



Panther Success Network Faculty Early Alerts (Action Items) Manual

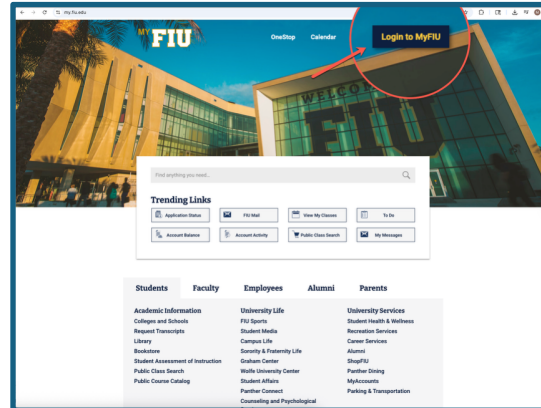
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Logging into the Panther Success Network

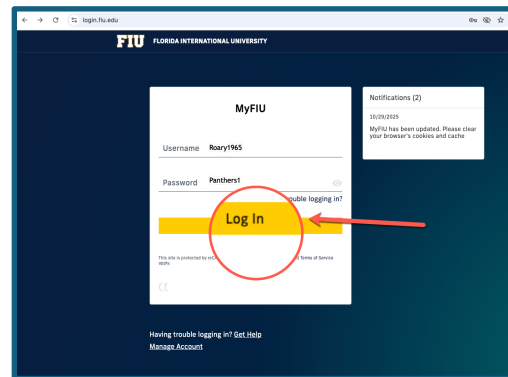
To log into the **Panther Success Network**, log into your **myFIU faculty portal** by navigating to <https://my.fiu.edu>

Click on the **Login to myFIU** button located as shown in the image.



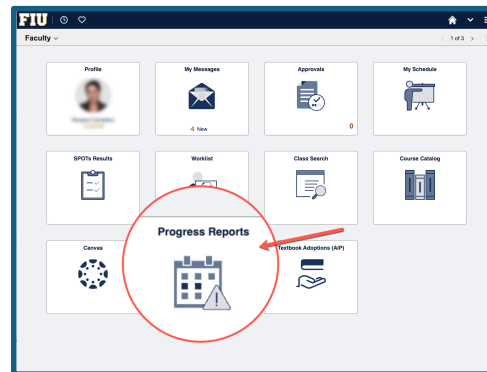
Log in using your **FIU Panther username and password**.

When ready, click on the **Log In** button.



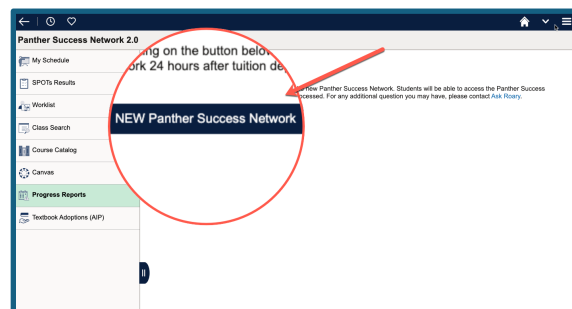
Once you are logged in, select the **Faculty** option from the dropdown menu located at the top of your browser window.

Click on the **Progress Report** tile.

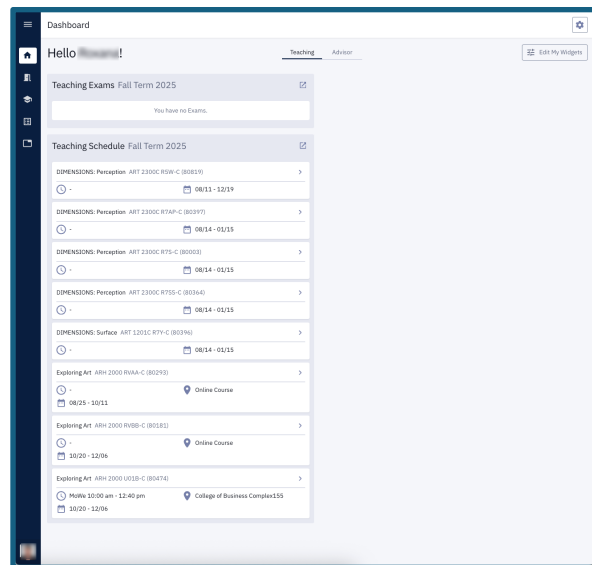


You will be redirected to the **Success Network** landing page.

