col of Arts Sciences& Education

Current Alerts ⓪

I want to...

Message Student

Add a Note on this Student

Add a Reminder to this Student

Report on Appointment

Schedule an Appointment

Add to Watch List

Issue an Alert

Provide supporting details as to why student would benefit from attending sessions provided by this particular department **Click on *Submit* button to save.**	**ISSUE ALERT** ✕ Student [ ] Please select the reason you believe this student needs assistance [× College Life Coaching Referral] Is this alert associated with a specific class? [Optional ▾] Additional Comments [Student expressed concern over stress and time management.] Cancel [Submit]
Viewing the Status of a Case Opened from a Referral Alert **To view the case status of a Referral you submitted on hehalf of a student, select the *Case* icon on the left-hand tool bar.** **You will be redirected to the *Cases* page, which will display a list of Open cases by default.** **Click on the *Manage Case* button.** **The *Manage Case* form will open. You will be able to view any comments entered by the student's coach.**	 Cases Panther Success Network Status [Open ▾] Care Unit Student Opened By Assigned To Alert Reasons Date Opened [All ▾] [Anyone ▾] [Anyone ▾] [Anyone ▾] [Any Reason ▾] [ ] to [ ] Search Actions ▾ ☐ My Students Only | ☐	STUDENT	STATUS	CARE UNIT	REASON	DATE OPENED	OPENED BY	DATE UPDATED	UPDATED BY	ASSIGNED TO	CASE OWNER:	
☐	Felicienne Alexandre	Open	College Life Coaching	College Life Coaching Referral	08/06/2019	Mark Demello	08/06/2019	Kimberly Noy	Mark Demello, Kimberly Noy	Christina Chong	Manage Case	

The Case will be closed by the Resource Department Manager. <u>Please, do not close the case</u>.

MANAGE CASE ✕

]
Reason: College Life Coaching Referral

Owner
Christina Chong   ✕ ▾

Assignees
✕ Mark Demello   ✕ Kimberly Noy

Discard   Save Changes

Case Activity:

08/06/2019

↗ Mark Demello assigned case to Christina Chong.   11:52AM

▪ Mark Demello opened case.   11:52AM

💬 Mark Demello added comment: 11:52AM
Student expressed concern over stress and time management.

↙ Christina Chong unassigned case from Christina Chong.   11:57AM

↗ Christina Chong assigned case to Mark Demello.   11:57AM

↗ Christina Chong assigned case to Kimberly Noy.   11:57AM

💬 Kimberly Noy added comment: 12:07PM
8/6/2019 - Met with Felicienne for initial session. She agreed to continuing sessions to discuss areas of concern.

💬 Kimberly Noy added comment: 12:10PM
Student has been assigned to Kimberly's caseload. She will continue to attend coaching sessions.

Add Comment

cancel   **Close Case**

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