

# **Campus Labs: Beacon User Technical Guide**



**Institutional Research, Assessment and Analysis**

**07/29/2021**

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## Beacon: Scheduling Meetings

### Protecting Student Privacy & Adhering to FERPA

The Family Education Rights and Privacy Act of 1974 (FERPA) is designed to protect the privacy of student records. CCU conforms to the law regarding conditions under which confidential records will be released. Under FERPA, CCU personnel are permitted to share information from student education records with other school officials who have legitimate educational interests. As such, reporting a student concern does not violate FERPA; *however, the means by which faculty and staff report the concern could become a FERPA violation, if not done correctly.*

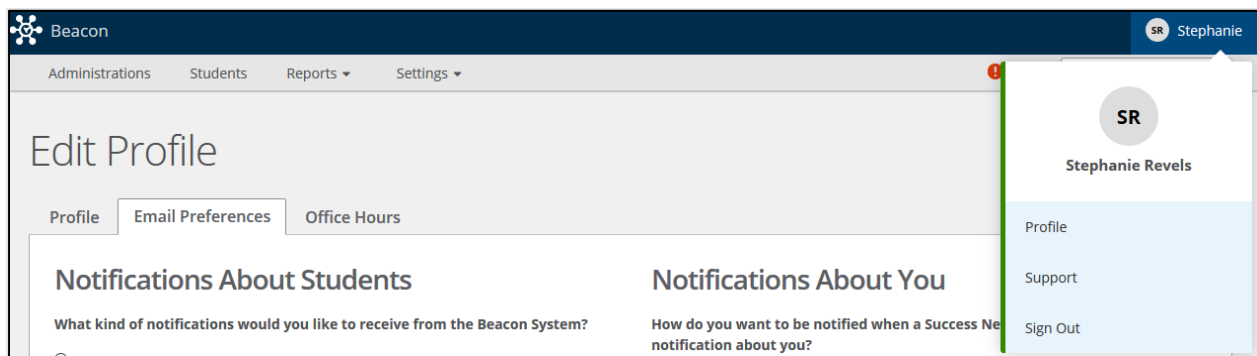
### What is Beacon?

Beacon is an early alert system. It is one of several Anthology modules that CCU is currently using. Beacon provides a platform for individuals across campus to communicate information regarding a student's academic and non-academic behaviors. Beacon allows individuals that frequently interact with a student the ability to identify trends inside and outside of the classroom. Being able to identify these trends could be valuable in many instances, such as planning a course schedule and guiding a student to campus resources.

When a notification is submitted in Beacon, members of the student's success network are able to view and respond to notifications as needed. The student's success network is made up of University stakeholders that frequently interact with a student. Depending upon the student's major and involvement on campus, these individuals might include academic advisors, academic coaches, athletic advisors, and/or mentors.

### Setting Your Preferences

You may update settings such as contact information, email preferences, and office hours in Beacon. To change your personal settings, click on your name in the upper right-hand corner of your screen. Select *Profile*.



The **profile** tab contains general contact information. Setting an office location will be helpful for those students that make an appointment through Beacon. **Note: Do not change any fields in your profile that are marked with an asterisk.**

The **email preferences** tab contains options for receiving notifications. For notifications, you have an option of receiving:

- Emails in digest format (a single email with a link to all alerts or updates),

## Beacon: Scheduling Meetings

- Separate emails for individual students, or
- No emails (regularly log into Beacon to monitor alerts and updates).

	Digest ?	Individual ?	No Email
Updates	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alerts	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Alerts Assigned To Me	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Send me an email whenever an alert that I've raised has been lowered by someone other than me.

