

PANTHER SUCCESS NETWORK –  
PROGRESS REPORT (EARLY ALERT) WORKFLOW  
MANUAL

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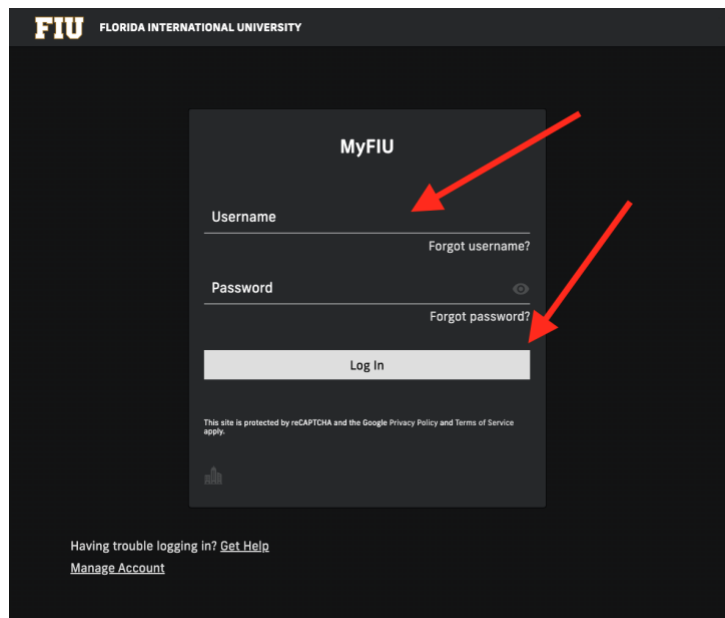
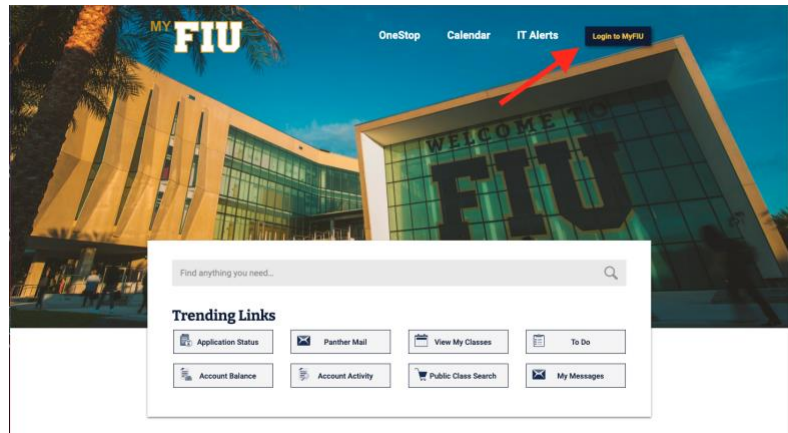
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## Logging into the Panther Success Network

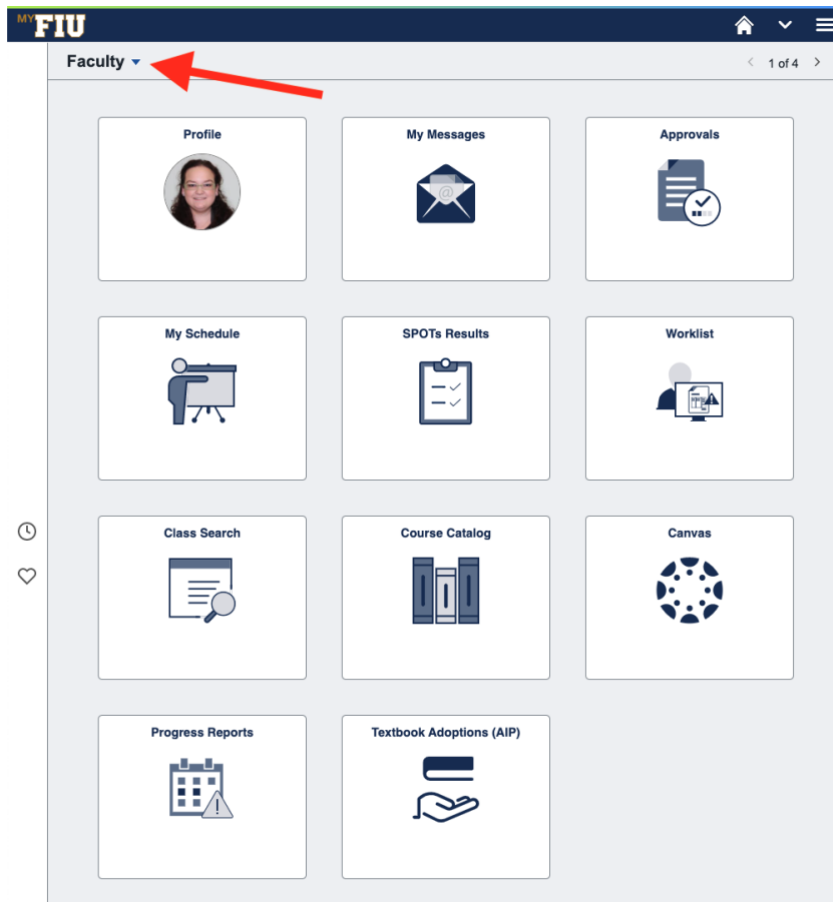
To access the Panther Success Network (PSN) log into My FIU (<https://my.fiu.edu/>).

