



Panther Success Network

Faculty Early Alerts (Action Items)

Manual

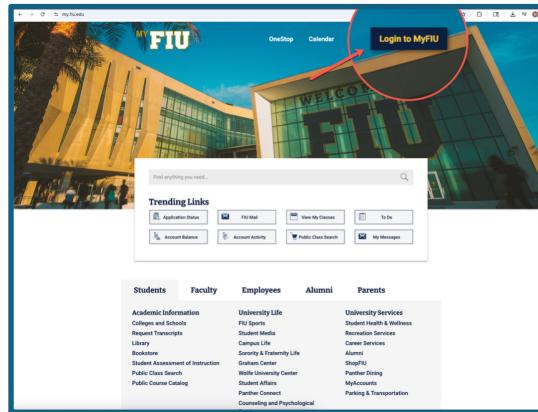
TABLE OF CONTENTS

<i>Logging into the Panther Success Network</i>	3
<i>Issuing an Early Alert (Action Item)</i>	4
<i>Early Alert (Action Item) Types</i>	8
<i>Viewing your Early Alerts (Action Items)</i>	9
<i>Creating Follow-Up Comments for your Early Alerts (Action Items)</i>	10
<i>Closing your Early Alerts (Action Items)</i>	11

Logging into the Panther Success Network

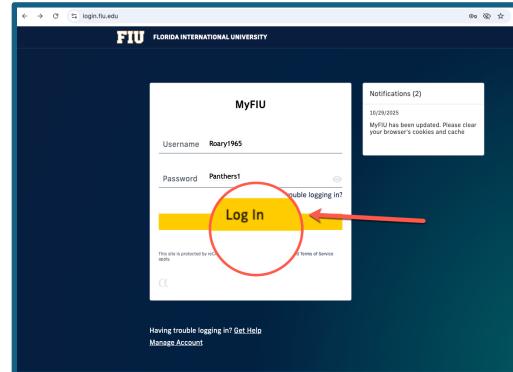
To log into the **Panther Success Network**, log into your **myFIU faculty portal** by navigating to <https://my.fiu.edu>

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



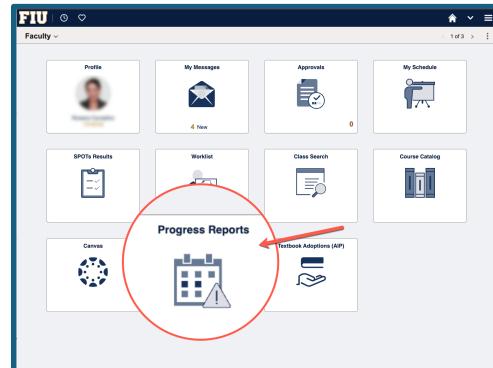
Log in using your **FIU Panther username and password**.

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



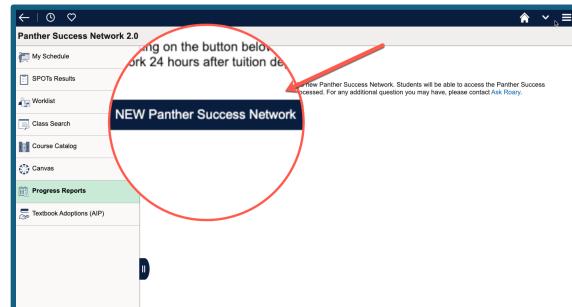
Once you are logged in, select the **Faculty** option from the dropdown menu located at the top of your browser window.

Click on the **Progress Report** tile.

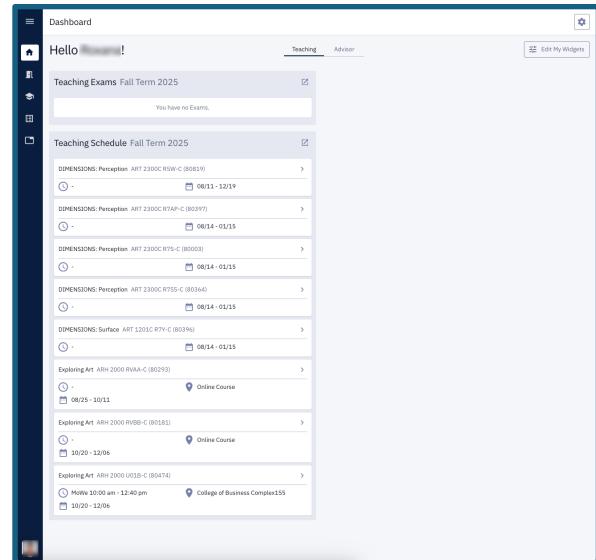


You will be redirected to the Success Network landing page.