### Setting Office Hours

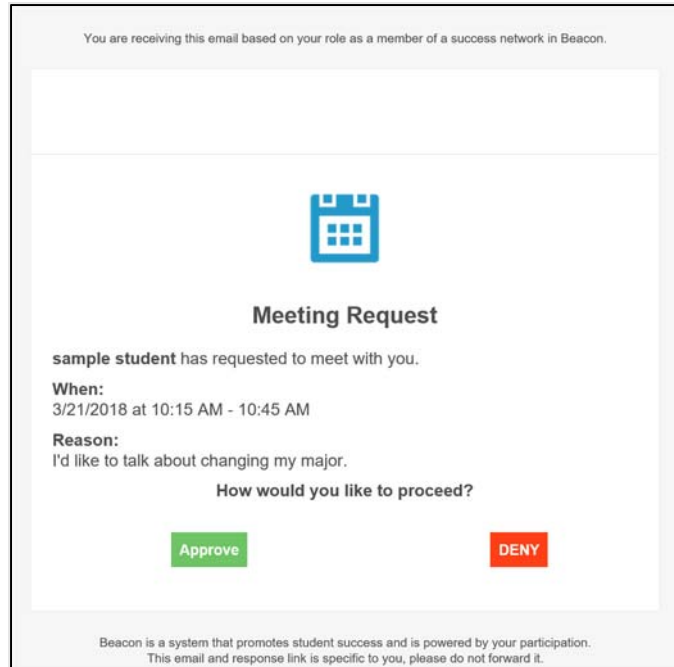
The **office hours** tab contains options for setting office hours and making appointments, including:

- Meeting Preferences,
  - Meeting Length (the ideal length of your meetings with students)
  - Break Lengths (your preferred amount of time between meetings)
  - Advance Notice (how far in advance do students need to schedule their meeting?)
- Check-In Instructions (the message you write here will be delivered to students once their meeting request is approved),
- Scheduling Assistance preference,
  - Send me a meeting request - a confirmation request will be sent whenever a student wants to schedule a meeting. The request can be accepted or denied on a case-by-case basis.
  - Automatically accept meeting requests - all meeting requests will automatically be accepted and added to the calendar.
- Choose your Availability

### Appointment Information

Once a student has requested a meeting with you, you will receive an email from "notifications@beacon.mail.campuslabs.com" with the subject "Meeting Request."

## Beacon: Scheduling Meetings



Within the email, you can click on "Approve" or "DENY."

### Meeting Approved

Once "Approve" is clicked, a browser window will open with details about the meeting. An email will be sent to the student letting them know the meeting has been approved. To add this meeting to a calendar outside of Beacon, click on the "Add to Calendar" button.

When logged into Beacon, all of your meetings will be listed in the "Meetings" tab. To get more details about this meeting or to cancel it, click on the student's name. If the meeting is cancelled after approving, you will need to provide a reason for the cancellation that will be sent to the student.

### Meeting Denied

Once "DENY" is clicked, a browser window will open with details about the meeting and an email will be sent to the student letting them know their meeting request was denied.

### Student Information

As an advisor, these steps will not apply to you; however, this information is provided so that you can understand how students make meetings. The basic steps are below:

1. Log into Beacon: <https://coastal.campuslabs.com/beacon>
2. Click on the picture of the person you would like to schedule a meeting with.
3. Choose from the available meeting days and times.
4. An email will be sent to the person you have requested a meeting with. They will approve or deny the meeting. Once they have chosen, you will receive an email letting you know the meeting status. The email will be sent from "notifications@beacon.mail.campuslabs.com" with the subject of either "Meeting Approved" or "Meeting Denied."

## Beacon: Scheduling Meetings

The screenshot shows the Beacon Student Report interface. At the top left, there is a profile for 'sample student' with a photo and a brief description. Below this is a section titled 'Connect with your Success Team' featuring three advisors: Debra Hunter (Administrator), Sample Instruct... (Instructor), and Sample Advisor (Advisor). A 'Schedule Meeting' button is visible. The main content area is titled 'Student Strengths Inventory - Incoming Students - Fall 2017', taken on 7/5/2017 at 3:01 PM. It displays a horizontal bar chart with the following data:

Category	Score
Academic Engagement	75
Academic Self Efficacy	85
Campus Engagement	65
Educational Commitment	75
Resiliency	85
Social Comfort	95

On the right side, there is a 'Success Stream' section with a message from 'Sample Advisor' dated 12/7/2017 at 12:26 PM, titled 'Spring Schedule' with the text 'Registration for your spring schedule is all set!'.

If the meeting is approved, you will receive an email with the meeting details.

