FIU | **Academic and Career Success**

Academic Advising Technology

PANTHER SUCCESS NETWORK
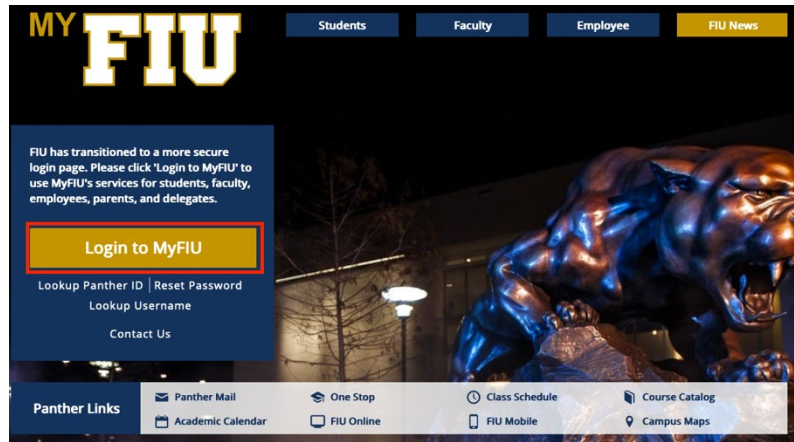# COLLEGE LIFE COACHING MANUAL

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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.**	
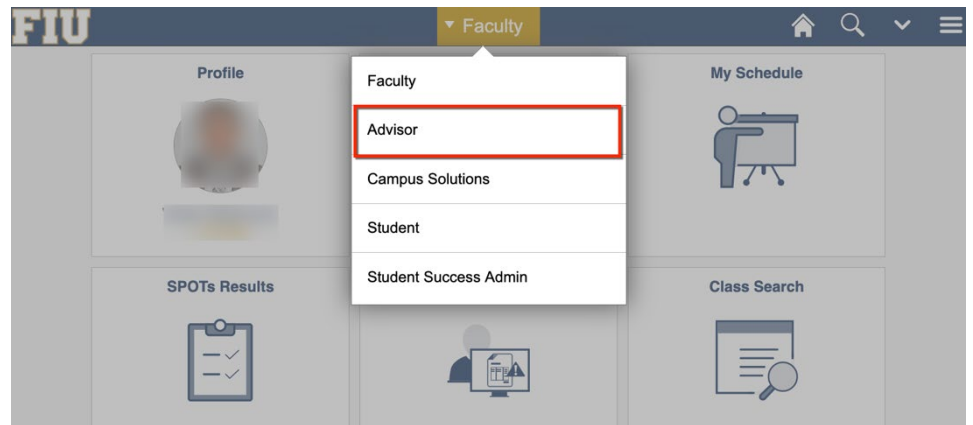
Academic Advising Technology

