

PANTHER SUCCESS NETWORK (PSN)
STUDENT MANUAL

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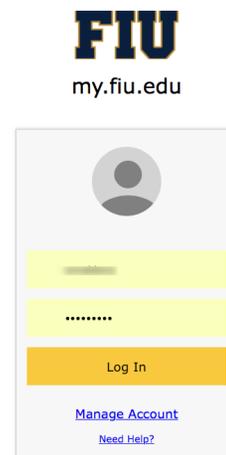
Accessing the Panther Success Network

To access the PSN, visit <https://my.fiu.edu>.

Click on the *Login to MyFIU* button.

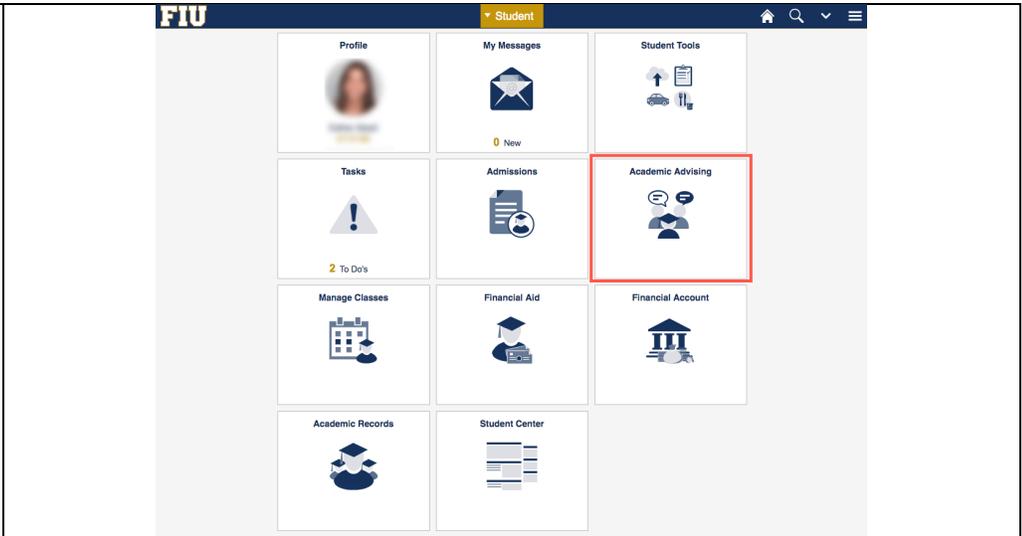
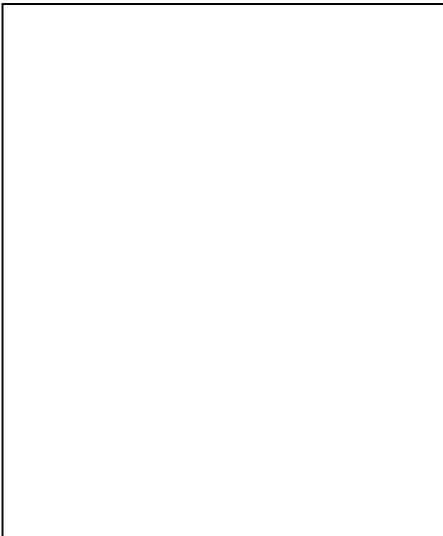


Log in using your FIU Panther ID # or username and password.

