



Contract Managers

Support Info

• <u>Login</u>	2
• <u>Enroll Learners</u>	3-6
• <u>View Transcripts</u>	7-9
• <u>View Enrollment Lists</u>	10-11
• <u>Withdraw OR Request Transfer for a Participant</u>	12-13

Slide #

**Beacon Learning Center, a.k.a
Beacon Educator**

Cathy Starling
800-311-6437
STARLCA@bay.k12.fl.us

In observance of Martin Luther King, Jr. Day, our office hours for Mon., January 15th will be 9 a.m. to noon EST.

LOG IN or NEW ACCOUNT

HOME

OFFERINGS

DISTRICT ZONE

SUPPORT

ABOUT US



Professional Learning for all Educators



Learner & Contract Manager Log in

LOGIN

NEW ACCOUNT

Email:

cstarling@beaconeducator.com

Password:

••••

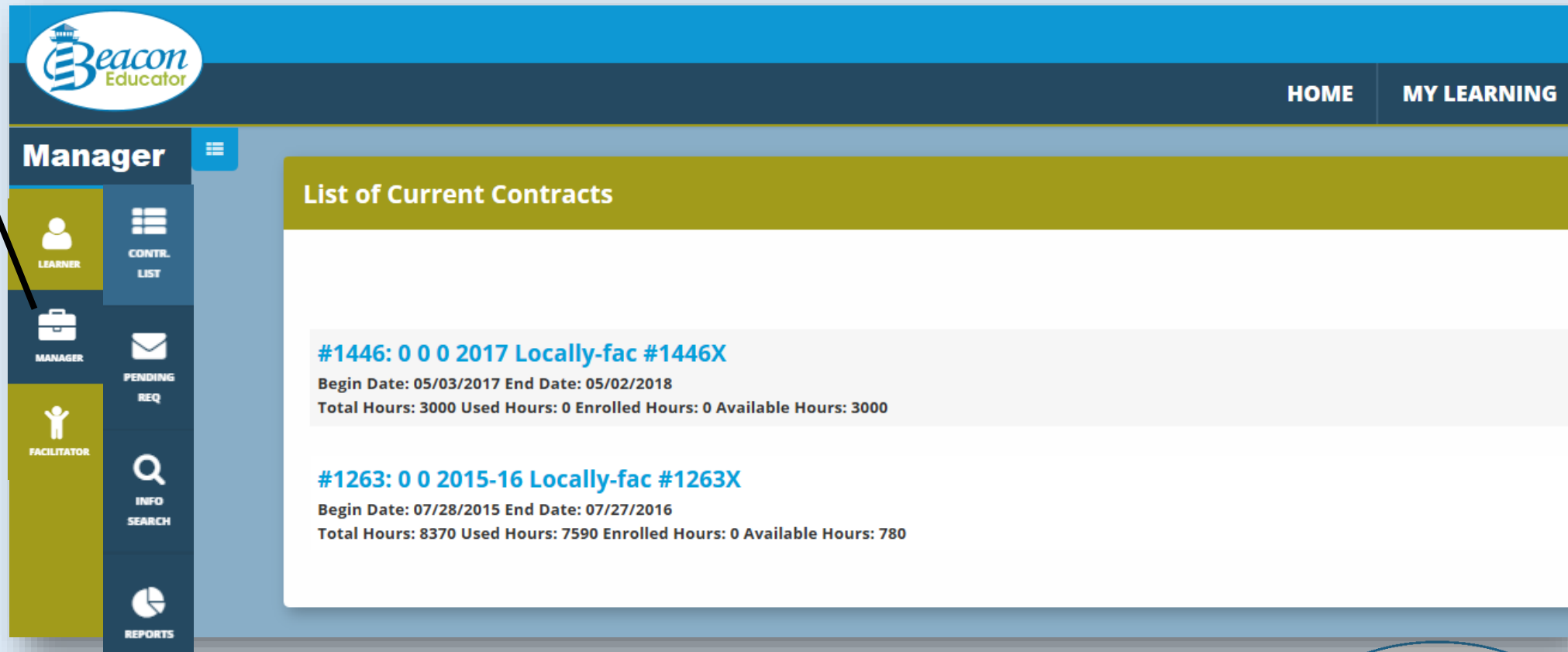
Log In



Contract Managers have Two Roles

– Learner & Manager

To enter the Contract Manager tools,
click **Manager**.



