

PANTHER SUCCESS NETWORK
CENTER FOR ACADEMIC SUCCESS (CFAS)
TUTOR ADMINISTRATOR MANUAL

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Accessing the Panther Success Network

To log into the Panther Success Network, visit <https://go.fiu.edu/psn>

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

FIU FLORIDA INTERNATIONAL UNIVERSITY
Division of Information Technology

Login to GradesFirst SP

FIU Username (e.g.: jdoe001) > Forgot your username?
> Forgot your password?

Password > Need Help?

Login

Viewing An Assigned 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 Summer Term 2020 ▾

| Actions | | | | | |
|------------------------------|--------------|----|------------|----------------|---------------|
| <input type="checkbox"/> ALL | STUDENT NAME | ID | WATCH LIST | CUMULATIVE GPA | SUPPORT LEVEL |
| <input type="checkbox"/> 1 | | | | 1.88 | High |
| <input type="checkbox"/> 2 | | | | 1.38 | Moderate |
| <input type="checkbox"/> 3 | | | | 0.00 | High |
| <input type="checkbox"/> 4 | | | | 1.13 | Low |
| <input type="checkbox"/> 5 | | | | 1.64 | Unknown |
| <input type="checkbox"/> 6 | | | | 1.83 | Moderate |
| <input type="checkbox"/> 7 | | | | 1.61 | Moderate |
| <input type="checkbox"/> 8 | | | | 1.60 | Moderate |

Previous 1 Next 23 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 Summer Term 2020 ▾

MY ALL ASSIGNED STUDENTS

- My Assigned Students for Summer Term 2020
- My Assigned Students All Terms

MY STUDENTS AS TUTOR ADMINISTRATOR

- My Assigned Students for Summer Term 2020
- My Assigned Students All Terms**

WATCH LISTS

SAVED SEARCHES

- Correa Aironso, Kamia
- 7 Estruch, Jonathan
- 8 Fehrenbach, Devin

| CUMULATIVE GPA | SUPPORT LEVEL |
|----------------|---------------|
| 1.88 | High |
| 1.38 | Moderate |
| 0.00 | High |
| 1.13 | Low |
| 1.64 | Unknown |
| 1.83 | Moderate |
| 1.61 | Moderate |
| 1.60 | Moderate |

Previous 1 Next 23 total results

Staff Home

Students Upcoming Appointments My Availability Appointment Queues

My Assigned Students for Summer Term 2020 ▾

Actions

| ALL | STUDENT NAME | ID | WATCH LIST | CUMULATIVE GPA | SUPPORT LEVEL |
|-----|--------------|----|------------|----------------|---------------|
| 1 | | | | 1.88 | High |
| 2 | | | | 1.38 | Moderate |
| 3 | | | | 0.00 | High |
| 4 | | | | 1.13 | Low |
| 5 | | | | 1.64 | Unknown |
| 6 | | | | 1.83 | Moderate |
| 7 | | | | 1.61 | Moderate |
| 8 | | | | 1.60 | Moderate |

Previous 1 Next 23 total results

Searching for a Profile (Quick Search)

The Quick Search function can be accessed from any page within the Panther Success Network. You will find the magnifying glass icon located at the top right corner of the PSN website.

To search for a user, whether it is a student or staff, click on the icon and enter the user's name or Panther ID.

A list of users will populate that match the information you provide.

Click on the name of the user whose profile you wish to view.

You will be automatically redirected to the profile.

The screenshot shows the NAVIGATE interface. At the top right, there is a search icon and a dropdown menu. The dropdown menu is open, showing a list of search results. The first result is highlighted with a red box and contains the text "(*5256) (student)". Other results include "(*8296) (student)" and "(*8709)".

The screenshot shows the NAVIGATE interface displaying the profile for Jovan Rivera (staff). The profile includes tabs for Assigned Students, Availabilities, Appointments, Conversations, and Calendar. The Assigned Students tab is active, showing a table of assigned students for Summer Term 2020. The table has columns for INDEX, STUDENT NAME, and CATEGORY. The first row is highlighted with a red box and contains the text "1 Acosta, Adrian 2019 FTIC FULL-TIME, Not Enrolled Next Term - 1208, Probation".

| INDEX | STUDENT NAME | CATEGORY |
|-------|------------------------|---|
| 1 | Acosta, Adrian | 2019 FTIC FULL-TIME, Not Enrolled Next Term - 1208, Probation |
| 2 | Basnuevo, Carlos | 2019 FTIC FULL-TIME, Not Enrolled Next Term - 1208 |
| 3 | Brown, Kirk | 2019 FTIC FULL-TIME, CLC4, MyMajorMatch |
| 4 | Calixano Alfaro, Pablo | 2019 FTIC PART-TIME, CLC4, Not Enrolled Next Term - 1208, Probation |
| 5 | Cardenas, Dyan | 2019 FTIC FULL-TIME, Probation |
| 6 | Correa Alfonso, Kamila | 2019 FTIC FULL-TIME, Not Enrolled Next Term - 1208, PH3, PRE-MED, Probation |

Viewing a Student's 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.

The screenshot shows the NAVIGATE interface displaying the profile for a student. The profile includes tabs for Students, Upcoming Appointments, My Availability, and Appointment Queues. The Students tab is active, showing a table of assigned students for Summer Term 2020. The table has columns for ALL, STUDENT NAME, ID, WATCH LIST, CUMULATIVE GPA, and SUPPORT LEVEL. The first row is highlighted with a red box and contains the text "1 [REDACTED] [REDACTED] 1.88 High".

| ALL | STUDENT NAME | ID | WATCH LIST | CUMULATIVE GPA | SUPPORT LEVEL |
|-----|--------------|------------|------------|----------------|---------------|
| 1 | [REDACTED] | [REDACTED] | | 1.88 | High |
| 2 | [REDACTED] | [REDACTED] | | 1.38 | Moderate |
| 3 | [REDACTED] | [REDACTED] | | 0.00 | High |
| 4 | [REDACTED] | [REDACTED] | | 1.13 | Low |
| 5 | [REDACTED] | [REDACTED] | | 1.64 | Unknown |
| 6 | [REDACTED] | [REDACTED] | | 1.83 | Moderate |
| 7 | [REDACTED] | [REDACTED] | | 1.61 | Moderate |
| 8 | [REDACTED] | [REDACTED] | | 1.60 | Moderate |

2) Click on the magnifying glass icon found at the top right hand corner 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 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)

The screenshot shows the NAVIGATE system interface. At the top, there is a search bar with a magnifying glass icon highlighted by a red box. Below the search bar, a dropdown menu displays a list of student names and IDs, with the first entry, (*5256) (student), highlighted by a red box. The main content area shows the 'Staff Home' page with a navigation menu on the left and a search bar at the top. Below the search bar, there are tabs for 'Students', 'Upcoming Appointments', 'My Availability', and 'Appointment Queues'. The 'My Assigned Students for Fall Term 2019' section is visible. The student profile page is shown below, with the 'Overview' tab selected. The profile page displays a table with the following data:

| Course Grade | Repeated Courses | Withdrawn Courses | Missed Success Markers | Cumulative GPA |
|--------------|------------------|-------------------|------------------------|----------------|
| 7 | 0 | 0 | 0 | 1.64 |

Below the table, there are two rows of data:

| | |
|----------------------|---|
| Total Credits Earned | Credit Completion % at this institution |
| 12.00 | 30% |

The student's name is 'Management - BBA - MGT:BBA' and their classification is 'Bachelor of Business Adm. College of Business'. The student ID is 'STUDENT ID' and their classification is 'College Freshman'. The most recent enrollment is 'Summer Term 2020'. The profile page also includes a 'Current Alerts' section, an 'Active Appt. Campaigns' section, and a 'Your Success Team' section with advisors and tutors listed.

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
- Success Team
- Categories
- Tags



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

| Course Grade | Repeated Courses | Withdrawn Courses | Missed Success Markers | Cumulative GPA |
|--------------|------------------|-------------------|------------------------|----------------|
| 7 ▾ | 0 | 0 | 0 | 1.64 ▾ |

| | |
|-------------------------------|--|
| Total Credits Earned 12.00 | Credit Completion % at this Institution 30% |
|-------------------------------|--|

| | |
|--|---|
| <p>Management - BBA - MGT:BBA Bachelor of Business Adm. College of Business</p> | <p>STUDENT ID</p> <p>CLASSIFICATION College Freshman</p> <p>MOST RECENT ENROLLMENT Summer Term 2020</p> |
|--|---|

Categories

2019 FTIC FULL-TIME, Probation

Tags Manage Tags ▾

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](#)

Active Appt. Campaigns 0 ▲

Student is not involved in any active campaigns

Student Info

Student ID: 6191420
Email: dcard086@fiu.edu
Cell: 7867882886

Login Status:
Login not allowed

Your Success Team

-  **Raudex, Alan**
Advisor
-  **Rivera, Jovan**
Tutor Administrator

Your Summer Term 2020 instructors

-  **Balkir, Canan**
ECO-2013 (RVBB)
-  **Grant, Justin**
ENC-1101 (U02A)

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 | More ▾

Recommendations

The student should act on these guidelines soon to stay on track for successful completion.