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



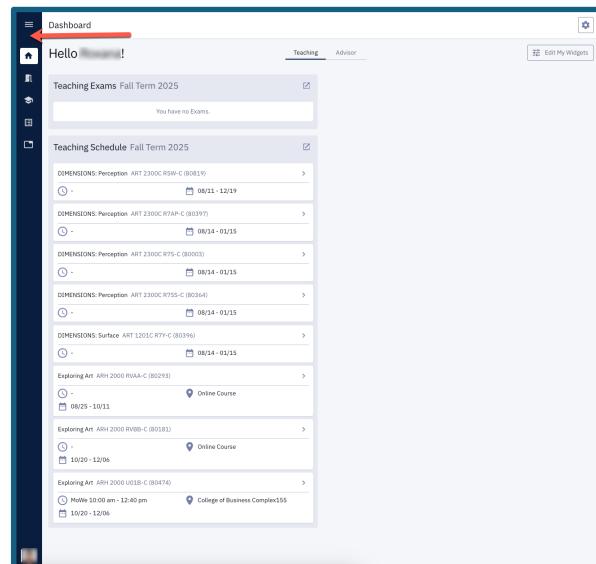
Once redirected, you will see a series of tabs depending on the access your profile possesses.



The screenshot shows the PSN Dashboard with the 'Teaching' tab selected. The main content area displays the 'Teaching Schedule Fall Term 2025' section. It lists several courses with their details: 'DIMENSIONS: Perception ART 2300C RSW-C (80819)' (08/11 - 12/19), 'DIMENSIONS: Perception ART 2300C RTAP-C (80397)' (08/14 - 01/15), 'DIMENSIONS: Perception ART 2300C RT5-C (80003)' (08/14 - 01/15), 'DIMENSIONS: Perception ART 2300C RT55-C (80364)' (08/14 - 01/15), 'DIMENSIONS: Surface ART 1201C RT7-C (80396)' (08/14 - 01/15), 'Exploring Art ARH 2000 RVAA-C (80293)' (Online Course, 08/25 - 10/11), 'Exploring Art ARH 2000 RVBB-C (80181)' (Online Course, 10/20 - 12/06), and 'Exploring Art ARH 2000 U01B-C (80474)' (College of Business Complex155, 10/20 - 12/06). A message at the top right says 'You have no Exams.'

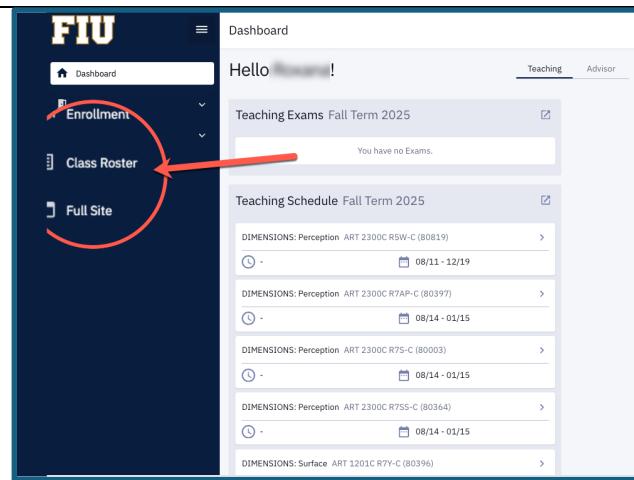
Issuing an Early Alert (Action Item)

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.



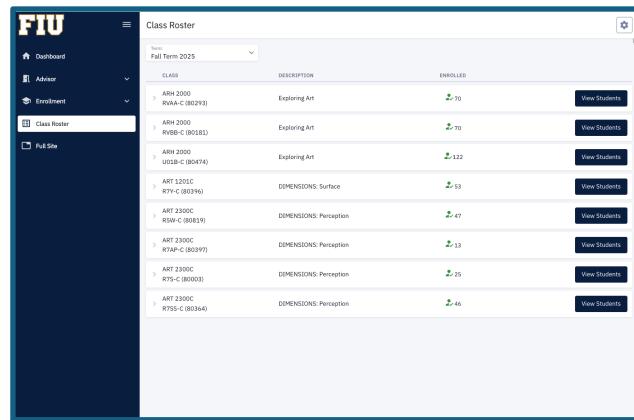
The screenshot shows the PSN Dashboard with the left sidebar expanded, revealing a vertical menu. The 'Dashboard' tab is highlighted in blue. The main content area displays the 'Teaching Schedule Fall Term 2025' section, identical to the previous screenshot. A message at the top right says 'You have no Exams.'

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



The screenshot shows the FIU Dashboard. On the left, a vertical navigation menu includes 'Enrollment', 'Class Roster' (which is circled in red), and 'Full Site'. The main content area displays 'Teaching Exams Fall Term 2025' with a message 'You have no Exams.' Below it is 'Teaching Schedule Fall Term 2025' with a list of courses and their respective times.

