

PANTHER SUCCESS NETWORK (PSN):
CENTER FOR ACADEMIC SUCCESS (CFAS)
STUDENT TUTORING MANUAL

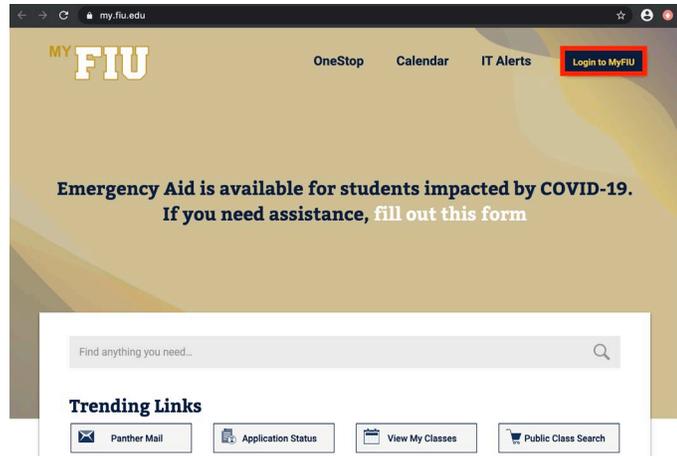
Table of Contents

<i>Accessing the Panther Success Network</i>	3
<i>Scheduling an Appointment</i>	6
<i>Canceling an Appointment</i>	10
<i>Checking into an Extra Credit Workshop</i>	12

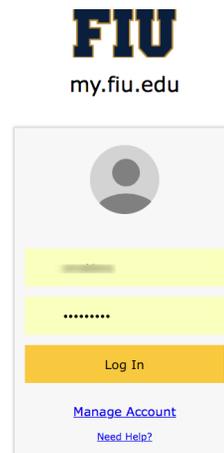
Accessing the Panther Success Network

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

Click on the *Login to MyFIU* button.

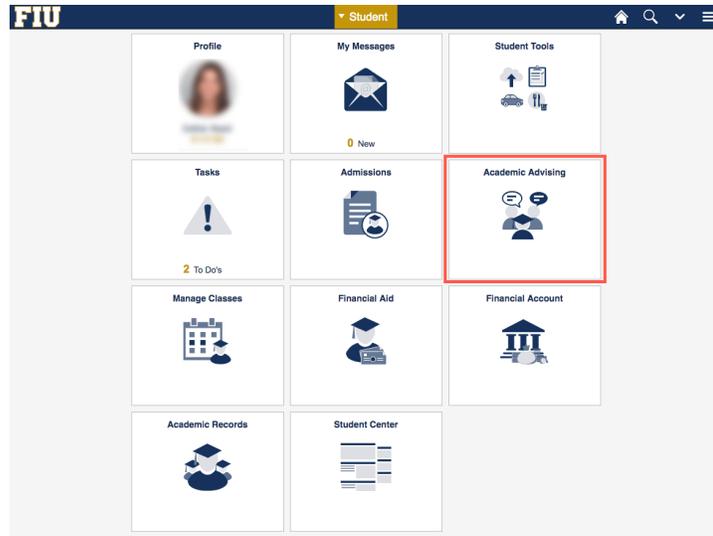


Log in using your FIU Panther ID # or username and password.

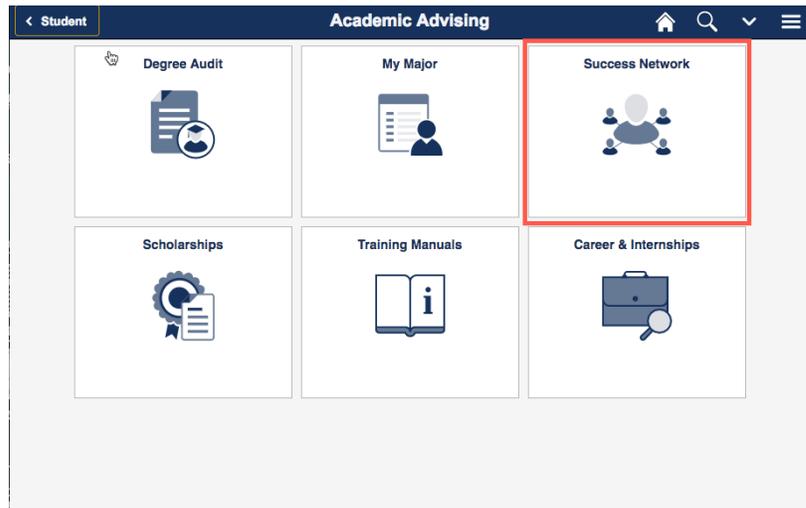


Upon successful log-in, you will see your *Student homepage*.