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

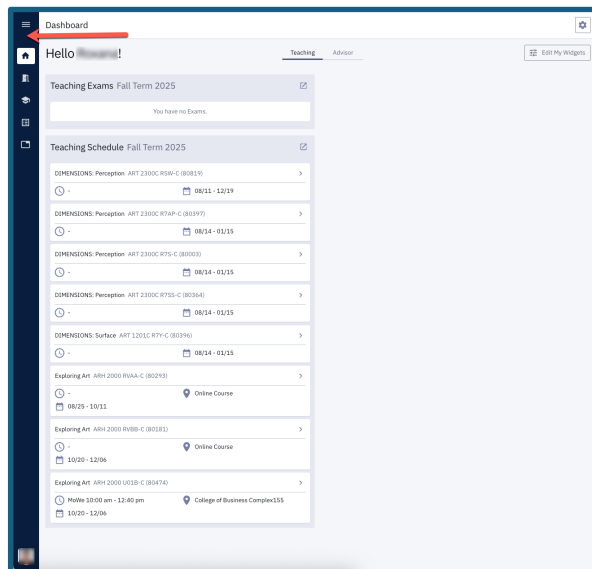


Once redirected, you will see a series of tabs depending on the access your profile possesses.

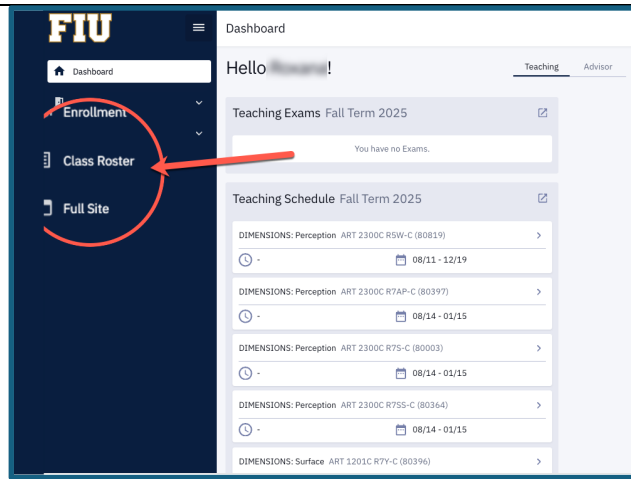


Issuing an Early Alert (Action Item)

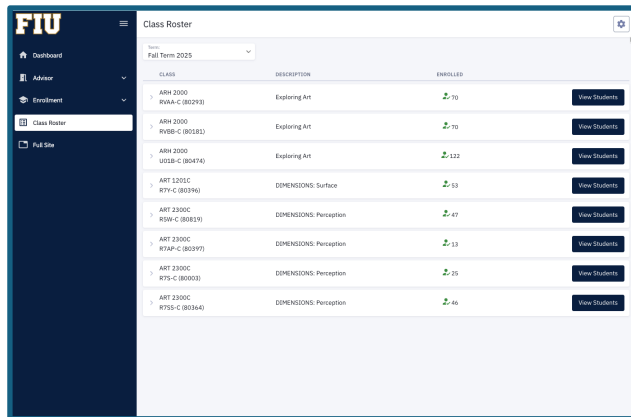
To issue an *Early Alert* for an individual student, begin by clicking on the blue border found on the left border of the PSN Dashboard. This will expand the menu found hidden.



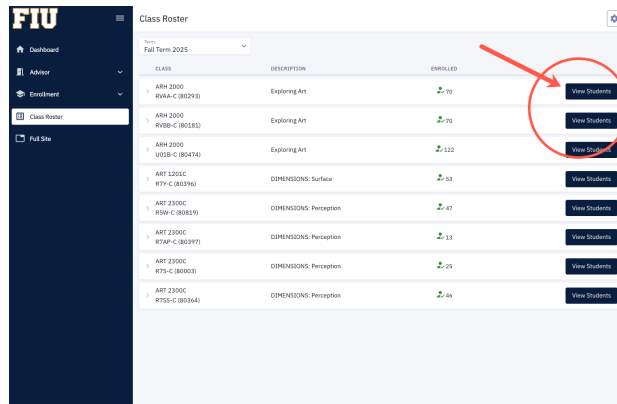
Click on the **Class Roster** option listed in this menu.



