

Quick Notification Tool

The screenshot shows the top navigation bar of the Shepherd University website. It includes a dark blue header with the university logo, navigation links, and a search bar. Below the header is a grid of menu items categorized by user type: Future Students, Current Students, Alumni & Friends, and Faculty & Staff. A yellow arrow points to the 'Beacon Quick Notification Tool' link in the 'Future Students' column.

FUTURE STUDENTS	CURRENT STUDENTS	ALUMNI & FRIENDS	FACULTY & STAFF
Academic Affairs	Class Schedule	Institutional Research	Robert C. Byrd Center
Academic Calendars	Classified Employees Council	Institutional Review Board	Room Reservations
Academic Community Outreach	Colleges and Departments	International Shepherd	Sakai
Academic Support Center	Common Reading	Internships	Service Learning
Accident/Incident Reporting	Constitution of Shepherd University	Lactation Privacy Room	Shepherd Entrepreneurship and Research Corporation
Advising Assistance Center-Faculty	Consumer Information	Library	Shepherd Success Academy
Advocacy for Shepherd	Core Curriculum	Martinsburg Center	Shepherd University Foundation
Appalachian Heritage Writer-in-Residence	Counseling Services	News and Events	Staff Handbook
Assembly	Dining Services	Non-Discrimination and Civility	Strategic Plan
Auxiliary Enterprises	Disability Support Services	Office of Sponsored Programs	Strategic Research Initiatives
Beacon	Diversity and Equity	Organizational Chart	Student Employment
Beacon Quick Notification Tool	Email	Parking	Student Success
Board of Governors	Event Planning	Phi Kappa Phi Honor Society	Study Abroad
Bookstore	Facilities Management	Picket Student Newspaper	

Quick Notification Tool

Student Success Home
Student Success Staff
Beacon Quick Notification Tool
Campuslabs Dashboard - Beacon
Beacon Resources
Academic Support Center
Advising Assistance Center
Beacon
Career Services
Class Schedule
Core Curriculum
Counseling Services

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Beacon Quick Notification Tool

Success Network Message

Our campus relies on you to ensure that all of our students receive the attention they require to maintain their success.

Create an **Alert** to send a high priority notice to faculty/staff who work with the student or an **Update** to log a note about the student. Reinforce positive learning strategies by giving students **Encouragement**.

Notifications will be sent out to your colleagues with the contents of your alert or update.

[Create Notification](#)



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Academic Support Center
Advising Assistance Center
Beacon
Career Services
Class Schedule
Core Curriculum
Counseling Services
Disability Support Services

Pick Notification Type

Update

Updates allow you to share information about a student with members of their success network.



Alert

Alerts are **very important** updates and will **require a response** from the Success Network.



Encouragement

Students who receive encouragement to work hard toward their goals are more engaged in learning than their peers. Helping students adopt a [growth mindset](#) will help them reorient their attitudes toward learning.



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The screenshot displays the 'Create Alert' interface. On the left is a sidebar with the following menu items: 'The Office of Student Success Home', 'The Office of Student Success Staff', 'Student Success Newsletter', 'Shepherd Success Academy', 'Beacon Access & Resources for Faculty & Staff', 'Beacon Quick Notification Tool' (highlighted), 'Related Offices', 'Online Resources', 'Request a Presentation', and 'History'. The main content area is titled 'Create Alert' and contains the following sections:

- * Student's Name or Id**: A text input field with the placeholder 'Start typing name or Id...'. Below it is a checkbox labeled 'Allow student to view alert'.
- * Audience**: Three radio button options: 'Professional Staff (excludes Peer Advisors)', 'Full Network (Professional Staff and Peer Advisors)', and 'Specific Network Members (select individuals connected to this student)'.
- + Additional Audience Members**: A link to add more members.
- Occurrence Date**: A date selection field with the placeholder 'Select a date...'.
- Categories**: A dropdown menu with 'Select...' as the current selection.
- Reasons**: A dropdown menu with 'Select...' as the current selection.
- * Description**: A rich text editor with formatting icons (B, I, U, P) and a large text area.

At the bottom of the form, there is a disclaimer: *"Information contained in BEACON is governed by FERPA. Dissemination or duplication of information is strictly prohibited."* and two buttons: 'Save Alert' and 'Cancel'.