- ▲ Register for [ACG2021 \(complete 1\)](#); C; 0-45
Recommended grade: C (1 course)
Complete between 0 and 45 credits
- ▲ Register for [STA2023, STA2122, STA3111, STA3145 \(complete 1\)](#); C; 0-45
Recommended grade: C (1 course)
Complete between 0 and 45 credits

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

0 missed markers

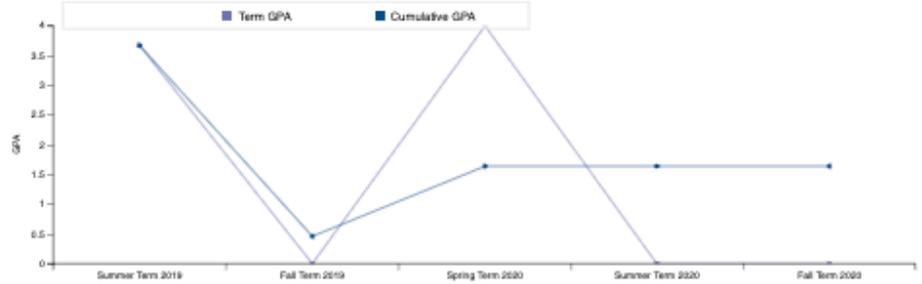
Notification

Outcome

There are no missed notifications for this student.

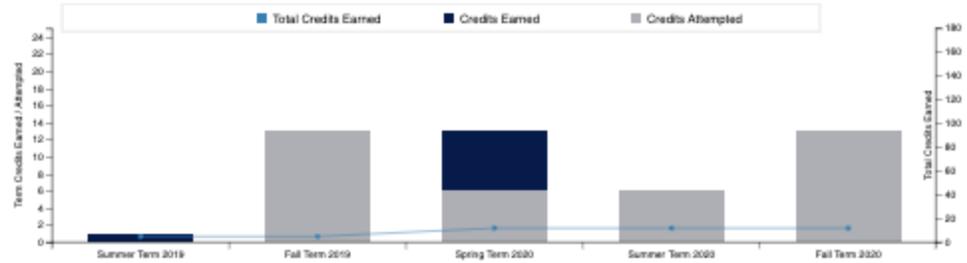
GPA Trends By Term *

* Terms with no attempted credits are not shown.



Credit Trends By Term *

* Terms with no attempted credits are not shown.



| TERM | TERM GPA | CUM GPA | CREDITS ATTEMPTED | CREDITS COMPLETED | TOTAL CREDITS |
|------------------|----------|---------|-------------------|-------------------|---------------|
| Summer Term 2019 | 3.67 | 3.67 | 1.00 | 1.00 | 5.00 |
| Fall Term 2019 | 0.0 | 0.46 | 13.00 | 0.00 | 5.00 |
| Spring Term 2020 | 4.0 | 1.64 | 13.00 | 7.00 | 12.00 |
| Summer Term 2020 | 0.0 | 1.64 | 6.00 | 0 | 12.00 |
| Fall Term 2020 | 0.0 | 1.64 | 13.00 | 0 | 12.00 |

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

Overview Success Progress **History** Class Info More ▾

Your Reminders About

Actions ▾

| REMINDER | DATE | ACTIONS |
|--|------|---------|
| You have no upcoming or outstanding reminders. | | |

Previous Next

History ▾

Expand All

Filter by Type

Apr 2020

- Note Added ▾
Thu, Apr 2, 2020 Alan Raudez
- Note Added ▾
Thu, Apr 2, 2020 Alan Raudez
- Academic Advising Appointment ▾
Thu, Apr 2, 2020 General Advising Alan Raudez

Jan 2020

Note Added

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.

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

| CLASS NAME | PROFESSOR | DAYS/TIMES | MID | FINAL |
|---|------------------------------|---|-----|-------|
| <input type="checkbox"/> ECO-2013-RVBB Principles Macroeco | Canan Balkir | | | |
| <input type="checkbox"/> ENC-1101-U02A Writing and Rhetoric I | Justin Grant | TR 1:30p-4:50p EDT Deuxieme Maison-193 | | |

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

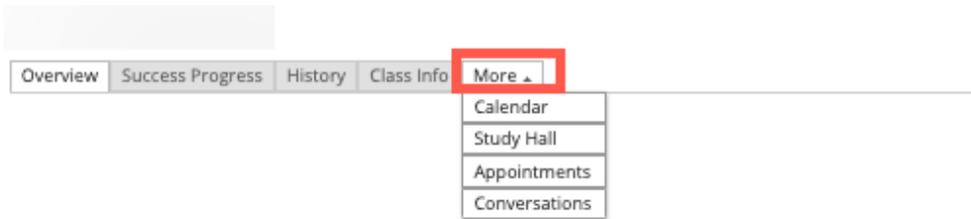
Term Details

| Fall Term 2020 | | | | | Term at a glance: | |
|------------------|---------|----|---------------------------|----|--------------------|------------------|
| -- (3) | ECO2023 | C | Principles Microeco | E | Credits: | - |
| -- (3) | ENC1102 | C | Writing and Rhetor... | E | Credit Comp %: | - |
| -- (1) | EVR1001 | C | Intro Environmen... | E | Term GPA: | 0.0 |
| -- (3) | EVR1001 | C | Intro Environmen... | E | Cum GPA: | 1.64 |
| -- (3) | MAC2233 | C | Calc For Business | E | Academic Standing: | |
| Summer Term 2020 | | | | | Term at a glance: | |
| -- (3) | ECO2013 | C | Principles Macroe... | E | Credits: | - |
| -- (3) | ENC1101 | C | Writing and Rhetor... | E | Credit Comp %: | - |
| Spring Term 2020 | | | | | Term at a glance: | |
| 0 (3) | COM3417 | C | Com in Film | NC | Credits: | 7 |
| 0 (3) | EWH2030 | C | West Civ: Mod/Eur | NC | Credit Comp %: | 54% |
| 3 | LIT1000 | C | Intro to Literature | A | Term GPA: | 4.0 |
| 3 | PSY2012 | C | Intro For Psychology | A | Cum GPA: | 1.64 |
| 1 | SLS1510 | C | Strategies for Suc... | A | Academic Standing: | Probation |
| Fall Term 2019 | | | | | Term at a glance: | |
| 0 (3) | ECO2013 | C | Principles Macroe... | F0 | Credits: | 0 |
| 0 (1) | EVR1001 | C | Intro Environmen... | F | Credit Comp %: | 0% |
| 0 (3) | EVR1001 | C | Intro Environmen... | NC | Term GPA: | 0.0 |
| 0 (3) | LAM2020 | C | Latin American Civ | NC | Cum GPA: | 0.46 |
| 0 (3) | MAC2233 | C | Calc For Business | F0 | Academic Standing: | Academic Warning |
| Summer Term 2019 | | | | | Term at a glance: | |
| 1 | SLS1501 | C | First Year Exper | A- | Credits: | 1 |
| 4 | CGS2060 | NA | Intro To Micro Co... [TR] | A | Credit Comp %: | 100% |
| | | | | | Term GPA: | 3.67 |
| | | | | | Cum GPA: | 3.67 |
| | | | | | Academic Standing: | Good Standing |

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

| High School / Pre-College | | |
|---------------------------------------|------|--|
| Math Placement Scores (2FACT): | 526 | High School: Young Women's Preparatory |
| Math Placement Scores (2FACT): | 542 | |
| Math Placement Scores (FINAL): | 549 | |
| Scholastic Assessment Test I (NAHSS): | 29 | |
| Scholastic Assessment Test I (NASC): | 31 | |
| Scholastic Assessment Test I (NCE): | 10 | |
| Scholastic Assessment Test I (NEI): | 10 | |
| Scholastic Assessment Test I (NERWS): | 570 | |
| Scholastic Assessment Test I (NHA): | 10 | |
| Scholastic Assessment Test I (NMATH): | 590 | |
| Scholastic Assessment Test I (NMAX): | 1160 | |
| Scholastic Assessment Test I (NMT): | 29.5 | |
| Scholastic Assessment Test I (NPAM): | 11 | |
| Scholastic Assessment Test I (NPSDA): | 9 | |
| Scholastic Assessment Test I (NRT): | 30 | |
| Scholastic Assessment Test I (NRWC): | 8 | |
| Scholastic Assessment Test I (NSEC): | 8 | |
| Scholastic Assessment Test I (NTOTA): | 1160 | |
| Scholastic Assessment Test I (NWLT): | 27 | |
| Scholastic Assessment Test I (RERWS): | 570 | |
| Scholastic Assessment Test I (RMATH): | 590 | |
| Scholastic Assessment Test I (RMAX): | 1160 | |
| Scholastic Assessment Test I (rERWS): | 570 | |
| Scholastic Assessment Test I (rMATH): | 590 | |
| Scholastic Assessment Test I (rMAX): | 1160 | |
| High School Cum GPA: | 3.74 | |

Within the *More* tab, you will find *Calendar, Study Hall, Appointments and Conversations*.