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

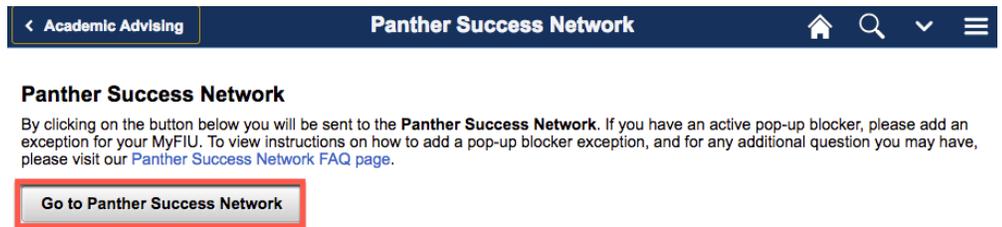


Click on the *Success Network* tile found on the *Academic Advising* page.



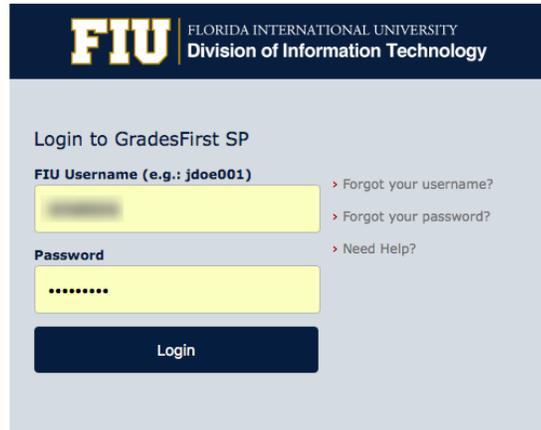
To access the *Panther Success Network*, click on the *Go to the Panther Success Network* button.

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 screenshot shows the login interface for GradesFirst SP at Florida International University. At the top, the FIU logo and the text 'FLORIDA INTERNATIONAL UNIVERSITY Division of Information Technology' are displayed. Below this, the heading 'Login to GradesFirst SP' is visible. The form includes two input fields: 'FIU Username (e.g.: jdoe001)' and 'Password'. To the right of these fields are three links: '> Forgot your username?', '> Forgot your password?', and '> Need Help?'. A dark blue 'Login' button is positioned at the bottom of the form.

Scheduling an Appointment

To schedule an appointment for tutoring click on the the *Schedule an Appointment* button at the top right-hand corner of your Student homepage.

You will be redirected to the *Schedule Appointment* page.

Begin by selecting *Tutoring – Center for Academic Success* from the dropdown menu.

A new dropdown menu will appear. Select the subject area of the course that you wish to schedule a tutoring session.

NAVIGATE

Student Home

Class Information Reports Calendar

Classes This Term

CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
EEE-4343-U01 Intro Digital Elect	Hai Deng	F 4:00p-6:50p ET NO ROOM		
EEL-4734-U01 Embedded Operating Systems	Alexander Perez-pons	TR 8:00a-9:15a ET NO ROOM		
EEL-4740-RVC Embedded System	Atoussa Tehrani			
EEL-4746-U01 Microcomputers I	Atoussa Tehrani	MW 7:50p-9:05p ET NO ROOM		
EEL-4746L-U01 Microcomputers I Lab	S M Shafiqul Hasan	F 8:30a-10:30a ET NO ROOM		
Dropped Section EEL-4709C-RVC Computer Design	Herman Watson			

NAVIGATE

Fall Term 2...

FIU Panther Success Network

Schedule an Appointment

Quick Links

Take me to...

Schedule a General Event

School Information

Current Visits

You have no current visits.

Upcoming Appointments

You have no upcoming appointments.

