



NEW Panther Success Network (PSN 2.0) Faculty Manual

Updated 6/19/2025

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LOGGING INTO THE NEW PANTHER SUCCESS NETWORK

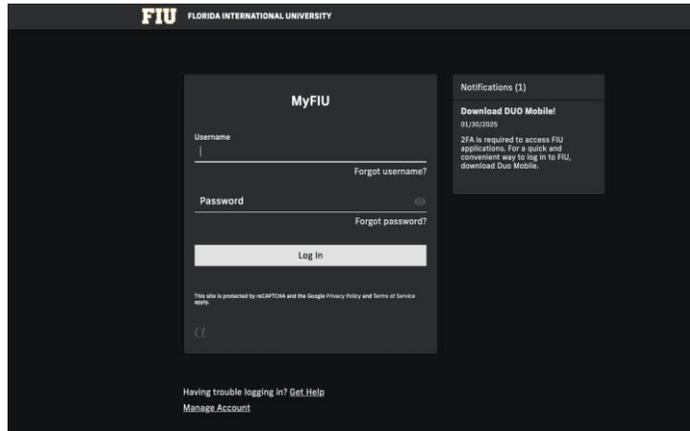
Accessing the NEW Panther Success Network

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

Click on the **Login to myFIU** button.

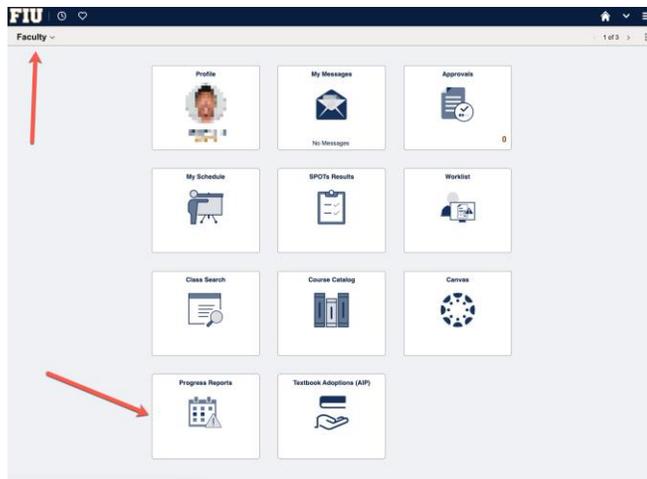


Log in using your **FIU Panther username and password**.



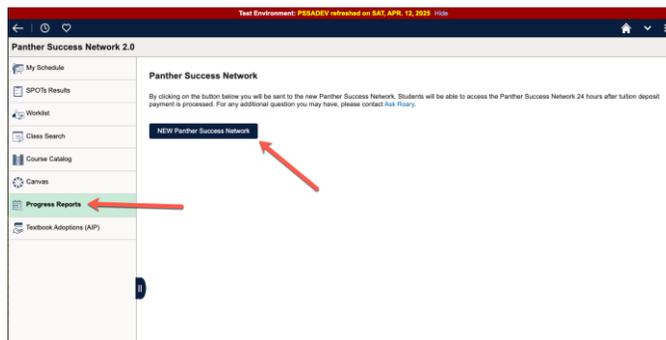
Once you are logged in, select the **Faculty** option from the dropdown menu located at the top of your browser window.

Click on the **Progress Report** tile.



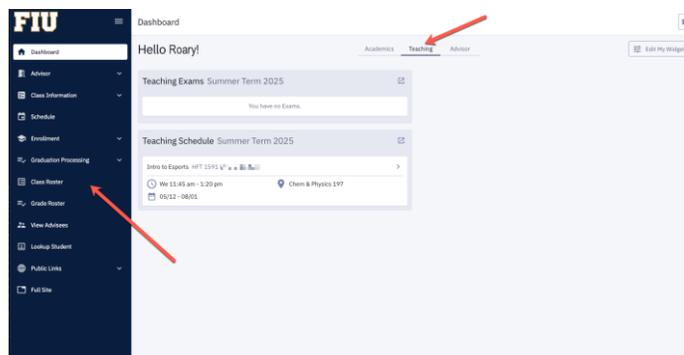
You will be redirected to the **Success Network** landing page.

Click on the **NEW Panther Success Network** button to be redirected to your PSN dashboard.



Once redirected, you will see a series of tabs depending on the access your profile possesses.