Viewing Your Conversations

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

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



Here you will see all *Messages* sent and received.

You can filter your messages by:

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

My Conversations

Panther Success Network

View Personal Messages Only
 View Unread Only
 Search by Users

| Actions | SENDER | COUNT | TOPIC | DATE SENT |
|--------------------------|----------------------|-------|------------------------------|---------------------|
| <input type="checkbox"/> | Sanan, Anchita | | Follow up email | 08/14/2019 01:04 PM |
| <input type="checkbox"/> | Vanegas, Alexandra | | Organic Chem 1 | 08/14/2019 02:04 AM |
| <input type="checkbox"/> | Marrero, Alfonso | | ENC 1102 | 08/13/2019 10:21 PM |
| <input type="checkbox"/> | Zambrano, Jacqueline | | Course Enrollment | 08/13/2019 07:17 PM |
| <input type="checkbox"/> | Maur, Jennifer | (2) | RE: Fall Enrollment Question | 08/13/2019 02:58 PM |

Reading Your Messages

When you receive a message in your *My Conversations* inbox, click on the message Topic to open.

My Conversations

Panther Success Network

View Personal Messages Only
 View Unread Only
 Search by Users

| Actions | SENDER | COUNT | TOPIC | DATE SENT |
|--------------------------|--------|-------|---|---------------------|
| <input type="checkbox"/> | | 3 | Chm 2210 | 08/08/2019 03:29 PM |
| <input type="checkbox"/> | | | Re: RUSH Fwd: Carlos Serio - 3731792 - Business Minor | 08/08/2019 12:19 PM |
| <input type="checkbox"/> | | | RUSH Fwd: Carlos Serio - 3731792 - Business Minor | 08/08/2019 11:46 AM |

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.

Responding to Your Messages

When you read a message, click on the reply arrow icon

Fill in all applicable information in your return message.

Attach any relevant documentation if necessary.

Click on *Send Message*.

Re: MAC1147

08/06/2019

To: Mark Demello via Email on Tuesday, August 6, 2019 at 02:32 pm

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?

Spring Semester Enrollment

08/08/2019 

To: Walter Maldonado via Email on Thursday, August 8, 2019 at 05:25 pm

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,

Spring Semester Enrollment

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**

Viewing Your Calendar

On the left-hand toolbar, you will be able to access your *Calendar* by clicking on the *Calendar* icon. You will be redirected to the *My Calendar* page.

The *Calendar* assigns a color to each type of event, e.g. *Advising Appointments, General, Free Busy, Cancelled, etc.*

At the top of the *Calendar*, you will find boxes for the different categories of events. Checking off these boxes allows you to filter the events by category.

Additionally, you are able to navigate your *Calendar* by utilizing the *Today, Day, Week, Month* buttons at the top right-hand corner of the *Calendar*.



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 >

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|---|---|---|---|---|-----|
| 28 | 29 9am Busy 10am General Advising 10:30am General Advising 11:30am General Advising 1pm Busy 2pm General Advising 2:30pm General Advising 3pm Busy 3:30pm Busy | 30 9am Busy 9am Busy 9:30am Busy 1:30pm Busy 3:30pm Busy | 31 10am Busy 10am General Advising 10:30am General Advising 11am Busy 3:30pm Cancelled: General Advising | 1 9am Busy 10:30am Busy 10:30am General Advising 11:30am Cancelled: General Advising 2pm Cancelled: General Advising 3pm Busy 3pm General Advising 3:30pm Cancelled: General Advising | 2 10am General Advising 10:30am General Advising 11am General Advising 11:30am General Advising 1pm Busy 2pm General Advising 2:30pm General Advising 3pm General Advising 3:30pm General Advising | 3 |
| 4 | 5 9am Busy 9:30am Busy 10am General Advising 10:30am General Advising 11am General Advising 11:30am General Advising 2pm General Advising 2:30pm General | 6 9am Busy 9am Busy 1pm Busy 3pm Busy 4pm Busy | 7 10am General Advising 10:30am General Advising 11am Busy 1pm Busy 2pm Busy | 8 10am General Advising 10:30am General Advising 11am General Advising 11:30am General Advising 1pm Busy 2pm Busy 2pm General Advising 2:30pm General | 9 10am General Advising 10:30am General Advising 11am General Advising 11:30am General Advising 1pm Busy 2pm General Advising 2:30pm Busy | 10 |

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 | Busv | 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.

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



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 |

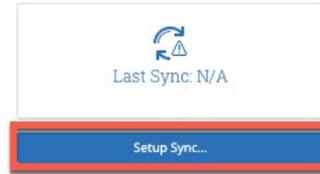
Click on the **Setup Sync...** button,

Click on the **Use Office 365** button.

You will be asked to enter your FIU credentials (email, password) and follow the Two Factor Authentication process.

Once the sync completes, your calendar sync will refresh automatically. On the Calendar Settings page, you will be able to see the date and time of the last refresh.

Calendar Settings



Please Choose Your Calendar Application:

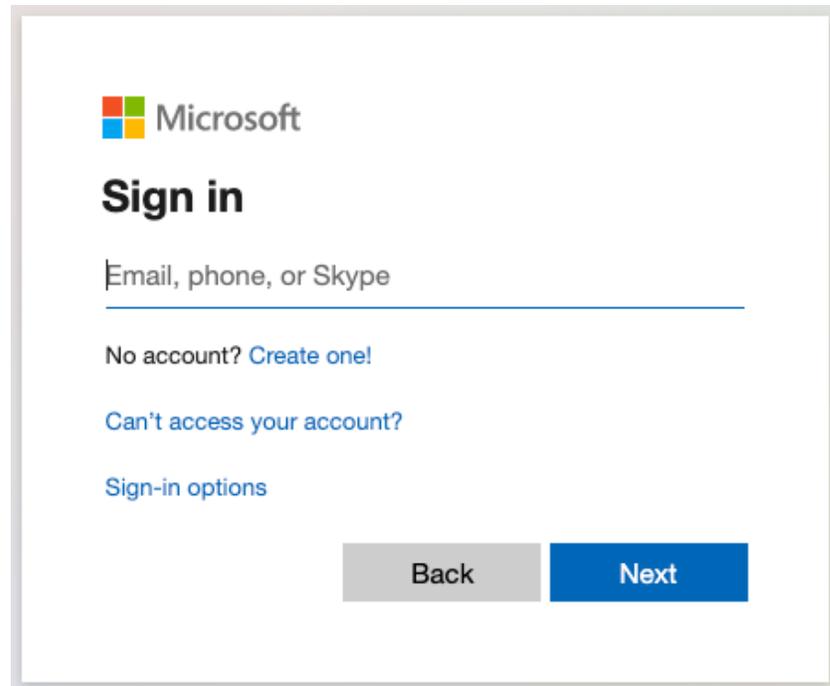
i Your school prefers to use Office 365 sync. **Use Office 365...** ✕

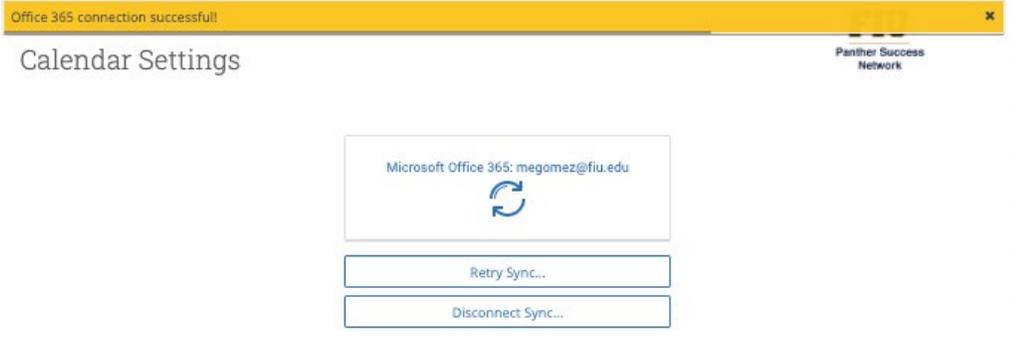
Microsoft Outlook

Google Calendar

Other Applications

Go back...