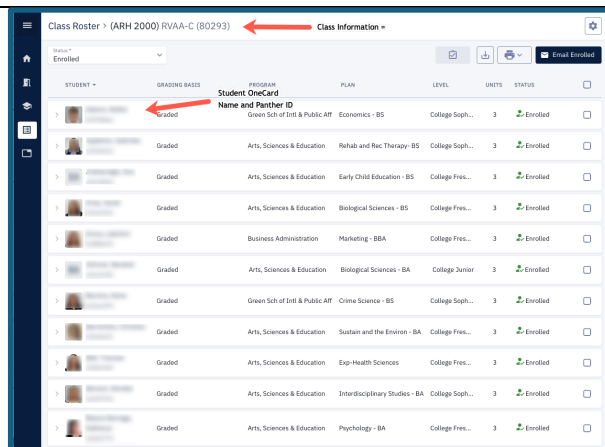
You will be redirected to a list of the classes you are teaching this semester.



From the classes list, select the **View Students** button for the class in which the student(s) receiving the Early Alert (Action Item) are enrolled.



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

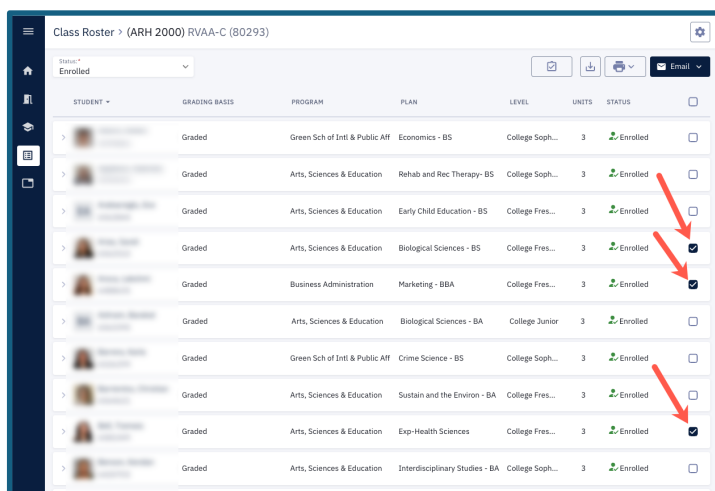


To create an *Early Alert* from your Class Roster, select the student(s) whose performance in your class needs to be documented.

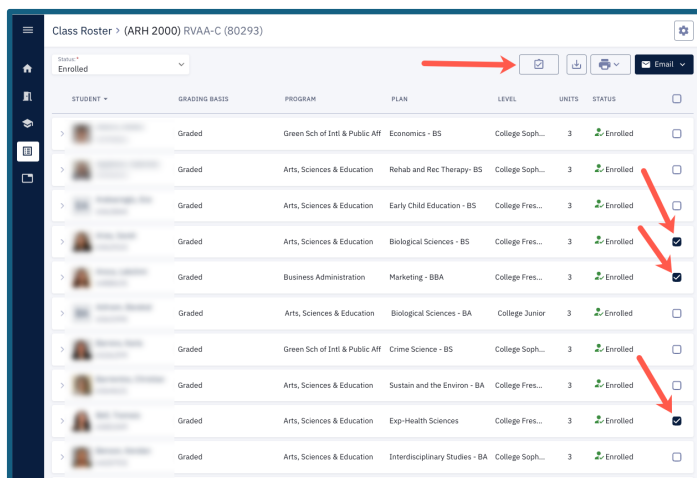
You can create an *Early Alert* for students either individually OR for multiple students at once.

Note:
When creating an *Early Alert* for multiple students at once, please remember that the Reason and Comment must be identical for all students selected. If the information is different for all students, it is best to create an *Early Alert* for each student individually.

