Beacon Quick Guide

**Why Beacon is important:** Beacon is an “early alert” system that connects faculty and staff with the Pioneer Academic and Transitional Help (PATH) Center. **This system does not take the place of the BRRT (concerns) email, or any other notification systems.** It is simply an additional program to help students be the most successful that they can be and assist with retention efforts.

**Your Role in Beacon:** Research in student retention and persistence indicates that students identified as “at risk” within the first 2-3 weeks of the semester, and are offered help to succeed are more likely to be retained on a college campus. The Beacon Early Alert program asks Faculty to provide “early alerts” concerning students in their classes that are observed as academically “at risk”. All notifications are monitored by the PATH Center staff who will reach out to the student (e.g. invite the student in for an appointment to discuss tips for success) and connect them with further services.

**When to use Beacon:** When a student is observed as being academically “at risk” (i.e. not attending class, failing exams, not turning in homework, etc).

**How to use Beacon:** Use the Beacon Widget in D2L to create an “alert”. This alert triggers the PATH Center to connect with the student. PATH will also provide additional referrals as appropriate.

**Possible reasons/comments to use in Beacon:**
- This student has missed 2 or more classes.
- This student has late or missing assignments.
- This student has performed poorly on a test/quiz
- This student does not engage in class.
- This student does not seem to be adjusting well to the college classroom.
- This student does not seem to make good use of his/her time in/out of class.
- This student seems/acts homesick.
- This student is in danger of failing this course.

**Steps to ’create’ an Alert:**
- Using the Desire 2 Learn widget, click on “Create Notification”
- Type in the name of the student in the search engine (make sure to use your mouse to click on the students name when it appears).
- **NEW: Click on the tab that states “Alert”** (it automatically will choose “Update”).
- Click on the option that states “Allow student to view notification”. This sends your alert to the student as well as the PATH Center.
- In the “Description” box, describe briefly what your concern about the student is.
- Click on “Save Alert”