Beacon Alert Training- Faculty and Staff

Beacon Contacts:
Student Success Coordinator: Christina Conner / conner08@nsuok.edu
University Advising Center Director: Julia Carlo / carloj@nsuok.edu

Beacon should be used for alerts, encouragement, and updates to outstanding alerts. Attempts to contact students with alerts will be made within 48 hours by professional staff.

Alerts: *Submit only after initial discussion with a student that shows early warning signs of academic difficulty, or after unsuccessful attempts to connect with the student. Faculty/staff are encouraged to inform the student that someone may reach out to them to support these possible needs.*
For Academic concerns only
- Missing 2+ classes within the first two weeks of the semester
- Missing 2+ classes during any two week time period
- Notably poor performance on more than one assignment
- Low engagement in the classroom
- Isolation from other students
- **Please include course # and course title in the alert**

Encouragement: *Anytime*
- Send Public or Private Encouragement to a student to inspire them to continue to excel.

Update: *When addressing a previously submitted alert.*
- Resolution of the issue
- Continued student absences
- Continued poor performance
- Additional concerns surrounding a previous alert

*** Students may be notified by whom the alert was made and why the alert was submitted. Please state observations objectively.

Issues related to violence, alcohol or drug use, concerns over self-harm, etc., should not be entered as an alert into the Beacon system. Instead, please refer students directly to:

Hawk Reach Counseling Services:
918-444-2042

Campus Police:
918-444-2468 (Tahlequah)
918-449-6248 (Broken Arrow)
918-444-5010 (Muskogee)

Ways to Access Beacon:

[Beacon Quick Link](#)
- Select the type of Notification you wish to submit.

[Academic Advising Website](#)
- Click on the Referral form box in the upper right hand corner of the home page
- Log in to Beacon using your NSU ID and password
- Select the type of Notification you wish to submit.

[goNSU](#)
- Faculty and Advisors
- Faculty and Advisor Resources
- Student Academic Referral Form
- Select the type of Notification you wish to submit.

[Blackboard](#)
- Click Faculty/Staff Resources
- Look for the Beacon Alerts Widget at the top of the page
- Click the "Create Notification" button
- Click the "Launch" button.
- Select the type of Notification you wish to submit.

_____ **SEE FOLLOWING PAGES FOR HOW TO SUBMIT ALERTS, ENCOURAGEMENT, OR UPDATES**

Select the notification that you wish to send: Update, Alert, or Encouragement

Pick Notification Type

💬 Update

Updates allow you to share information about a student with members of their success network.

>

❗ Alert

Alerts are **very important** updates and will **require a response** from the Success Network.

>

⭐ Encouragement

Students who receive encouragement to work hard toward their goals are more engaged in learning than their peers. Helping students adopt a growth mindset will help them reorient their attitudes toward learning.

>

Create an Alert
1. Enter the student's name or User Id (first part of the email address)
2. Audience: select "Professional Staff" only
3. Allow student to view alert: personal preference
4. Category: select most appropriate
5. Description: Information included within the description may be shared with the student; please state observations objectively
6. Click Save Alert
7. Attempts to contact students with alerts will be made within 48 hours by professional staff

‹ **Create Alert**

* Student's Name or Id

`Start typing name or Id…` ← Type student name or user Id (first part of email address)

* Audience

`Professional Staff ▾` ← Only select "Professional Staff;" other selections may not be received by the appropriate personnel.

☐ Allow student to view alert

Category

`Select… ▾` ← Select any / all appropriate categories

`Academic Performance X`

* Description

B *I* U 🔗

Include Course # and Course Title
Information included within the description may be shared with the student.
Please state observations objectively.

Please note that this an early alert system to be used for academic purposes. Any and all information is confidential.

Save Alert   **Cancel**

Create Encouragement
1. Enter the student's name or User Id (first part of the email address)
2. Audience: select "Professional Staff" only
3. Encouragement Type: select most appropriate
4. Click Save Encouragement

‹ Create Encouragement

* Student's Name or Id

Start typing name or Id...   ← Type student name or user Id (first part of email address)

* Audience

Select... ▾   ← Select Private (you and student) OR All (allows full network to view)

* Encouragement Type

Select... ▾   ← May only select one option

* Description

B *I* U 🔗

Enter comments....

Please note that this an early alert system to be used for academic purposes. Any and all information is confidential.

Save Encouragement   Cancel

Create Update

1. Enter the student's name or User Id (first part of the email address)
2. Audience: select "Professional Staff" only
3. Allow student to view alert: personal preference
4. Category: select most appropriate
5. Click Save Update

‹ **Create Update**

* Student's Name or Id

Start typing name or Id...   ← Type student name or user Id (first part of email address)

* Audience

Professional Staff ▾   ← Only select "Professional Staff;" other selections may not be received by the appropriate personnel.

☐ Allow student to view update

Category

Select... ▾   ← Select any / all appropriate categories

* Description

B *I* U 🔗

Information included within the description may be shared with the student.

Please state observations objectively.

Please note that this an early alert system to be used for academic purposes. Any and all information is confidential.

Save Update   Cancel