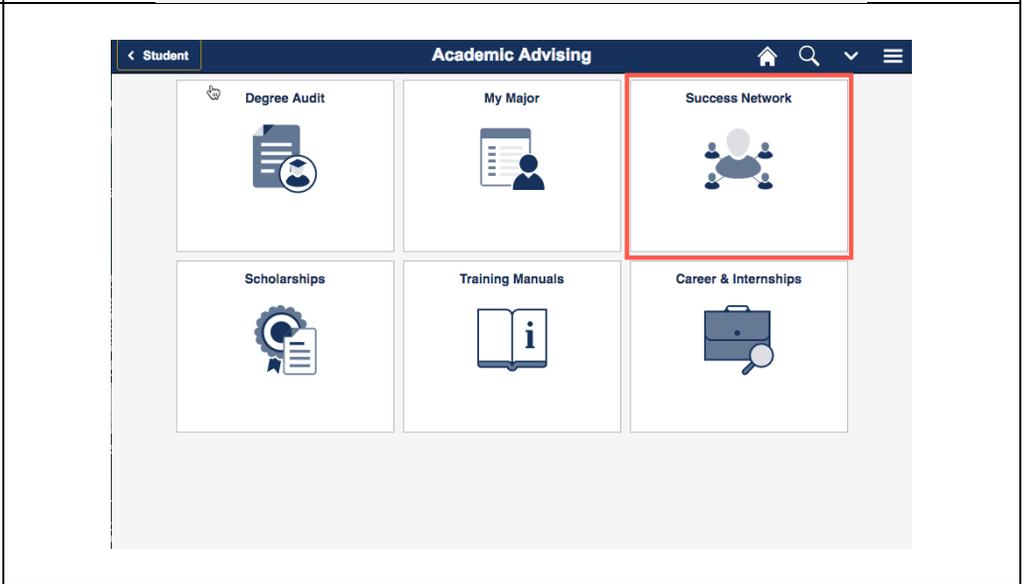


Upon successful log-in, you will see your *Student homepage*.

On the right-hand side, you will find the *Academic Advising* tile. Click on this tile to access all Advising related items.

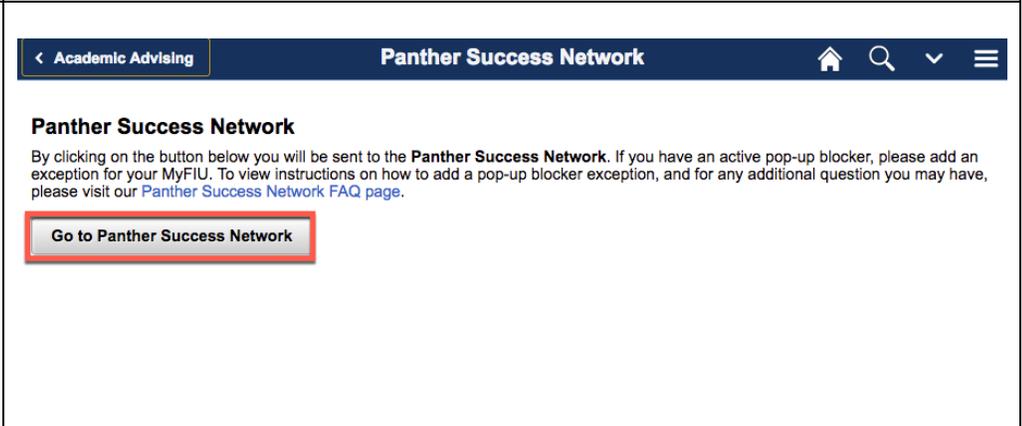


Click on the *Success Network* tile found on the *Academic Advising* page.



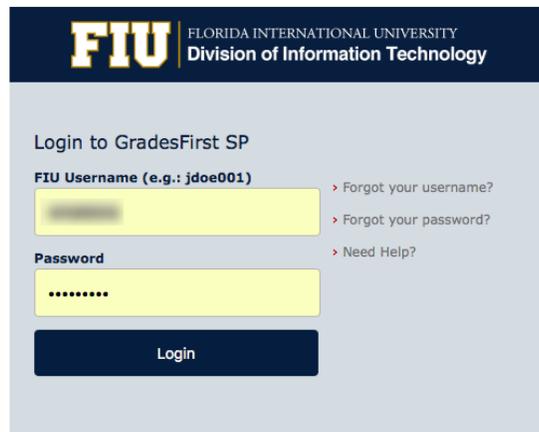
To access the *Panther Success Network*, click on the *Go to the Panther Success Network* button.