Your Success Team

Chong, Christina

NAVIGATE

Schedule Appointment

Service > Location & Staff > Select Time > Confirm

What type of appointment would you like to schedule?

-- please choose one --

- Pre-Health Advising
- Student Access & Success Coaching
- Student Support Services Coaching
- Study Abroad
- Tutoring - Center for Academic Success**

NAVIGATE

Fall Term 2...

NAVIGATE

Schedule Appointment

Service > Location & Staff > Select Time > Confirm

What type of appointment would you like to schedule?

Tutoring - Center for Acad...

To help you find a time, please tell us why you'd like to see someone.

-- please choose one --

- Biology Tutoring**
- Chemistry Tutoring
- Economics Tutoring
- Engineering & Computing Tutoring
- Extra Credit Workshops
- Math Tutoring

NAVIGATE

Fall Term 2...

Next, select the appropriate course listed in the dropdown menu that appears.

Click *Next*.

You will now be redirected to the next page. Select from the drop-down menu the location where you wish to schedule your appointment.

Next, select the name of your assigned advisor/coach that you wish to meet with.

Note: if you do not have a preference in tutor, you can continue and click *Next*.

NAVIGATE

Fall Term 2...

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What type of appointment would you like to schedule?
Tutoring - Center for Acad...

To help you find a time, please tell us why you'd like to see someone.
Biology Tutoring

Choose from the following options and click Next.

-- please choose one --

- please choose one --
- BCH 3033 - General
- BSC 2010 - General Biology I**
- BSC 2010L - General Biology I Lab
- BSC 2011 - General Biology
- "

NAVIGATE

Fall Term 2...

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What type of appointment would you like to schedule?
Tutoring - Center for Acad...

To help you find a time, please tell us why you'd like to see someone.
Biology Tutoring

Choose from the following options and click Next.
BSC 2010 - General Biolog...

Next >

NAVIGATE

Fall Term 2...

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What location do you prefer?
-- please choose one --

- Center for Academic Success - Online

Next

NAVIGATE

Fall Term 2...

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What location do you prefer?
Center for Academic Succ...

Who would you like to meet with? You may choose more than one person.
-- please choose one --

- Calero, Giselle
- Consuegra, Jose
- Flanberg, Gabriel
- Selman, Nicole**
- Uru-Gonzalez, Stephanie
- Cruz, Erick
- Hernandez, Elyssa
- ...

Next >

You will now be redirected to the next screen. You will be able to select from a series of available times.

The times are displayed within a one-week timeframe. Select the morning or afternoon block on the day you wish to meet with a tutor.

A drop-down menu will appear with the available session times.

Select the time you wish to schedule your session.

Click *Next*.

NAVIGATE | Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Times From September 01 To September 05

Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05
Morning N/A	Morning 3 Available	Morning 2 Available	Morning 1 Available	Morning N/A
Afternoon N/A	Afternoon 7 Available	Afternoon 7 Available	Afternoon 2 Available	Afternoon N/A

* All times listed are in Eastern Time (US & Canada). refreshed at 5:22pm ET.

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

[Back](#) [Next](#)

NAVIGATE | Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Times From September 01 To September 05

Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05
Morning N/A	Close 12:00pm ET 1:00pm ET 2:00pm ET 3:00pm ET 4:00pm ET	Morning 2 Available	Morning 1 Available	Morning N/A
Afternoon N/A		Afternoon 7 Available	Afternoon 2 Available	Afternoon N/A

* All times listed are in Eastern Time (US & Canada). refreshed at 5:22pm ET.

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

[Back](#) [Next](#)

NAVIGATE | Service > Location & Staff > Select Time > Confirm

Schedule Appointment

Times From September 01 To September 05

Tue, Sep 01	Wed, Sep 02	Thu, Sep 03	Fri, Sep 04	Sat, Sep 05
Morning N/A	Close 12:00pm ET 1:00pm ET 2:00pm ET 3:00pm ET 4:00pm ET	Morning 2 Available	Morning 1 Available	Morning N/A
Afternoon N/A		Afternoon 7 Available	Afternoon 2 Available	Afternoon N/A

* All times listed are in Eastern Time (US & Canada). refreshed at 5:22pm ET.