Adding Events to Your Calendar

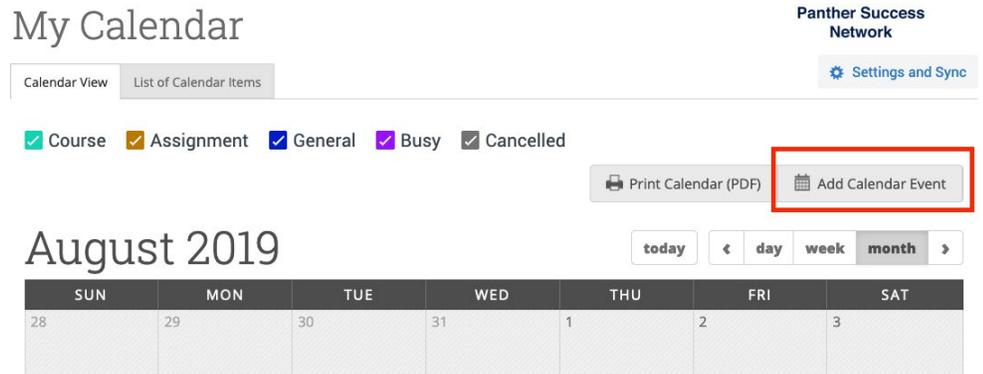
At the top right-hand corner of *Calendar View* you will see the *Add Calendar Events* button.

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



Schedule Appointment

Filters

Care Unit
Academic Advising

Location
Arts, Sciences & Education Advising a...

Service
General Advising

Course

Comments

Select a Date

August 2019

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

Reminders

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

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

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

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

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

People Attending (0)

Available Slots Left in Appointment (0)

Add an Attendee

Samantha Abud

Samantha Abud (*5256) (student)

Alexandra Abud (*8296) (student)

Gloria Abud (*8709) (undefined)

Yasmin Abud (*2054) (student)

Select An Organizer

| SELECT | ORGANIZER | AVAILABLE TIMES |
|-----------------------|-------------------|-------------------------|
| <input type="radio"/> | Demello, Mark | For: Appointments Tu... |
| <input type="radio"/> | Dhawan, Sanjay | |
| <input type="radio"/> | Robertson, Nicola | |

Save Appointment

Cancel

Select the desired appointment time.

Select if the appointment should repeat and its frequency.

Click on *Save Appointment*.

Select An Organizer

| SELECT | ORGANIZER | AVAILABLE TIMES |
|----------------------------------|-------------------|--|
| <input checked="" type="radio"/> | 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) |
| <input type="radio"/> | Dhawan, Sanjay | |
| <input type="radio"/> | Robertson, Nicola | |

Choose A Time To Meet

Length: 30 min

Availabilities: ?

| 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 | | <input type="checkbox"/> 0/1 | | <input checked="" type="checkbox"/> 0/1 | | <input type="checkbox"/> 0/1 | |
| 8:30am - 9:00am | | <input type="checkbox"/> 0/1 | | <input type="checkbox"/> 0/1 | | <input type="checkbox"/> 0/1 | |
| 9:00am - 9:30am | | <input type="checkbox"/> 0/1 | | <input type="checkbox"/> 0/1 | | <input type="checkbox"/> 0/1 | |
| 9:30am - 10:00am | | <input type="checkbox"/> 0/1 | CONFLICTS | <input type="checkbox"/> 0/1 | CONFLICTS | <input type="checkbox"/> 0/1 | |
| 10:00am - 10:30am | | <input type="checkbox"/> 0/1 | 0/1 CONFLICTS | 0/1 CONFLICTS | 0/1 CONFLICTS | <input type="checkbox"/> 0/1 | |

Repeat This Appointment?

Repeat

Creating a Note

Option 1

To create a *Note* first, select student name from your caseload.

Click on the *Actions* dropdown menu and select *Note*. A pop-up window with the *Note* formulary will open.

Fill in applicable information:

- Comments (required)
- Note Reason

If, applicable, attach any relevant documentation.

Note:
Pay close attention to the *Visibility* options To allow the student to view the Note, you must check off the student's name in the Visibility section of the Note.

Click on *Save Note*.

Staff Home

Students Upcoming Appointments My Availability Appointment Queues

My Assigned Students for Summer Term 2020 ▾

| Actions | | ID | WATCH LIST | CUMULATIVE GPA | SUPPORT LEVEL |
|--------------------------|----------------------------|----|------------|----------------|---------------|
| <input type="checkbox"/> | Send Message | | | 1.88 | High |
| <input type="checkbox"/> | Create Appointment Summary | | | 1.38 | Moderate |
| <input type="checkbox"/> | Appointment Campaign | | | 0.00 | High |
| <input type="checkbox"/> | Schedule Appointment | | | 1.13 | Low |
| <input type="checkbox"/> | Tag | | | 1.64 | Unknown |
| <input type="checkbox"/> | Note | | | 1.83 | Moderate |
| <input type="checkbox"/> | Watch | | | 1.61 | Moderate |
| <input type="checkbox"/> | Export Results | | | 1.60 | Moderate |
| <input type="checkbox"/> | Show/Hide Columns | | | | |

7 8

Previous 1 Next

23 total results

ADD A NOTE TO

Note (Required)

Note Subject

Freshman Recreation / Sport Mgt - BS - RECMGT:BS

Relations

Note Reason

Visibility

Attach File Choose File No file chosen

Cancel Save Note

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

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.

Fill in applicable information:

- **Note (required)**
- **Note Reason** from dropdown menu

If applicable, attach any relevant documentation.

Click on **Save Note**.

Staff Home

Students | Upcoming Appointments | My Availability | Appointment Queues

My Assigned Students for Summer Term 2020 ▾

| Actions | | | | | |
|-------------------------------------|--------------|----|------------|----------------|---------------|
| ALL | STUDENT NAME | ID | WATCH LIST | CUMULATIVE GPA | SUPPORT LEVEL |
| <input type="checkbox"/> | | | | 1.88 | High |
| <input type="checkbox"/> | | | | 1.38 | Moderate |
| <input type="checkbox"/> | | | | 0.00 | High |
| <input type="checkbox"/> | | | | 1.13 | Low |
| <input type="checkbox"/> | | | | 1.64 | Unknown |
| <input type="checkbox"/> | | | | 1.83 | Moderate |
| <input type="checkbox"/> | | | | 1.61 | Moderate |
| <input checked="" type="checkbox"/> | | | | 1.60 | Moderate |

Previous | 1 | Next 23 total results

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

| | | | | |
|--------------|------------------|-------------------|-----------------|----------------|
| Course Grade | Repeated Courses | Withdrawn Courses | Success Markers | Cumulative GPA |
| 9 ▾ | 2 ▾ | 0 | 0 | 1.83 ▾ |

Total Credits: 24.00 | Credit Freshmen %: 25%

Interdisciplinary Studies - BA - INTSTUD:BA | STUDENT ID: [REDACTED]

Bachelor of Arts | Col of Arts, Sciences & Education | CLASSIFICATION: College Freshman

Major History ▾ | MOST RECENT ENROLLMENT: Summer Term 2020

FIU
Panther Success Network

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

Active Appt. Campaigns 0

Student is not involved in any active campaigns

ADD A NOTE TO [REDACTED]

Note (Required)

Note Subject
 [REDACTED] Freshman Recreation / Sport Mgt - BS - RECMGT:BS

Relations
 Note Reason
 [REDACTED]

Visibility
 [REDACTED] ?

Attach File | Choose File | No file chosen

Cancel | **Save Note**

Option 3

In the instance that you do not possess an assigned student caseload, a Note can be created from the student's profile.

Begin by using the Quick Search feature located at the top right corner of your PSN homepage to search for the student you wish to issue a Note for.

You can search using the student's name or Panther ID.

When you select the student's name that populates, you will be redirected to the student's profile.

On the profile page, you will see the *I Want To...* menu. Click on the *Add a Note On This Student* link.

The *Add A Note* pop-up will appear.

In the Note, you will see the option to enter the details of the note and attach a file if necessary.

Additionally, you can designate a Note Reason. Designating a Note Reason will allow you to filter for Notes using the Report function.

Lastly, select the Visibility. If you would like for the student to see the Note on their PSN homepage, remember to select the student's name. If this is not selected, the student will not have the option of seeing the Note.