The screenshot displays the Beacon Educator web application interface. At the top, the Beacon Educator logo is on the left, and navigation links for HOME and MY LEARNING are on the right. Below the header, a sidebar menu is visible with the word "Manager" at the top. The sidebar contains four main sections: LEARNER (with a person icon), MANAGER (with a briefcase icon and highlighted in yellow), FACILITATOR (with a person icon), and a bottom section with icons for CONTR. LIST, PENDING REQ, INFO SEARCH, and REPORTS. The main content area is titled "List of Current Contracts" and displays two contract entries:

Contract ID	Contract Name	Begin Date	End Date	Total Hours	Used Hours	Enrolled Hours	Available Hours
#1446: 0 0 0 2017	Locally-fac #1446X	05/03/2017	05/02/2018	3000	0	0	3000
#1263: 0 0 2015-16	Locally-fac #1263X	07/28/2015	07/27/2016	8370	7590	0	780

Enroll Learners

1. Click Contract title for enrollment/charge.
2. Click on **Manage Enrollments** for Open Sections.

The screenshot displays the Beacon Educator Manager interface. At the top is the Beacon Educator logo. Below it is a navigation bar with the title 'Manager' and a menu icon. A vertical sidebar on the left contains icons for LEARNER, CONTR. LIST, MANAGER, PENDING REQ, FACILITATOR, and INFO SEARCH. The main content area is titled 'List of Current Contracts' and shows two contract entries. The first entry is '#1446: 0 0 0 2017 Locally-fac #1446X' with a begin date of 05/03/2017 and an end date of 05/02/2018. The second entry is '#1074: 0 0 2012-13 Beacon-fac. #1074 Private & Faith' with a begin date of 10/10/2013 and an end date of 10/09/2014. Below the contract list is a section titled 'Contract Tools' for the selected contract '#1074: 0 0 2012-13 Beacon-fac. #1074 Private & Faith for Bay'. This section shows 'Used Hours: 0' and 'Enrolled Hours: 0'. It also contains links for 'Manage Sections', 'Enrolled List', 'Open Sections', and 'Priva. - Manage Enrollments'.

Manager

List of Current Contracts

#1446: 0 0 0 2017 Locally-fac #1446X
Begin Date: 05/03/2017 End Date: 05/02/2018
Total Hours: 3000 Used Hours: 0 Enrolled Hours: 0 Available Hours: 3000

#1074: 0 0 2012-13 Beacon-fac. #1074 Private & Faith
Begin Date: 10/10/2013 End Date: 10/09/2014
Total Hours: 30 Used Hours: 0 Enrolled Hours: 0 Available Hours: 30

Contract Tools
#1074: 0 0 2012-13 Beacon-fac. #1074 Private & Faith for Bay
Contract Dates: October 10, 2013 - October 09, 2014

Used Hours: 0 Enrolled Hours: 0

Manage Sections
Enrolled List
Open Sections
Priva. - Manage Enrollments
Contract-Specific Sections
Priva. - Manage Enrollments

Enter the email address of the learner
and Submit.

**Contract #1074, 0 0 2012-13 Beacon-fac. #1074 Private & Faith for Bay
Open Enrollment: Manage Enrollment - Private and Faith-Based Schools - Florida**

Used Hours: 0

Enrolled Hours: 0

Email Address:

Submit

If learner has NO account, proceed to next page.

If learner has an account, just click on the
section dates to enroll.