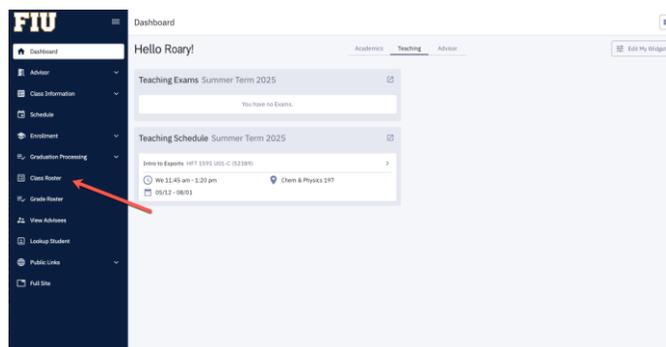
To view your class schedule, click on the **Teaching** tab found on your Dashboard.



VIEWING YOUR CLASS ROSTERS

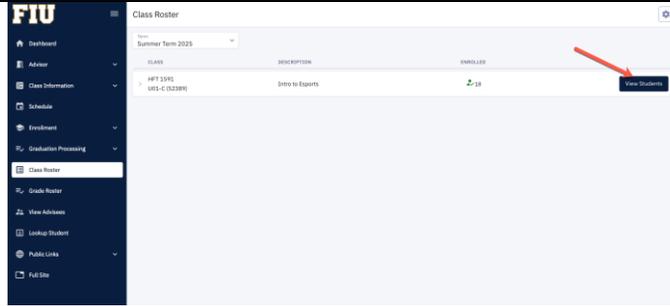
To issue an **Early Alert** for an individual student, begin by clicking on the **Class Roster** option on your PSN Dashboard.

You will be redirected to a list of the courses you are teaching this semester.

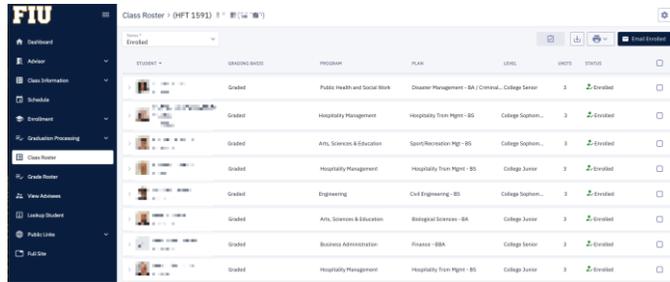


You will be redirected where you will see a list of the courses you are teaching this term.

Click on the **View Students** button.



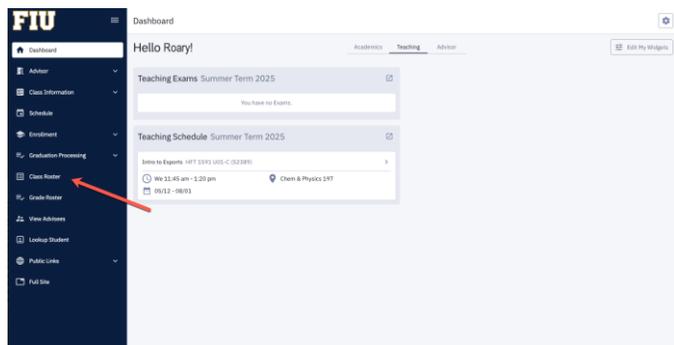
You will be redirected to the **Class Roster** for the course that you selected.



ISSUING AN EARLY ALERT

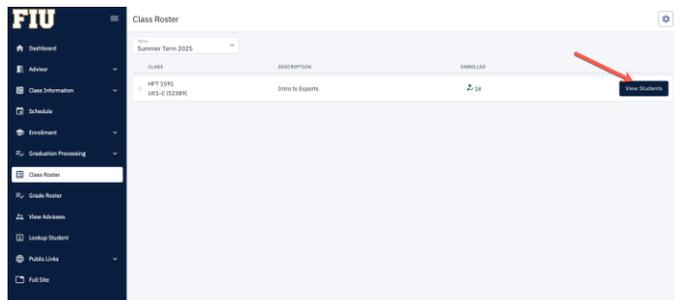
To issue an **Early Alert** for an individual student, begin by clicking on the **Class Roster** option on your PSN Dashboard.

You will be redirected to a list of the courses you are teaching this semester.