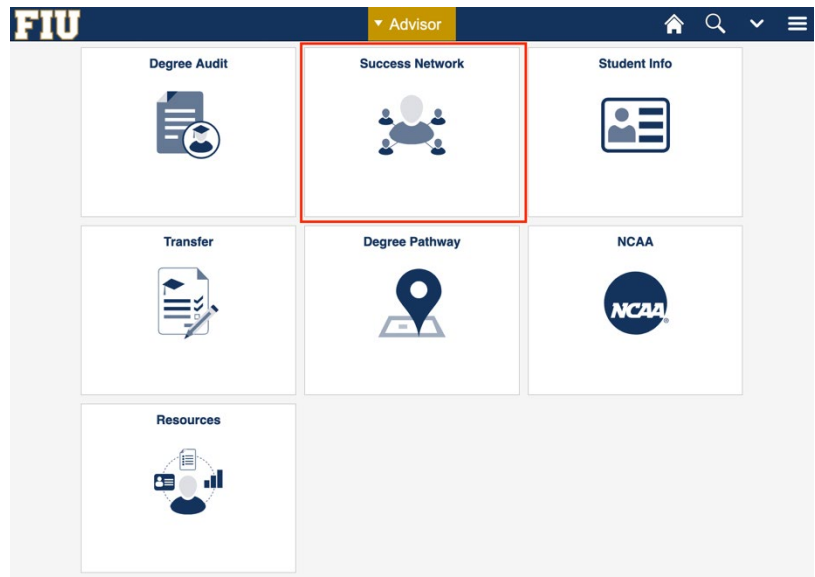|	
You will now be redirected to the Panther Success Network landing page. **Click on the *Go to Panther Success Network* button.**	**‹ Advisor** **Panther Success Network** **Panther Success Network** My_eAdvisor Dashboard Advisor Notes Advisor Messages Manager Summary **Panther Success Network** By 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)** 　 **Password** 　 **Login** › Forgot your username? › Forgot your password? › Need Help?
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 ▾
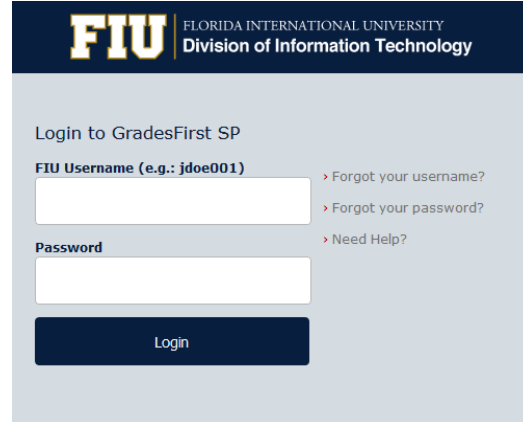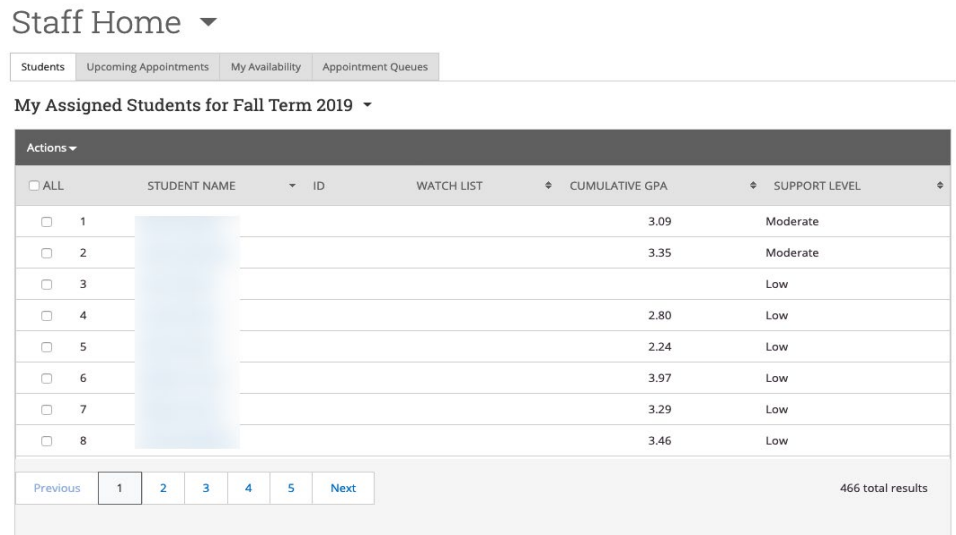
☐ ALL	STUDENT NAME	▾ ID	WATCH LIST	CUMULATIVE GPA	SUPPORT LEVEL
☐ 1				3.09	Moderate
☐ 2				3.35	Moderate
☐ 3					Low
☐ 4				2.80	Low
☐ 5				2.24	Low
☐ 6				3.97	Low
☐ 7				3.29	Low
☐ 8				3.46	Low

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

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 Ache, 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

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)**

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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**

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

STUDENT ID

CLASSIFICATION
College Senior

MOST RECENT ENROLLMENT
Summer Term 2019

Add to Watch List

Active Appt. ⓪
Campaigns   ▲

Student is not involved in any active campaigns

Advisors   Tutors
Mark Demello (FIU Campus)

Student Info   ▾

Your Success Team

Demello, Mark
Advisor
✉

Student View ⬭

Goals & Interests (supplied by the student)

Favorite Majors   Favorite Subjects
Accounting - BAcc   Art & Music
Computer Science - BA   Computers
Finance - BBA   Psychology

Favorite Fields   Favorite Activities
Business   Being Outdoors
Computers   Cooking
Programming   Working with Technology

Favorite Resources
None

Categories
2017 FTIC, Degree Progress Checkpoint: Degree Progress Checkpoint, Good Standing, MyMajorMatch, PRE_PHYSICIAN_ASSISTANT

Tags   Manage 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**

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

Success Markers

The student has missed guidelines for progress. Acting on them can help get the student back on track for successful completion.

○ Completed ● Missing ○ Upcoming

❶ 0 missed markers

Notification	Outcome
❶ There are no missed notifications for this student.	

GPA Trends By Term *
* Terms with no attempted credits are not shown.

■ Term GPA ■ Cumulative GPA

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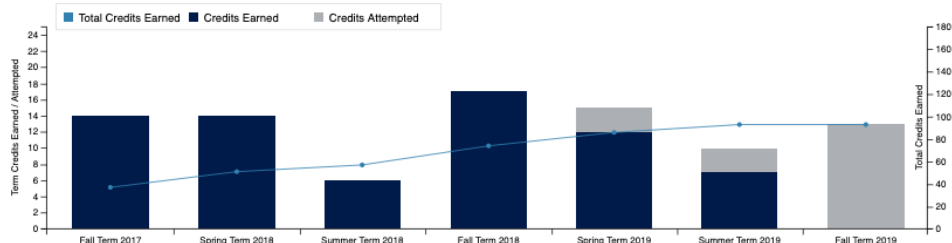
TERM	TERM GPA	CUM GPA	CREDITS ATTEMPTED	CREDITS COMPLETED	TOTAL CREDITS
Fall Term 2017	3.86	3.86	14.00	14.00	37.00
Spring Term 2018	4.0	3.93	14.00	14.00	51.00
Summer Term 2018	4.0	3.94	6.00	6.00	57.00
Fall Term 2018	3.98	3.95	17.00	17.00	74.00
Spring Term 2019	1.65	3.43	15.00	12.00	86.00
Summer Term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

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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	Related Careers

Accounting - BAcc
College of Business

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...

