

## Beacon Guide for Instructors

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

If you want to create an Update or Alert about a student in one of your classes, you can do so through your Blackboard account or through the FSU webpage. Just type *Beacon* in the search box and click on the top result: <http://www.frostburg.edu/admin/campus-labs/beacon/>. At this page you will see where you can log into Beacon.

- 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 instructors, advisor, and/or coaches or organization advisor.
- Examples of an Update:
  - Student is habitually late for class.
  - Student and I had a conversation about his/her progress in the 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.

The first time you access Beacon, you will be asked to **update your Profile**. (If you are not prompted, please click on your name in the upper right corner of the page and edit your profile.) The information you provide in your profile will be what your students see when they log into their own Beacon account and click on your name.

Along with editing your profile, you have the opportunity to **set your preferences**. 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 Updates/Alerts are created. (You can also select "no email," but doing so may cause you to miss important messages about your students.)

## To Create an Update or Alert:

- Click on the Update or Alert button in the “Beacon – Student Progress Update” area on the Blackboard page where your courses are listed.
- Alternatively, you can click on the Beacon “Hot Link” on the Blackboard page where your courses are listed.
- Search for the student (type in only first name or only last name)
- Select the Audience
  - Choose specific faculty/staff who are connected with the student in his/her network OR
  - Choose Professional Staff if you want the Update to go to all instructors, advisors, coaches, organization advisors, etc. who are connected with the student. (Basically, only peer mentors would be excluded.)
- Note that you may choose to allow the student to view the update or alert.
- You may also choose, from the drop-down list, a category for your concern.
- The Audience you selected will receive an email with your Update or Alert. An Alert requires that someone take action and “lower the 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 FSU username and password.
- You will then be on the student’s page in Beacon. You will see the student’s “Success Network” (all faculty/staff connected with the student) and below that, the Updates and Alerts that have been issued about the student.
- Click in the Update or Alert box to respond with a comment. If you are addressing the problem stated in the alert, please “lower the alert” as well as write a comment.

## Questions?

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