

Navigate and Beacon Reports Guide

Alert	Description	Additional Comments	Automated Emails Received	Alert to Case	Responsible Party	Recommended Intervention	Case Progress Viewable in Navigate*	Case Closed
Attendance (Navigate)	Student has not attended class in one week.	Gives student a “heads-up” that you’ve noticed they aren’t in class and want to discuss options for their success.	Student receives automatic email detailing reason for alert and next steps.	No	N/A	N/A	N/A	N/A
Excessive Absences (Navigate)	Student has not attended class in more than one week.	Please indicate number of absences and last date of attendance	Student receives automatic email detailing reason for alert and next steps.	Yes	Assigned Academic Advisor	Contact made with student through Navigate offering meeting, resources and next steps.	Yes	Case closed after contact is made with student and student agrees to take some type of action OR after multiple attempts and weeks, student has not replied.

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<p>High Risk of Course Failure (Navigate)</p>	<p>Student will likely fail the course unless performance improves or withdraws from course.</p>	<p>Please provide current course grade, any options for extra credit, number of assignments/exams remaining and if an "I" is an option.</p>	<p>Student receives automatic email detailing reason for alert and next steps.</p>	<p>Yes</p>	<p>Assigned Academic Advisor</p>	<p>Contact made with student through Navigate offering meeting, resources and next steps.</p>	<p>Yes</p>	<p>Case closed after contact is made with student and student agrees to take some type of action OR after multiple attempts and weeks, student has not replied.</p>
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<p>Low Quiz and/or Test Scores</p>	<p>Student has scored below average on quizzes and tests. This may affect passing of the course.</p>	<p>Provides a 'heads-up' to student that overall course grade may be affected. You'd like to discuss options.</p>	<p>Student receives automatic email detailing reason for alert and next steps.</p>	<p>No</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
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Missing Assignments	Student has missed class assignments	Provides a 'heads-up' to the student that their overall grade may be affected. You'd like to discuss options.	Student receives automatic email detailing reason for alert and next steps.	No	N/A	N/A	N/A	N/A
Emotional Wellness (Navigate)	Non-Emergency/Non-Crisis. Referral for counseling outreach. Student disclosed or demonstr	Specific observations of student behaviors or disclosures. Do not include speculation or	Student receives automated email with student care coordinator introduction.	Yes	Student Care Coordinator	Case notes are closed. The HUB's Student Care Coordinator (SCC) contacts alert initiator to confirm receipt. SCC contacts student.	No	Case closed after 4 contact attempts (text, talk, type) with no response and other measures to contact are exhausted. Student added to check-in list. Initiator receives case closed email with details, if applicable. Case may remain open as

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	ated need for or interest in mental health services.	diagnosis .						an action plan is developed with the student and follow up is needed.
Healthcare/Medical (Navigate)	Non-emergency referral for campus health services.	Student disclosed or demonstrated need for or interest in medical support.	Student receives automated email with student care coordination introduction.	Yes	Student Care Coordinator	Case notes are closed. The HUB's Student Care Coordinator (SCC) contacts alert initiator to confirm receipt. SCC contacts student.	No	Case closed after 4 contact attempts (text, talk, type) with no response and other measures to contact are exhausted. Student added to check-in list. Initiator receives case closed email with details, if applicable. Case may remain open as an action plan is developed with the student and follow up is needed.
Food Access (Navigate)	Student may be experiencing food insecurity	Student disclosed or demonstrated need for the Privateer	Student receives automated email with student care coordination	Yes	Student Care Coordinator	Case notes are closed. The HUB's Student Care Coordinator (SCC) contacts alert initiator to confirm	No	Case closed after 4 contact attempts (text, talk, type) with no response and other measures to contact are exhausted. Student added to check-in