The screenshot shows the NAVIGATE PSN homepage. At the top right, there is a search bar with a magnifying glass icon and a red box around it. Below the search bar, there is a navigation menu with tabs for Overview, Success Progress, History, Class Info, and More. The main content area displays student statistics: Course Grade (9), Repeated Courses (2), Withdrawn Courses (0), Missed Markers (0), and Cumulative GPA (1.83). Below this, there is a section for the student's profile: Interdisciplinary Studies - BA - INTSTUD:BA, Bachelor of Arts, Col of Arts, Sciences & Education, and Major History. To the right, there is a sidebar with 'Current Alerts' and 'I want to...' menu items. The 'Add a Note on this Student' link is highlighted in red.

The screenshot shows the 'ADD A NOTE TO' pop-up form. The form has a title bar 'ADD A NOTE TO' and a close button. Below the title bar, there is a 'Note (Required)' section with a rich text editor. To the right of the editor, there is a 'Note Subject' section with a student profile picture and name. Below the subject, there is a 'Relations' section with a 'Note Reason' field highlighted in red. Below the 'Note Reason' field, there is a 'Visibility' section with a dropdown menu highlighted in red. At the bottom of the form, there is an 'Attach File' button, a 'Choose File' button, and a 'No file chosen' message. At the bottom right, there are 'Cancel' and 'Save Note' buttons.

Once finalized, click on **Save Note** to confirm.

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.

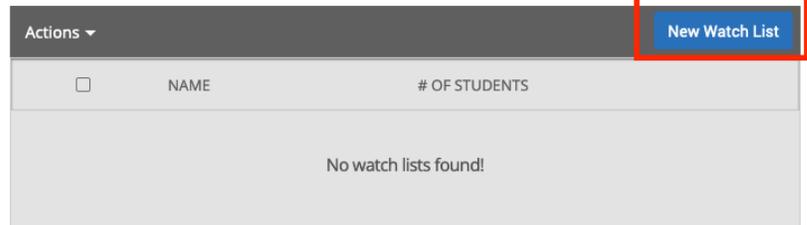
You will be redirected to the *Adding New Watch List* page.

Type in *Name of Watch List*.

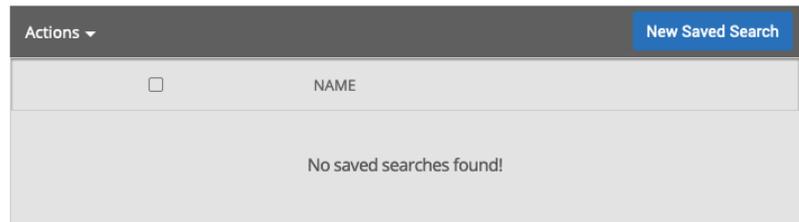
Click on **Save Watch List**.



Watch Lists



Saved Searches



Adding New Watch List

Name of 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.

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

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.

Staff Home

Students Upcoming Appointments My Availability Appointment Queues

My Assigned Students for Summer Term 2020 ▾

| Actions | | | | | |
|-------------------------------------|--------------|----|------------|----------------|---------------|
| ALL | STUDENT NAME | ID | WATCH LIST | CUMULATIVE GPA | SUPPORT LEVEL |
| <input type="checkbox"/> | 1 | | | 1.88 | High |
| <input type="checkbox"/> | 2 | | | 1.38 | Moderate |
| <input type="checkbox"/> | 3 | | | 0.00 | High |
| <input type="checkbox"/> | 4 | | | 1.13 | Low |
| <input checked="" type="checkbox"/> | 5 | | | 1.64 | Unknown |
| <input type="checkbox"/> | 6 | | | 1.83 | Moderate |
| <input type="checkbox"/> | 7 | | | 1.61 | Moderate |
| <input type="checkbox"/> | 8 | | | 1.60 | Moderate |

Previous 1 Next 23 total results

Staff Home

Students Upcoming Appointments My Availability Appointment Queues

My Assigned Students for Summer Term 2020 ▾

| Actions | | | | | | | | | | | | |
|--------------|----------------------------|----------------------|----------------------|-----|------|-------------------------------------|----------------|-------------------|----|------------|----------------|---------------|
| Send Message | CREATE APPOINTMENT SUMMARY | APPOINTMENT CAMPAIGN | SCHEDULE APPOINTMENT | TAG | NOTE | WATCH | EXPORT RESULTS | SHOW/HIDE COLUMNS | ID | WATCH LIST | CUMULATIVE GPA | SUPPORT LEVEL |
| | | | | | | <input checked="" type="checkbox"/> | | | | | 1.88 | High |
| | | | | | | <input type="checkbox"/> | | | | | 1.38 | Moderate |
| | | | | | | <input type="checkbox"/> | | | | | 0.00 | High |
| | | | | | | <input type="checkbox"/> | | | | | 1.13 | Low |
| | | | | | | <input type="checkbox"/> | | | | | 1.64 | Unknown |
| | | | | | | <input type="checkbox"/> | | | | | 1.83 | Moderate |
| | | | | | | <input type="checkbox"/> | | | | | 1.61 | Moderate |
| | | | | | | <input checked="" type="checkbox"/> | | | | | 1.60 | Moderate |

Previous 1 Next 23 total results

ADD TO WATCH LIST

Gpa Below 2.00

Graduation Applicants

[Create new list...](#)

Cancel

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*.

Note: in the event that you do not possess an assigned student caseload, the option to add the student to a watch list is also available in the *I Want To....* menu found in the student's profile.

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

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

Staff Home

Students | Upcoming Appointments | My Availability | Appointment Queues

My Assigned Students for Summer Term 2020 ▾

| Actions | | | | | |
|-------------------------------------|--------------|----|------------|----------------|---------------|
| ALL | STUDENT NAME | ID | WATCH LIST | CUMULATIVE GPA | SUPPORT LEVEL |
| <input type="checkbox"/> | 1 | | | 1.88 | High |
| <input type="checkbox"/> | 2 | | | 1.38 | Moderate |
| <input type="checkbox"/> | 3 | | | 0.00 | High |
| <input type="checkbox"/> | 4 | | | 1.13 | Low |
| <input type="checkbox"/> | 5 | | | 1.64 | Unknown |
| <input type="checkbox"/> | 6 | | | 1.83 | Moderate |
| <input type="checkbox"/> | 7 | | | 1.61 | Moderate |
| <input checked="" type="checkbox"/> | 8 | | | 1.60 | Moderate |

Previous | 1 | Next

23 total results

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

| | | | | |
|----------------------|---|-----------|----------------|------------|
| Course Grade | Repeated | Withdrawn | Missed Markers | Cumulative |
| 9 ▾ | 2 ▾ | 0 | 0 | 1.83 ▾ |
| Total Credits Earned | Credit Completion % at this Institution | | | |
| 24.00 | 25% | | | |

Interdisciplinary Studies - BA - INTSTUD:BA | STUDENT ID

Bachelor of Arts
Col of Arts, Sciences & Education

CLASSIFICATION
College Freshman

Major History ▾

MOST RECENT ENROLLMENT
Summer Term 2020

FIU
Panther Success Network

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**

Active Appt. Campaigns 0

Student is not involved in any active campaigns

ADD TO WATCH LIST

Gpa Below 2.00

Graduation Applicants

[Create new list...](#)

Cancel | **Save**

Removing a Student from a Watch List

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

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

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

Staff Home

Students Upcoming Appointments My Availability Appointment Queues

My Assigned Students for Summer Term 2020

| Actions | | | | | |
|-------------------------------------|--------------|----|------------|----------------|---------------|
| ALL | STUDENT NAME | ID | WATCH LIST | CUMULATIVE GPA | SUPPORT LEVEL |
| <input type="checkbox"/> | | | | 1.88 | High |
| <input type="checkbox"/> | | | | 1.38 | Moderate |
| <input type="checkbox"/> | | | | 0.00 | High |
| <input type="checkbox"/> | | | | 1.13 | Low |
| <input checked="" type="checkbox"/> | | | | 1.64 | Unknown |
| <input type="checkbox"/> | | | | 1.83 | Moderate |
| <input type="checkbox"/> | | | | 1.61 | Moderate |
| <input type="checkbox"/> | | | | 1.60 | Moderate |

Previous 1 Next 23 total results

Staff Home

Students Upcoming Appointments My Availability Appointment Queues

My Assigned Students for Summer Term 2020

| Actions | | | | | |
|-------------------------------------|--------------|----|------------|----------------|---------------|
| ALL | STUDENT NAME | ID | WATCH LIST | CUMULATIVE GPA | SUPPORT LEVEL |
| <input type="checkbox"/> | | | | 1.88 | High |
| <input type="checkbox"/> | | | | 1.38 | Moderate |
| <input type="checkbox"/> | | | | 0.00 | High |
| <input type="checkbox"/> | | | | 1.13 | Low |
| <input checked="" type="checkbox"/> | | | | 1.64 | Unknown |
| <input type="checkbox"/> | | | | 1.83 | Moderate |
| <input type="checkbox"/> | | | | 1.61 | Moderate |
| <input type="checkbox"/> | | | | 1.60 | Moderate |

Previous 1 Next 23 total results

ADD TO WATCH LIST

Gpa Below 2.00

Graduation Applicants

[Create new list...](#)

Cancel

Save

Creating a Reminder for a Student

To create a *Reminder* for a student, click on the student's name in your caseload. You will be redirected to the *Student Profile Page*.