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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	
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	

inbox, click on *Back to My Conversations.* This will redirect you back.	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 Staff 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**
- **URL/Phone Number (for online or phone sessions)**

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   To
8:00am   5:00pm
All times listed are in Eastern Time (US & Canada).

How long is this availability active?
Summer Term 2020   ▼

What type of availability is this?

| Appointments | Drop-ins | Campaigns |

Care Unit
College Life Coaching   ▼

Location
College Life Coaching Program at MMC (SASC 305)   ▼

Services
x College Life Coaching

URL / Phone Number ⓘ

Special Instructions for Student

Cancel   Save

	ADD AVAILABILITY ✕ Location College Life Coaching Program at MMC (SASC 305) ▾ Services ✕ College Life Coaching URL / Phone Number ⓘ Special Instructions for Student **B** *I* ☰ ☰ ↶ ↷ 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 Coaching 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.*

COPY AND ADD AVAILABILITY   ✕

When are you available to meet?

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

From
8:00am

To
3:30pm

All times listed are in Eastern Time (US & Canada).

How long is this availability active?
Fall Term 2019   ▾

What type of availability is this?

| Appointments | Drop-ins | Campaigns |

Care Unit
College Life Coaching   ▾

Location
Phone College Life Coaching Program   ▾

Services
✕ College Life Coaching 2

URL / Phone Number ⓘ

Special Instructions for Student

                                          Cancel   **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.

Staff Home ▾

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

Available Times

Actions ▲

| Add Time |
| Copy Time |
| Delete Time |

	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
⦿ 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

A yellow banner will appear at the top of your screen confirming this action.	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. *Coaching 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.***	**My Calendar** Panther Success Network Calendar View List of Calendar Items ⚙ Settings and Sync ☑ Academic Advising ☑ Course ☑ Assignment ☑ General ☑ Busy ☑ Cancelled 🖶 Print Calendar (PDF) 📅 Add Calendar Event **August 2019** today ‹ day week **month** ›

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.*	**My Calendar** **Panther Success Network** Calendar View List of Calendar Items ⚙ Settings and Sync 🖶 Print Calendar **Today** 	DATE	TIME	TOPIC	ATTENDEES	EDIT ENTRY
---	---	---	---	---
08/09/2019	10:00a-10:30a	General Advising	Mark Demello, Jaime Salamanca	
08/09/2019	10:30a-11:00a	General Advising	Justin Joseph, Mark Demello	
08/09/2019	11:00a-11:30a	General Advising	Christina Varela, Mark Demello	
08/09/2019	11:30a-12:00p	General Advising	Jose Cartaya, Mark Demello	
08/09/2019	1:00p-2:00p	Busy	Mark Demello	
08/09/2019	2:00p-2:30p	General Advising	Devin Schmersey, Mark Demello	
08/09/2019	2:30p-4:00p	Busy	Mark Demello	| **This Week** | DATE	TIME	TOPIC	ATTENDEES	EDIT ENTRY
---	---	---	---	---
08/05/2019	9:00a-9:30a	Busy	Mark Demello		
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.

Calendar Settings

Last Sync: N/A

Setup Sync...

Click on Setup Sync button.

Click on the *Use Office 365 button.*

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

Click on Next.

Please Choose Your Calendar Application:

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

Microsoft Outlook

Google Calendar

Other Applications

Go back...

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.

Microsoft

Sign in

Email, phone, or Skype

No account? Create one!

Can't access your account?