To access the platform, enter your Panther ID or Username and current password.

Click on the *Log In* button to confirm.

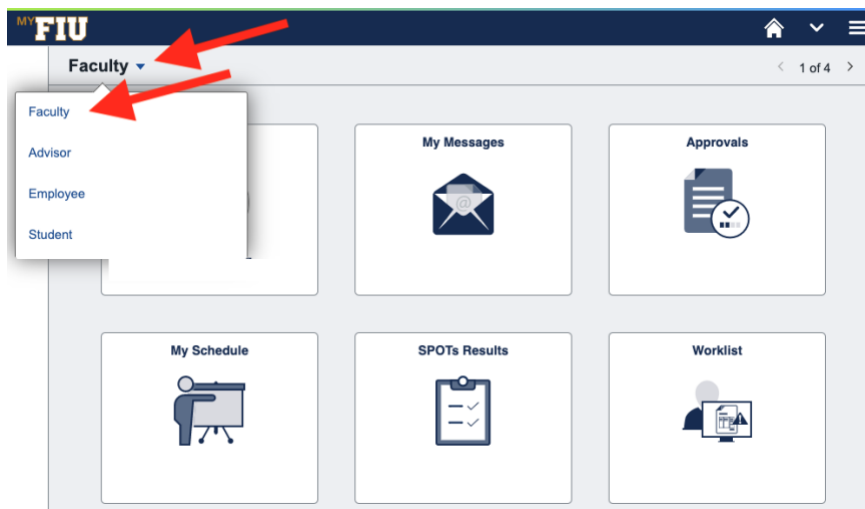


Once successfully logged into your myFIU portal, you will be redirected to your Faculty page.

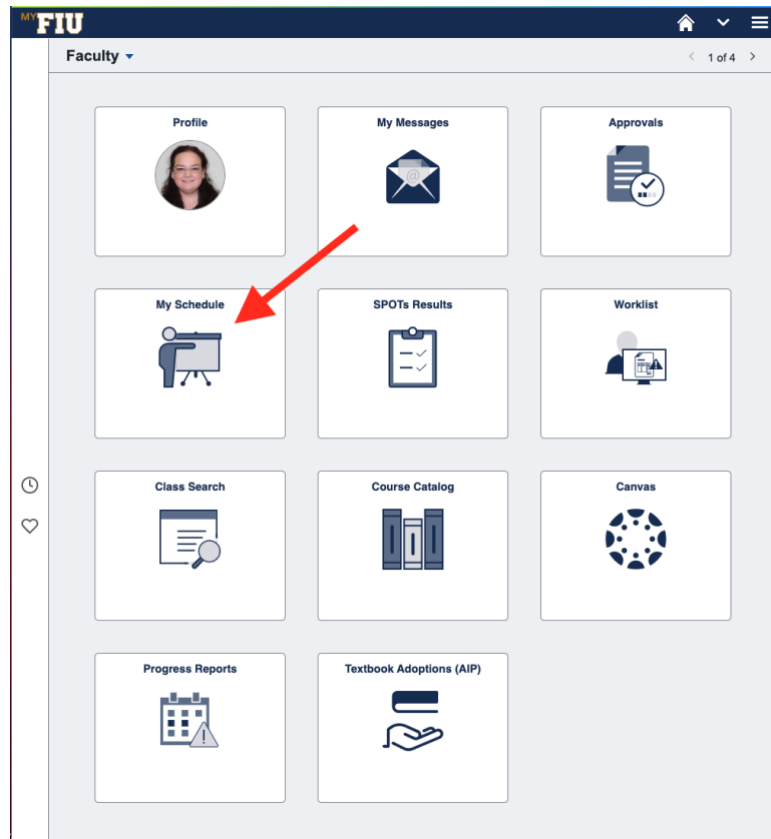


To navigate to your Faculty page, you will find a dropdown menu right below the FIU logo in the top left corner of the myFIU website.