The screenshot shows an email notification from Demo University. The header includes the university logo and name. A large green checkmark is centered above the text 'Meeting Approved'. The body of the email contains the following information:

**Sample Adviser** has accepted your meeting request.

**When:** 3/21/2018 at 10:15 AM - 10:45 AM

**Reason:** I'd like to talk about changing my major.

**Where:**  
Their office is at  
Cathedral Hall, 212  
200 Main Street  
Floor 3  
Buffalo, NY 14202

**Check In Instructions:**  
If you need to change this appointment for any reason please email me directly. Thank you and I look forward to meeting with you!

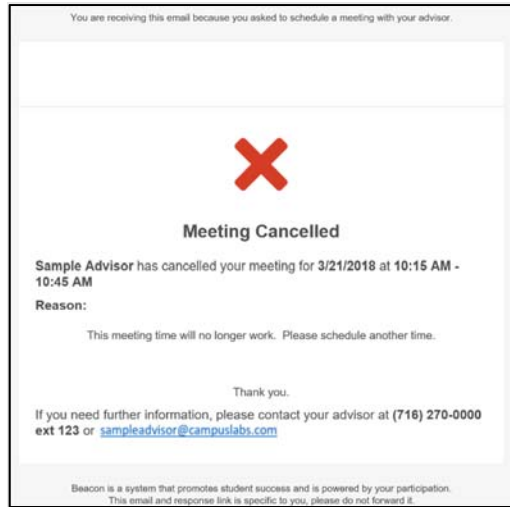
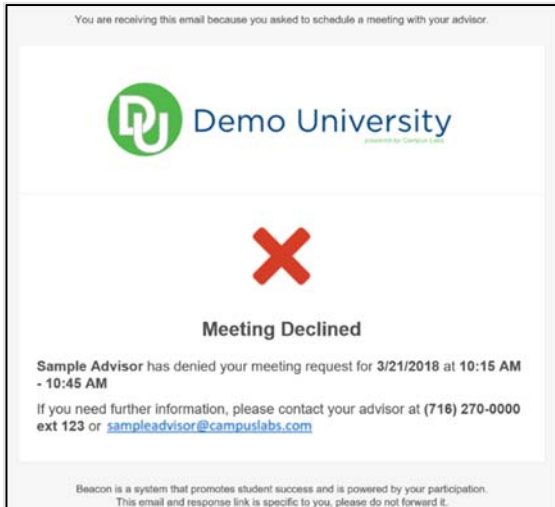
If you need to change or cancel this appointment, please contact your advisor at (716) 270-0000 ext 123 or [sampleadvisor@campuslabs.com](mailto:sampleadvisor@campuslabs.com)

[Add Meeting to Your Calendar](#)

Beacon is a system that promotes student success and is powered by your participation. This email and response link is specific to you, please do not forward it.

If the meeting is denied, you will receive an email with the person's information so that you can reach out to them to understand why the meeting was denied or you can log back into Beacon and request a new time. The person you had made the meeting with may need to cancel the meeting after it has been approved. If a cancellation happens you will receive an email with the reason for the cancellation.

## Beacon: Scheduling Meetings

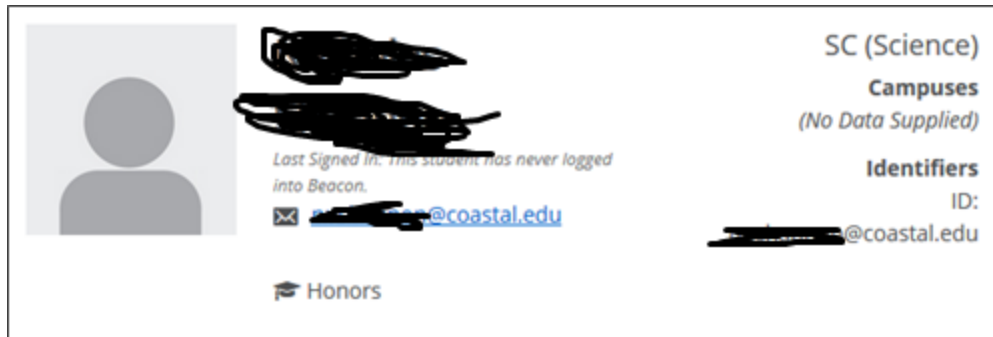


On the day of your appointment, you will receive an email with the details of your meeting.