View the times you can see a staff member without an appointment. [View Drop-in Times](#)

[Back](#) [Next](#)

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

Click on **Confirm Appointment** to schedule.

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.

Your appointment has not been scheduled yet. Please review and click **Confirm Appointment** to complete.

Appointment Details

Who: Asier Bracho
Why: BSC 2010 - General Biology I

When: Wednesday, September 02
2:00pm - 3:00pm ET
Where: Center for Academic Success - Online

Additional Details

Hi Panther,

<https://zoom.us/my/abracho>

Thank you for scheduling a tutoring appointment with the Center for Academic Success (CfAS.) All tutoring appointments are 50 minutes and begin at the top of the hour. You can schedule up to two appointments in one day, but only one appointment can be scheduled at a time. Once you finish your first scheduled appointment, you can email cfas@fiu.edu to request a new appointment. **[Email tip: Always start a new thread when emailing a new request.]**

Please sign in using the following instructions:

- Go to <https://fiu.zoom.us>
- Login with your FIU credentials
- Select "Join a Meeting"
- Enter Tutor's Meeting ID: <https://zoom.us/j/7my/abrach>

WE STRONGLY ENCOURAGE YOU TO USE A LAPTOP OR DESKTOP AS MOBILE DEVICES DO NOT INCLUDE ALL FEATURES PROVIDED BY ZOOM

Thank you,

Center for Academic Success

<https://cfas.fiu.edu/>

For Zoom support please use the following link: <https://support.zoom.us/hc/en-us> or contact Zoom at +1.888.799.9666 | info@zoom.us

Is there anything specific you would like to discuss with Asier ?

Comments for your staff...

- Send Me an Email
 - Send Me a Text
- Please provide your mobile number

[Back](#)

Confirm Appointment

Canceling an Appointment

Should you need to cancel an appointment once it has been scheduled, you may do so on the Student homepage.

To cancel an appointment, begin by locating the appointment that you wish to cancel. It will be listed in the Upcoming Appointments table located below the *Schedule an Appointment* button.

Click on the link that specifies the class that applies to this tutoring session.

The *Manage Appointment* pop-up window will appear.

Click on the *Cancel My Attendance* link in this window.

NAVIGATE

Fall Term 2...

Student Home

Class Information Reports Calendar

Classes This Term

Actions	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL
<input type="checkbox"/>	CHM-2210-B51 Organic Chem I	James Quirke	MW 5:00p-6:40p ET NO ROOM		
<input type="checkbox"/>	CHM-2210L-B56 Org Chem Lab I	Jurgen Daye Trujillo Milagros Delgado	F 9:00a-12:00p ET NO ROOM		
<input type="checkbox"/>	OCB-1930-B51 Marine Biology at FIU	Demian Chapman Alastair Harborne	W 3:00p-3:50p ET NO ROOM		
<input type="checkbox"/>	PCB-4776-B52 Physiological Ecology	Yannis Papastamatiou	TR 11:00a-12:15p ET NO ROOM		
<input type="checkbox"/>	PHY-2048L-U25 General Phys Lab I	Rui Guo Xuewen Wang	F 2:00p-4:50p ET NO ROOM		
<input type="checkbox"/>	PHY-2053-B51 Physics W/O Calc I	Fortunato Bentolilla Benarroch	TR 2:00p-3:40p ET NO ROOM		
<input type="checkbox"/>	Dropped Section CHM-2210L-B57 Org Chem Lab I	Milagros Delgado Lorilee Vallentes	T 10:00a-1:00p ET NO ROOM		
<input type="checkbox"/>	Dropped Section PHY-2048L-B55 General Phys Lab I	Christopher Lopez Xuewen Wang	R 11:00a-1:50p ET NO ROOM		
<input type="checkbox"/>	Dropped Section COM-3404-B51 Nonverbal Communication	Brian Siress	TR 12:30p-1:45p ET NO ROOM		

Schedule an Appointment

Quick Links

Take me to...
School Information

Current Visits

You have no current visits.

