To access the Panther Success Network (PSN) log into My FIU (https://my.fiu.edu/) using your FIU Panther ID # or username and password.

Select Faculty access from the dropdown menu.

Navigate to My Schedule in the Faculty Links menu.
Select a course from your current course schedule.

Click on the Progress Reports link found in the Faculty Center tab.
You will be redirected to the Panther Success Network log-in page.

Proceed to log-in using your FIU username and password.

Upon successful log-in, the platform will default to your current semester's Class Listing and Students in My Classes table.

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

The Students In My Classes table lists all students enrolled in your courses being taught this term.

You can sort your roster alphabetically by student name or course. To do so, select the icon at the top of the Student Name and Courses columns.

The list of students will be displayed by 100 students per page. To navigate additional students in the list, select the next page tab.
Issuing Progress Reports for an Individual Student

To issue a Progress Report for an individual student, 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 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 Reason(s)** that describe why this particular student is being marked at-risk.

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

Viewing Status of 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.

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.

Use The Checkboxes To Select Students From Your Classes And Then Click The “Create A New Progress Report” Button To Begin Adding 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 Status of 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.

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