## Beacon: Understanding the Student Report

### Student Page

Near the top of the student report, the student's name, CCU email, and college of first major is available.



Small icons beneath the email address will also identify the student as an Honors student, a student-athlete, a first-generation college student, or transfer student

### Academics Tab

The screenshot shows the "Academics" tab selected in a navigation bar with other tabs: "Assessments", "Demographics", "Involvement", and "Files". The main content area is titled "Academic Profile" and contains the following information:

<b>14</b> Current Credits	<b>31</b> Cumulative Credits Completed	<b>2.516</b> Cumulative GPA
<b>Enrollment Status</b> Full-Time	<b>Anticipated Graduation Date</b> May 2021	<b>Honors Program</b> HONR (Honors Program)
<b>Academic Standing</b> (No Data Supplied)	<b>Degrees</b> UG_BS_MSCI (Marine Science)	<b>Concentrations</b> (No Data Supplied)
<b>Career Level</b> UG (Undergraduate Academic Level)	<b>Majors</b> MSCI (Marine Science)	<b>Certificates</b> REQ1 (DA Requirement 1)
<b>Class Standing</b> Sophomore	<b>Minors</b> (No Data Supplied)	

**Current Credits:** Numerical field. Only includes credits for current active term.

**Cumulative Credits:** Numerical field. Includes institution and transfer credits. Will display "(No Data Supplied)" if student has not yet earned credits.

**Cumulative GPA:** Numerical field. Only includes institutional GPA. Will display "(No Data Supplied)" if student has not yet earned institutional credits. This field will adjust to reflect changes in GPA related to academic repeat forgiveness and petitions.

**Enrollment Status:**

- Full-time



## Beacon: Understanding the Student Report

- Part-time

**Academic Standing:** Displays the academic standing applied at the end of the previous major term.

- PB (Probation)
- S1N (First Suspension)
- S2N (Indefinite Suspension)
- RAN (Reinstated)
- AA (Academic Advisory)

### Career Level:

- CE (Continuing Education)
- CE ND (Continuing Education)
- CL (Coastal Life Program)
- GR (Graduate Academic Level)
- GR ND (Graduate Academic Level)
- GR UG (Graduate Academic Level)
- ND (Non-Degree Academic Program)
- ND GR (Non-Degree Academic Program)
- ND UG (Non-Degree Academic Program)
- UG (Undergraduate Academic Level)
- UG GR (Undergraduate Academic Level)
- UG ND (Undergraduate Academic Level)

### Class Level:

- Freshman
- Sophomore
- Junior
- Senior
- Graduate

**Anticipated Graduation Date:** Open-ended. Often assigned by Registrar. Should be updated in Datatel, if necessary.

**Degrees:** String containing class level, degree type, and program. Will include multiple programs, where applicable.

**Majors:** String containing active program(s). Will include multiple programs, where applicable.

**Minors:** String containing active minor(s). Will include multiple minors, where applicable.

**Honors Program:** HONR (Honors Program)

**Concentrations:** String containing active concentration(s). Will include multiple concentrations, where applicable.

**Certificates:** String containing active certificate(s). Will include multiple certificates, where applicable.

## Beacon: Understanding the Student Report

### Grades & Absences

Grades & Absences

Term Spring Semester 2019 UG

*This student is not enrolled in any course.*

Spring Semester 2019 UG  
Spring Semester 2019 GR  
Fall Semester 2018 UG  
Fall Semester 2018 GR  
Summer II Semester 2018 UG  
Summer II Semester 2018 GR  
Summer I Semester 2018 UG  
Summer I Semester 2018 GR  
May Semester 2018 UG  
May Semester 2018 GR  
Wintermester 2018  
Spring Semester 2018 UG  
Spring Semester 2018 GR  
Fall Semester 2017  
Summer II Semester 2017  
Summer I Semester 2017

Beginning with Spring 2018 semester, courses were separated by undergraduate and graduate level within Campus Labs. Midterm grades (labeled as Check-In Grade), final grades and absence data will be reported under each term.

The Dropped Courses list will pick up three types of dropped courses:

1. courses that were dropped prior to the beginning of the term,
2. courses that were dropped during the drop/add period, and
3. courses that were dropped after the drop/add period.