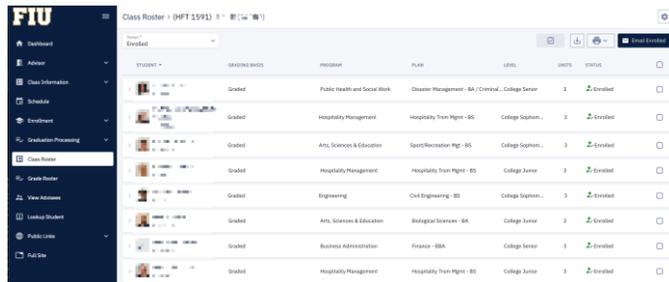


You will be redirected where you will see a list of the courses you are teaching this term.

Click on the **View Students** button.



You will be redirected to the **Class Roster** for the course that you selected.



STUDENT	GRADING BASIS	PROG/PLAN	PLAN	LEVEL	UNITS	STATUS
[Student Icon]	Graded	Public Health and Social Work	Disaster Management - BA / Criminal... College Senior	3	Enrolled	<input type="checkbox"/>
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Sophom...	3	Enrolled <input type="checkbox"/>
[Student Icon]	Graded	Arts, Sciences & Education	Spport/Recreation Mgt - BS	College Sophom...	3	Enrolled <input type="checkbox"/>
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Junior	3	Enrolled <input type="checkbox"/>
[Student Icon]	Graded	Engineering	Civil Engineering - BS	College Sophom...	3	Enrolled <input type="checkbox"/>
[Student Icon]	Graded	Arts, Sciences & Education	Biological Sciences - BA	College Junior	3	Enrolled <input type="checkbox"/>
[Student Icon]	Graded	Business Administration	Finance - BBA	College Senior	3	Enrolled <input type="checkbox"/>
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Junior	3	Enrolled <input type="checkbox"/>

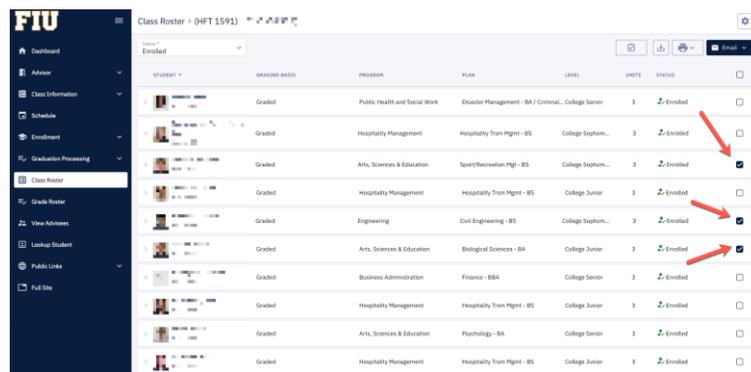
To create an **Early Alert** from your Class Roster, select the student(s) whose performance in your class needs to be documented.

You can create an **Early Alert** for students either individually OR for multiple students at once.

When creating an **Early Alert** for multiple students at once, please remember that the Reason and Comment must be identical for all students.

If the information is not identical for all students, it is best to create an **Early Alert** for each student individually.

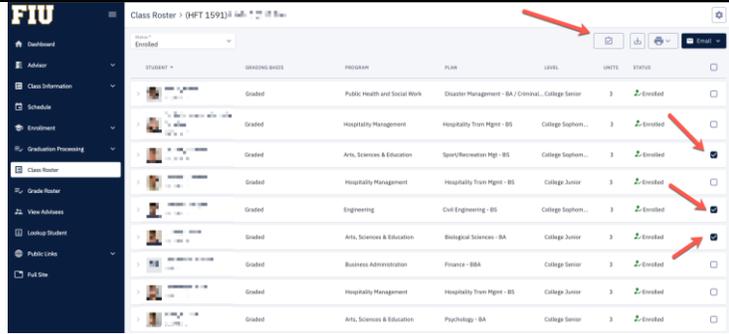
Please note that **Early Alerts** are to be issued for students who are at risk of failing your course.