Sign-in options

Next

Once the calendar sync has been compelted. A yellow banner will appear at the top of the PSN website as confirmation. **The whole process of downloading your calendar data will take up to 30 minute. Your sync will appear such.**	**Office365** Username _____ Forgot username? Password _____ Forgot password? Log In Manage Account Need Help? --- Office 365 connection successful! ✖ **Calendar Settings** **Panther Success Network** Microsoft Office 365: megomez@fiu.edu Retry Sync... Disconnect Sync...
Adding Events to Your Calendar **At the top right-hand corner of *Calendar View* you will see the *Add Calendar Events* button.**	
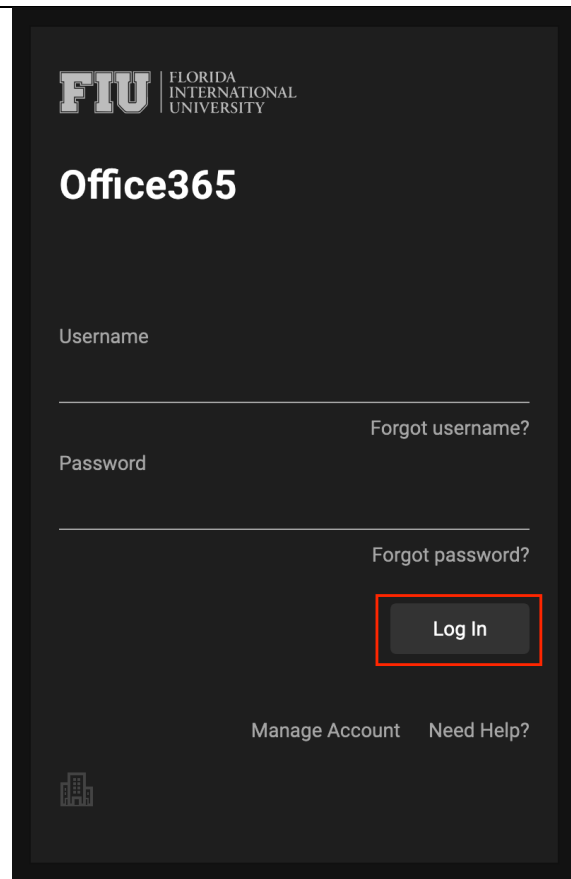
To initiate this process, press the *Add Calendar Events* button. You will be redirected to the *Schedule Appointment* page.

You will be redirected to the Schedule Appointment page.

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

My Calendar

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.

People Attending (0)

Available Slots Left in Appointment (0)

Add an Attendee   Additional Slots

Samantha Abud   🔍   [-] [+]

Select An Organizer

Samantha Abud (*5256) (student)

Alexandra Abud (*8296) (student)

Gloria Abud (*8709) (undefined)

Yasmin Abud (*2054) (student)

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

[Save Appointment] Cancel

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.

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	

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

Choose A Time To Meet

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

Specify the length of the coaching appointment to view the schedule of appointment 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		

Select the desired appointment time.

Repeat This Appointment?

Select if the appointment should repeat and its frequency.

Click on *Save Appointment.*

Repeat

[Does not repeat ▼]

[Save Appointment] Cancel

Creating a Coaching Appointment on Behalf of the Student **Option 1** **To create a Coaching *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	ME ▾	ID	WATCH LIST ⬍	CUMULATIVE GPA ⬍	SUPPORT LEVEL ⬍
Appointment Campaign				3.09	Moderate
Schedule Appointment	a			3.35	Moderate
Tag					Low
Note				2.80	Low
Mass Print				2.24	Low
Issue Alert				3.97	Low
Watch	s			3.29	Low
Export Results					
Show/Hide Columns	ah			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**

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 [?]

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 Coach) in the *Select an Organizer* table below this list.

Specify the length of the coaching 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*.

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.

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 CONFLICTS	☐ 0/1	

Repeat This Appointment?

Repeat
[Does not repeat ▾]

[Save Appointment]   Cancel

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

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

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

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?

(as Coac) in the *Select an Organizer* table below this list Specify the length of the coaching 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*	**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 Coaching Appointment Summary for Students *With a Scheduled* Appointment **Option 1** To create a Coaching *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 coaching report form will open.	## Staff Home ▾ | Students	Upcoming Appointments	My Availability	Appointment Queues | ## Upcoming Appointments Care Unit: All care units ▾ | Actions ▲					☐ Show Cancelled
---	---	---	---	---	---
Send Message					
Add Appointment Summary	ATTENDEE	TIME	SERVICE	COMMENT	REPORT FILED? / DETAILS
Issue Alert	...oud, ...amantha	8:00a-8:30a	General Advising		Not Yet. / Details
Cancel Appointment						

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 Coaching Comments.*

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

Click on *Save this Report* to submit.

                    Option 2
To create a Coaching Appointment Summary for an appointment that has been checked in at your coaching 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 coaching report form will open.

Academic Advising Technology

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 Coaching Comments.*

You will now be able to personalize the Coaching Comments using the formatting menu at the top of the comments box.
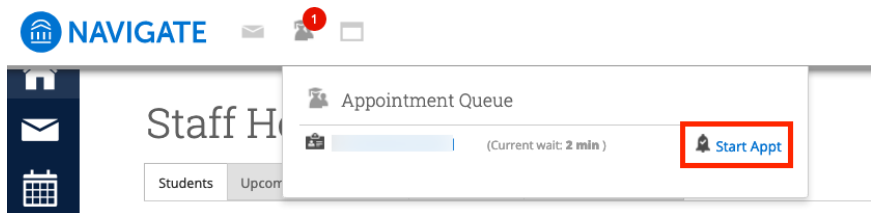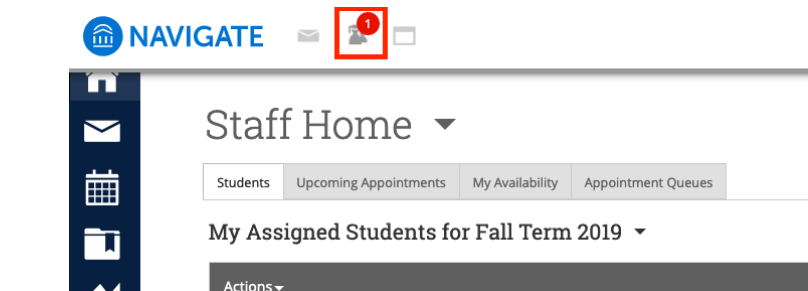
Click on *Save this Report* to submit.