Courses for the third case will be denoted with a “W” in the space for the grade.

Notes:

- If it is prior to the midterm point and there is grade/attendance data available next to courses in the current semester, this data was entered manually by a faculty member and will later be replaced by the midterm and final grades upload.
- Total absences, regardless of whether these are considered excused or unexcused, display under “Unexcused” absences.

## Beacon: Understanding the Student Report

### Assessments Tab

Academics Assessments Demographics Involvement Files

**72%**  
Retention Probability

**84%**  
Academic Success Probability

### Student Strengths Inventory

**Student Strengths Inventory: ACED Results**  
Taken 9/5/2018 at 9:03 AM [Print View](#)

**High Score**  
**Academic Self-Efficacy**  
*The confidence that you can achieve academically and succeed in college.*

Your responses suggest that you are very confident in your ability to be a successful college student. You believe that you can attain a high grade point average in required courses as well as perform well in your major. Having high confidence in your academic abilities is a valuable asset and will support your efforts to be successful in college and beyond.

**What's Next?**

The assessments tab displays the results of the Student Strengths Inventory (SSI) and the Continuing Student Assessment (CSA). These results are not currently visible in the system to the students. There is an option to print a copy to share with the student using the *Print View* button. Not all students will have completed these assessments.

### Demographics Tab

The demographics tab contains several distinct parts: Profile, Contact, Pre-Enrollment, Scores, and Institution Specified.

Academics Assessments Demographics Involvement Files

### Profile

<b>Date Of Birth</b> <i>(No Data Supplied)</i>	<b>Military Status</b> <i>(No Data Supplied)</i>
<b>Sex</b> Female	<b>Foreign National Status</b> 1
<b>Race</b> UN (Unknown)	<b>Athletic Program</b> <i>(No Data Supplied)</i>
<b>Ethnicity</b> NHS (Non Hispanic/Latino)	<b>Pell Grant Eligible</b> no

Note: Data that we do not supply or that is irrelevant and/or unavailable for a given student will display as “(No Data Supplied).”

#### PROFILE

- **Date of Birth:** This field is not currently being populated.
- **Sex:** Binary gender field.

## Beacon: Understanding the Student Report

- **Race:** Field populated using race identified by student on application.
- **Ethnicity:** Field specifying HIS for Hispanic and NHS for non-Hispanic.
- **Military Status:** This field is not currently being populated.
- **Foreign National Status:** This field displays a 1 if student is considered an international student; and a 0 otherwise.
- **Immigration Status:** This field is not currently being populated.
- **Athletic Program:** String containing athletic programs. Will include multiple athletic programs, where applicable.
- **Pell Grant Eligible:** Field will display “yes” if the student is Pell Grant Eligible.

### CONTACT

Contact	
<b>Email Addresses</b> [REDACTED]@coastal.edu (Preferred) [REDACTED]@coastal.edu	<b>Housing Facility</b> (No Data Supplied)
<b>Phones</b> (No Data Supplied)	<b>Addresses</b> (No Data Supplied)

- **Email Addresses:** String containing email address. Will include multiple email addresses, where applicable. Additional email addresses may be supplied by student within other Campus Labs modules, such as Engage.
- **Phones:** This field is being populated with preferred phone from Datatel.
- **Housing Facility:** String containing housing building for residential students.
- **Addresses:** This field is being populated with home city and state.

### PRE-ENROLLMENT

Pre-Enrollment	
<b>High school</b> (No Data Supplied)	<b>Previous Institution</b> Northeastern Technical College
<b>Family Member Education Levels</b> <b>Family Member 1:</b> (No Data Supplied) <b>Family Member 2:</b> (No Data Supplied)	<b>Pre-Entry Program</b> 18/FA (Fall Semester 2018)
<b>Aspiration</b> 4A	

- **High School:** This field is not currently being populated.
- **Family Member Education Levels:** These fields are not being populated. First-generation status is indicated at the top of the student profile.
- **Aspiration:** This field contains a code used by the Academic Coaching Experience Department.
- **Previous Institution:** String containing previous institution of higher education.

## Beacon: Understanding the Student Report

- **Pre-Entry Program:** Character string indicating most recent admit term.