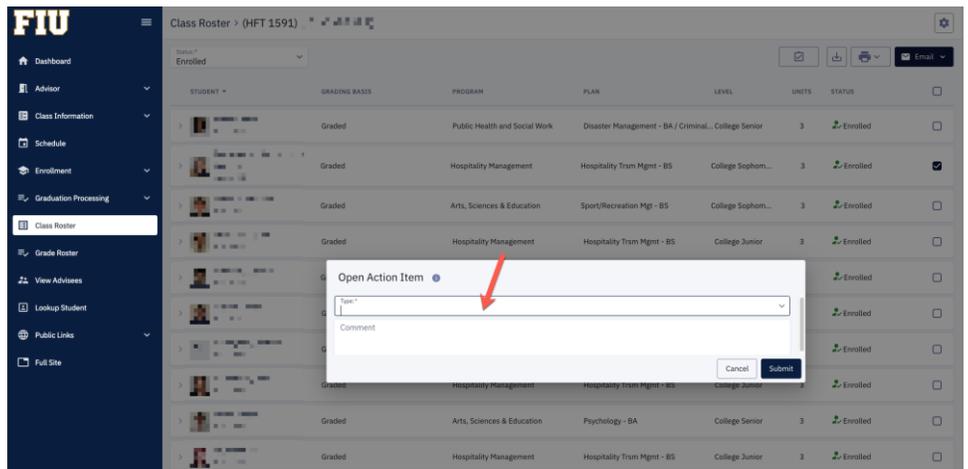
STUDENT	GRADING BASIS	PROG/PLAN	PLAN	LEVEL	UNITS	STATUS
[Student Icon]	Graded	Public Health and Social Work	Disaster Management - BA / Criminal... College Senior	3	Enrolled	<input type="checkbox"/>
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Sophom...	3	Enrolled <input checked="" type="checkbox"/>
[Student Icon]	Graded	Arts, Sciences & Education	Spport/Recreation Mgt - BS	College Sophom...	3	Enrolled <input checked="" type="checkbox"/>
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Junior	3	Enrolled <input checked="" type="checkbox"/>
[Student Icon]	Graded	Engineering	Civil Engineering - BS	College Sophom...	3	Enrolled <input type="checkbox"/>
[Student Icon]	Graded	Arts, Sciences & Education	Biological Sciences - BA	College Junior	3	Enrolled <input type="checkbox"/>
[Student Icon]	Graded	Business Administration	Finance - BBA	College Senior	3	Enrolled <input type="checkbox"/>
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Junior	3	Enrolled <input type="checkbox"/>
[Student Icon]	Graded	Arts, Sciences & Education	Psychology - BA	College Senior	3	Enrolled <input type="checkbox"/>
[Student Icon]	Graded	Hospitality Management	Hospitality Train Mgmt - BS	College Junior	3	Enrolled <input type="checkbox"/>

Once you have selected the student(s), click on the **clipboard icon** found at the

top of the browser window as indicated in the image.



A pop-up will appear.



Select from the dropdown menu, the type of **Early Alert** you are creating.

Please note that the **Early Alert** types have been changed to reflect new student support administrative management of **Early Alerts**.

Each **Early Alert** type will be routed to a student support team depending on the population that a student belongs to.

You will find each Early Alert type will have an accompanying description providing routing guidance.

Complete the Early Alert by entering a Comment into the free text box. This information is essential to the receiving department. The information provided will allow the team to communicate resources to the students.

When ready to submit, click on the **Submit** button.

Once submitted, you will see the indicated message as confirmation.

The screenshot shows the FIU Class Roster interface for HFT 1591. A modal window titled "Open Action Item" is open, displaying a dropdown menu with the following options: "Course Performance Instructor Concern", "Global First Year (G1Y) Course Instructor Concern", "Graduate CNHS Course Instructor Concern", "Hospitality Course Instructor Concern", and "Undergraduate CNHS Course Instructor Concern". A red arrow points to the "Hospitality Course Instructor Concern" option.

The screenshot shows the same FIU Class Roster interface. The "Open Action Item" dialog box now has a text input field containing "Hospitality Course Instructor Concern". Below the input field is a message: "For Hospitality courses ONLY used to flag a student exhibiting performance concerns related to attendance, participation, assignment grades, and/or quiz/test scores in Hospitality courses. Student is not attending class. Attendance is essential to passing the course. By missing class, the student is falling behind. Please communicate to the student the importance of attending class." At the bottom right of the dialog box, there are "Cancel" and "Submit" buttons. A red arrow points to the "Submit" button.

The screenshot shows the FIU Class Roster interface after the action item has been submitted. A "SUCCESS" message box is displayed in the top right corner, stating "SUCCESS" and "Opened Action Item." A red arrow points to this message box.

