# Beacon User Guide for Undergraduate Classes

*Undergraduate low grade evaluations—Entering "Green Sheets" as Update notations in Beacon*
The end-of-semester Records Meeting is a time when undergraduate student records are reviewed by the Academic Standards & Policies (AS&P) Committee and students are placed on academic probation, warning, or are dismissed from the College. **Your input is needed to help the Committee make informed decisions by entering a "greensheet" (so named for past use of these reports on green paper) for any student receiving a grade of C- or below as an Update in Beacon at the end of the term.**

How to enter a Greensheet as an Update notification in Beacon:

1. Access the Notifications widget on the homepage of self-service or Blackboard and select **Create Notification**
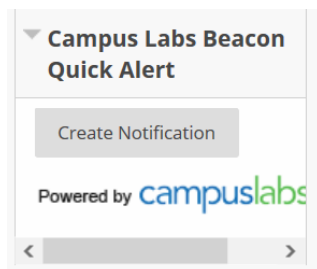
2. Select **Update** from "Pick Notification Type"
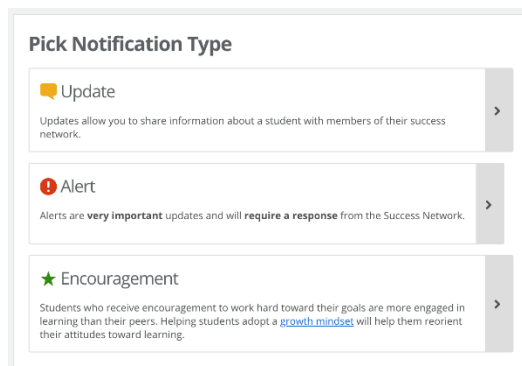
3. Look up student in the Search Bar. You may search by first name, last name, or email address. As you type, options for students should automatically display. **Select the correct student** and hit **Enter.**

4. By default, students do not receive a copy of Updates unless the box is checked. Since a Greensheet is not intended to be communicated to the student, **leave unchecked**.

5. Select the Audience as **Professional Staff**.

6. Select the **date and time** in Occurrence Date, and enter Category= **Greensheet**, and Reason= **Greensheet** from the pulldown menus.

Occurrence Date

| May 8, 2020 1:00 PM |

Categories

| Select... | ⌄ |

Greensheet (term end summary) **X**

Reasons

| Select... | ⌄ |

Greensheet- end of term summary for low grades **X**

7. *Enter your comments* in Description**.** See *What We Need to Know* below for guidance.

* Description

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Information for Green Sheets - What We Need to Know:
a) What were the problem areas? Class participation, performance on quizzes/exams, completion of assigned work, ability to do work, interest in course?
b) Comment on the student's attendance, indicating approximate number of absences and attendance modality (online, hybrid/mixed, in-person). Do you believe the student has the potential to succeed at Hood? If not, why?
c) Do you recommend referral to a support service? If so, which one.
d) *Are you aware of any personal circumstances that contributed to this student's difficulty*?
e) Comments: Please provide additional information on your assessment of this student by commenting on both positive and negative aspects of performance, response to criticism, study habits, interest in school, etc.

8. **Save** the Update.

Save Update

What Happens Next?

Greensheets will only be visible in Beacon to you as the instructor, the assigned advisor, and to members of the Academic Standards and Policies Committee and Student Success staff for use in making enrollment decisions at the end of semester Records Meeting.

For specific questions on the entry of Greensheets in Beacon, contact Lisa Copenhaver, Director of Student Success at copenhaver@hood.edu.