### SCORES

Scores	
<b>Incoming GPA</b> <i>(No Data Supplied)</i>	<b>GMAT</b> <i>(No Data Supplied)</i>
<b>SAT</b> Composite: 910 Math: 430 Writing: 510	<b>LSAT</b> <i>(No Data Supplied)</i>
<b>ACT</b> Composite: 21 Writing: <i>(No Data Supplied)</i> Science: 19 Reading: 22 Math: 22	<b>MCAT</b> <i>(No Data Supplied)</i>
<b>GRE</b> <i>(No Data Supplied)</i>	

- **Incoming GPA:** Numerical field containing high school GPA.
- **SAT:** Numerical fields containing both new and old SAT scores. Composite and individual math and writing scores are reported.
- **ACT:** Numerical fields containing ACT scores. Composite and individual writing, science, reading, and math scores are reported.
- **GRE:** This field is not currently being populated.
- **GMAT:** This field is not currently being populated.
- **LSAT:** This field is not currently being populated.
- **MCAT:** This field is not currently being populated.

### INSTITUTION SPECIFIED

**This area may be updated frequently as requests are made to display new information.**

## Beacon: Understanding the Student Report

### Institution Specified

**Admit Status**

FF (Frosh-HS-no college)

**Priority Registration**

yes

**Age**

21 or older

**GPA Credit Hours**

81

**Fee Payment Status**

I (In-State)

**LIFE GPA**

2.578

**Academic Standing History**

19/SP - DL

**Term GPA History**

21/SP (UG) - 1.833; 20/FA (UG) - 1.208; 20/SP (UG) - 3.500;  
19/FA (UG) - 2.500; 19/SP (UG) - 3.611

**Praxis I Scores**

(No Data Supplied)

**Notes**

(No Data Supplied)

**Degree in Three**

(No Data Supplied)

**Previous State Scholarship**

Life Scholarship

**Current State Scholarship**

Life Scholarship

**Cohort**

2018F

**Student Holds**

(No Data Supplied)

**Credit Hours, Next Major Term**

21/FA - 12

**Primary Advisor**

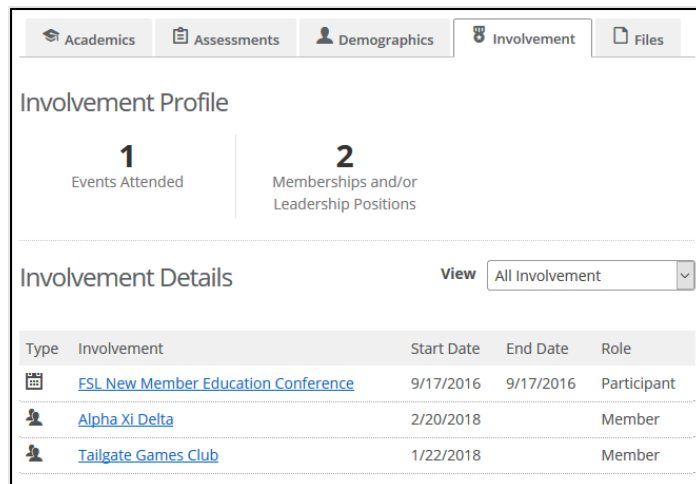
Faculty

- **Admit Status:** Character string indicating most recent admit status.
- **Priority Registration:** Yes or no field indicating whether the student registers before general registration opens to graduate students and seniors.
- **Age:** Character string containing age ranges:
  - Younger than 18
  - 18-20
  - 21 or older
- **GPA Credit Hours:** Numerical field containing GPA credit hours.
- **Fee Payment Status:** Character string containing residency based on fee-payment status:
  - I (In-State)
  - O (Out-of-state)
  - A (Scholars Academy)
  - U (Uncertain)