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

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.

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 ⇅ |
|-------------------------------------|----------------|----|--------------|------------------|-----------------|
| <input type="checkbox"/> | 1 | | | 3.02 | Moderate |
| <input checked="" type="checkbox"/> | 2 | | | 3.22 | Moderate |
| <input type="checkbox"/> | 3 | | | 3.52 | High |

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: 93.00
Credit Completion % at this Institution: 92%

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

STUDENT ID: [REDACTED]
CLASSIFICATION: College Senior

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

ADD A REMINDER

Reminder

Due Date

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.

The *Edit Reminder* pop-up will open.

Make all necessary changes to the *Reminder* and click on *Save Reminder*.



My Reminders

Panther Success Network

Upcoming And Overdue Reminders

| Actions ▾ | | | |
|--|-------------------------------|------------|----------------------|
| REMINDER | STUDENT | DATE | ACTIONS |
| <input type="checkbox"/> Pending Accelerated Credits | Samantha Abud | 09/02/2019 | Edit |

[Previous](#) 1 [Next](#)

EDIT REMINDER ✕

Reminder

Due Date

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

Partner Success Network

Upcoming And Overdue Reminders

| Actions | | | |
|---------------------------|-----------------------------|---------------|---------------------------------|
| Clear Selected Reminders | STUDENT | DATE | ACTIONS |
| Delete Selected Reminders | Pending Accelerated 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 |
|--|--|--|--|
| ? | ? | ? | ? |
| <input style="width: 50px;" type="text" value="0.00"/> | <input style="width: 50px;" type="text" value="2.00"/> | <input style="width: 50px;" type="text" value="0.00"/> | <input style="width: 50px;" type="text" value="5.00"/> |

| Min. Credits Earned | Max. Credits Earned | Min. Hours Attempted | Max. Hours Attempted | Min. Credit Comp. % | Max. Credit Comp. % |
|--|---|---|---|---|---|
| ? | ? | ? | ? | ? | ? |
| <input style="width: 50px;" type="text" value="60"/> | <input style="width: 50px;" type="text" value="999"/> | <input style="width: 50px;" type="text" value="0"/> | <input style="width: 50px;" type="text" value="999"/> | <input style="width: 50px;" type="text" value="0"/> | <input style="width: 50px;" type="text" value="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 ▾

| <input type="checkbox"/> | NAME ▾ | ID | WATCH LIST | CUMULATIVE GPA ⬆ | MAJOR | SUPPORT LEVEL ⬆ | CLASSIFICATION ⬆ |
|--------------------------|----------------|----|------------|------------------|------------------------------|-----------------|------------------|
| <input type="checkbox"/> | [Blurred Name] | | | 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

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

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 ▾

| <input type="checkbox"/> | ALL | NAME | ID | WATCH LIST | CUMULATIVE GPA | MAJOR | SUPPORT LEVEL | CLASSIFICATION | CATEGORY | ACTIONS |
|--------------------------|-----|------|----|------------|----------------|------------------------------|---------------|----------------|---|---------|
| <input type="checkbox"/> | | | | | 2.00 | Marine Biology - BS | Moderate | College Junior | 1191 EOT Alert: GPA, Good Standing, PRE-MED | |
| <input type="checkbox"/> | | | | | 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 | |

Creating an Appointment Campaign

Note: Prior to creating an Appointment Campaign, an Appointment Availability for Campaigns must be created for each Tutor that will participate in the Campaign being created.

To access the *Campaign* function, click on the Campaigns Logo on the left-hand toolbar.

You will be redirected to the *Appointment Campaign* page for the current term.

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



Actions

I want to create a new...

[Appointment Campaign](#)

Progress Reports

[All Progress Reports](#)

[Detail Progress Reports](#)

[At-Risk Progress Reports](#)

[Detail At-Risk Progress Reports](#)

Customizing Your Campaign

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

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

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.

[Define Campaign](#) · [Add Students](#) · [Add Staff](#) · [Compose Message](#) · [Confirm & Send](#)

CHM 1045 Tutoring - Test 1

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: CHM 1045 Tutoring - Test 1 | Begin Date: 06/02/2020 | End Date: 06/16/2020 |
| Care Unit: Tutoring - Center for Academic Success | Appointment Limit: 1 | |
| Location: Center for Academic Success @ MMC (GL 120) | Appointment Length: 60 min | |
| Service: CHM 1045 - General C... | Slots Per Time: 1 | |
| | | Allow scheduling over courses <input type="checkbox"/> |

[< Back](#)

Save and Exit

[Continue](#)

[Define Campaign](#) · [Add Students](#) · [Add Staff](#) · [Compose Message](#) · [Confirm & Send](#)

CHM 1045 Tutoring - Test 1

Add Students To Campaign

[Invite All My Assigned Students](#)

[Advanced Search](#)

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

[No](#)

[Yes](#)

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

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

The list of students' names will automatically be updated.

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

CHM 1045 Tutoring - Test 1

Review Students In Campaign

| Actions | |
|--|--|
| NAME | |
| <input type="checkbox"/> Acosta, Adrien | |
| <input type="checkbox"/> Basnuevo, Carlos | |
| <input checked="" type="checkbox"/> Brown, Kirk | |
| <input type="checkbox"/> Calissano Alfaro, Pablo | |
| <input type="checkbox"/> Cardenas, Dyan | |
| <input type="checkbox"/> Correa Alfonso, Kamila | |
| <input type="checkbox"/> Estruch, Jonathan | |
| <input type="checkbox"/> Fehrenbach, Devin | |
| <input type="checkbox"/> Gaines, Mia | |
| <input type="checkbox"/> Gamarra, Emily | |

< Back

Add More Students

Save and Exit

Continue

CHM 1045 Tutoring - Test 1

Review Students In Campaign

| Actions | |
|--|--|
| Remove Selected Users | |
| <input type="checkbox"/> Acosta, Adrien | |
| <input type="checkbox"/> Basnuevo, Carlos | |
| <input checked="" type="checkbox"/> Brown, Kirk | |
| <input type="checkbox"/> Calissano Alfaro, Pablo | |
| <input type="checkbox"/> Cardenas, Dyan | |
| <input type="checkbox"/> Correa Alfonso, Kamila | |
| <input type="checkbox"/> Estruch, Jonathan | |
| <input type="checkbox"/> Fehrenbach, Devin | |
| <input type="checkbox"/> Gaines, Mia | |
| <input type="checkbox"/> Gamarra, Emily | |

< Back

Add More Students

Save and Exit

Continue

CHM 1045 Tutoring - Test 1

Review Students In Campaign

| Actions | |
|--|--|
| NAME | |
| <input type="checkbox"/> Acosta, Adrien | |
| <input type="checkbox"/> Basnuevo, Carlos | |
| <input checked="" type="checkbox"/> Brown, Kirk | |
| <input type="checkbox"/> Calissano Alfaro, Pablo | |
| <input type="checkbox"/> Cardenas, Dyan | |
| <input type="checkbox"/> Correa Alfonso, Kamila | |
| <input type="checkbox"/> Estruch, Jonathan | |
| <input type="checkbox"/> Fehrenbach, Devin | |
| <input type="checkbox"/> Gaines, Mia | |
| <input type="checkbox"/> Gamarra, Emily | |

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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.**

**Note:
If applicable, 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.

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

[Define Campaign](#) · [Add Students](#) · [Add Staff](#) · [Compose Message](#) · [Confirm & Send](#)

CHM 1045 Tutoring - Test 1

Add Students To Campaign

Invite All My Assigned Students

Advanced Search

[Define Campaign](#) · [Review Students](#) · [Add Staff](#) · [Compose Message](#) · [Confirm & Send](#)

CHM 1045 Tutoring - Test 1

Add Students To Campaign

Invite All My Assigned Students

Advanced Search

Saved Searches

Keywords (First Name, Last Name, Email, Student ID?)

