**Lowering Alerts in Beacon**

* Alert can be lowered by the issuing faculty or staff member.
* To lower the alert, go to <https://hood.campuslabs.com/home/> and then the FACULTY link (not the Beacon link). Click on the notations link in the upper right corner, and you will see the alerts you have issued. Once you click on the alert, you will be able to lower the alert when asked.
* When an alert is lowered, it doesn’t disappear, but it shows the alert has been addressed.
* We realize all alerts will not be resolved, but most will be addressed. For example, the student may not respond to the alert, and you may decide to send a second alert. That’s fine! However, when the alert(s) have been addressed, they can be lowered by the issuing faculty or staff member.
* If alerts are not lowered after they are addressed, the open alert will continue to show as not being addressed, and the students will continue to have open alerts until the end of the semester until they are bulk lowered. This sends a message to the students’ success network that those alerts have not been addressed.
* Once the student has three open alerts, the students of concern committee will provide outreach to the student.