From the dropdown menu, select *Faculty* from the dropdown menu.



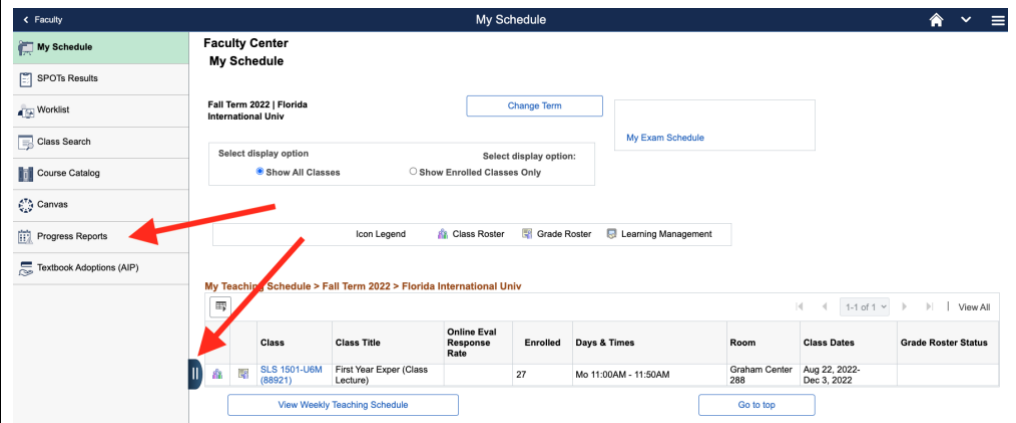
Click on the *My Schedule* tile from the series that you find on the Faculty homepage.



You will be redirected to your Faculty Center page.

Towards the left of your course schedule for the term, you will see a menu listing different pages you may have access to.

Select Progress Reports from the options that appear.

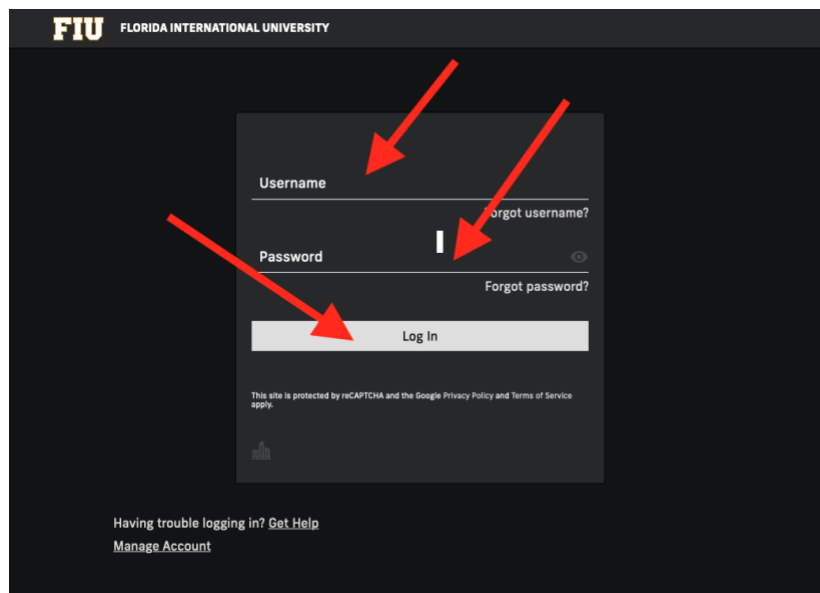
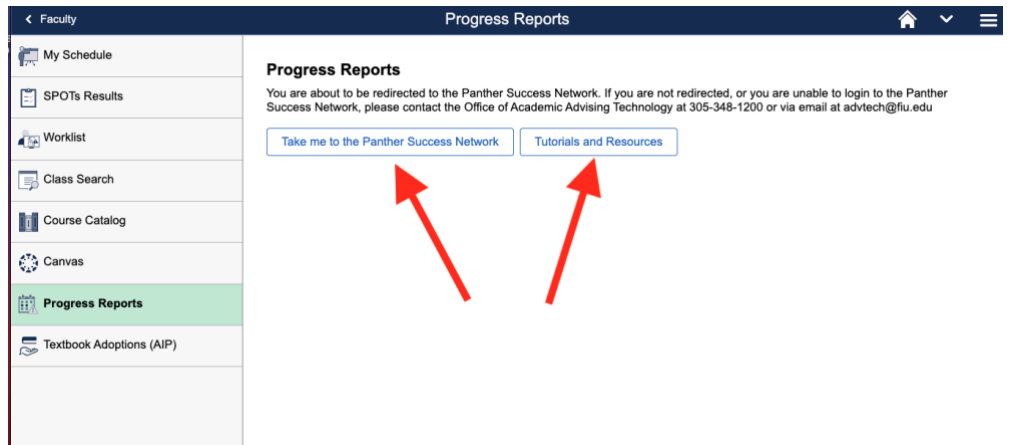


You will be redirected to a landing page that provides you with access to important resources.