APPOINTMENT REPORT FOR	
Appointment Details	**Summary Details For**

Appointment Details
Care Unit
College Life Coaching
Location
College Life Coaching Progra...
Service
× College Life Coaching
Course
Start typing to search all cour...
Date of visit
06/04/2020
Meeting Start Time
10:45am   to
Meeting End Time
11:15am
All times listed are in Eastern Time (US & Canada).
Attendees
Christina Chong
Advisor, Coach
☑ Attended

Junior
Psychology - BA - PSYC:BA
☑ Attended
Checkin   Checkout
10:40am   to   11:15am
Suggested Followup
This will be saved on the report as a suggestion. No appointment will be created.
Date [   ] Time [   ]

Summary Details For
Topics Discussed   Meeting Agenda

Resources Reviewed   Actions For Next Session

Student arrived on time to begin our session.   ○ Yes ○ No ○ N/A
Student worked on previously set action items prior to coaching session.   ○ Yes ○ No ○ N/A
Student utilized session to discuss time management strategies and tools.   ○ Yes ○ No ○ N/A
Student utilized session to discuss learning and studying strategies.   ○ Yes ○ No ○ N/A
Student utilized session to review resources available.   ○ Yes ○ No ○ N/A
Student utilized session to identify personal goals, reflect on current levels of motivation and/or discuss obstacles.   ○ Yes ○ No ○ N/A

Appointment Summary
B *I* ☰ ☰ 🔗 Paragraph ▾ ↶ ↷

...zed this coaching session to reflect on her progress this semester (i.e., more involved on campus, better time management, new group of support), while identifying the personal obstacles that made the spring/summer difficult for her. She shared that she wanted to open up and promised herself to be more honest about how she is feeling, which has helped her process life's struggles more thoroughly. She shared that her grades are better and she is dealing with issues more effectively.

Goals:
- Stay determined (write/pray about it on Thursdays).
- Become a better version of herself by being open minded and selfless.

P

Attachments
Attach File
[Choose File] No file chosen

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]

Creating a Coaching Appointment Summary for Students Without an Appointment **Option 1** **To create a Coaching *Appointment Summary*, first, select student name from your caseload.** **Click on the *Actions* dropdown menu and select *Create Appointment Summary.***	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

A pop-up window with the coaching 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 Coaching Comments.*

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

Click on *Save this Report* to submit.

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

APPOINTMENT REPORT FOR ▭▭▭▭▭   _ ×

Appointment Details

Care Unit
College Life Coaching ▾

Location
College Life Coaching Progra... ▾

Service
⊠ College Life Coaching

Course
Start typing to search all cour... ▾

Date of visit
06/04/2020

Meeting Start Time
10:45am   to

Meeting End Time
11:15am

All times listed are in Eastern Time (US & Canada).

Attendees

Christina Chong
Advisor, Coach
☑ Attended

▭▭▭▭▭▭
Junior
Psychology - BA - PSYC:BA
☑ Attended

Checkin   Checkout
10:40am   to   11:15am

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

Date ▭▭▭   Time ▭▭▭

Summary Details For ▭▭▭▭

Topics Discussed   Meeting Agenda

Resources Reviewed   Actions For Next Session

Student arrived on time to begin our session.   ○ Yes ○ No ○ N/A
Student worked on previously set action items prior to coaching session.   ○ Yes ○ No ○ N/A
Student utilized session to discuss time management strategies and tools.   ○ Yes ○ No ○ N/A
Student utilized session to discuss learning and studying strategies.   ○ Yes ○ No ○ N/A
Student utilized session to review resources available.   ○ Yes ○ No ○ N/A
Student utilized session to identify personal goals, reflect on current levels of motivation and/or discuss obstacles.   ○ Yes ○ No ○ N/A

Appointment Summary

B *I* ≔ ≔ 🔗 Paragraph ∨ ↶ ↷

▭▭▭ zed this coaching session to reflect on her progress this semester (i.e., more involved on campus, better time management, new group of support), while identifying the personal obstacles that made the spring/summer difficult for her. She shared that she wanted to open up and promised herself to be more honest about how she is feeling, which has helped her process life's struggles more thoroughly. She shared that her grades are better and she is dealing with issues more effectively.