If you wish to view Tutorial materials, click on the *Tutorials and Resources* link.



You will be redirected to the *Panther Success Network* website.

Log in using your FIU username and password.

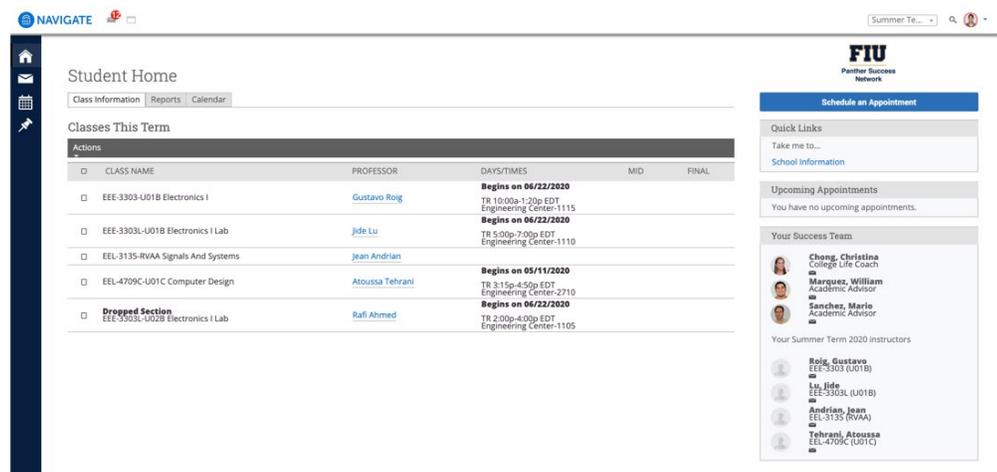


The image shows the login page for GradesFirst SP at FIU. At the top, there is the FIU logo and the text "FLORIDA INTERNATIONAL UNIVERSITY Division of Information Technology". Below this is the heading "Login to GradesFirst SP". There are two input fields: "FIU Username (e.g.: jdoe001)" and "Password". To the right of the username field are three links: "Forgot your username?", "Forgot your password?", and "Need Help?". Below the password field is a blue "Login" button.

The Student Homepage

Upon successful log-in, your homepage will appear as such.

This is the *Student Home* page.

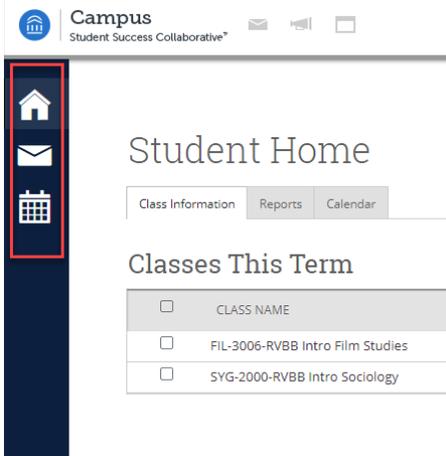


The image shows the "Student Home" page. At the top, there is a "NAVIGATE" menu with icons for Home, Messages, and Calendar. The main heading is "Student Home" with sub-links for "Class Information", "Reports", and "Calendar". Below this is a section titled "Classes This Term" with a table of classes. To the right, there are sections for "Schedule an Appointment", "Quick Links", "Upcoming Appointments", and "Your Success Team".

CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
EEE-3303-U01B Electronics I	Gustavo Roig	Begins on 06/22/2020 TR 10:00a-1:20p EDT Engineering Center-1115		
EEE-3303L-U01B Electronics I Lab	Jide Lu	Begins on 06/22/2020 TR 5:00p-7:00p EDT Engineering Center-1110		
EEL-3135-RVAA Signals And Systems	Jean Andrian			
EEL-4709C-U01C Computer Design	Atoussa Tehrani	Begins on 05/11/2020 TR 3:15p-4:50p EDT Engineering Center-2710		
Dropped Section EEE-3303L-U01B Electronics I Lab	Rafi Ahmed	Begins on 06/22/2020 TR 2:00p-4:00p EDT Engineering Center-1105		

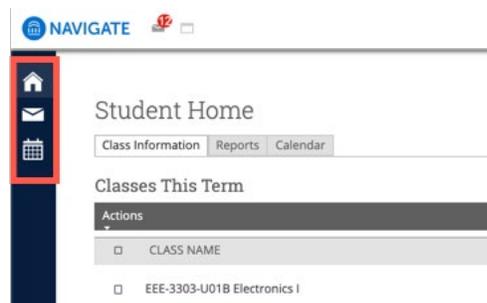
On the left-hand side of the *Student Homepage*, you will find a blue toolbar. This is a fixed toolbar that you will always see when navigating *PSN*.

In this toolbar, you will find the buttons to return to the *Home Page*, *Conversations*, and *Calendar*.



On the *Student Homepage*, you will find the following tabs:

- Class Information
- Reports
- Calendar



The *Class Information* tab shows you your current class enrollment for the semester.

Student Home

Class Information Reports Calendar

Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	EEE-3303-U01B Electronics I	Gustavo Roig	Begins on 06/22/2020 TR 10:00a-1:20p EDT Engineering Center-1115		
<input type="checkbox"/>	EEE-3303L-U01B Electronics I Lab	Jide Lu	Begins on 06/22/2020 TR 5:00p-7:00p EDT Engineering Center-1110		
<input type="checkbox"/>	EEL-3135-RVAA Signals And Systems	Jean Andrian			
<input type="checkbox"/>	EEL-4709C-U01C Computer Design	Atoussa Tehrani	Begins on 05/11/2020 TR 3:15p-4:50p EDT Engineering Center-2710		
<input type="checkbox"/>	Dropped Section EEE-3303L-U02B Electronics I Lab	Rafi Ahmed	Begins on 06/22/2020 TR 2:00p-4:00p EDT Engineering Center-1105		

Note: You can view your enrollment history from previous semesters by

using the term dropdown menu. Select the applicable semester and your classes for that term along with your final grades will populate.

If applicable to your course, the midterm grade will be reflected as well.

The *Reports* tab shows you any documentation that is submitted on your behalf by advising staff, tutors or professors.

In the Reports tab, you will find the following documents:

- Progress Reports
- Advisor Reports
- Tutoring Reports
- Notes

Note: Using the term dropdown menu at the top allows you to navigate through historical reports.





Student Home

Class Information **Reports** Calendar

Progress Reports For Alexander

DATE	CLASS	PROFESSOR	COMMENT	AT RISK?	ALERT REASONS	DETAILS
This student has not received any progress reports for the current term.						

Appointment Summaries For Alexander

Care Unit: All care units

DATE	REPORT FILED ON	COURSE	FOLLOW-UP	SUMMARY	DETAILS
10/17/2019 11:57am EDT	10/17/2019			REMAINING REQUIREMENTS FOR ...	View Report 10/17/2019 11:57am EDT