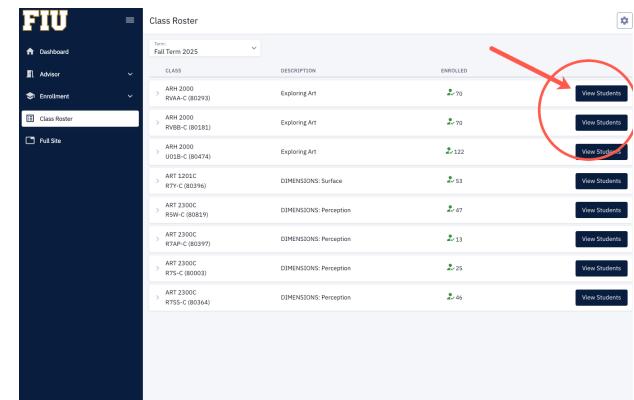
You will be redirected to a list of the classes you are teaching this semester.



The screenshot shows the 'Class Roster' page for Fall Term 2025. The table lists various classes with their descriptions and enrollment counts. Each row includes a 'View Students' button. The 'View Students' button for the first class (ART 2300C R7Y-C (80394)) is circled in red.

CLASS	DESCRIPTION	ENROLLED	
ART 2300C R7Y-C (80293)	Exploring Art	70	View Students
ART 2300C R7Y-C (80181)	Exploring Art	70	View Students
ART 2300C R7Y-C (80474)	Exploring Art	122	View Students
ART 1201C R7Y-C (80394)	DIMENSIONS: Surface	53	View Students
ART 2300C R5W-C (80819)	DIMENSIONS: Perception	47	View Students
ART 2300C R7AP-C (80397)	DIMENSIONS: Perception	13	View Students
ART 2300C R7C-C (80003)	DIMENSIONS: Perception	25	View Students
ART 2300C R7SS-C (80364)	DIMENSIONS: Perception	46	View Students

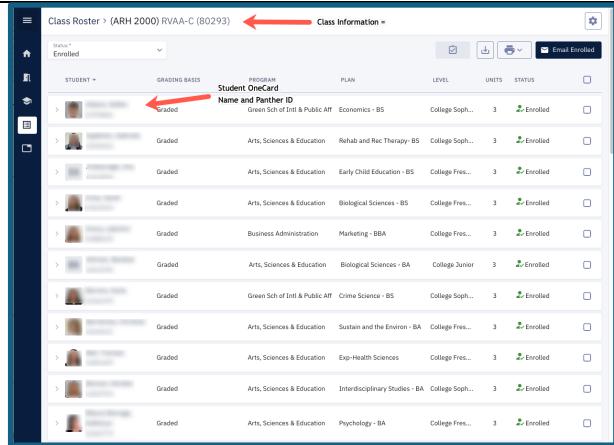
From the classes list, select the **View Students** button for the class in which the student(s) receiving the Early Alert (Action Item) are enrolled.



The screenshot shows the 'Class Roster' page for Fall Term 2025. The table lists various classes with their descriptions and enrollment counts. Each row includes a 'View Students' button. A red circle highlights the 'View Students' button for the first class (ART 2300C R7Y-C (80293)).

CLASS	DESCRIPTION	ENROLLED	
ART 2300C R7Y-C (80293)	Exploring Art	70	View Students
ART 2300C R7Y-C (80181)	Exploring Art	70	View Students
ART 2300C R7Y-C (80474)	Exploring Art	122	View Students
ART 1201C R7Y-C (80394)	DIMENSIONS: Surface	53	View Students
ART 2300C R5W-C (80819)	DIMENSIONS: Perception	47	View Students
ART 2300C R7AP-C (80397)	DIMENSIONS: Perception	13	View Students
ART 2300C R7C-C (80003)	DIMENSIONS: Perception	25	View Students
ART 2300C R7SS-C (80364)	DIMENSIONS: Perception	46	View Students

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



The screenshot shows a list of students in a class roster. Each student entry includes a profile picture, name, grading basis (Graded), program, plan, level, units, and status (Enrolled). A red arrow points to the 'Status' dropdown menu at the top left of the table, which is set to 'Enrolled'.