Goals:

- Stay determined (write/pray about it on Thursdays).
- Become a better version of herself by being open minded and selfless.

P

Attachments

▭ Attach File
Choose File | No file chosen

ⓘ 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

| 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

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

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%

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

STUDENT ID

CLASSIFICATION
College Senior

Major History ▾

MOST RECENT ENROLLMENT
Summer Term 2019

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

Links

FIU

A pop-up window with the coaching 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 Coaching Comments*.

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

Click on *Save this Report* to submit.

APPOINTMENT REPORT FOR

Appointment Details

Care Unit
College Life Coaching

Location
College Life Coaching Progra...

Service
College Life Coaching

Course
Start typing to search all cour...

Date of visit
06/04/2020

Meeting Start Time
10:45am   to

Meeting End Time
11:15am

All times listed are in Eastern Time (US & Canada).

Attendees

Christina Chong
Advisor, Coach
☑ Attended

Junior
Psychology - BA - PSYC:BA
☑ Attended

Checkin   Checkout
10:40am   to   11:15am

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

Date [   ]   Time [   ]

Summary Details For

Topics Discussed   Meeting Agenda

Resources Reviewed   Actions For Next Session

Student arrived on time to begin our session.   ○ Yes ○ No ○ N/A

Student worked on previously set action items prior to coaching session.   ○ Yes ○ No ○ N/A

Student utilized session to discuss time management strategies and tools.   ○ Yes ○ No ○ N/A

Student utilized session to discuss learning and studying strategies.   ○ Yes ○ No ○ N/A

Student utilized session to review resources available.   ○ Yes ○ No ○ N/A

Student utilized session to identify personal goals, reflect on current levels of motivation and/or discuss obstacles.   ○ Yes ○ No ○ N/A

Appointment Summary

B   I   ☰ ☰   🔗   Paragraph ∨   ↶ ↷

zed this coaching session to reflect on her progress this semester (i.e., more involved on campus, better time management, new group of support), while identifying the personal obstacles that made the spring/summer difficult for her. She shared that she wanted to open up and promised herself to be more honest about how she is feeling, which has helped her process life's struggles more thoroughly. She shared that her grades are better and she is dealing with issues more effectively.

Goals:

- Stay determined (write/pray about it on Thursdays).
- Become a better version of herself by being open minded and selfless.

P

Attachments

▭ Attach File
[Choose File] No file chosen

ⓘ 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

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.*

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 a Note **Option 1** To create a *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)** • **Note Reason** If, applicable, attach any relevant documentation. Note: Pay close attention to the *Visibility* options: • **[Coach'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	Staff Home ▾
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.	

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 ▾

		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 ▾

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	Credit Completion % at this Institution
93.00	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

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:
- **[Coach'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

	NAME	# OF STUDENTS
☐		

Actions ▾   New Watch List

No watch lists found!

Saved Searches

	NAME
☐	

Actions ▾   New Saved Search

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

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					
Appointment Campaign				3.22	Moderate
Schedule Appointment					
Tag				3.52	High
Note					Low
Mass Print					
Issue Alert				2.91	Low
Watch					Unknown
Export Results				2.24	Low
Show/Hide Columns					Unknown

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.	**Panther Success Network** Overview Success Progress History Class Info Major Explorer More ▼ Course Grade D/F: **3** ▼ Repeated Courses: **1** ▼ Withdrawn Courses: **0** Missed Success Markers: **5** ▼ Cumulative GPA: **3.22** ▼ Total Credits Earned: **93.00** Credit Completion % at this Institution: **92%** **Biological Sciences - BS** STUDENT ID **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
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.	**ADD TO WATCH LIST** ✕ ☑ Gpa Below 2.00 ☐ Graduation Applicants Create new list... Cancel **Save**

Academic Advising Technology

Removing a Student from a Watch List

To remove a student from 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

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				
Create Appointment Summary			3.02	Moderate
Appointment Campaign			3.22	Moderate
Schedule Appointment			3.52	High
Tag				
Note				Low
Mass Print				
Issue Alert			2.91	Low
Watch				Unknown
Export Results			2.24	Low
Show/Hide Columns				Unknown

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 a Coaching Appointment Campaign

Note: Prior to creating a Coaching Appointment Campaign, you must first save an Appointment Availability, using the *Campaign Inititated 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.

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.

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

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.

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.

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

Fall 2019 Enrollment Outreach

Review Students In Campaign

Actions ▲
Remove Selected Users

< Back   Add More Students   Save and Exit   Continue

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 ▾	
☐ 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 Staff 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.

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

Add Attachment:

Select file to attach

📎

Instructions or Notes for Landing Page

Press *Continue* once you have finalized your message.

Preview Email   Preview Landing Page

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**

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.*

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**

Confirm Send Invitations Now

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

Cancel   **Send Invitations Now**

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.

To schedule an appointment, the student will click on the *Schedule This Appointment* **button on the yellow banner and follow the instructions.**

Student Home

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*.