Notes About Alexander

DATE	CREATED BY	NOTE	NOTE REASONS	ATTACHMENTS	ACTIONS
04/19/2018	Brittany Mallard	Term: 1181 Reason: GEN Note: 2016 FTIC Summer 2018 - 14 cr...			View Note 04/19/2018
04/17/2018	Rafael Meneses	Term: 1181 Reason: PLAN Note: Student intends to major in...			View Note 04/17/2018
12/06/2017	Luis Galarza	Term: 1178 Reason: GEN Note: Keep working on your math so...			View Note 12/06/2017
11/08/2017	Alison Piatt	Term: 1178 Reason: PLAN Note: Hi Alexander and thanks for...			View Note 11/08/2017
07/26/2017	Christina Chong	Term: 1175 Reason: COAC Note: Alex used this coa...			View Note 07/26/2017
07/19/2017	Christina Chong	Term: 1175 Reason: COAC Note: Alex used this coa...			View Note 07/19/2017
07/12/2017	Maria Calvo Llovera	Term: 1175 Reason: PLAN Note: Student is out of WP. RWP h...			View Note 07/12/2017
06/28/2017	Christina Chong	Term: 1175 Reason: COAC Note: Alex utilized this coaching...			View Note 06/28/2017
06/16/2017	Christina Chong	Term: 1175 Reason: COAC Note: Alex utilized this coaching...			View Note 06/16/2017
05/19/2017	Christina Chong	Term: 1175 Reason: COAC Note: Alex utilized this coaching...			View Note 05/19/2017
05/03/2017	Maria Calvo Llovera	Term: 1171 Reason: PLAN Note: Student met with me			View Note 05/03/2017

Viewing your Calendar

The **Calendar** tab allows you to view your calendar. Events that you see on this calendar are color coded by category.

You can also navigate through your calendar to view events in the past, present and future. To navigate click on the **today**, **day**, **week**, and **month** buttons above the calendar.

Events on your calendar are color coded for easy reading. At the top of the calendar, you will see a legend that assigns specific colors to each type of event.

To print your calendar, click on the **Calendar (PDF)** link above the calendar.

To view the calendar in list form, click on the **List** link above the calendar.

Student Home

Class Information | Reports | **Calendar**

Course Assignment General Busy Cancelled Blocked

Settings and Sync

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

Print: Calendar (PDF) | List

April 2020

today | < day week month >

SUN	MON	TUE	WED	THU	FRI	SAT
29	30 5pm COT-3100-U02 Discrete Structures	31 5pm EEL-3120-U01 Intro to Linear Systems	1 5pm COT-3100-U02 Discrete Structures	2 5pm EEL-3120-U01 Intro to Linear Systems	3 3pm EEL-3712L-U03 Logic Design I Lab	4
5	6 5pm COT-3100-U02 Discrete Structures	7 5pm EEL-3120-U01 Intro to Linear Systems	8 5pm COT-3100-U02 Discrete Structures	9 5pm EEL-3120-U01 Intro to Linear Systems	10 3pm EEL-3712L-U03 Logic Design I Lab	11
12	13 5pm COT-3100-U02 Discrete Structures	14 5pm EEL-3120-U01 Intro to Linear Systems	15 5pm COT-3100-U02 Discrete Structures	16 5pm EEL-3120-U01 Intro to Linear Systems	17 3pm EEL-3712L-U03 Logic Design I Lab	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Sending a Message

Sending a message to your assigned *Success Team* members is simple.

Begin by locating your *Success Team* located below the *Schedule an Appointment* button.

Below each *Success Team* member's name you will find an envelope shaped icon.