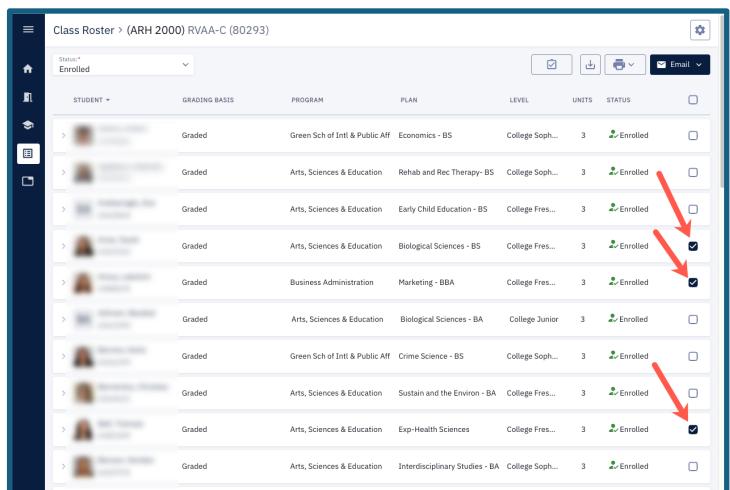
To create an *Early Alert* from your Class Roster, select the student(s) whose performance in your class needs to be documented.

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

Note:

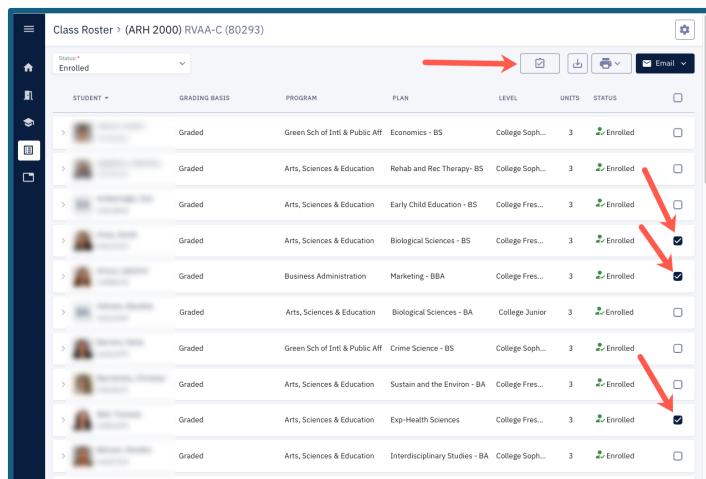
When creating an Early Alert for multiple students at once, please remember that the Reason and Comment must be identical for all students selected. If the information is different for all students, it is best to create an Early Alert for each student individually.

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



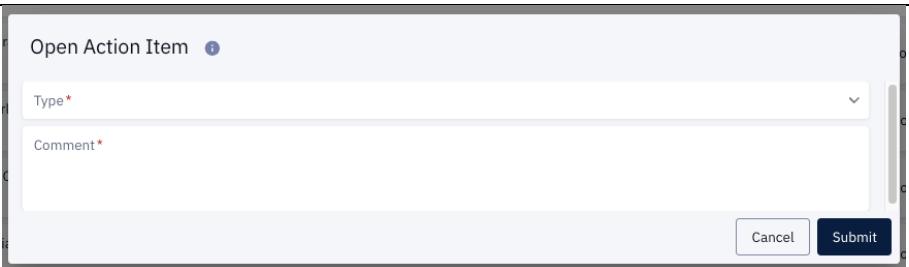
The screenshot shows the same class roster as above, but with several students selected for an early alert. Red arrows point to the checkboxes in the 'Status' column for the second, fourth, and eighth students, which are now checked. The other students remain unselected.

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.



The screenshot shows the class roster with the clipboard icon highlighted in red at the top right of the browser window. This icon is used to copy the selected student information for creating an early alert.

A pop-up window will appear.



Open Action Item ⓘ

Type*
Comment*

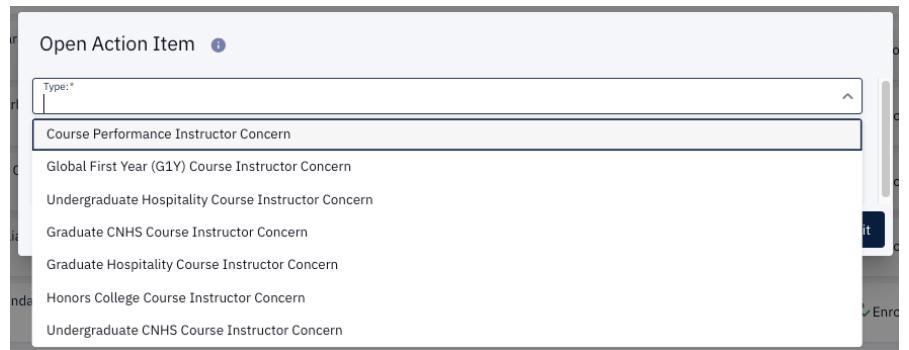
Cancel Submit

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.