Email Address: catherineacosta@hotmail.com

Submit

Catheri
catheri
St. Tho

Available Sections

SWD: ESE for All Educators (SB 1108) (20)

#10000675: [March 12, 2018 - September 30, 2018](#)

#10001038: [July 01, 2018 - December 31, 2018](#)

SWD: Managing Challenging Student Behaviors (SB 1108) (20)

#10000680: [March 12, 2018 - September 30, 2018](#)

#10001039: [July 01, 2018 - December 31, 2018](#)

Classroom Management for Paraprofessionals & Substitutes (2)

#10000683: [March 12, 2018 - September 30, 2018](#)

#10000387: [July 01, 2018 - December 31, 2018](#)

Enter the email address of the learner
and Submit.

If learner has NO account, click on
Create Account.

Enter the information needed to create
the account.
Click Save Changes.
Next enroll learner in the appropriate
section.

**Contract #1074, 0 0 2012-13 Beacon-fac. #1074 Private & Faith for Bay
Open Enrollment: Manage Enrollment - Private and Faith-Based Schools - Florida**

Used Hours: 0

Enrolled Hours: 0

Email Address:

Submit

Email Address: starlca55@gmail.com

Submit

Create User

User Management Hub

Employee ID

Security Role

Employment Status

Participant

- Select -

First Name

Middle Name

Last Name

State

District

School

Florida

Email

starlca55@gmail.com

Password

educator

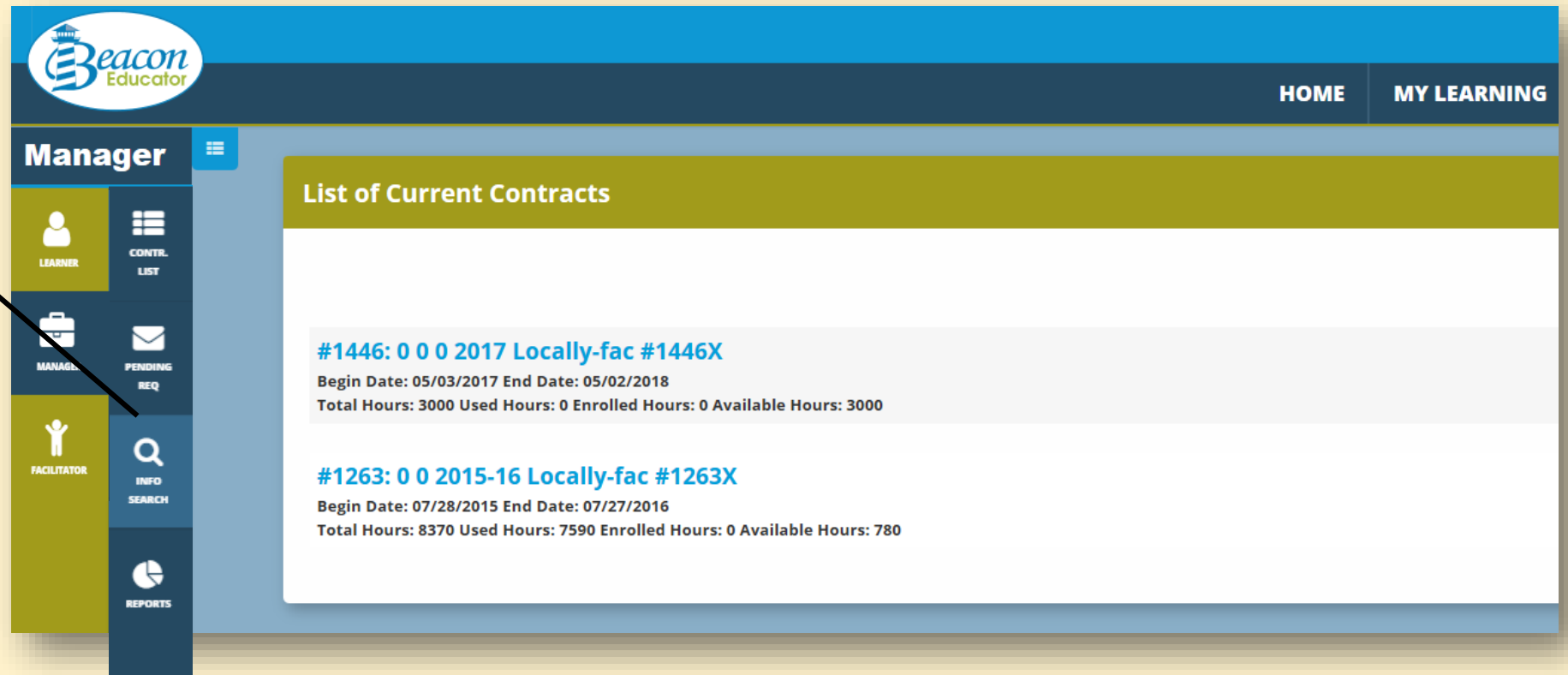
[Add as Facilitator](#)