## Beacon: Understanding the Student Report

- S (Senior Citizen)
  - OV (Out of State – Veterans Choice)
  - T (Teacher-Certified)
- 
- **Life GPA:** Numerical field containing GPA that contributes to state scholarship eligibility.
  - **Academic Standing History:** String containing five most recent academic standings, with term.
  - **Term GPA History:** Character string containing five most recent term GPAs, with term. These are term GPAs *and not cumulative GPAs*.
  - **Praxis I Scores:** Character string containing highest Praxis 1 scores.
  - **Notes:** Notes from Datatel.
  - **Degree in Three:** Character string indicating students with Degree in Three status.
  - **Previous State Scholarship:** Character string containing state scholarship from previous academic year.
  - **Current State Scholarship:** Character string containing state scholarship for current academic year.
  - **Cohort:** Character string. Contains a year for cohort year, in addition to a “T” for transfers and an “F” for freshmen. Only for students that were considered part of a cohort. Students beginning in Spring, May, or Summer I terms are considered as part of a cohort.
  - **Student Holds:** Character string containing any active student restrictions with a severity code of 99.
  - **Credit Hours, Next Major term:** Character string containing the number of credit hours in which the student is registered for the next fall or spring term. This field also contains the term that corresponds to those credit hours, for clarity.
  - **Primary Advisor:** Field identifying who is REQUIRED to take action on an alert **unless** it is an ACED referral. If the primary advisor is a staff member, the staff member’s name will be listed here. If the primary advisor is a faculty member, it will say “faculty.”

### Involvement Tab



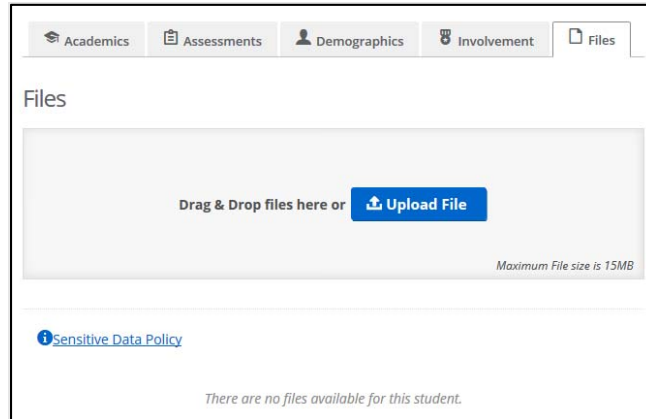
Type	Involvement	Start Date	End Date	Role
	<a href="#">FSI New Member Education Conference</a>	9/17/2016	9/17/2016	Participant
	<a href="#">Alpha Xi Delta</a>	2/20/2018		Member
	<a href="#">Tailgate Games Club</a>	1/22/2018		Member

The Involvement tab is automatically populated using Engage. Engage is a Campus Labs module that is utilized by Campus Life and Student Engagement to track campus organizations and events. Three types of information can be seen here:

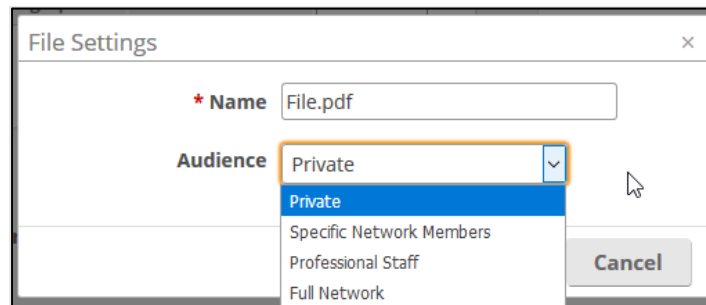
## Beacon: Understanding the Student Report

- Events – single occurrence events,
- Memberships – indicates campus organizations in which a student is a member or leader, and
- Experiences – information that is self-reported by the student. May include study abroad trips, volunteering, internships, etc.

### Files Tab



Files may be maintained within the Files tab. When uploading files, you have the option to keep the files private or to share with others in the student's success network.





## Beacon: Process for Creating and Responding to Alerts

### What is a Beacon Notification?

Notifications within Beacon include three types: alert, update, or encouragement. This user guide is focused on alerts and updates, but feel free to submit encouragements to the student for positive behaviors.