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

From the *Student Profile Page*, **click on the** *Add a Reminder to this Student* **link to the right of the** *Overview* **page.**

Panther Success Network

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

Current Alerts ③

I want to...

Message Student

Add a Note on this Student

Add a Reminder to this Student
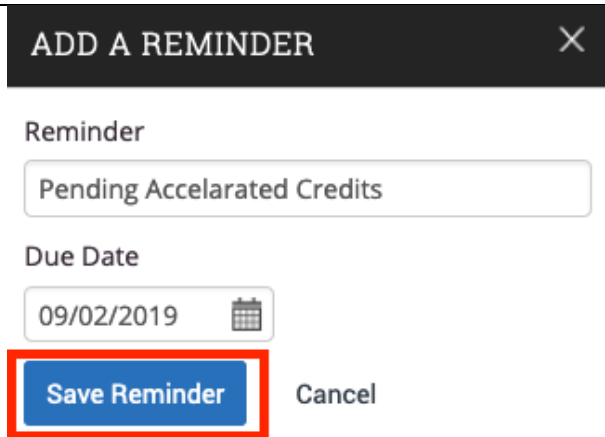
Report on Appointment

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	Credit Completion % at this Institution
93.00	92%

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

STUDENT ID

CLASSIFICATION
College Senior

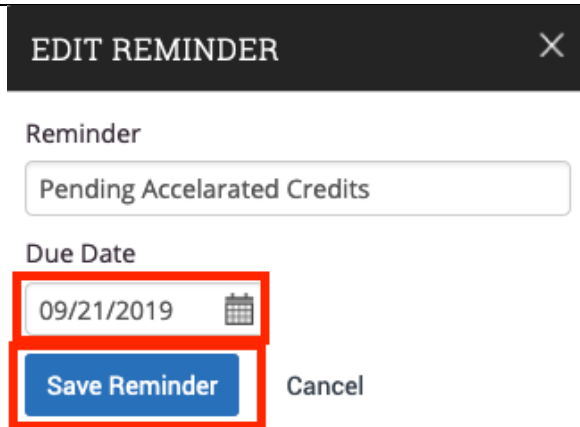|	
A pop-up window with the *Add to Watch List* formulary will open. **Type in the *Reminder* topic and *Due Date*.** **Click on *Save Reminder* button.**	**ADD A REMINDER** ✕ Reminder Pending Accelarated Credits Due Date 09/02/2019 🗓 **Save Reminder** Cancel
Editing a Reminder for a Student **To edit 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.**	☰ 🏠 ✉ 📅 📔 📈 📌 🔍 🏷 📄 **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
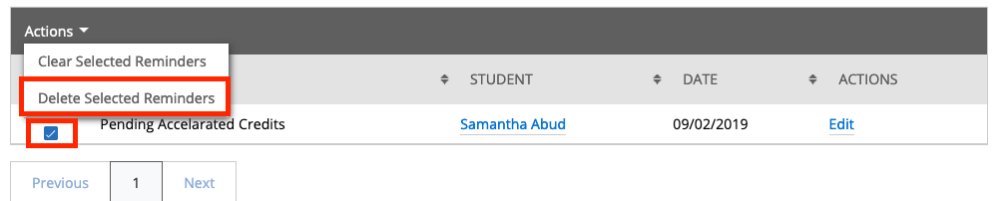
Performing Advanced Searches **To perform a *Search,* select the magnifying glass on the left-hand tool bar. You will be redirected to the *Search* page.** **The Search engine allows you to search for select populations using the different filters available. Click on "Show Advanced Filters", located 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 ▾ ☐ ALL NAME ▾ ID WATCH LIST CUMULATIVE GPA ⬍ MAJOR SUPPORT LEVEL ⬍ CLASSIFICATION ⬍ ☐ 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
Coaching 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.
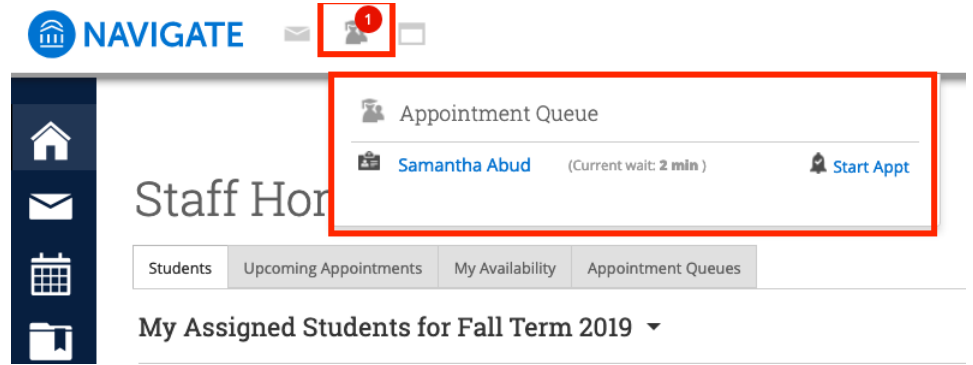
To begin an appointment, select *Start Appt.*
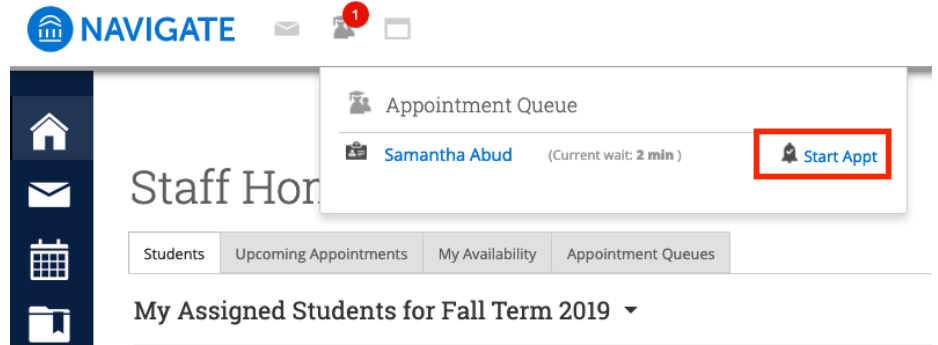
The *Coach Summary* for this student will open. In the *Coach Report*, you can fill out all the information necessary for the appointment such as:

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

Note: The *Coach 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 *Coach 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 *Coach Report* at the top of your page over the *Window* icon.

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

APPOINTMENT REPORT FOR S▮▮▮▮▮▮▮▮

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

Attendees

Mark Demello
Advisor, Professor
☑ Attended

Senior
Biological Sciences - BS
☑ Attended

Checkin: 10:44am   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.

P

Attachments
×   Browse...   Forgivenss.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 a Coach *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.

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.

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

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...

ISSUE AN ALERT ✕

Student _____ 🔍

(*1400) (student)

Please select the reason you believe this student needs assistance

× College Life Coaching Referral

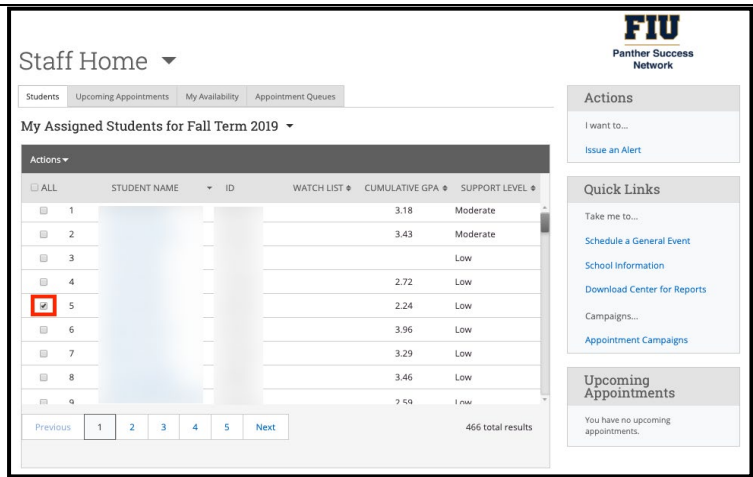Is this alert associated with a specific class?   Optional ▼

Additional Comments

Student expressed concern over stress and time management.

Cancel   **Submit**

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 [redacted]

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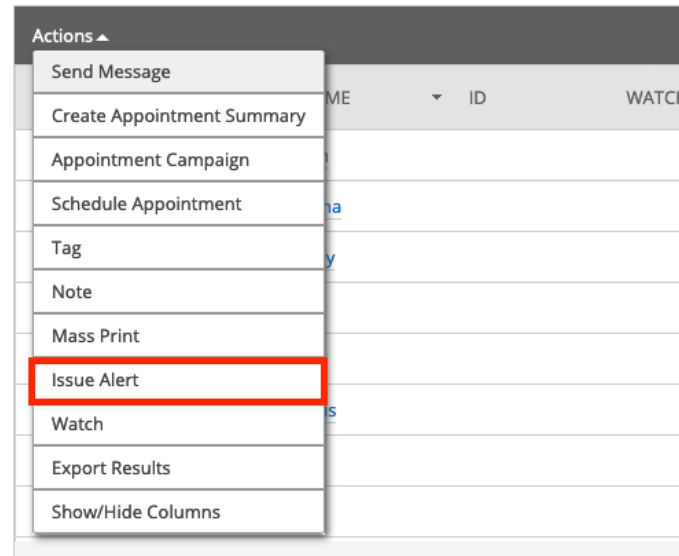
Option 3
From inside of the student's profile, click on the *Issue an Alert* link found in the *Actions* table below the *Panther Success Network (PSN)* logo.

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.

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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   [redacted]
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.**	(left-hand tool bar icons) **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.