Open Action Item ⓘ

Type:*

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

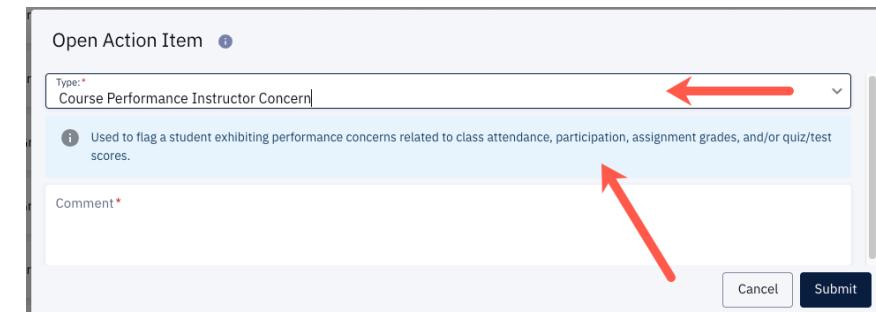
Honors College Course Instructor Concern

Undergraduate CNHS Course Instructor Concern

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.



Open Action Item ⓘ

Type:*

Course Performance Instructor Concern

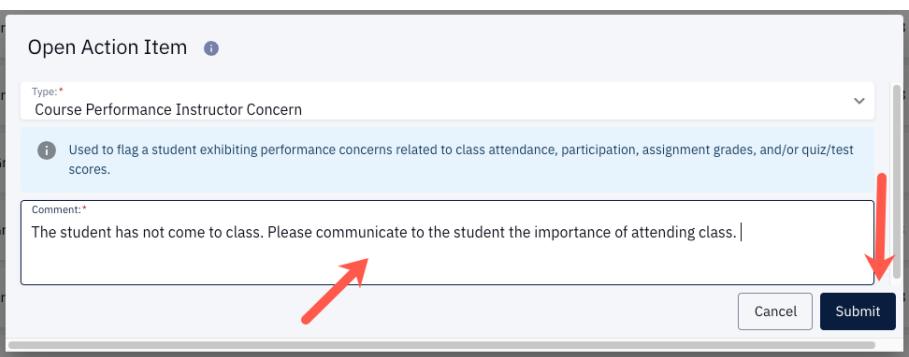
ⓘ Used to flag a student exhibiting performance concerns related to class attendance, participation, assignment grades, and/or quiz/test scores.

Comment*

Comment:*

The student has not come to class. Please communicate to the student the importance of attending class.

Cancel Submit



Open Action Item ⓘ

Type:*

Course Performance Instructor Concern

ⓘ Used to flag a student exhibiting performance concerns related to class attendance, participation, assignment grades, and/or quiz/test scores.

Comment:*

The student has not come to class. Please communicate to the student the importance of attending class.

Cancel Submit

Early Alert (Action Item) Types

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

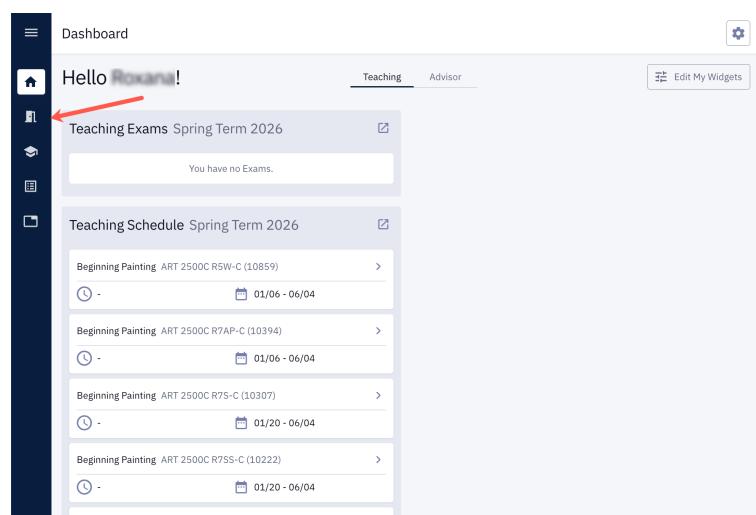
Early Alert (Action Item) Type	Receiving Department	Applicable Student Population
Course Performance Instructor Concern	Student Success Outreach	<p>All undergraduate courses <i>excluding</i> Hospitality, Health Sciences, Nursing, Honors College, and Global First Year (G1Y).</p> <p>Examples: ENC, MAC, 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)