VIEWING YOUR EARLY ALERTS

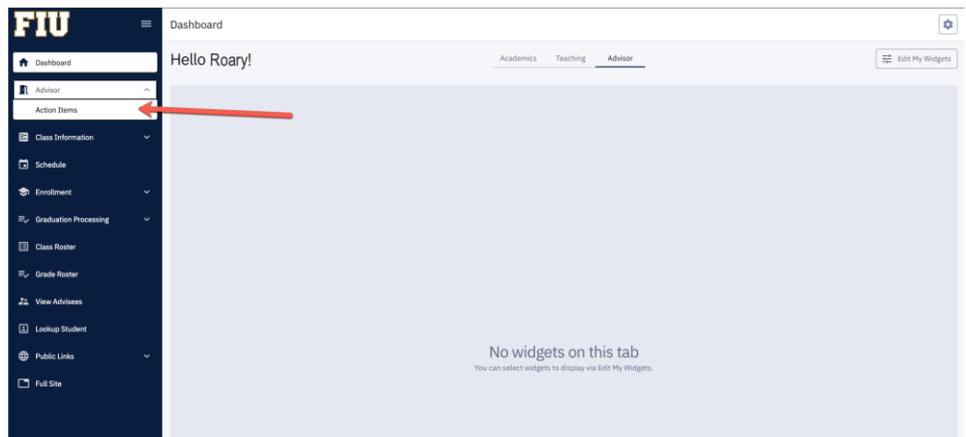
To view the **Action Items** already created, begin by navigating to your **PSN Dashboard**.

Click on the **Advisor** option listed on the lefthand side.

The menu will expand.

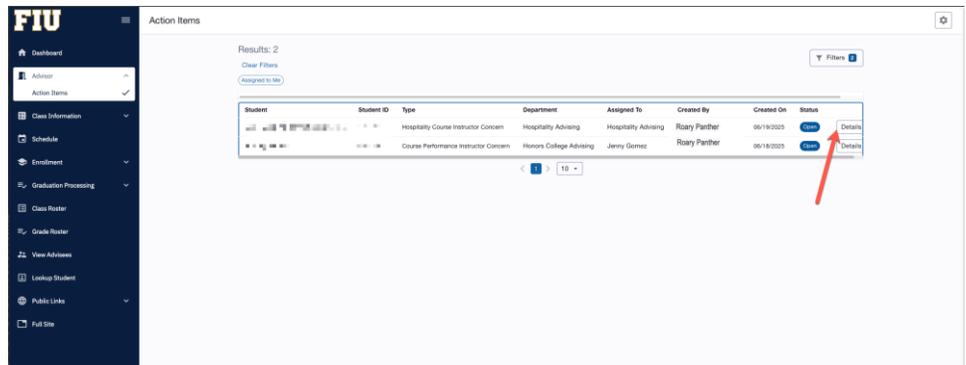
From your **PSN Dashboard**, you will see the **Action Items** option listed.

You will be redirected to the **Action Items** page.



The **Early Alerts** created will appear listed in chronological order.

To view the details of the **Early Alert**, click on the **Details** button.



The initial comment provided in your Early Alert as well as any follow-up comments indicating interventions provided by the receiving administrative team will be visible.



Once the student is provided with the necessary resources to facilitate their success, the **Early Alert** will be closed through the indication of a selected **Closing Reason**.

The **Closing Reason** will be listed on this page as well.

The screenshot shows the FIU Advising system interface. On the left is a dark blue navigation sidebar with options: Dashboard, Advisor, Action Items (selected), Class Information, Schedule, Enrollment, Graduation Processing, Class Roster, Grade Roster, View Advisees, Lookup Student, Public Links, and Full Site. The main content area is titled 'Action Items' and displays 'Action Item Details' for a student named Riary Plathner (ID: 222222). The item was created on 06/19/2025. The type is 'Hospitality Course Instructor Concern' and the department is 'Hospitality Advising'. The status is 'Open'. The 'CLASS DETAILS' section shows Term: Summer Term 2025, Course: HFT 1591, Description: Intro to Exports, and Section (Class No): 101. The '1 COMMENTS' section contains a message from Hospitality Advising dated 06/19/2025 4:00 PM PDT: 'The Hospitality Advising team has sent a message to the student requesting that an advising appointment be scheduled. The student's attendance'.

This screenshot shows the same 'Action Item Details' page, but the status is now 'Closed' (indicated by a green 'Closed' button). The 'Outcome' field is populated with 'Outreach performed. Advisor spoke with student.' The '1 COMMENTS' section now includes a second message from Hospitality Advising dated 06/23/2025 01:00 PM PDT: 'Advisor met with student to discuss class attendance. Student will be referred to College Life Coaching to address time management skills.'

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