PANTHER SUCCESS NETWORK – PROGRESS REPORT (EARLY ALERT) WORKFLOW MANUAL
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Logging into the Panther Success Network

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

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

Click on the Log In button to confirm.
Once successfully logged into your myFIU portal, you will be redirected to your Faculty page.

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

From the dropdown menu, select Faculty from the dropdown menu.
Click on the *My Schedule* tile from the series that you find on the Faculty homepage.

You will be redirected to your Faculty Center page.

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

Select Progress Reports from the options that appear.
You will be redirected to a landing page that provides you with access to important resources.

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

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

Proceed to log-in using your Panther ID or username and password.
Upon successful log-in, the platform will default to your current semester's Class Listing and Students in My Courses table.

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

The Students In My Courses table lists all students enrolled in your courses being taught this term.
Issuing Progress Reports for an Individual Student

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

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

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

Select the student’s name that applies to this Progress Report.
Within the *Actions* dropdown menu, select *Create a New Progress Report.*

A pop-up window will open.

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

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

Note: You may select a single or multiple *Alert Reason(s)* from the dropdown menu.
If applicable, designate the number of absences the student has.

Additionally, if applicable, you may select from the dropdown menu the student’s current grade in your class.
Enter supporting comments regarding student performance and reason(s) for alert.

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

Issuing Progress Reports for Multiple Students

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

Click on the Progress Reports link located to the right of the class information.
You will be redirected to the Progress Reports page, which contains your class roster for this particular class.

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

Within the **Actions** dropdown menu, select **Create a New Progress Report**.
A pop-up window will open.

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

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

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

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

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

Click on *Submit Report*. 
To confirm your submission, click on **OK**.

After submission, you will be able to review the Progress Report details.
Viewing the Status and Updating a Progress Report

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

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

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

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

Click on the Manage Case button to view Case Activity.
A pop-up window will open with the step by step **Case Activity**.

You will see comments entered by you and the student’s assigned advisor.
Closing a Case

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

After clicking on this button, you will be redirected.

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

Click Submit.

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

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