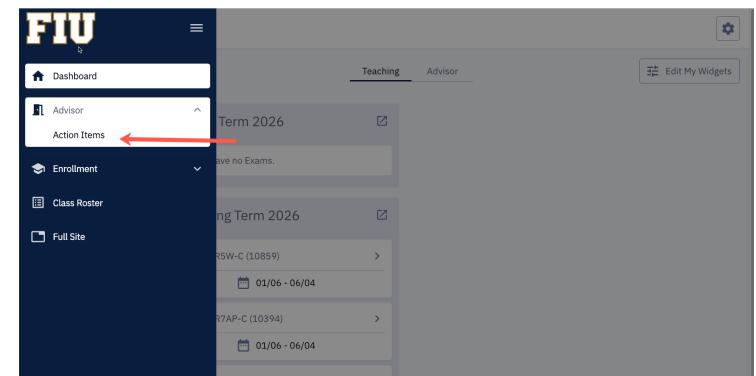
To view the Action Items already created, begin by navigating to your PSN Dashboard.

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



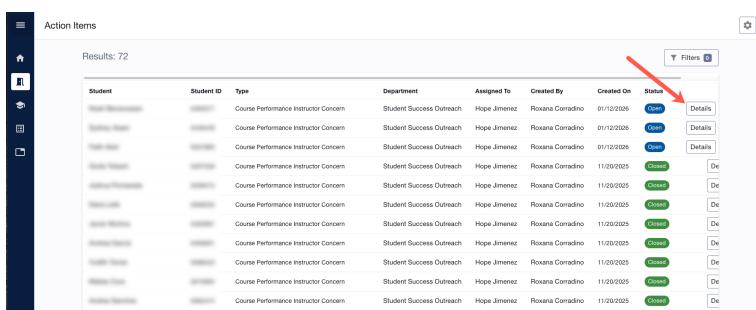
From your PSN Dashboard, you will see the Action Items option listed.

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.

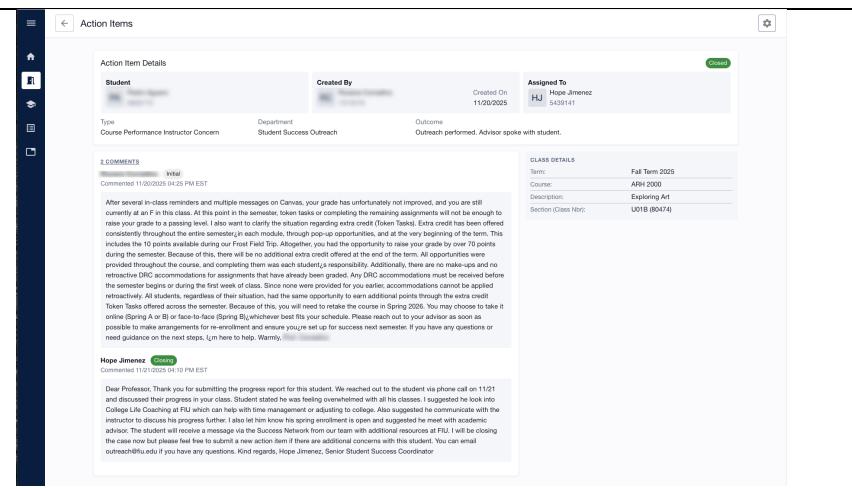
Note: If you do not see the **Details** button, you may have to use the scroll bar at the top of the table to scroll to the right.

You will be redirected to the Early Alerts details.

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 ***Outcome***.