To view these resources, select the *Tutorials and Resources* button.

To continue to the Panther Success Network, select the *Take me to the Panther Success Network* button.

Proceed to log-in using your Panther ID or username and password.



Upon successful log-in, the platform will default to your current semester's **Class Listing** and **Students in My Courses** table.

The current semester's **Class Listing** table provides you with a summary of the pertinent details surrounding the course.

The **Students In My Courses** table lists all students enrolled in your courses being taught this term.

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NAVIGATE Quick Search JS

Professor Home

Courses

Term: Spring Term 2023 (De...)

COURSE NAME	TIME	ROOM	
(DIG-4552) Advanced Multimedia Production	TR 3:00pm - 5:00pm ET	Academic Center Two-132	<a href="#">Progress Reports</a>
(RTV-3531) Multimedia Prod	MW 4:40pm - 6:40pm ET	Academic Center Two-132	<a href="#">Progress Reports</a>

Students In My Courses

Term: Spring Term 2023 (De...)

Actions

<input type="checkbox"/>	INDEX	STUDENT NAME	COURSE(S)	AT RISK?
<input type="checkbox"/>	1		RTV-3531-B51	No
<input type="checkbox"/>	2		RTV-3531-B51	No
<input type="checkbox"/>	3		DIG-4552-B51	No
<input type="checkbox"/>	4		DIG-4552-B51	No
<input type="checkbox"/>	5		RTV-3531-B51	No
<input type="checkbox"/>	6		DIG-4552-B51	No

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## Issuing Progress Reports for an Individual Student

To issue a Progress Report for an individual student, go to the **Courses** table on your **Professor Home** page. Identify the course for which you wish to enter Alerts.

Click on the **Progress Reports** link located to the right of the class information.

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Professor Home

Courses

Term: Spring Term 2023 (De...)

COURSE NAME	TIME	ROOM	
(DIG-4552) Advanced Multimedia Production	TR 3:00pm - 5:00pm ET	Academic Center Two-132	<a href="#">Progress Reports</a>
(RTV-3531) Multimedia Prod	MW 4:40pm - 6:40pm ET	Academic Center Two-132	<a href="#">Progress Reports</a>

Students In My Courses

Term: Spring Term 2023 (De...)

INDEX	STUDENT NAME	COURSE(S)	AT RISK?
<input type="checkbox"/>	1	RTV-3531-B51	No
<input type="checkbox"/>	2	RTV-3531-B51	No
<input type="checkbox"/>	3	DIG-4552-B51	No
<input type="checkbox"/>	4	DIG-4552-B51	No
<input type="checkbox"/>	5	RTV-3531-B51	No
<input type="checkbox"/>	6	DIG-4552-B51	No

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You will be redirected to the Progress Reports page, which contains your class roster for this particular class.

Select the student's name that applies to this Progress Report.

### Progress Reports for RTV-3531(Multimedia Prod)

STUDENT NAME AT RISK? ALERT REASONS ABSENCES EXPECTED COMMENTS CREATED AT

Use The Checkboxes To Select Students From Your Classes  
And Then Click The "Create A New Progress Report" Button To Begin Adding A New Progress Report.

STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Class Information

**Name:**  
RTV-3531 - Multimedia Prod

**Class Days:**  
TR 10:00a-2:00p

**Hours:**  
3.0

**Professor(s):**



Within the **Actions** dropdown menu, select **Create a New Progress Report**.

## Progress Reports for RTV-3531(Multimedia Prod)

STUDENT NAME AT RISK ALERT REASONS ABSENCES EXPECTED COMMENTS CREATED AT

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Button To Begin Adding A New Progress Report.

Actions	PHONE NUMBER	EMAIL ADDRESS
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		

### Class Information

**Name:**  
RTV-3531 - Multimedia Prod  
**Class Days:**  
TR 10:00a-2:00p  
**Hours:**  
3.0  
**Professor(s):**

A pop-up window will open.

Begin by designating that the student is at-risk to fail your class.

### ADD A NEW PROGRESS REPORT

At-Risk to Fail Your Class?  Yes  No

Early Alert Reasons (You must choose at-least one if the student is at-risk)

How Many Absences?