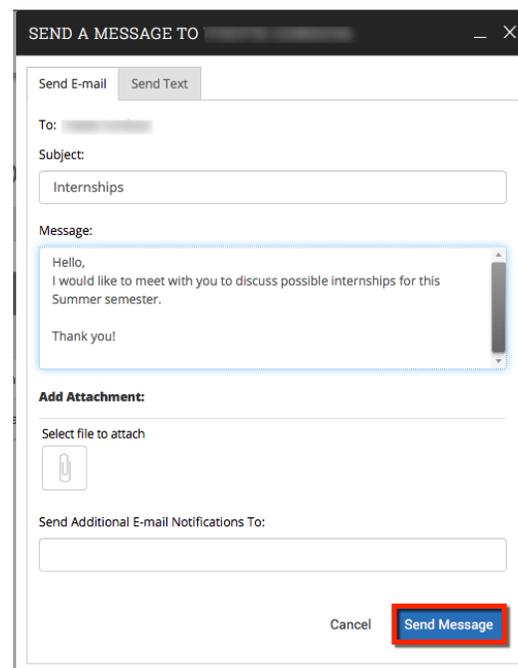
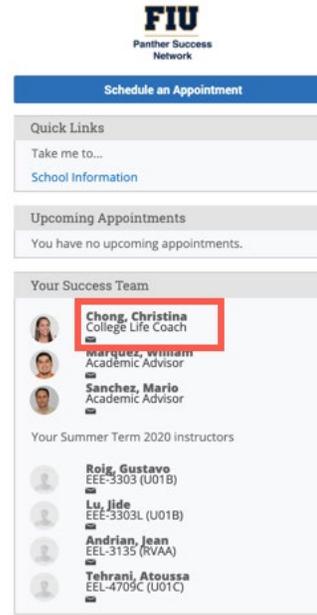
Click on the envelope.

A pop-up window will open.

Fill out the applicable fields.

Click on *Send Message*.

Note: You will also find your instructors listed as part of your *Success Team*. Messaging on PSN is not being utilized by instructors. Please message your instructor through their preferred method of communication.



Viewing Your Conversations

You can access your *Conversations* by clicking on the *Envelope* icon located on the left-hand toolbar.

You will be redirected to the *My Conversations* page.

Here you will see all Messages sent and received.

You can filter your messages by:

- clicking on the *View Personal Messages Only* box
- clicking on the *View Unread Only* box
- *Search by Users*



My Conversations

The screenshot shows the 'My Conversations' page with three filter buttons at the top: 'View Personal Messages Only', 'View Unread Only', and 'Search by Users'. Below the filters is a table of messages.

<input type="checkbox"/>	SENDER	COUNT	TOPIC	DATE SENT
<input type="checkbox"/>	Fals, Melissa		[Appointment Reminder] General Advising @ 06/07/2018 2:30p-3:00p	06/07/2018 01:00 AM
<input type="checkbox"/>	Lewis, April		[Appointment Update] General Advising	06/06/2018 12:10 PM
<input type="checkbox"/>	Lewis, April		[Appointment Update] General Advising	06/06/2018 12:10 PM
<input type="checkbox"/>	Lewis, April	(2)	RE: READ ME!!!!	06/06/2018 11:54 AM
<input type="checkbox"/>	Lewis, April		[Appointment Removed] General Advising @ 06/13/2018 10:00a-10:15a	06/06/2018 11:51 AM
<input type="checkbox"/>	Lewis, April		[Appointment Removed] General Advising @ 06/13/2018 10:00a-10:15a	06/06/2018 11:51 AM
<input type="checkbox"/>	Lewis, April		[Appointment Cancelled] General Advising	06/06/2018 11:49 AM
<input type="checkbox"/>	Lewis, April		[Appointment Cancelled] General Advising	06/06/2018 11:49 AM

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

My Conversations

The screenshot shows the 'My Conversations' page with the same filter buttons as above. The first message in the list is highlighted with a red box.

<input type="checkbox"/>	SENDER	COUNT	TOPIC	DATE SENT
<input type="checkbox"/>	Fals, Melissa		[Appointment Reminder] General Advising @ 06/07/2018 2:30p-3:00p	06/07/2018 01:00 AM
<input type="checkbox"/>	Lewis, April		[Appointment Update] General Advising	06/06/2018 12:10 PM
<input type="checkbox"/>	Lewis, April		[Appointment Update] General Advising	06/06/2018 12:10 PM

messages in your inbox, click on **Back to My Conversations**. This will redirect you back.

[Appointment Reminder] General Advising @
06/07/2018 2:30p-3:00p



To: April Lewis via Email on Thursday, June 7, 2018 at 01:00 am

Subject: [Appointment Reminder] General Advising @ 06/07/2018 2:30p-3:00p

Appointment Reminder

This is to remind you that an appointment has been scheduled for 06/07/2018 2:30p-3:00p. Details are included below.