Save Changes

Cancel

Individual Transcripts

Go to Info Search for
individual searches



The screenshot displays the Beacon Educator Manager interface. The top navigation bar includes the Beacon Educator logo and links for HOME and MY LEARNING. The left sidebar, titled 'Manager', contains several menu items: LEARNER, CONTR. LIST, MANAGE, PENDING REQ, FACILITATOR, INFO SEARCH, and REPORTS. A callout box with the text 'Go to Info Search for individual searches' points to the 'INFO SEARCH' option. The main content area is titled 'List of Current Contracts' and displays two contract entries:

Contract ID	Contract Details
#1446: 0 0 0 2017 Locally-fac #1446X	Begin Date: 05/03/2017 End Date: 05/02/2018 Total Hours: 3000 Used Hours: 0 Enrolled Hours: 0 Available Hours: 3000
#1263: 0 0 0 2015-16 Locally-fac #1263X	Begin Date: 07/28/2015 End Date: 07/27/2016 Total Hours: 8370 Used Hours: 7590 Enrolled Hours: 0 Available Hours: 780

Searching for Individual Learners Transcript?

Bessie Criscione, Logout

HOME MY LEARNING OFFERINGS DISTRICT ZONE SUPPORT ABOUT US

Manager

LEARNER

CONTR. LIST

PENDING REQ.

MANAGER

Search Tool

LEARNER SEARCH

First Name

Last Name

Email Address

Employee ID

Search

- Search for information:
- enter name (partial) or
 - email address of the person
1. Click Search button.

2. Click on the person's name see transcript.

First Name

Last Name

Email Address

Employee ID

User Role

State

District

School

PID	EID	Name	Password	Email	Status	District	School
28096	777777	Guest, Bay	Reset	sta...l.com	Current Instructional/Admin	Bay District Schools	Bay County District Office
23318		Guest, Beacon	Reset	be...educator.com	No Status	Departments and Agencies - Florida	District Staff

Official transcript-
shows only completed
modules or courses.

Enrollment history-
shows enrollments,
withdrawals and
completions.

EDIT

OFFICIAL TRANSCRIPT

REGISTER

DATA TO EXCEL

CLOSE

Name: Beacon Guest EID:

Role: Participant

School: FL Departments and Agencies - Florida District Staff

Email: beac[REDACTED]educator.com

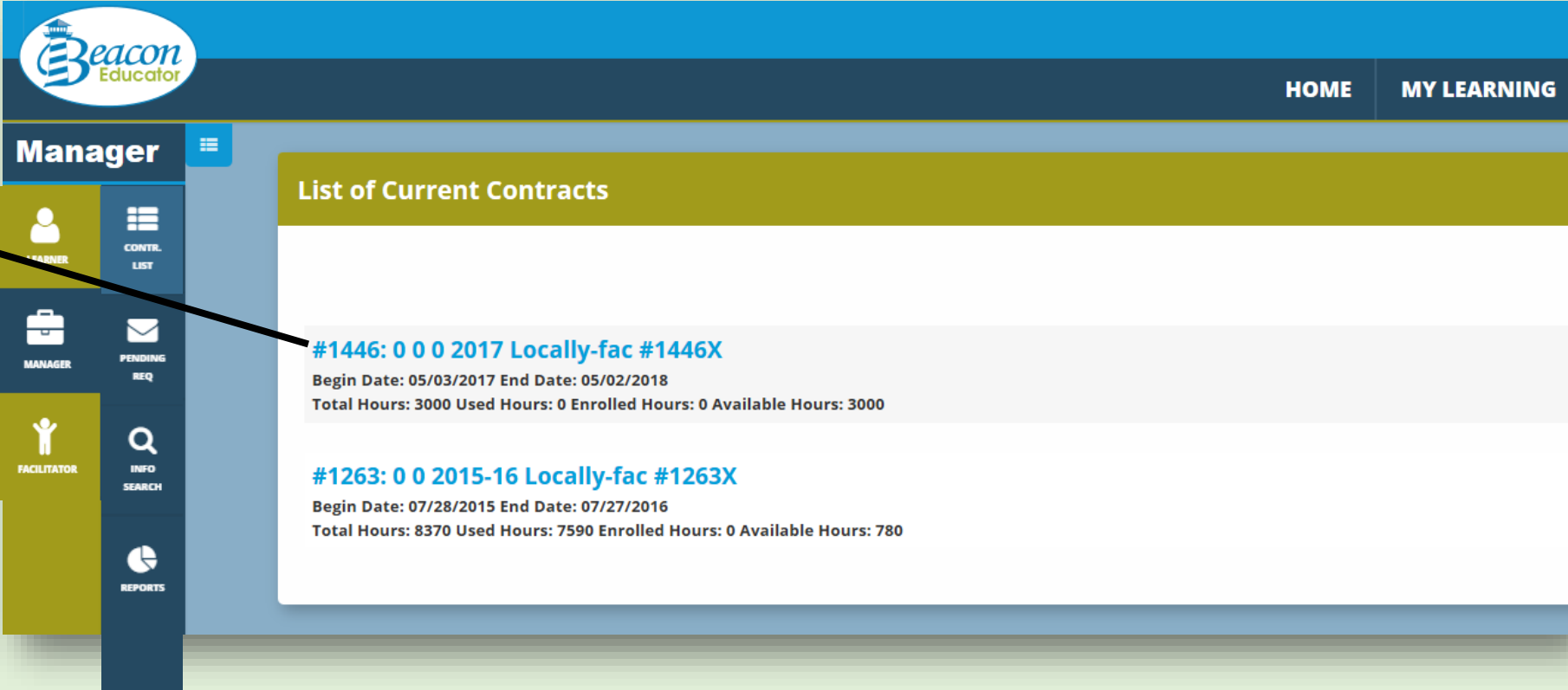
Enrollment Data

Course Name	# Hrs	Payment	Section ID	Registration ID	Enroll Date	Begin Date	End Date	Completed Date	Status	Withdrawn Date	Note	Facilitator	Manage
Math for K-8 Teachers: Space and Shape	24	Free	9449	86592	5/13/2010 12:00:00 AM	4/26/2010	6/14/2010			Jun 7 2010 12:00AM Withdrawn	...	Mann, Lee Ann	Manage
Math for K-8 Teachers: Number	20	Free	9187	85378	4/28/2010 12:00:00 AM	6/21/2010	7/18/2010		Incomplete		...	Facilitator, Beacon	Manage



Need an Enrollee List?