Current Grade

Comments

Select the applicable **Alert / Referral Reason(s)** that describe why this particular student is being marked at-risk.

**Note:**  
You may select a single or multiple **Alert Reason(s)** from the dropdown menu.

If applicable, designate the number of absences the student has.

Additionally, if applicable, you may select from the dropdown menu the student's current grade in your class.

ADD A NEW PROGRESS REPORT

At-Risk to Fail Your Class?  Yes  No

Early Alert Reasons (You must choose at-least one if the student is at-risk)

How Many Absences?

Current Grade

Comments

ADD A NEW PROGRESS REPORT

At-Risk to Fail Your Class?  Yes  No

Early Alert Reasons (You must choose at-least one if the student is at-risk)

How Many Absences?

Current Grade

Comments

Enter supporting comments regarding student performance and reason(s) for alert.

Submit *Progress Report*.

**ADD A NEW PROGRESS REPORT** [X]

At-Risk to Fail Your Class?  Yes  No

Select one or more Alert Reasons (required if student is being marked at-risk).  
[X] Assignments  
[X] Quizzes & Test Scores

How Many Absences?

Current Grade

**Comments**

Student has not submitted homework assignments for the past two weeks. In addition, the student has an average of 30/100 on quizzes.

**Submit Report** Cancel

**ADD A NEW PROGRESS REPORT** [X]

At-Risk to Fail Your Class?  Yes  No

Early Alert Reasons (You must choose at-least one if the student is at-risk)  
[X] \*Course Performance (Assignments, Quiz/Test Scores)


How Many Absences?

Current Grade

Comments

The student has has not submitted homework assignments for the past two weeks. The student's quiz grade average is 30/100. Please assist the student.

**Submit Report** Cancel



After submission, you will be able to review the Progress Report details.

### Progress Reports for RTV-3531(Multimedia Prod)



STUDENT NAME	AT RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT	
	Yes	Assignments, Quizzes & Test Scores	1	D	Student has not submitted homework assignments for the past two weeks. In addition, the student has an average of 30/100 on quizzes.	08/29/2018	<a href="#">Details</a>

**Class Information**

**Name:**  
RTV-3531 - Multimedia Prod

**Class Days:**  
TR 10:00a-2:00p

**Hours:**  
3.0

**Professor(s):**

## Issuing Progress Reports for Multiple Students

To issue a Progress Report for multiple students, go to the *Class Listing* table on your *Professor Home* page. Identify the course for which you wish to enter Alerts.

Click on the *Progress Reports* link located to the right of the class information.

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NAVIGATE Quick Search JS

Professor Home

**Courses**

Term: Spring Term 2023 (De...)

COURSE NAME	TIME	ROOM	
(DIG-4552) Advanced Multimedia Production	TR 3:00pm - 5:00pm ET	Academic Center Two-132	<a href="#">Progress Reports</a>
(RTV-3531) Multimedia Prod	MW 4:40pm - 6:40pm ET	Academic Center Two-132	<a href="#">Progress Reports</a>

**Students In My Courses**

Term: Spring Term 2023 (De...)

INDEX	STUDENT NAME	COURSE(S)	AT RISK?
<input type="checkbox"/>	1	RTV-3531-B51	No
<input type="checkbox"/>	2	RTV-3531-B51	No
<input type="checkbox"/>	3	DIG-4552-B51	No
<input type="checkbox"/>	4	DIG-4552-B51	No
<input type="checkbox"/>	5	RTV-3531-B51	No
<input type="checkbox"/>	6	DIG-4552-B51	No

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You will be redirected to the Progress Reports page, which contains your class roster for this particular class.

Select the students' names that apply to this Progress Report.

## Progress Reports for DIG-4293(Multimedia Production 2)

STUDENT NAME	AT RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT
--------------	----------	---------------	----------	----------	----------	------------

### Class Information

**Name:**  
DIG-4293 - Multimedia Production 2

**Class Days:**  
MW 10:00a-2:00p

**Hours:**  
3.0

**Professor(s):**  
\_\_\_\_\_

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Button To Begin Adding A New Progress Report.

Actions	STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input checked="" type="checkbox"/>	_____	_____	_____
<input checked="" type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input checked="" type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

Within the *Actions* dropdown menu, select *Create a New Progress Report*.

## Progress Reports for DIG-4293(Multimedia Production 2)

STUDENT NAME	AT RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT
--------------	----------	---------------	----------	----------	----------	------------

### Class Information

**Name:**  
DIG-4293 - Multimedia Production 2

**Class Days:**  
MW 10:00a-2:00p

**Hours:**  
3.0

**Professor(s):**  
Sarah Anderson Teresa Ponte Jay Sandhouse

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Button To Begin Adding A New Progress Report.