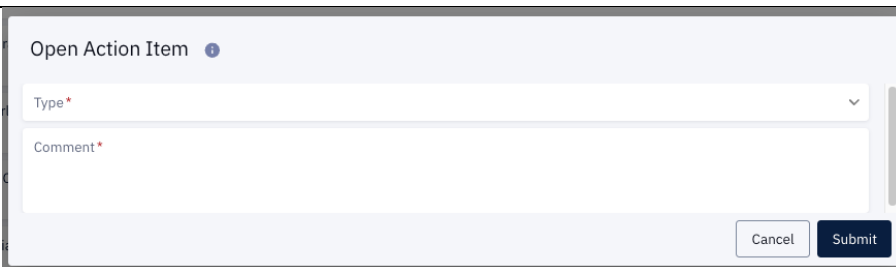
Please note that it is recommended that *Early Alerts* be issued for students who are at risk of failing your course.



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 window will appear.



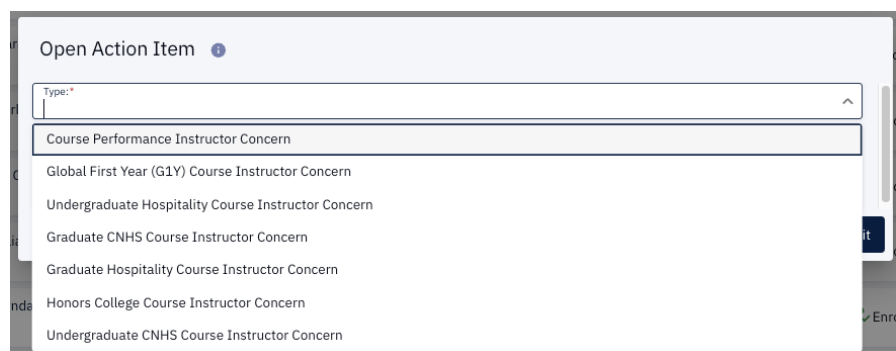
The screenshot shows a light blue modal window titled "Open Action Item" with an information icon. It contains a "Type:" dropdown menu and a "Comment:" text box. At the bottom right are "Cancel" and "Submit" buttons.

Select from the dropdown menu, the type of *Early Alert (Action Item)* you are creating.

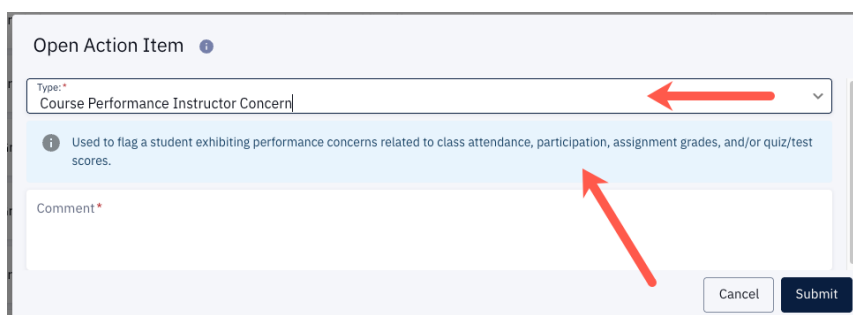
Please note that the *Early Alert (Action Item)* types have been changed to reflect FIU's student support administrative management model of *Early Alerts*.

Each *Early Alert* type has been configured to 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.



The screenshot shows the "Open Action Item" form with the "Type:" dropdown menu open, displaying a list of options: "Course Performance Instructor Concern", "Global First Year (G1Y) Course Instructor Concern", "Undergraduate Hospitality Course Instructor Concern", "Graduate CNHS Course Instructor Concern", "Graduate Hospitality Course Instructor Concern", "Honors College Course Instructor Concern", and "Undergraduate CNHS Course Instructor Concern".

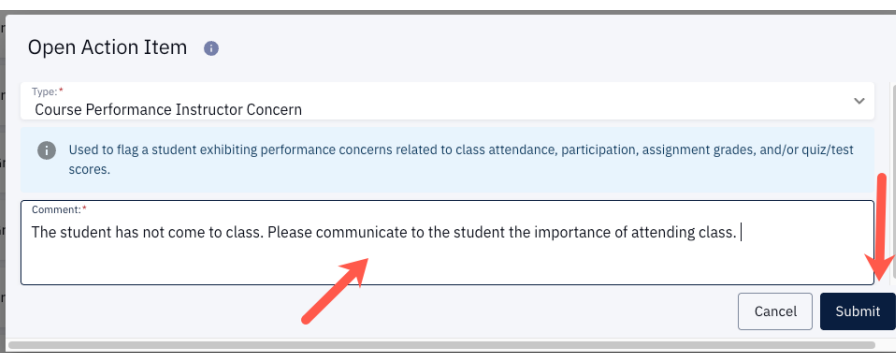


The screenshot shows the "Open Action Item" form with "Course Performance Instructor Concern" selected in the "Type:" dropdown. A red arrow points to the description: "Used to flag a student exhibiting performance concerns related to class attendance, participation, assignment grades, and/or quiz/test scores." Another red arrow points to the "Comment:" text box.