Access to list of contracts –
Click on Contract Title



The screenshot displays the Beacon Educator Manager interface. The top navigation bar includes the Beacon Educator logo and links for HOME and MY LEARNING. The left sidebar, labeled 'Manager', contains icons and labels for LEARNER, CONTR. LIST, MANAGER, PENDING REQ, FACILITATOR, INFO SEARCH, and REPORTS. The main content area, titled 'List of Current Contracts', shows a table of contract details.

Contract Title
#1446: 0 0 0 2017 Locally-fac #1446X Begin Date: 05/03/2017 End Date: 05/02/2018 Total Hours: 3000 Used Hours: 0 Enrolled Hours: 0 Available Hours: 3000
#1263: 0 0 0 2015-16 Locally-fac #1263X Begin Date: 07/28/2015 End Date: 07/27/2016 Total Hours: 8370 Used Hours: 7590 Enrolled Hours: 0 Available Hours: 780

Enrollee List

Select Enrollee List –
To view all learners registered for
this specific contract.

Review the information OR
Click Data to Excel
for a list of all “enrollees”. This
will include all registrants and will
state the date if the person has
completed.

Summer Hours: Office M-Th 8 AM-6 PM, Chat M-Th 8:30 AM-5:30 PM EST

HOME MY LEARNING OFFERINGS D

Manager

LEARNER

CONTR. LIST

MANAGER

PENDING REQ

FACILITATOR

INFO SEARCH

DEVELOPER

REPORTS

ADMIN

Contract Tools

Manage Sections

Enrollee List

Open Sections

Miami. - Manage En...

Contract-Specific Sections

Miami. - Manage En...

Contract Tools

#10123: Miami-Dade UNLIMITED 2018-2019 Sub MODULES -Instructional

Contract Dates: August 01, 2018 - July 31, 2019

Used Hours: 2200

Enrolled Hours: 4052

Avail:

Manage Sections

Enrollee List

Open Sections

Miami. - Manage Enrollments

Contract-Specific Sections

Miami. - Manage Enrollments

Total Hours: 10000

Total Hours: 100000

Data To Excel

Employee ID	Last Name	First Name	Middle Name	Email	Enrollment Status	Completion Date	Course Name	# Hrs	Begin Date	End Date
	Abreu	Lori Ann		lorial@tools.net	completed	8/2/2018 10:44:13 PM	Instructional Practices: Argumentation (10001186)	6	8/1/2018	7/31/2019



Withdraw OR Request Transfer for a Participant

INFO SEARCH

find the person

Next, find the course or module and select **Manage.**

EDIT	OFFICIAL TRANSCRIPT	REGISTER	DATA TO EXCEL	CLOSE
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Name: Beacon Guest **EID:**
Role: Participant
School: FL Departments and Agencies - Florida District Staff
Email: be[REDACTED]oneducator.com

Enrollment Data

Course Name	# Hrs	Payment	Section ID	Registration ID	Enroll Date	Begin Date	End Date	Completed Date	Status	Withdrawn Date	Note	Facilitator	Manage
Math for K-8 Teachers: Space and Shape	24	Free	9449	86592	5/13/2010 12:00:00 AM	4/26/2010	6/14/2010			Jun 7 2010 12:00AM Withdrawn	...	Mann, Lee Ann	Manage
Math for K-8 Teachers: Number	20	Free	9187	85378	4/28/2010 12:00:00 AM	6/21/2010	7/18/2010		Incomplete		...	Facilitator Beacon	Manage



Withdraw

OR

Transfer –

This is a request to Beacon Staff. You will be emailed concerning your request.

Manage Enrollment - Guest, Beacon

Employee ID:
Name: Guest, Beacon

Enrollment ID: 33209
Course: Building Relationships with Parents
Section ID: 10001163
Facilitator: Beacon Facilitator
Begin: 11/05/2018
End: 12/02/2018

Status: Enrolled
Paid: Contract #10067

Withdraw

Transfer

Close Window

*IF the person has submitted a Summative exercise, the person can be transferred, but not withdrawn.





Contract Managers



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STARLCA@bay.k12.fl.us

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