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		Pantry or community food pantry.	introduction.			receipt. SCC contacts student.		list. Initiator receives case closed email with details, if applicable. Case may remain open as an action plan is developed with the student and follow up is needed.
Housing Access (Navigate)	Student may be experiencing housing insecurity.	Student disclosed or demonstrated need for assistance with accessing housing resources.	Student receives automated email with student care coordination introduction.	Yes	Student Care Coordinator	Case notes are closed. The HUB's Student Care Coordinator (SCC) contacts alert initiator to confirm receipts. SCC contacts student.	No	Case closed after 4 contact attempts (text, talk, type) with no response and other measures to contact are exhausted. Student added to check-in list. Initiator receives case closed email with details, if applicable. Case may remain open as an action plan is developed with the student and follow up is needed.
Tutoring Recommended (Navigate)	Student has demonstrated the need for tutoring.	Please indicate specifically what tutoring the student should be	Student receives automated email about tutoring options through the Learning	No	N/A	N/A	N/A	N/A

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		advised to consider	Resource Center					
Campus Involvement (Navigate)	Student has disclosed the need/desire to engage on campus.	Student has stated or you feel that the student could benefit from learning about the various campus communities available	Student receives automated email about the Office of Student Involvement and Leadership and student organizations	No	N/A	N/A	N/A	N/A
Student Care Network Report								
Academic Dishonesty Incident (Beacon)	Report is filed alleging the student committed academic	Matter may be resolved with faculty and student. Reporting party	Student does not receive an automated email.	N/A	Director or Coordinator of Student Accountability	If not resolved with faculty, notice of Alleged Violation and administrative conference appointment or Board of		Case closed after sanctions completed or student found not responsible.

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	dishonesty	should include all relevant information concerning the violation including source material, the submitted work, etc.				Review notification, reminder about required sanctions, case closure	
Residential Contract Violation (Beacon)	Report is filed stating student violated an element of the housing agreement	Reporting party should include all relevant information concerning the violation such as location, persons involved,	Notice of Alleged Violation and conference appointment, conference agreement or hearing notification, reminder about required sanctions, case closure	N/A	Assigned Area Coordinator / Housing Manager	Educational sanctions about violation; probation, guest restriction, etc.	Case closed after sanctions completed or student found not responsible.

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<p>Student Conduct Incident (Beacon)</p>	<p>Report is filed stating student violated the UNO Student Code of Conduct</p>	<p>Reporting party should include all relevant information concerning the violation such as location, persons involved, photos, other documentation</p>	<p>Notice of accused violations and administrative conference appointment or Board of Review notification, reminder about required sanctions, case closure</p>	<p>N/A</p>	<p>Director or Coordinator of Student Accountability</p>	<p>Case closed after sanctions completed or student found not responsible.</p>		<p>Case closed after sanctions completed or student found not responsible.</p>
<p>Title IX Incident (Beacon)</p>	<p>Report is filed indicating a student, faculty or staff member violated the Prohibiting Sex Discrimination</p>	<p>Reporting party should include all relevant information concerning the violation such as location,</p>	<p>The Title IX Coordinator will provide written Notice of the Investigation and Allegations (the "NOIA") to the Respondent</p>	<p>N/A</p>	<p>Title IX Coordinator or a Deputy Title IX Coordinator</p>	<p>Complainant and respondent may be offered supportive measures during the formal investigation, as part of an Informal Resolution and/or during</p>		<p>Case is closed after sanctions completed or respondent is found not responsible</p>

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	ation, Sexual Misconduct, and Interpersonal Violence	persons involved, photos, other documentation	upon commencement of the Formal Investigation and Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is copied to the Complainant, who is to be given advance notice of when the NOIA will			the formal hearing		
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			be delivered to the Respondent .				
Student Care Network (Beacon)	Concerning student behavior; student hospitalizations.		No automated emails.	N/A	Student Care Network chaired by Dean of Students	Depends on the situation. Could include referral for resources, referral for student conduct, or connecting with a Student Care Coordinator.	When possible, the Student Care Network will close the loop with the referrer recognizing student privacy rights.

*Access Navigate: Go to myapps.uno.edu and click on the “Privateer Success” tile. This will open the Navigate platform. On the upper right-hand side of the page there is a box marked “Actions” where you can issue an alert on any undergraduate student.

*Access Beacon: Go to myapps.uno.edu and click on the “Beacon” tile. This will open the Beacon platform. Click on “New Incident” to issue a new report.

*View the progress of your submitted case. Go to myapps.uno.edu, click on the Privateer Success tile. On the left side margin, select the Cases Icon (Icon looks like a file folder). Select the “Opened by” option and filter by your name. Find the case for the student you’d like to view and select the “Manage Case” button.