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 tailor their discussions with students to provide appropriate resources to the students.

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



The screenshot shows the "Open Action Item" form with "Course Performance Instructor Concern" selected in the "Type:" dropdown. The "Comment:" text box contains the text: "The student has not come to class. Please communicate to the student the importance of attending class." A red arrow points to the "Submit" button.

Early Alert (Action Item) Types

Early Alert (Action Item) types are pre-configured for routing as follows:

Early Alert (Action Item) Type	Receiving Department	Applicable Student Population
Course Performance Instructor Concern	Student Success Outreach	<p>All undergraduate courses <i>excluding</i> Hospitality, Health Sciences, Nursing, Honors College, and Global First Year (G1Y).</p> <p>Examples: ENC, MAC, POS, SLS.</p> <p>Note: if you are teaching a G1Y section of SLS 1501, you will not select this Early Alert (Action Item) type.</p>
Global First Year (G1Y) Course Instructor Concern	Global First Year (G1Y) Coaching	All Global First Year (G1Y) specific courses
Undergraduate Hospitality Course Instructor Concern	Assigned Academic Advisor	<p>All Undergraduate Hospitality Courses.</p> <p>If a student is enrolled in your Hospitality course but they are not a Hospitality major (as listed in your course roster) please select the <i>Course Performance Instructor Concern Action Item</i> type.</p>
Graduate Hospitality Course Instructor Concern	Assigned Academic Advisor	All Graduate Hospitality Courses.
Undergraduate CNHS Course Instructor Concern	Assigned Academic Advisor	All Nursing & Health Sciences Courses.
Graduate CNHS Course Instructor Concern	Graduate Program Director	All Graduate Nursing and Health Sciences (PT, OT, Communication Sciences & Disorders, AT, Health Science Administration, and Speech Language Pathology courses).

Please select the correct Early Alert (Action Item) type to ensure it is routed to the appropriate support team based on the student's population.

Viewing your Early Alerts (Action Items)

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

Click on the **Advisor (door icon)** option listed on the lefthand side. The menu will expand.

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

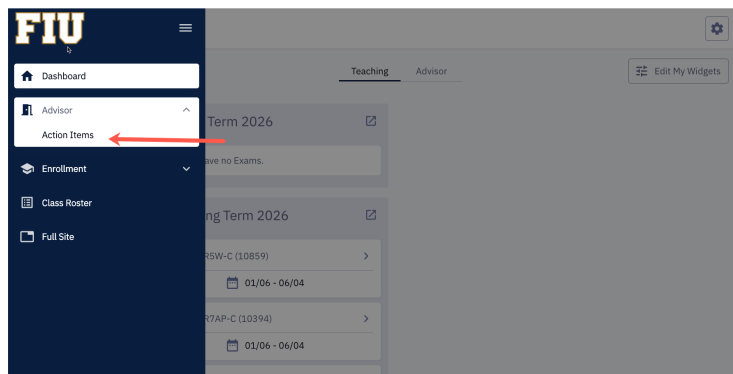
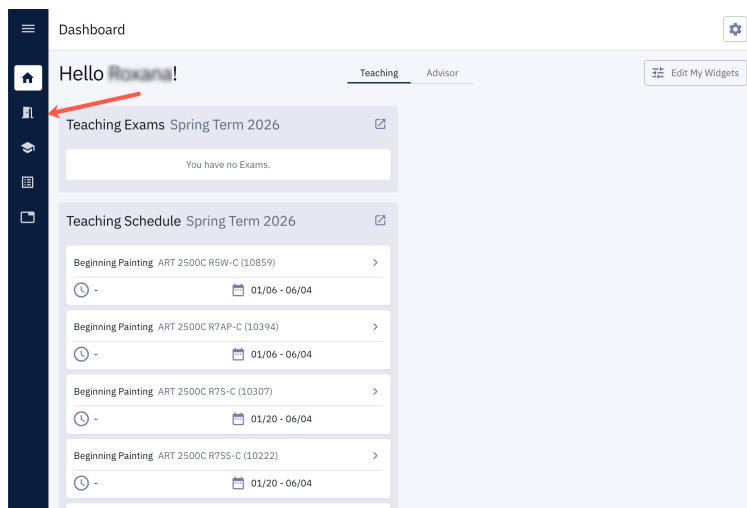
Click on the *Action Items* option.

