Since Fall '20, faculty have been able to send out **Academic Notifications** through Campus Labs Beacon. Beacon Notifications instantly notify Success Teams (advisors, coaches, specialized staff) about academic issues, enabling data-informed, proactive responses, while also allowing faculty to easily learn about what action was taken.

The steps can be summed up quickly: log in, pick student, select alert, select audience, categorize, describe, and save. As soon as you save the alert, many stakeholders will see it, though it may take a few days to see what actions were taken on behalf of the student. As soon as we are confident the concern has been concretely addressed (but not necessarily solved) the flag will be lowered.

NOTE: Beacon is intended for academic concerns only. The following concerns must be filed through a CARE report:
- Mental health and safety concerns
- Sexual harassment and assault cases
- Student conduct incidents

To report such concerns, file a CARE report: https://www.sage.edu/student-life/student-conduct/file-a-report/

How To Send a Beacon Academic Notification:

1. **LOG IN** the Sage Portal (passport.sage.edu) click the Beacon logo (left hand menu, a stylized lighthouse and beacon)


   or LOG IN via this faculty link [https://sage.campuslabs.com/faculty/#/] using institution credentials (Important Note: omit "@sage.edu" when logging in)

2. Here you'll see your course rosters. **Select "Success Notifications"** in the upper right-hand corner to create a notification for a student.

3. Click "**Pick Notification Type**." There are three types of notifications: Alerts, Encouragements, and Updates. "Alerts," the most common, require action of Success Teams. "Encouragements" are always visible to students and encourage a growth mindset. "Updates" are for news requiring no action.)
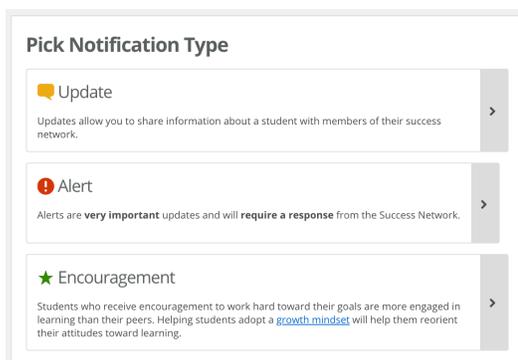
4. **Look up a student** in the Search Bar. You may search by [first name, last name, or email address.] As you type, options for students on your current course rosters should automatically display.

    * Student's Name or Id

    [Start typing name or Id...]

5. **Select the audience**. Choose "Professional Staff," which will go to the Sage professionals on the student's Success Team. (If you feel the information is *too sensitive* for professional staff, file a CARE report instead.)

    * Audience
    ○ Professional Staff *(excludes Peer Advisors)*
    ○ Full Network *(Professional Staff and Peer Advisors)*
    ○ Specific Network Members *(select individuals connected to this student)*

    + Additional Audience Members

6. **Select the category** (or categories) that best fits your concern.

    Categories

    [Select... ▼]

7. **Add a description to aid next actions.** Focus on necessary and objective detail. Leave sensitive or subjective information for one-on-one interactions with the student. The description is hugely useful to Success Teams.

    * Description

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8. **Save the Alert.**

    [**Save Alert**]   [Cancel]

What Happens Next?
Alerts - When an alert is submitted, Success Teams will receive the notice within seconds, and will quickly initiate strategies and responses. You can see follow-ups to your alerts from your Faculty Beacon page by clicking "Success Notifications" and opening up any alerts you've filed. Responses to alerts can take many forms, depending on the student and the case. When we are certain the alert has been concretely addressed (but not necessarily *solved*), faculty will see the alert lowered.

Trouble logging in? - Be sure to omit "@sage.edu" when logging in. Write with any concerns.

Questions or Concerns?
Contact Kirk Robinson: robink6@sage.edu