Actions	STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
Create a New Progress Report	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input checked="" type="checkbox"/>	_____	_____	_____
<input checked="" type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input checked="" type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

A pop-up window will open.

Within the pop-up window, you will be reminded that you are submitting a progress report for multiple students.

Begin by designating that the students are at-risk to fail your class.

Select the applicable *Alert Reason(s)* that describe why this particular student is being marked at-risk.

**Note:**  
You may select a single or multiple *Alert Reason(s)*.

Enter supporting comments regarding student performance and reason(s) for alert.

Click on *Submit Report*.

ADD A NEW PROGRESS REPORT

**WARNING:** You are about to submit a progress report for multiple students.

At-Risk to Fail Your Class?  Yes  No

Early Alert Reasons (You must choose at-least one if the student is at-risk)

How Many Absences?

Current Grade

Comments

\*Attendance and Class Participation

\*Course Performance (Assignments, Quiz/Test Scores)

\*Other Concerns (Please specify in Comments)

ENC 1930/1101/1102 Instructor Concern

Submit Report Cancel

ADD A NEW PROGRESS REPORT

**WARNING:** You are about to submit a progress report for multiple students.

At-Risk to Fail Your Class?  Yes  No

Early Alert Reasons (You must choose at-least one if the student is at-risk)

How Many Absences?

Current Grade

Comments

\*Course Performance (Assignments, Quiz/Test Scores)

Submit Report Cancel

To confirm your submission, click on **OK**.

The screenshot shows a web form titled "ADD A NEW PROGRESS REPORT". At the top, there is a warning message: "WARNING: You are about to submit a progress report for multiple students." Below this, there are several input fields: "At-Risk to Fail Your Class?" with radio buttons for "Yes" (selected) and "No"; "Select one or more Alert Reasons (required if student is being marked at-risk)" with a dropdown menu showing "Quizzes & Test Scores"; and "How Many Absences?" with an empty text input field. A "Current Grade" dropdown is also visible. A modal dialog box is overlaid on the form, containing the text: "You are about to submit this progress report for multiple students. To continue, click OK. To submit this progress report for only one student, click Cancel and start again by selecting only one student." The dialog has "Cancel" and "OK" buttons, with the "OK" button highlighted by a red rectangle. At the bottom of the form, there are "Submit Report" and "Cancel" buttons.

After submission, you will be able to review the **Progress Report details**.

### Progress Reports for DIG-4293(Multimedia Production 2)

STUDENT NAME	AT RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT
	Yes	Quizzes & Test Scores			Student has an average score below 60 on quizzes and tests. Must improve grades; otherwise, student is at risk of failing course.	08/30/2018 <a href="#">Details</a>
	Yes	Quizzes & Test Scores			Student has an average score below 60 on quizzes and tests. Must improve grades; otherwise, student is at risk of failing course.	08/30/2018 <a href="#">Details</a>
	Yes	Quizzes & Test Scores			Student has an average score below 60 on quizzes and tests. Must improve grades; otherwise, student is at risk of failing course.	08/30/2018 <a href="#">Details</a>

**Class Information**

**Name:** DIG-4293 - Multimedia Production 2

**Class Days:** MW 10:00a-2:00p

**Hours:** 3.0

**Professor(s):**

## Viewing the Status and Updating a Progress Report

You will be able to view up-to-date comments made by advisor(s) in regard to actions taken (e.g. student was contacted, referred to resources and other plans for success).

To view the status of the report, click on the folder icon located on the left toolbar.

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NAVIGATE Quick Search

Professor Home

Courses

Term: Spring Term 2023 (De...)

COURSE NAME	TIME	ROOM	
(DIG-4552) Advanced Multimedia Production	TR 3:00pm - 5:00pm ET	Academic Center Two-132	<a href="#">Progress Reports</a>
(RTV-3531) Multimedia Prod	MW 4:40pm - 6:40pm ET	Academic Center Two-132	<a href="#">Progress Reports</a>

Students In My Courses

Term: Spring Term 2023 (De...)

Actions

You will be redirected to the *Cases* page. With each *Progress Report* where you mark the student at-risk of failing, a case is opened.

Here you will be able to view all *Cases* that are *Current, Unassigned or Closed*.

Click on the *Manage Case* button to view *Case Activity*.

