

Tips for a Successful Course Experience

Before the course begins:

- Become familiar with the site by exploring Programs, FAQs, Guidelines, the Course Tour, etc. Many of your questions will be answered this way.
- Your facilitator will send a welcome message via email by the start date of the course. Check in your spam folder if you do not find the message in your regular email. Notify Beacon at BEAM@beaconeducator.com if you do not receive the email by day two of the course. Reply to this email, to verify successful receipt.
- Create a folder for the course on your computer in which to save your Course Log responses and any other documents you might want to keep.
- Make a tentative time schedule for completing the course, keeping in mind your own calendar as well as any course deadlines. (Some courses have specific checkpoints associated with them. This information, if applicable, is typically found in the first session of the course.)
- Since you have access to the course as soon as you are enrolled, you can begin reading prior to the start date. You can also prepare Course Log responses offline and then post them online on or after the first day of the course. Depending on the facilitator's schedule, it might take a while to receive feedback on all responses. Be patient and check back frequently in case any revisions are required.

During the course:

- When communicating with your facilitator, include the course title, the section number, and your full name.
- Read the course content carefully prior to creating Course Log responses. This reduces the need for subsequent revisions.
- "Check Your Understanding" exercises are formative self-assessments. These are embedded throughout the course. Immediate feedback automatically displays when a response is submitted.
- The Course Log contains the summative assessments that are reviewed by the facilitator. These exercises must be completed and approved by the facilitator.
- No more than two Course Log exercises can be submitted during the final week of a course and all must be submitted by the end date. This ensures a quality learning experience for all parties.
- To access the Course Log exercises, log in; click Course Log on the top menu bar; click the title of the exercise.
- Don't risk losing your work due to timing out or loss of connectivity. Use a word-processing program like Microsoft Word to create your Course Log responses. Use spell check and grammar check. Save each response. Then copy and paste the response into the appropriate online Course Log exercise after the start date of the course.
- Before submitting a response, review the directions to be sure you have included everything required. Responses should be substantive and thorough.
- Facilitators review Course Log responses for alignment to criteria based on the objectives for the course. Responses will not be approved until the criteria are met.
- Course Log responses must be your own original work and must follow standard English usage and grammar.

- Check the status of your Course Log frequently. Check marks automatically appear by Submitted, Comments, and Approved as those actions occur.
- Read feedback from your facilitator by opening the Course Log exercise and scrolling to the bottom. Sometimes comments are made even when the response has been approved. Make any necessary revisions in a timely manner to avoid losing access to the course prior to approval.

After the Course:

- Once all Course Log exercises have been approved by your facilitator, your course will be marked complete. The course will automatically appear on your Beacon transcript at this point, even if you finish the course prior to the end date.
- When the facilitator marks the course complete, you receive an automatic course completion email from Beacon. That email provides directions for accessing your Beacon transcript.
- The course expires from your My Courses page seven days after the end date. You will no longer have access to course content at this point. Be sure you have printed anything you wish to save.
- You have access to your Beacon transcript even after courses have expired. Log in to Beacon, click My Courses, and then click My Transcript.