Beacon How To for Student Success Network Members

1. Go to the Shepherd home page Faculty & Staff menu and click on “Beacon”
2. Log in using your Shepherd username and password.
3. After logging in, you will be on your Students page. Here you will see all of the students and the students with whom you are connected. In the upper right-hand side you can toggle between “Connected” and “All”.
4. You will also see “Success Notifications,” a chronological listing of Updates and Alerts that have been issued for all students or your connected students.
5. To locate a particular student, use the Search box; type in only the first or last name of the student. To go to that student’s page, click on the student’s name.
6. Once you are on the student page you can view information about the student, respond to Notifications and/or create a Notification.

To Create a Notification:
1. Click on the blue Notification button under the Stream heading
2. In the pop-up window, select Update, Alert or Encouragement tab
3. Select the Audience from the drop down menu
4. Note that you may choose to allow the student to view the update or alert
5. The Audience you selected will receive an email with your Update or Alert
6. Write a description of the Update or Alert
7. An Alert requires that someone take action and “lower the alert”
8. You can select a category for the Update or Alert