- An **alert** is a notification sent to the student's success network *requesting that an action be taken* with the student. For instance, a faculty member may submit an alert when a student has performed poorly on a major exam. In this case, the student's advisor could reach out to the student to arrange a meeting or to refer the student to academic resources.
- An **update** is a notification to the student's success network indicating any change (or continuing behavior) with the student that *does not require action*. For instance, an advisor might use an update to make advising notes or indicate that a student selected a minor. This does not require a member of the student's success network to reach out to the student; however, it may be beneficial for those on the student's success network to know when they are interacting with the student in the future.
- An **encouragement** is a notification that provides the student a positive, strategy-focused feedback to help them feel recognized and supported in their academic journey. Encouragements have pre-defined types (or categories) and can either be set as *private* (only the author and the student) or *all* (the entire success network that is connected to the student).

### Who Sees Notifications?

The user creating the notification can select different options for allowing others to view it:

1. By default, students cannot see notifications.
2. Professional staff – all connected faculty and staff, excluding peer advisors (peer advisors are often graduate assistants)
3. Full network – all connected faculty, staff, and peer advisors
4. Specific network members – allows the user to select specific faculty and/or staff that are connected to a student in Beacon, such as advisors, academic coaches, athletic advisors, etc.
5. Additional audience members – allows the user to select faculty and/or staff that are not on the student's success network, such as Associate Deans, academic coaches, etc.

For additional information about creating and submitting notifications, please see "Guide to Creating and Submitting Notifications." For additional information about responding to an alert, please see "Guide to Responding to Success Notifications."

### Students using Beacon

The only student users in Beacon are graduate students in the Academic Coaching Experience Department and advising departments. These graduate students only have access to contact information for undergraduate students, as well as any alerts and updates where "Full Network" has been selected.

## Frequently Asked Questions

### **Can I have different office hours for different weeks?**

At this time, there is not a way to set different office hours for future weeks. The office hours that you currently have set will be available to students to schedule for any future date. In order to avoid schedule conflicts, it is recommended to NOT select “Automatically accept meeting requests” in Beacon → Profile → Office Hours. Instead, you can approve each meeting request as they are made.

### **Can I manually add students to groups?**

Students can only be added to groups by using pre-defined fields under the Groups tab.

### **Why are there so many courses under the Dropped Courses list for Grades & Absences for some students?**

The Dropped Courses list will pick up three types of dropped courses:

1. courses that were dropped prior to the beginning of the term,
2. courses that were dropped during the drop/add period, and
3. courses that were dropped after the drop/add period.

Courses for the third case will be denoted with a “W” in the space for the grade.

### **Is there a way for students to access files stored under the Files tab?**

At this time, there is not a way for students to access documents under the Files tab. This is only intended as a repository for advisors to electronically store documents. You may keep these documents private or share them with the student’s network.

### **What can students see in Beacon?**

Students can see the Assessments tab and the Involvement tab, as well as their success network and the alerts/updates that have been made available to them in their success stream. Note that at this time, the assessments have been disabled so that a student will not see his or her results. You may enter Beacon as a student using the link:

<https://coastal.campuslabs.com/beacon/students/me>

### **Do faculty have access to Beacon?**

In general, faculty will not utilize the Beacon site as an advisor would. Only faculty advisors will have access to Beacon. Faculty should be using the Faculty Experience to make alerts about students on their course rosters, using the following link:

<https://coastal.campuslabs.com/faculty>

### **How do I ensure that an alert or update is private?**

When an alert or update is made available to a student’s full network or professional staff, certain additional Beacon users will be able to view the alert, such as Associate Dean’s or staff in student support offices such as Counseling Services and the Dean of Student’s Office. In order to

make a notification private or to select only certain individuals that can view the notification, you will need to indicate those that are able to see the alert or update using “Specific Network Members” or “Additional Audience Members.”

### **What information should be included in the Assessments tab?**

The Assessments tab is used for displaying the results of the Students Strengths Inventory (SSI) and the Continuing Student Inventory (CSI). Please contact Institutional Research for more information. The majority of students will not have information here, as this is intended for incoming students. Beginning in Fall 2019, these assessments will be administered to all new students.

### **For reporting purposes, how do I keep track of the number of meetings I have had with students?**

In order to identify meetings with students by advisor or any other faculty/staff member, you must create an update and select the category “Advising Notes.” Dashboards for departments and/or individuals will be created upon request.

## Beacon: Contact Information

### Questions?

Please contact:

**Stephanie Jagannathan**

Institutional Research Analyst/Statistician  
Institutional Research, Assessment and Analysis  
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