Beacon Guide for Student Success Network Members

Please use an up-to-date browser. Chrome and Firefox work very well with Beacon. Explorer will work well also IF you are using the latest version.

To create a Notification about one of your students, you will need to log into the Beacon system. Do so by following one of these two options:

1. Go to the Shepherd home page Faculty & Staff menu and click on “Beacon”

2. Log in to Beacon directly by typing “shepherd.campuslabs.com/beacon” into the address bar on your web browser.

Log in using your Shepherd username and password. If you change your password for the Shepherd systems, your Beacon password will update also.

The first time you log in, please edit your Profile, set your preferences, and set your office hours by clicking on your name in the upper right corner of the page. Whatever contact information you put on your profile will be visible to each of the students connected to you. We encourage you to upload a photo of yourself so your advisees will know you by sight. When you use the calendar to set your
availability to meet with your advisees, they will be able to make a meeting request with you based on this calendar.

Whenever an update or alert is created and you are selected as a recipient of that update or alert, you will receive an email. In your Preferences, you may select to receive Updates and Alerts in a digest email at the end of the day or immediately when the Notifications are created.

After logging in, you will be on your Students page. Here you will see all of the students you are with whom you are connected. You will also see “Success Notifications,” a chronological listing of Updates and Alerts that have been issued for your students.

To locate a particular student, use the Search box; type in only the first or last name of the student; do not hit enter/return. To go to that student’s page, click on the student’s name.

At the individual student’s page, you will see:

- demographic information
- results of the student’s Student Strengths Inventory (SSI – first year students only) or Continuing Student Assessment (CSA – returning/upper-class students only)
- the student’s Involvement Record
- his/her Success Network
- a place to create a Notification about the student

**What are Notifications?**
There are three types of student success notifications.

An **UPDATE** is an observation or comment you want to make about a student. This may be in the form of a note to yourself about a conversation you have with the student, or you may want to share information with the student’s other success network members.

Examples of an Update:
- Student is habitually late for class, practice, meetings, etc.
- Student and I had a conversation about his/her progress in a class.
- Student is struggling; recommended he/she take advantage of Tutoring Center.

An **ALERT** is of a more serious nature and requires that someone act on the alert.

Examples of an Alert:
- I have not seen or heard from the student for a week.
- The student indicates he/she cannot buy class materials.
- The student is having major difficulties with his/her roommate.

An **ENCOURAGEMENT** notation is a mechanism for members of the success network to provide positive, strategy-focused feedback to students to help them feel recognized and supported in their academic journey. Rooted in research around Growth Mindset, Encouragement helps students continue to explore their learning styles and techniques.
Encouragement notations have pre-defined types (or categories) that correspond with growth-oriented strategies:

- Academic Excellence
- Active Participation
- Craftsmanship
- Innovative Approach
- Mentoring
- Positivity
- Quality of Effort
- Thoughtfulness
- Other

Encouragement also has a slightly different set of audience rules. Rather than the series of options that are afforded under the other types of notations, Encouragement is simplified to either be set as **private** (only the author and the student) or **all** (the entire success network that is connected to the student), in either case the student will be immediately notified via email when an encouragement is created.

**To Create an Update or Alert:**

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

**Responding to an Update or Alert:**

- When you receive an email with an Update or Alert, simply click on the student’s name.
- This will take you to your login page in Beacon. Log in with your Shepherd username and password.
- You will then be on the student’s page in Beacon.
- Click in the Update or Alert box to respond with a comment. If you are addressing the problem stated in the Alert, you will be able to “lower the Alert” as well as write a comment.