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.

Note: If you do not see the **Details** button, you may have to use the scroll bar at the top of the table to scroll to the right.

[illegible]

If applicable, the **Outcome** will be listed on this page as well.

Action Items

Action Item Details

Student	Created By	Created On
Hj Hope Jimenez	Hj Hope Jimenez	11/20/2025

Type
Course Performance Instructor Concern

Description
Department Student Success Outreach

Status
Outreach performed. Advisor spoke with student.

[Close](#)

Z COMMENTS

Commented	Title
Commented 11/20/2025 04:25 PM EST	

After several in-class reminders and multiple attempts on Canvas, your grade has unfortunately not improved, and you are still carrying an A- in this class. At this point in the semester, I also want to clarify the situation regarding extra credit (Duke Tasks). Extra credit has been offered consistently throughout the entire semester in each module, through pop-up opportunities, and at the very beginning of the term. This includes the 10 points available during our First Field Trip. Altogether, you had the opportunity to view your grade by logg[ing] in 70 points during the semester. Because of this, there will be no additional extra credit offered at the end of the term. All opportunities were provided throughout the course, and completing them was each student's responsibility. Additionally, there are no make-ups or no retroactive ODC accommodations for assignments that have already been graded. Any ODC accommodations must be received before the semester begins or during the first week of class. Since none were provided for you earlier, accommodations cannot be applied retroactively. All students, regardless of their situation, had the same opportunity to view additional points through the extra credit Duke Tasks offered across the semester. Because of this, you will need to take the course in Spring 2026. You may choose to take it online (Spring A or B) or face-to-face (Spring B) whichever best fits your schedule. Please reach out to your advisor as soon as possible to make arrangements for re-enrollment and ensure you're set up for success next semester. If you have any questions or need guidance on the next steps, I'm here to help. Warmly,

Hope Jimenez [Close](#)

Commented 11/20/2025 04:19 PM EST

Dear Professor, Thank you for submitting the progress report for this student. We reached out to the student via phone call on 11/20 and discussed their progress in your class. Student stated he was being overwhelmed with all his classes. I suggested he look into College Life Coaching at FPU which can help with time management or adjusting to college. Also suggested he communicate with the instructor to discuss his progress further. I will let him know his spring enrollment is open and suggested he meet with academic advising. The student will receive a message via the Success Network from our team with additional resources at FPU. I will be closing the case now but please feel free to submit a new action item if there are additional concerns with this student. You can email outreach@fpu.edu if you have any questions. Kind regards, Hope Jimenez, Senior Student Success Coordinator

[illegible]

- Dashboard
- Admin
 - Action Items
 - Enrollment
 - Class Roster
 - Full Site

Action Items

Student

Created By

Created On

Type

Department

Assigned To

Reassign

Close

1 COMMENTS

Commented 01/22/2020 01:43 PM EST

The student has not been attending class. Please communicate to the student the importance of attending class. Thank you.

Comment

CLASS DETAILS

Term:

Course:

Description:

Section (Class ID):

Spring Term 2020

JEH 2000

Exploring Art

RUHA (10324)

FIU

Dashboard

Admin

Action Items

Enrollment

Class Roster

Full Site

Action Item Details

Student

Created By

Created On

Assigned To

Type

Department

Course Performance Instructor Concern

Student Success Outreach

Reassign

Close

1 COMMENTS

Commented

Commented 01/12/2026 01:43 PM EST

The student has not been attending class. Please communicate to the student the importance of attending class. Thank you.

Comment

CLASS DETAILS

Term

Course

Description

Section (Class ID#)

Spring Term 2026

ADPH 2000

Examining Art

RIVA (10324)

A free text box will appear.