NAVIGATE Quick Search

FIU Panther Success Network

Cases

Status: Open

Care Unit: All Student: Anyone Opened By: Anyone Assigned To: Anyone Referral Reasons: Any Reason Date Opened: to

Case Owner: Anyone

Search

Actions My Students Only


STUDENT	STATUS	CARE UNIT	REASON	DATE OPENED	OPENED BY	DATE UPDATE	UPDATED BY	ASSIGNED TO	CASE OWNER	Manage Case
	Open	Academic Advising	*Attendance and Class Participation	10/27/2022	Jay Sandhouse	10/28/2022	Jeanely Guzman	Jeanely Guzman	Jay Sandhouse	Manage Case
	Open	Academic Advising	*Attendance and Class Participation	10/24/2022	Jay Sandhouse	10/25/2022	Jeanely Guzman	Jeanely Guzman	Jay Sandhouse	Manage Case
	Open	Academic Advising	*Attendance and Class Participation	10/21/2022	Jay Sandhouse	10/21/2022	Jeanely Guzman	Jeanely Guzman	Jay Sandhouse	Manage Case
	Open	Academic Advising	*Attendance and Class Participation	09/30/2022	Jay Sandhouse	10/03/2022	Linda Lara	Linda Lara	Jay Sandhouse	Manage Case
	Open	Academic Advising	*Course Performance (Assignments, Quiz/Test Scores)	02/12/2022	Jay Sandhouse	02/14/2022	Amy Winters	Amy Winters	Jay Sandhouse	Manage Case
	Open	Academic Advising	*Attendance and Class Participation	02/12/2022	Jay Sandhouse	02/14/2022	Amy Winters	Amy Winters	Jay Sandhouse	Manage Case



A pop-up window will open with the step by step **Case Activity**.

You will see comments entered by you and the student's assigned advisor.

### MANAGE CASE




 Reason: \*Attendance and Class Participation  
Class: RTV-3531-B52-C Multimedia Prod

Owner: Jay Sandhouse



Assignees: Jeanely Guzman

Case Activity:

10/27/2022

-  Jay Sandhouse assigned case to Jeanely Guzman. 01:04PM
-  Jay Sandhouse opened case. 01:04PM
-  Jay Sandhouse added comment: 01:04PM  
The student has missed several classes. In addition, she come in consistently late, and sometimes leaves early. Because of this, she regularly does her assignments incorrectly, since she is not in class to hear the full explanation.

10/28/2022

-  Jeanely Guzman changed owner to Jay Sandhouse. 02:00PM
-  Jeanely Guzman added comment: 02:01PM  
10/28/22: Contacted student and request for the student to create an appointment to see me.

## Closing a Case

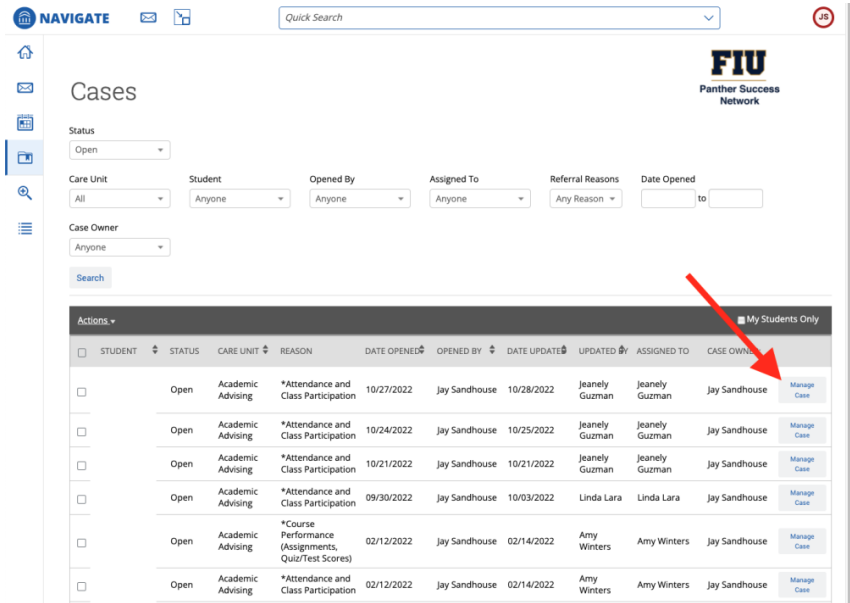
At the end of the semester or after the Case has been resolved, the advisor may close the Case by clicking on the **Close Case** button in the **Manage Case** window.

After clicking on this button, you will be redirected.

You will now select the **Outcome** from the dropdown menu and enter any relevant comments.