Upcoming Appointments

- ASP - Academic Success Plan
With Jovan Rivera
09/02/2020 12:00pm ET
Online Check-in is Not Available
- CHM 2210 - Organic Chemistry I**
With Karol Suarez
09/02/2020 1:00pm ET
Online Check-in is Not Available

MANAGE APPOINTMENT

CHM 2210 - Organic Chemistry I

All Attendees

Karol Suarez (Organizer)

Appointment Details

When
Wed Sep 02, 2020
1:00pm - 2:00pm ET

Where
Center for Academic Success - Online

Service
CHM 2210 - Organic Chemistry I

Course N/A

URL
<https://fiu.zoom.us/my/karolsuarez>

Care Unit
Tutoring - Center for Academic Success

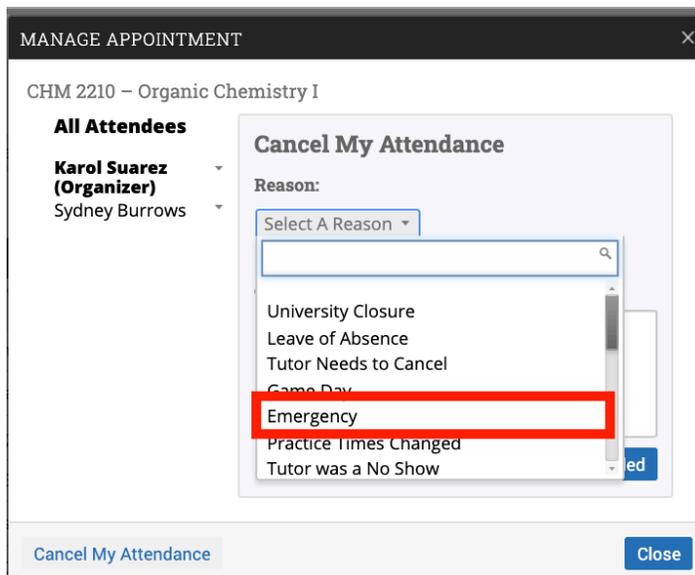
Comments
None

Type
One Time Appointment

Cancel My Attendance

Close

Select a *Reason* from the drop-down menu for why you wish to cancel your appointment.

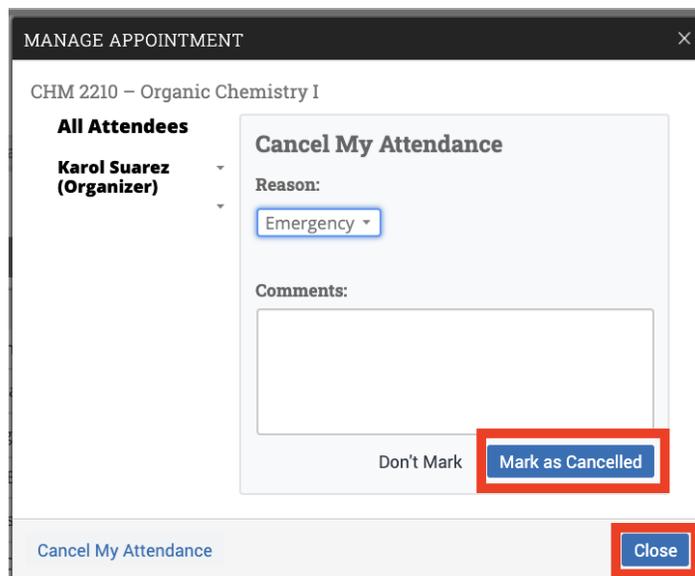


The screenshot shows a window titled "MANAGE APPOINTMENT" for "CHM 2210 – Organic Chemistry I". On the left, under "All Attendees", "Karol Suarez (Organizer)" and "Sydney Burrows" are listed. The main area is titled "Cancel My Attendance" and has a "Reason:" label. A dropdown menu is open, showing a search bar and a list of reasons: "University Closure", "Leave of Absence", "Tutor Needs to Cancel", "Game Day", "Emergency" (highlighted with a red box), "Practice Times Changed", and "Tutor was a No Show". At the bottom of the dialog, there is a "Cancel My Attendance" button and a "Close" button.

Click on the *Mark as Cancelled* button to confirm.

Once confirmed, a red banner at the top of the Manage Appointment window will appear.

Click on *Close* to exit.