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

Term Data Classification, Section Tag, Term GPA

Performance Data GPA, Hours, Credits

Course Data Course, Section, Status

Assigned To

Success Indicators Support Level, Success Markers

Search

My Students Only

Include Inactive

23 students have been added to this campaign.

< Back

Continue >

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 Organizers to Campaign* page.

Select from the list of tutors that appear in the *Add Organizers to Campaign* table.

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.

Actions ▾

| <input checked="" type="checkbox"/> ALL | STUDENT NAME | ID |
|---|--------------|----|
| <input checked="" type="checkbox"/> | | 1 |
| <input checked="" type="checkbox"/> | | 2 |
| <input checked="" type="checkbox"/> | | 3 |
| <input checked="" type="checkbox"/> | | 4 |
| <input checked="" type="checkbox"/> | | 5 |
| <input checked="" type="checkbox"/> | | 6 |
| <input checked="" type="checkbox"/> | | 7 |
| <input checked="" type="checkbox"/> | | 8 |

Previous 1 Next

196 total results

< Back

Continue >

Define Campaign · Review Students · Add Staff · Compose Message · Confirm & Send

CHM 1045 Tutoring - Test 1

Add Organizers To Campaign

Include Appointment Availabilities?

| ID | NAME | AVAILABLE TIMES |
|-------------------------------------|-------------|---|
| <input checked="" type="checkbox"/> | John Vihlen | For: Appointments/Campaigns Mon, Wed, Fri 8:00am-5:00pm ET (Summer Term 2020) |

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Save and Exit

Continue

Define Campaign · Review Students · Add Staff · Compose Message · Confirm & Send

CHM 1045 Tutoring - Test 1

Compose Your Message

{student_first_name}, Schedule a Tutoring - Center for Academic Success appointment

B I [List Icons] Paragraph Merge Tags ↶ ↷

Please schedule your Tutoring - Center for Academic Success appointment.

Hello {student_first_name}:

Please schedule an appointment for CHM 1045 - General Chemistry I at Center for Academic Success @ MMC (GL 120). 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



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](#)

Viewing and Managing a Tutoring Referral

Throughout the semester Academic Advisors will be issuing tutoring referrals for students in the form of an Alert. These referrals, when issued on the platform will be received by the person designated point of contact for the Center for Academic Success.

When a referral is issued, the point of contact will receive an Alert email with relevant details surrounding the referral.

The Case opened as a result of the Alert being opened can be found on the Cases page. The Cases page serves as a central page for all referrals to be managed until it is time for the referral to be closed.

To view and open the Case, click on the *Manage Case* button.

A pop-up will open allowing you to read the details of the Alert.



Cases for Students Enrolled in Selected Term

Status:

Care Unit: Student: Opened By: Assigned To: Alert Reasons: Date Opened: to

| STUDENT | STATUS | CARE UNIT | REASON | DATE OPENED | OPENED BY | DATE UPDATED | UPDATED BY | ASSIGNED TO | CASE OWNER | Actions |
|---------|--------|--|---|-------------|---------------|--------------|---------------|--------------------------------|------------|-----------------------------|
| | Open | Tutoring - Center for Academic Success | Center for Academic Success Tutoring Referral | 05/26/2020 | Myrian Herlie | 05/26/2020 | Myrian Herlie | Vicenta Shepard, Myrian Herlie | | Manage Case |
| | Open | Tutoring - Center for Academic Success | Center for Academic Success Tutoring Referral | 05/25/2020 | Myrian Herlie | 05/25/2020 | Myrian Herlie | Vicenta Shepard | | Manage Case |

The Case can be assigned to another Tutor Administrator by adding the user's name to the Assignees box.

Once the referral has been attended to and all notes on the referral have been entered to the satisfaction of the department, the Case can be closed.

To close a Case, click on the Case Close button.

Note: Should a Case be closed prematurely, the Case can be opened once again. The Case will be found in the Closed Cases page.

Cases for Students Enrolled in Selected Term

Status:

Care Unit: Student: Opened By: Assigned To: Alert Reasons: Date Opened: to

| STUDENT | STATUS | CARE UNIT | REASON | DATE OPENED | OPENED BY | DATE UPDATED | UPDATED BY | ASSIGNED TO | CASE OWNER | Actions |
|------------|--------|--|---|-------------|---------------|--------------|---------------|--------------------------------|------------|-----------------------------|
| [Redacted] | Open | Tutoring - Center for Academic Success | Center for Academic Success Tutoring Referral | 05/26/2020 | Myrian Herlie | 05/26/2020 | Myrian Herlie | Vicenta Shepard, Myrian Herlie | [Redacted] | Manage Case |
| [Redacted] | Open | Tutoring - Center for Academic Success | Center for Academic Success Tutoring Referral | 05/25/2020 | Myrian Herlie | 05/25/2020 | Myrian Herlie | Vicenta Shepard | [Redacted] | Manage Case |

MANAGE CASE

Reason: Center for Academic Success Tutoring Referral

Class: MAC-1147-U01C PreCal Alg and Trig

Owner:

Assignees:

Case Activity:

05/26/2020

- Myrian Herlie assigned case to Myrian Herlie. 12:01AM
- Myrian Herlie assigned case to Vicenta Shepard. 12:01AM
- Myrian Herlie opened case. 12:01AM
- Myrian Herlie added comment: Student needs assistance with concepts being covered in class. Would like to schedule tutoring session. 12:01AM

MANAGE CASE

Reason: Center for Academic Success Tutoring Referral

Class: MAC-1147-U01C PreCal Alg and Trig

Owner:

Assignees:

Case Activity:

05/26/2020

- Myrian Herlie assigned case to Myrian Herlie. 12:01AM
- Myrian Herlie assigned case to Vicenta Shepard. 12:01AM
- Myrian Herlie opened case. 12:01AM
- Myrian Herlie added comment: Student needs assistance with concepts being covered in class. Would like to schedule tutoring session. 12:01AM
- Vicenta Shepard added comment: Student contacted by department. Tutoring session scheduled for 5/28/2020. 12:18AM

Reports

The Report function on the Panther Success Network allows users to gather large amounts of information through the use of a query.

A Report functions in a similar manner in comparison to the Advanced Query function where criteria is set to serve as search parameters. By doing so, the results that populate match for student populations that fit the criteria set. The results, however, that are given are in relation to certain documentation that are entered onto the platform, e.g. appointments, alerts, notes, etc.

To run a Report, begin by locating the Report icon found on the blue toolbar.

The Reports page lists the specific reports that the Tutor Administrator role has access to.

When a particular Report is selected, the user is redirected to the Report page.

There will be Activity Filters that assist in customizing the following:

- Date range
- Alert Reason
- Case Assignee
- Closed Reasons
- Case Status



Reports



| | | | |
|---|---|---|--|
| Appointment/Visit Reports Appointments Appointment Summaries Check-ins | Intervention Reports Cases | Student Data Reports Notes Attendance Study Hall | Staff Reports Availabilities Calendar Statistics |
|---|---|---|--|

Below the Activity Filter, you will find the Student Filters. These filters assist with narrowing down the specific student population that you wish your search to reflect.

Once the criteria is set, click **Search** to perform the query.

Managing the Appointment Center

As Administrator, you have access to monitoring the Appointment Center for your department.

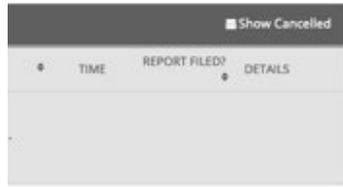
To open the Appointment Center, click on the **Additional Modes** link found at the bottom right corner of your PSN homepage.

The Additional Modes link will open to provide two options: Appointment Center and Kiosk.

Select *Appointment Center*.

You will be redirected to a landing page that lists the particular locations that you have been granted access to viewing and managing.

Each location has its own separate page that allows you to monitor its daily schedule.



Appointment Center
Kiosk

Page last refreshed at 10:38am
All times listed are in Eastern Time (US & Canada) [Additional Modes](#)

The screenshot shows the 'NAVIGATE' web application interface. At the top, there is a navigation bar with the 'NAVIGATE' logo and a search bar. Below the navigation bar, the main heading is 'Choose Appointment Center Location'. There is a search input field for 'Appointment Center Name'. Under 'Available Locations', two options are listed: 'Center for Academic Success - Online' and 'Center for Academic Success @ MMC (GL 120)'. The 'Center for Academic Success @ MMC (GL 120)' option is selected. At the bottom, there is a footer with 'EAB' logo and '© 2020 EAB. All Rights Reserved.' and a refresh timestamp: 'Page last refreshed at 10:41am All times listed are in Eastern Time (US & Canada) Additional Modes'.