Attendees:
Melissa Fals
Organizer: April Lewis

Topic:
General Advising

Comments:

Location:
Modesto Maidique Campus (MMC)

Date of Appointment:
06/07/2018 2:30p-3:00p

Time:
2:30p-3:00p

Additional Details:
SASC 428

Any Additional Questions?
Please contact the GradesFirst Administrator at your school for additional information or to answer questions about the nature of this email.

Why am I receiving this?
Your school uses GradesFirst to increase student success and this email was sent as a courtesy to you. If you have any questions regarding the validity or security of this email, please contact your Advising Center, the GradesFirst Administrator at your school, or GradesFirst Support. We will be happy to answer any questions!

[← Back to My Conversations](#)

Responding to 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.

My Conversations



View Personal Messages Only View Unread Only Search by Users

Actions	SENDER	COUNT	TOPIC	DATE SENT
<input type="checkbox"/>	Fals, Melissa		[Appointment Reminder] General Advising @ 06/07/2018 2:30p-3:00p	06/07/2018 01:00 AM
<input type="checkbox"/>	Lewis, April		[Appointment Update] General Advising	06/06/2018 12:10 PM
<input type="checkbox"/>	Lewis, April		[Appointment Update] General Advising	06/06/2018 12:10 PM

Fill in all applicable information in your return message.

Attach any relevant documentation if necessary.

Click on *Send Message*.

[Appointment Reminder] General Advising @
06/07/2018 2:30p-3:00p



To: April Lewis via Email on Thursday, June 7, 2018 at 01:00 am

Subject: [Appointment Reminder] General Advising @ 06/07/2018 2:30p-3:00p

Appointment Reminder

This is to remind you that an appointment has been scheduled for 06/07/2018 2:30p-3:00p. Details are included below.

Attendees:
Me (Me) (P) (L)
Organizer: April Lewis

Topic: General Advising
Comments:
Location: Modesto Maidique Campus (MMC)
Date of Appointment: 06/07/2018 2:30p-3:00p
Time: 2:30p-3:00p
Additional Details: SASC 428

Any Additional Questions?
Please contact the GradesFirst Administrator at your school for additional information or to answer questions about the nature of this email.

Why am I receiving this?
Your school uses GradesFirst to increase student success and this email was sent as a courtesy to you. If you have any questions regarding the validity or security of this email, please contact your Advising Center, the GradesFirst Administrator at your school, or GradesFirst Support. We will be happy to answer any questions!

[← Back to My Conversations](#)

[Appointment Reminder] General Advising @ 06/07/2018
2:30p-3:00p



Respond by E-mail

To: Melissa Fink
Subject:
RE: [Appointment Reminder] General Advising @ 06/07/2018 2:30p-3:00p

Message:

Hi Melissa,
I would like to reschedule your advising appointment for another day. Are you available 6/9 at 4:00-4:30pm?
Let me know.
Thank you,
April

Add Attachment:
Select file to attach

Send Additional E-mail Notifications To:

Cancel [Send Message](#)

Scheduling an Appointment

To schedule an appointment with a member of your Success Team (Academic Advisor, College Life Coach, Career Coach, etc.) click on the the Schedule an Appointment button at the

NAVIGATE

Terms Spring Term 2021 SA

FIU
Panther Success Network

[Schedule an Appointment](#)

Quick Links
Take me to...
[School Information](#)

Current Visits
You have no current visits.

Student Home

Class Information Reports Calendar

Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	ARH-4534-RVC Buddhist Art of Asia	Lidu Yi			
<input type="checkbox"/>	ARH-4710-U01 Hist Of Photography	William Maguire	TR 12:30pm - 1:45pm ET REMOTE MEETINGS		
			M 2:00pm - 4:45pm ET REMOTE MEETINGS		



top right-hand corner of your Student homepage.