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



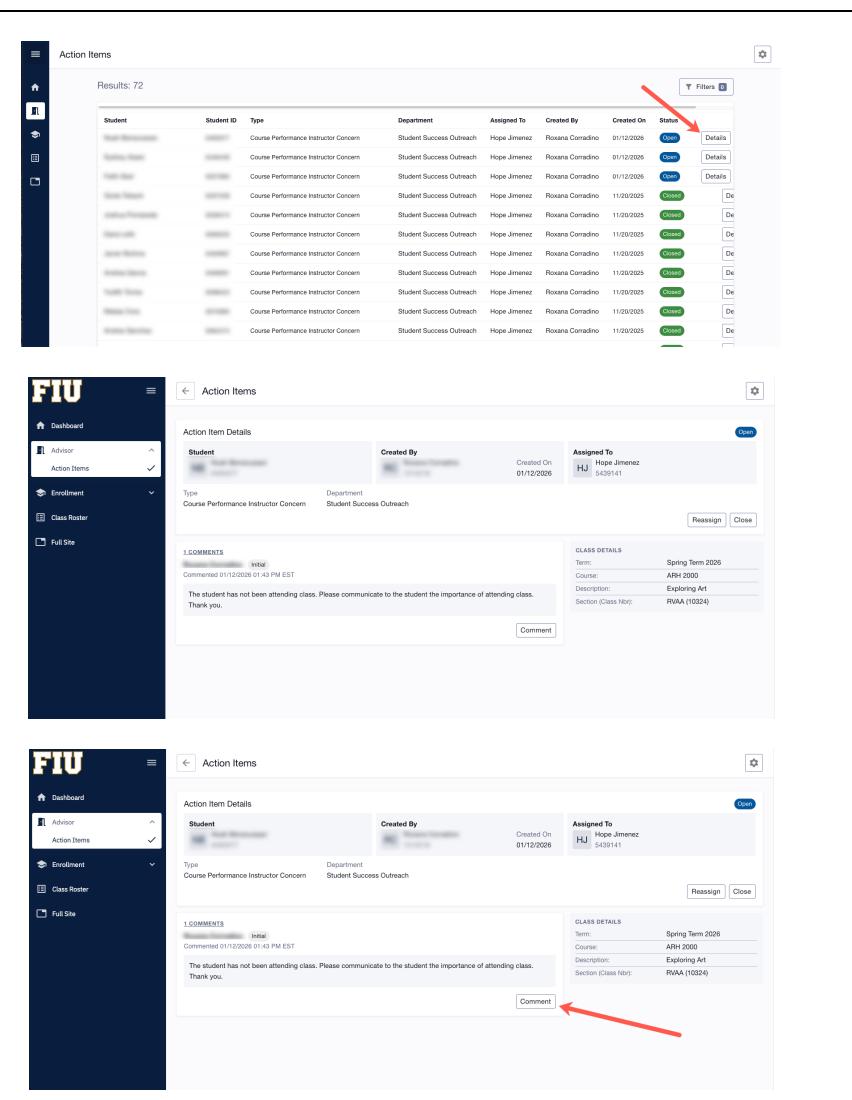
Creating Follow-Up Comments for your Early Alerts (Action Items)

Updates can be saved to an Early Alert after its creation in the form of follow-up comments.

To enter a follow-up comment, begin by selecting the Early Alert you wish to update. To select the Early Alert, click on the **Details** button found to the right of the Early Alert information.

Note: You may need to scroll the page to the right using the scroll bar located at the top of the table.

You will be redirected to view the Early Alert (Action Items) details page.

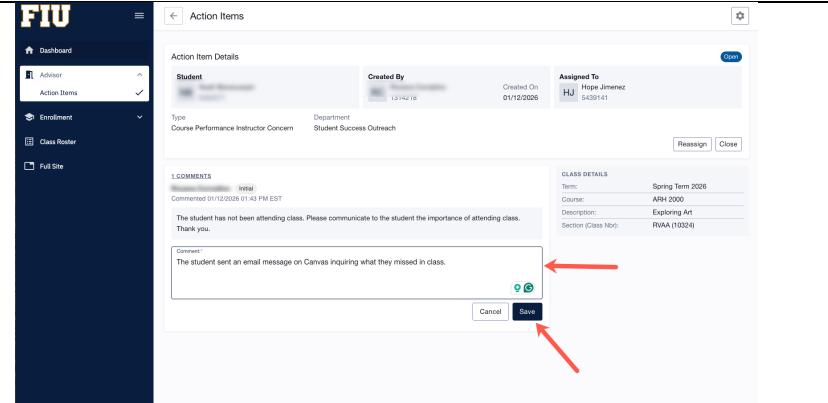


To enter a new comment providing new information to the support department working with the student, click on the **Comment** button.

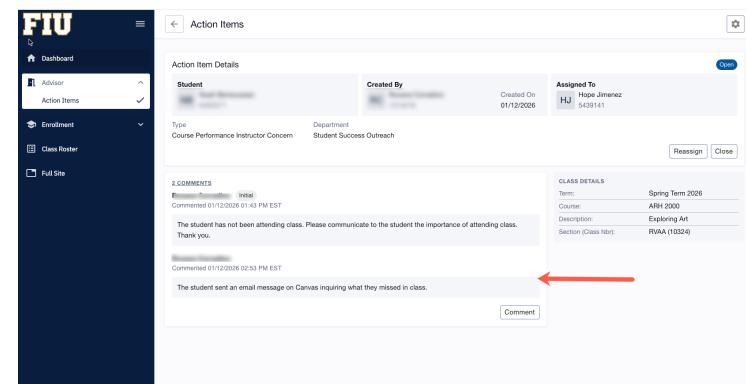
A free text box will appear.

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.