Center for Academic Success @ MMC (GL 120)

Scheduling Grid

Date: 05/26/2020 Start Time (EDT): 8:00AM End Time (EDT): 5:00PM Refreshed Today 10:46am EDT

Care Unit: Tutoring - Center for Academic Success Service: All Services Staff: All Staff

[Find First Available?](#)

Appointment Schedule For Tuesday, May 26, 2020

| | Aaron Armbrister | Asier Bracho | Giselle Calero | Dante Cook |
|-----------|------------------|-------------------------------|---------------------------------|---------------------------------|
| 8 AM EDT | | | | |
| 9 AM EDT | | CHM 1025 - Fundamentals of... | | |
| 10 AM EDT | | | | MAC 1114 - Trigonometry |
| 11 AM EDT | | CHM 1033 - Survey of Chem... | | MAC 1140 - Pre-Calculus Alge... |
| Noon EDT | | | | |
| 1 PM EDT | | | PHY 2049 - Physics with Calc... | MAC 1147 - Pre-Calculus & Tr... |
| 2 PM EDT | | | | |
| 3 PM EDT | | | PHY 2048 - Physics with Calc... | |
| 4 PM EDT | | | | |

Each location is broken down into three sub-pages

- Scheduling Grid
- Drop-In Appointments
- Scheduled Appointments

Appointments are identified in terms of available or unavailable using colors. Available times are designated in white and unavailable times are in tan.

Information on the Scheduling Grid can be isolated using different filters:

- Date
- Times
- Staff (Tutor Name)
- Services (Course)

The Scheduling Grid can also be manipulated in terms of orientation.

If a tutor's schedule is configured for drop-in appointments, a second column will appear to the right of the tutor's name.

Scheduled appointments are also available to be seen in terms of *Upcoming Appointments*, *In Progress Appointments* and *Recent Appointments*.

Center for Academic Success @ MMC (GL 120)



Enter Student Name

Scheduling Grid ⌵

Scheduling Grid
 Drop-In Appointments
 Scheduled Appointments

Time (EDT) AM End Time (EDT) 5:00PM Refreshed Today 10:46am EDT

Care Unit Tutoring - Center for Academic Success Service All Services Staff All Staff

Find First Available?

Appointment Schedule For Tuesday, May 26, 2020

Orientation Vertical Display Name Service

Open Time Staff Unavailable

| | Aaron Armbrister | Drop In | Asier Bracho | Drop In | Giselle Calero | Drop In | Dante Cook |
|----------|------------------|---------|--------------|---------|----------------|---------|------------|
| 8 AM EDT | Tan | | Tan | | Tan | | Tan |

Center for Academic Success @ MMC (GL 120)



Enter Student Name

Scheduling Grid ⌵

Date 05/26/2020 Start Time (EDT) 8:00AM End Time (EDT) 5:00PM Refreshed Today 10:46am EDT

Care Unit Tutoring - Center for Academic Success Service All Services Staff All Staff

Find First Available?

Appointment Schedule For Tuesday, May 26, 2020

Orientation Vertical Display Name Service

Open Time Staff Unavailable

| | Aaron Armbrister | Drop In | Asier Bracho | Drop In | Giselle Calero | Drop In | Dante Cook |
|-----------|------------------|---------|--------------|---------|----------------|---------|------------|
| 8 AM EDT | Tan | | Tan | | Tan | | Tan |
| 9 AM EDT | Tan | | White | | Tan | | Tan |
| 10 AM EDT | Tan | | Tan | | Tan | | White |
| 11 AM EDT | Tan | | White | | Tan | | White |
| Noon EDT | Tan | | Tan | | Tan | | Tan |
| 1 PM EDT | Tan | | Tan | | White | | White |
| 2 PM EDT | Tan | | Tan | | Tan | | Tan |
| 3 PM EDT | Tan | | Tan | | White | | Tan |
| 4 PM EDT | Tan | | Tan | | Tan | | Tan |

This view provides a full view of the appointment details in terms of tutor name, student name and appointment time in comparison to the Scheduling Grid.

Each table on both the Drop-In and Scheduled Appointments pages allows you to perform functions using the Actions Menu.

Note:
When a student checks in to a location for Study Hall, a fourth tab at the bottom of the Drop-In Appointments page will appear. This table is labeled *Students Checked In for Track Time*.

Enter Student Name

Scheduled Appointments ▾

Date: 05/26/2020

Care Unit: Tutoring - Center for Academic Success Service: All Services Staff: All Staff

Upcoming Appointments

| Actions ▾ | BEGINNING IN | DATE & TIME | DURATION | SERVICE | COURSE | ATTENDEE NAME: STUDENT ID | ORGANIZER | CHECKED IN |
|--------------------------|---------------|------------------------|--------------|--|--------|----------------------------|----------------|------------|
| <input type="checkbox"/> | 5 minutes | 05/26/2020 11:00am EDT | about 1 hour | CHM 1033 - Survey of Chemistry | N/A | Stephen Boling: 4405346 | Asier Bracho | No |
| <input type="checkbox"/> | 5 minutes | 05/26/2020 11:00am EDT | about 1 hour | MAC 1140 - Pre-Calculus Algebra | N/A | Erica Mick: 4406130 | Dante Cook | No |
| <input type="checkbox"/> | about 2 hours | 05/26/2020 1:00pm EDT | about 1 hour | MAC 1147 - Pre-Calculus & Trigonometry | N/A | Natasha Piner: 3885006 | Dante Cook | No |
| <input type="checkbox"/> | about 2 hours | 05/26/2020 1:00pm EDT | about 1 hour | PHY 2049 - Physics with Calculus II | N/A | Alexander Perez: 5770831 | Giselle Calero | No |
| <input type="checkbox"/> | about 4 hours | 05/26/2020 3:00pm EDT | about 1 hour | PHY 2048 - Physics with Calculus I | N/A | Phillip Berkovich: 6247442 | Giselle Calero | No |

In Progress Appointments

| Actions ▾ | STARTED AT | DATE & TIME | DURATION | SERVICE | COURSE | ATTENDEE NAME: STUDENT ID | ORGANIZER |
|--------------------------|-----------------------|------------------------|--------------|-------------------------|--------|---------------------------|------------|
| <input type="checkbox"/> | 05/26/2020 9:44am EDT | 05/26/2020 10:00am EDT | about 1 hour | MAC 1114 - Trigonometry | N/A | Alex Aguilar: 5821269 | Dante Cook |

Recent Appointments

| Actions ▾ | RECORDED TIME | DATE & TIME | DURATION | SERVICE | COURSE | ATTENDEE NAME: STUDENT ID | ORGANIZER |
|--------------------------|---------------------------------|-----------------------|--------------------|--------------------------------------|--------|---------------------------|--------------|
| <input type="checkbox"/> | 05/26/2020 9:00am - 10:00am EDT | 05/26/2020 9:00am EDT | less than a minute | CHM 1025 - Fundamentals of Chemistry | N/A | Maria Ortega: 6107451 | Asier Bracho |

Care Unit: Tutoring - Center for Academic Success Service: All Services Staff: All Staff

Upcoming Appointments

| Actions ▾ | DATE & TIME | DURATION | SERVICE | COURSE | ATTENDEE NAME: STUDENT ID | ORGANIZER | CHECKED IN | |
|--------------------------|------------------------|-----------------------|--|-------------------------------------|---------------------------|----------------------------|----------------|----|
| <input type="checkbox"/> | 05/26/2020 11:00am EDT | about 1 hour | CHM 1033 - Survey of Chemistry | N/A | Stephen Boling: 4405346 | Asier Bracho | No | |
| <input type="checkbox"/> | 05/26/2020 11:00am EDT | about 1 hour | MAC 1140 - Pre-Calculus Algebra | N/A | Erica Mick: 4406130 | Dante Cook | No | |
| <input type="checkbox"/> | 05/26/2020 1:00pm EDT | about 1 hour | MAC 1147 - Pre-Calculus & Trigonometry | N/A | Natasha Piner: 3885006 | Dante Cook | No | |
| <input type="checkbox"/> | about 2 hours | 05/26/2020 1:00pm EDT | about 1 hour | PHY 2049 - Physics with Calculus II | N/A | Alexander Perez: 5770831 | Giselle Calero | No |
| <input type="checkbox"/> | about 4 hours | 05/26/2020 3:00pm EDT | about 1 hour | PHY 2048 - Physics with Calculus I | N/A | Phillip Berkovich: 6247442 | Giselle Calero | No |

- Send Message to Attendee
- Send Message to Organizer
- View Appointment Details
- Check In
- Mark No-Show
- Cancel

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