Enter the new comment that you wish to communicate to the support department.

When ready, click on the **Save** button.

The new comment will be listed at the bottom of the thread. Each comment will be date/time stamped AND will show the name of the person that saved the comment.

This screenshot shows the 'Action Items' page in the FIU system. The left sidebar contains navigation links: Dashboard, Advisor, Action Items (selected), Enrollment, Class Roster, and Full Site. The main content area is titled 'Action Item Details' and includes fields for Student, Created By, Created On (01/12/2026), and Assigned To (Hope Jimenez). Below these are fields for Type (Course Performance Instructor Concern) and Department (Student Success Outreach). A 'Reassign' button and a 'Close' button are visible. The '1 COMMENTS' section shows a comment from 'Hope Jimenez' dated 01/12/2026 01:43 PM EST, stating: 'The student has not been attending class. Please communicate to the student the importance of attending class. Thank you.' A text box for adding a new comment is shown with the text: 'The student sent an email message on Canvas inquiring what they missed in class.' A red arrow points to the 'Save' button at the bottom right of the comment box.

This screenshot shows the 'Action Items' page after the comment has been saved. The '2 COMMENTS' section now lists two comments. The first comment is from 'Hope Jimenez' dated 01/12/2026 01:43 PM EST, and the second comment is from 'Hope Jimenez' dated 01/12/2026 02:33 PM EST, with the text: 'The student sent an email message on Canvas inquiring what they missed in class.' A red arrow points to the 'Comment' button at the bottom right of the comment list.

Closing your Early Alerts (Action Items)

Note: The closing of Early Alerts is applicable only to Graduate Nursing & Health Sciences faculty. Undergraduate faculty do not need to close Early Alerts.

Closing of an Early Alert (Action Item) is to be performed at the end of the closing of the term that the Early Alert was created.

To close an Early Alert, click on the **Close** button found located below the **Assigned To** box.

This screenshot shows the 'Action Items' page with the 'Close' button highlighted. The 'Assigned To' field is visible, and a red arrow points to the 'Close' button located below it. The '2 COMMENTS' section shows two comments, and the 'Comment' button is visible at the bottom right.

You will select the appropriate **Outcome** from the dropdown menu.

Next, enter comments that provide insight into the **Outcome** selected.

When ready, click in the **Submit** button.

Once submitted, the faculty OR the recipient department will receive an email providing an update that the Early Alert was closed.


When Closed, the status of the Early Alert will change from Open to Closed. The status will be visible from the Action Items list OR the Action Items details.

Close Action Item

Outcome*

Comment*

Cancel Submit



The screenshot shows the FIU Canvas LMS interface. On the left is a dark blue sidebar with the FIU logo at the top. Below the logo are navigation links: Dashboard, Advisor (with a checkmark), Enrollment, Class Roster, and Full Site. The main content area is white and titled 'Action Items'. It contains a 'Close Action Item' dialog box. This dialog box has a search bar labeled 'Outcome*' and a list of action items. The items are: 'Course dropped by student.', 'Other (please see comments).', 'Outreach performed, Advisor contacted contact.', and 'Outreach performed, Advisor spoke with student.'. The last item is highlighted in grey, and a red arrow points to it.

FIU

Dashboard

Advisor

Action Items

Enrollment

Class Roster

Full Site

Action Items

Close Action Item

Outcome*

Outreach performed. Advisor spoke with student.

Comment*

The student has been instructed on the resources available to them. Students will attend workshops that outline the next steps to support their success.

Cancel Submit

[illegible]

FIU

Dashboard

Advisor

Action Items

Enrollment

Class Roster

Full Site

Action Items

Action Item Details

Student

Created By

Created On

Assigned To

Type

Department

Outcome

3 COMMENTS

Initial

Commented 01/12/2026 01:43 PM EST

The student has not been attending class. Please communicate to the student the importance of attending class. Thank you.

Commented 01/12/2026 02:53 PM EST

The student sent an email message on Canvas inquiring what they missed in class.

Closing

Commented 01/12/2026 03:23 PM EST

The student has been instructed on the resources available to them. Students will attend workshops that outline the next steps to support their success.

CLASS DETAILS

Term:

Course:

Description:

Section (Class Nbr):

Spring Term 2026

APH 2000

Exploring Art

RVA4 (10324)