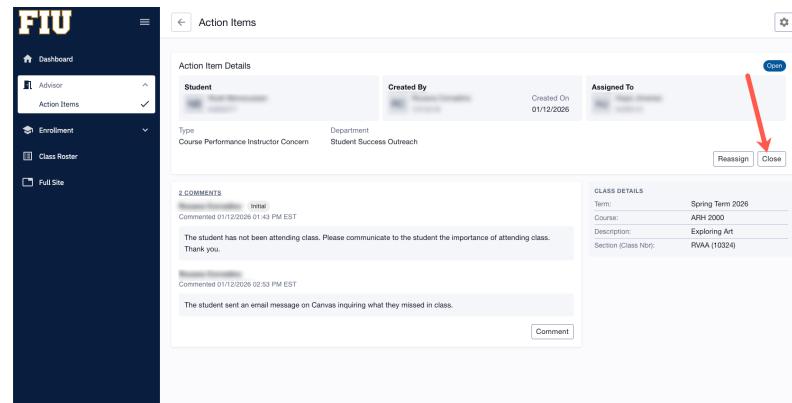


Closing your Early Alerts (Action Items)

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.

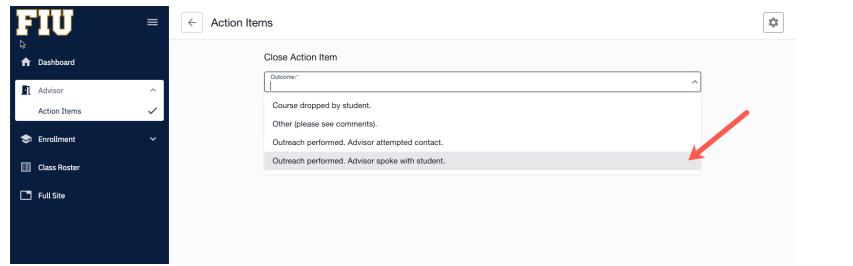
To close an Early Alert, click on the **Close** button found located below the **Assigned To** box.



You will be redirected and asked to select an appropriate **Outcome** for the Early Alert. The **Outcome** selected should reflect what occurred during the life of the Early Alert.



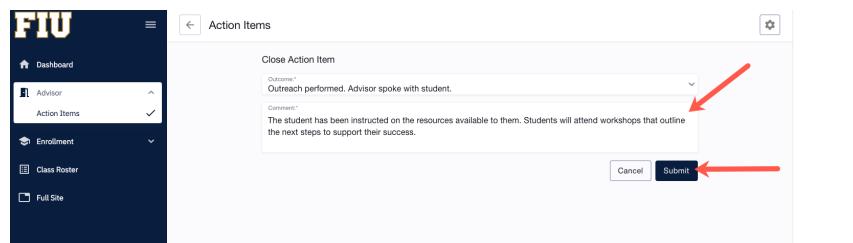
You will select the appropriate ***Outcome*** from the dropdown menu.



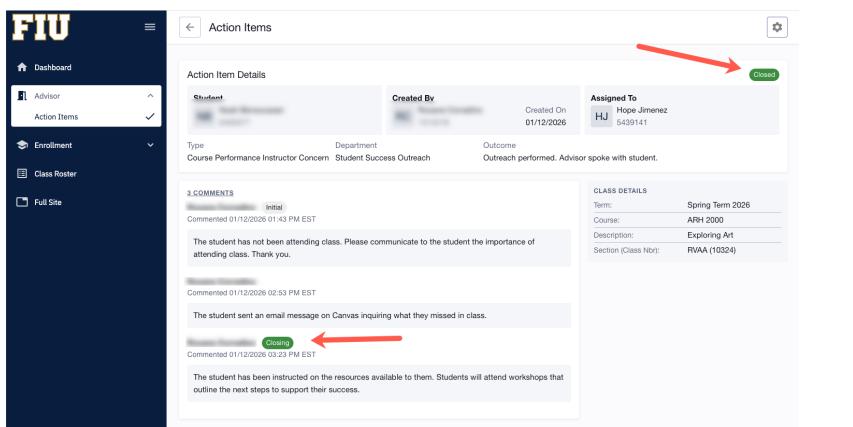
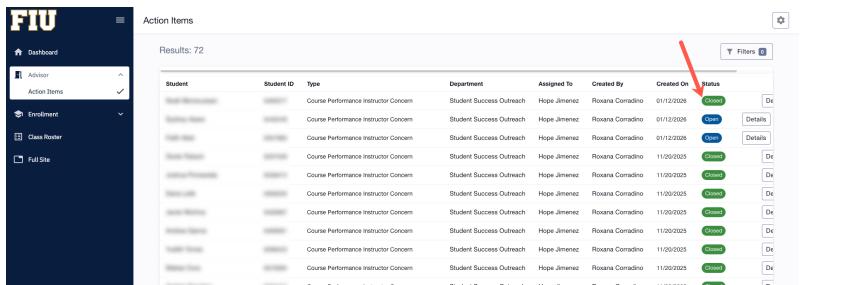
Next, enter comments that provide insight into the **Outcome** selected.

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.



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