The screenshot shows the same "MANAGE APPOINTMENT" window. The "Reason:" dropdown menu is now set to "Emergency". Below it is a "Comments:" text area. At the bottom of the dialog, there are two buttons: "Don't Mark" and "Mark as Cancelled" (highlighted with a red box). At the bottom of the window, there is a "Cancel My Attendance" button and a "Close" button (highlighted with a red box).

Checking into an Extra Credit Workshop

To facilitate the check-in process with remote sessions, begin by clicking on the *Schedule An Appointment* button on your PSN homepage.

You will be redirected to the *Schedule Appointment* page. Locate and select *Tutoring – Center for Academic Success* in the dropdown menu.

A new dropdown menu will appear.

Locate and select *Extra Credit Workshop* in the dropdown menu.

The screenshot shows the 'Student Home' page in the NAVIGATE system. At the top right, there is a 'Fall Term 2...' dropdown and a search icon. Below the header, there is a 'Student Home' section with tabs for 'Class Information', 'Reports', and 'Calendar'. A 'Classes This Term' table is displayed with columns for 'CLASS NAME', 'PROFESSOR', 'DAYS/TIMES', 'MID', and 'FINAL'. The table lists several classes, including 'EEE-4343-U01 Intro Digital Elect' and 'EEL-4746-U01 Microcomputers I'. On the right side, there is a 'Quick Links' section with a 'Schedule an Appointment' button highlighted in blue and a red border. Other links include 'Take me to...', 'Schedule a General Event', and 'School Information'. Below that, there are sections for 'Current Visits', 'Upcoming Appointments', and 'Your Success Team'.

The screenshot shows the 'Schedule Appointment' page in the NAVIGATE system. The breadcrumb trail at the top reads 'Service > Location & Staff > Select Time > Confirm'. The main heading is 'Schedule Appointment'. A form asks 'What type of appointment would you like to schedule?' with a dropdown menu. The dropdown menu is open, showing options like 'Pre-Health Advising', 'Student Access & Success Coaching', 'Student Support Services', 'Coaching', 'Study Abroad', and 'Tutoring - Center for Academic Success'. The 'Tutoring - Center for Academic Success' option is highlighted with a red box.

The screenshot shows the 'Schedule Appointment' page in the NAVIGATE system. The breadcrumb trail at the top reads 'Service > Location & Staff > Select Time > Confirm'. The main heading is 'Schedule Appointment'. A form asks 'What type of appointment would you like to schedule?' with a dropdown menu. The dropdown menu is open, showing options like 'Tutoring - Center for Academic Suc...', 'Biology Tutoring', 'Chemistry Tutoring', 'Critical Reading & Study Skills Tutoring', 'Extra Credit Workshop', 'Physics Tutoring', and 'Statistics Tutoring'. The 'Extra Credit Workshop' option is highlighted with a red box.

A new dropdown menu will appear.

Locate and select the name of the session that you wish to attend.

You will be redirected to a new screen.

Select the location of your workshop session from the dropdown menu.

Click Next.

NAVIGATE

Fall Term 2020

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What type of appointment would you like to schedule?

Tutoring - Center for Academic Suc...

To help you find a time, please tell us why you'd like to see someone.

Extra Credit Workshop

Choose from the following options and click Next.

-- please choose one --

TLC - BSC 2010 (General Biology I)

TLC - BSC 2011 (General Biology II)

NAVIGATE

Fall Term 2020

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What location do you prefer?

-- please choose one --

-- please choose one --

Center for Academic Success @ MMC (GL 120)

Next

NAVIGATE

Fall Term 2020

Service > Location & Staff > Select Time > Confirm

Schedule Appointment

What location do you prefer?

Center for Academic Success @ M...

Who would you like to meet with? You may choose more than one person.

Any Staff

If you don't have a preference, just click Next.

Back

Next

You will now see the available *Drop-In* sessions for this particular workshop.

Note: The list of sessions that are available will only appear during the session's scheduled time.

Please be careful to look for the session you signed up for. Your workshop leader's name will be specified.

You will also see the Zoom link for this session provided as special instructions

Click on the *Drop-In Session* button to notify your leader that you are attending.

You will receive a confirmation message. You may now connect to your workshop session using the provided Zoom link.

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