Once you click on the *Schedule an Appointment* button, you will be redirected to the *New Appointment* page.

Begin by selecting the type of appointment you wish to schedule.

Next, select from the drop-down menu the type of advising you wish to receive.

Click *Find Available Time*.

[Go Back | Dashboard](#)

New Appointment

What can we help you find?

*What type of appointment would you like to schedule?

- Academic Advising
- Career & Talent Development
- Office of Social Justice and Inclusion Coaching
- Tutoring - Center for Academic Success

Pick a Date [🕒](#)

Thursday, February 18th 2021

[Find Available Time](#)

Other Appointment Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)

[Go Back | Dashboard](#)

New Appointment

What can we help you find?

*What type of appointment would you like to schedule?

Academic Advising

- Art History - BA
- General Advising

Thursday, February 18th 2021

[Find Available Time](#)

Other Appointment Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)

[Go Back | Dashboard](#)

New Appointment

What can we help you find?

*What type of appointment would you like to schedule?

Academic Advising

*Service

General Advising

Pick a Date [🕒](#)

Thursday, February 18th 2021

[Find Available Time](#)

Other Appointment Options

[View Drop-In Times](#)

[Meet With Your Success Team](#)

You will now be redirected to the next page. Select from the available days and times presented.

Note: Some advisors have set up appointment availabilities at various locations. If this is the case, you will see multiple locations to choose from.

Before the appointment is scheduled, you will be given the chance to confirm the appointment details.

Click on *Schedule* button to confirm.

New Appointment

All Filters

Start Over

Academic Advising General Advising

What type of appointment would you like to schedule?

Academic Advising

Service

General Advising

Pick a Date

February 2021 18

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						

Staff

Search by name

Location

MH Maria Henriquez
Online

Tue, Feb 23rd

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM
11:30 - 12:00 PM 12:00 - 12:30 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM
4:30 - 5:00 PM

Thu, Feb 25th

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM
11:30 - 12:00 PM 12:00 - 12:30 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM
4:30 - 5:00 PM

Tue, Mar 2nd

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM
11:30 - 12:00 PM 12:00 - 12:30 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM
4:30 - 5:00 PM

Thu, Mar 4th

8:00 - 8:30 AM 8:30 - 9:00 AM 9:00 - 9:30 AM 9:30 - 10:00 AM 10:00 - 10:30 AM 10:30 - 11:00 AM 11:00 - 11:30 AM
11:30 - 12:00 PM 12:00 - 12:30 PM 2:00 - 2:30 PM 2:30 - 3:00 PM 3:00 - 3:30 PM 3:30 - 4:00 PM 4:00 - 4:30 PM
4:30 - 5:00 PM

Review Appointment Details and Confirm

What type of appointment would you like to schedule?

Academic Advising

Service

General Advising

Date

02/25/2021

Time

9:00 AM - 9:30 AM

Location

Online

Staff

Maria Henriquez (Your Advisor)

Details

Hello!

Your advising session will take place on Zoom. We will be connecting at <https://fiu.zoom.us/my/mhenriquez>. Thank you.

URL / Phone Number

<https://fiu.zoom.us/my/mhenriquez>

Would you like to share anything else?

Add your comments here

Email Reminder

Reminder will be sent to:

Text Message Reminder

Phone Number for Text Reminder

Schedule

Once you have confirmed the appointment, you will receive a confirmation message as shown.

Note: When an appointment is scheduled, you will receive an email confirming the appointment. A reminder email will be sent before the appointment as well.

Success!



Appointment Scheduled
Great job scheduling your appointment!

[View Appointments](#)

[Schedule Another Appointment](#)

Appointments

[Schedule an Appointment](#)

[My Appointments](#)

[My Team](#)

[History](#)

Upcoming

General Advising with Maria Henriquez
Scheduled for 02/25/2021 09:00 AM



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