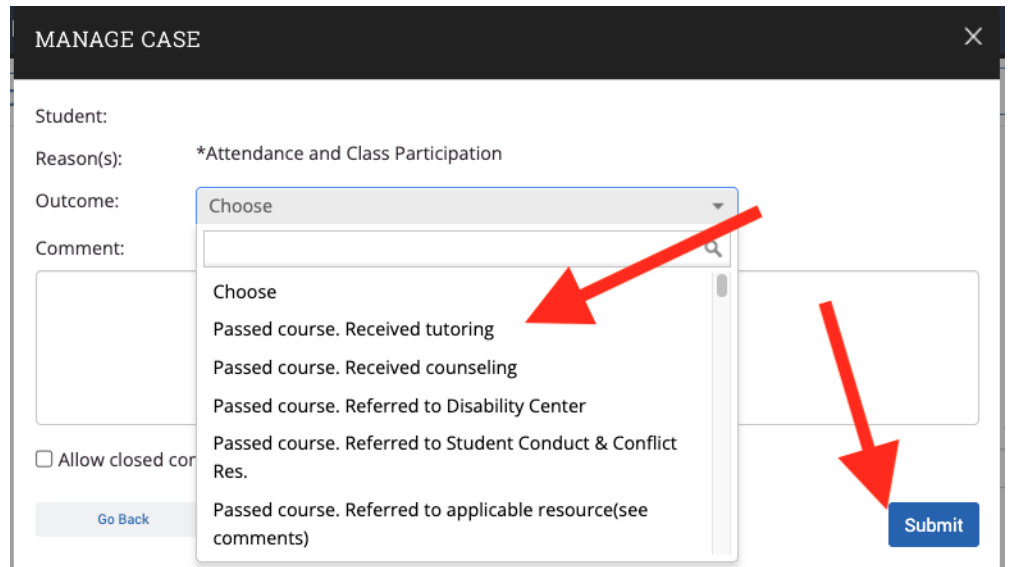
Click **Submit**.

Once submitted, a final summary of the Case will appear.



The screenshot shows the NAVIGATE interface for managing cases. At the top, there is a search bar and the FIU Panther Success Network logo. Below the search bar, there are filters for Status (Open), Care Unit (All), Student (Anyone), Opened By (Anyone), Assigned To (Anyone), Referral Reasons (Any Reason), and Date Opened. A 'Search' button is located below the filters. The main content area displays a table of cases with columns for Student, Status, Care Unit, Reason, Date Opened, Opened By, Date Update, Updated By, Assigned To, Case Owner, and a 'Manage Case' button. A red arrow points to the 'Manage Case' button for the first row.

STUDENT	STATUS	CARE UNIT	REASON	DATE OPENED	OPENED BY	DATE UPDATE	UPDATED BY	ASSIGNED TO	CASE OWNER	Manage Case
	Open	Academic Advising	*Attendance and Class Participation	10/27/2022	Jay Sandhouse	10/28/2022	Jeanelly Guzman	Jeanelly Guzman	Jay Sandhouse	Manage Case
	Open	Academic Advising	*Attendance and Class Participation	10/24/2022	Jay Sandhouse	10/25/2022	Jeanelly Guzman	Jeanelly Guzman	Jay Sandhouse	Manage Case
	Open	Academic Advising	*Attendance and Class Participation	10/21/2022	Jay Sandhouse	10/21/2022	Jeanelly Guzman	Jeanelly Guzman	Jay Sandhouse	Manage Case
	Open	Academic Advising	*Attendance and Class Participation	09/30/2022	Jay Sandhouse	10/03/2022	Linda Lara	Linda Lara	Jay Sandhouse	Manage Case
	Open	Academic Advising	*Course Performance (Assignments, Quiz/Test Scores)	02/12/2022	Jay Sandhouse	02/14/2022	Amy Winters	Amy Winters	Jay Sandhouse	Manage Case
	Open	Academic Advising	*Attendance and Class Participation	02/12/2022	Jay Sandhouse	02/14/2022	Amy Winters	Amy Winters	Jay Sandhouse	Manage Case



The screenshot shows the 'MANAGE CASE' window. It contains fields for Student, Reason(s) (\*Attendance and Class Participation), Outcome (Choose), and Comment. A dropdown menu is open for the Outcome field, showing options: Choose, Passed course. Received tutoring, Passed course. Received counseling, Passed course. Referred to Disability Center, Passed course. Referred to Student Conduct & Conflict Res., and Passed course. Referred to applicable resource(see comments). A red arrow points to the 'Passed course. Received tutoring' option. Below the dropdown is a 'Go Back' button and a 'Submit' button. Another red arrow points to the 'Submit' button.

If you have questions after reviewing this tutorial, please contact **Advising Technology** at [advtech@fiu.edu](mailto:advtech@fiu.edu).