

## Tips for Beacon Courses

1. When responding to the exercises write and save the response in **Word first** and then copy/paste it into the Beacon response box. That way, your response is saved (save it with the assignment number and course name in document name) and you have a chance to edit it before submitting. Plus, you always have a back-up to the electronically submitted work.
2. Please use your name as part of the “subject” line if you send your facilitator an email message from your home email address, so that she knows who you are.
3. **It’s OK to work with a buddy to discuss and clarify questions and responses. However, teachers should not copy each other’s responses word for word. Be advised that Beacon audits submitted work. Duplication of answer will not be accepted.**
4. **If our Nassau facilitators allow duplication of answers among participants, Beacon audits will identify it and the district will not be allowed to use the Beacon courses. To remain approved by the FL DOE as a Reading Endorsement or ESOL provider, Beacon must maintain the credibility of their courses.**
5. Before submitting a response, make sure that you’ve read the directions and you’ve included everything required. Take your time and give thought to your answers. Short, incomplete answers will not be approved.
6. If the facilitator does not approve your response, please don’t take it personally. Facilitators have a list of necessary criteria for acceptable responses. (Again, be advised that Beacon audits submitted work.)
7. To ensure approval of submitted responses, please read the directions, refer to the suggested pages, and give thorough answers. Short, “skimpy” responses won’t meet the criteria for acceptance.
8. Feel free to have your facilitator read over your answer before you submit.
9. Although there is not a weekly deadline for submitting assignments, you are encouraged to establish a consistent time every week to work on the course, just as if you had to go to a live class. The advantage is that it can be late Monday night, Saturday afternoon, or whenever it best suits your personal life. That way you do not get behind.
10. Let your facilitator know if you have been sick, are going to be out of town or if you expect a significant delay in doing assignments and be as specific as possible about when you will submit your next assignment. It helps your facilitator to know in advance about a gap in submissions so that she doesn’t worry that there is a problem with receiving assignments.
11. If extenuating circumstances arise, please contact both your facilitator and Joyce Menz to discuss your progress with the course.
12. **Withdrawals**  
Beacon automatically withdraws ALL participants who have not submitted ANY assignments 7 days before the end day of the course.
13. If you are ever unable to open the Beacon site or log in, please notate the date and time. Try again before notifying Joyce of the problem, just to be sure it wasn’t a temporary, short glitch. As you work through the course, please let us know if you have any questions, concerns, or problems!