Behavior

August 2012

Behavior

Overview | What is an Incident? | Setting Up Behavior Options and Behavior Administration | Creating a Record of a Behavior Incident | Viewing the Student Behavior Tab | Managing Detention | Reporting Behavior Information | Notifying Parents of Behavior Events | Localized Articles

The Behavior module was enhanced with the release of E.1230.

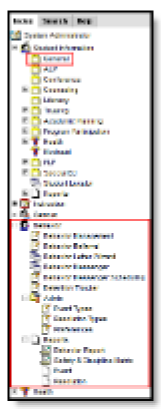
This article includes updates made to this tool with the release of E.1230. A previous version of this module exists.

- Behavior (.1226 and previous)

See the Finding the Infinite Campus Version for more information about determining your version of Campus.

Overview

The Behavior module provides tools for monitoring and recording behavior incidents, for creating letters for parents/guardians regarding student's behavior and for generating reports related to behavior. This page is designed to assist the user in the tasks, skills and procedures relating to Behavior. All tasks and tools are linked to the appropriate help articles.



Click to Enlarge

What is an Incident?

An incident is a group of behavior events linked by time and proximity. Events do not have to be related or have the same participants to be grouped together in a incident. In this way, incident reporting is similar to a police report - a record of occurrences at a specific time and place.

Pep Rally Example

During a pep rally during school, a fight breaks out between two students, which results in a third student being injured. Two teachers break up the fight and find that one of the students is in possession of drugs. While the fight is happening, another student is caught attempting to steal from observers' backpacks. This occurrence would be considered a single incident with multiple events (the fight, drug possession, attempted theft) and multiple participants (fighting students, injured student, thief).

Setting Up Behavior Options and Behavior Administration

Topic	Tool
Establishing **Tool Rights** for the appropriate users/groups to use behavior tools.	User Security
Creating district-level and school-level Behavior Event options.	Admin (Behavior)
Creating district-level and school-level Behavior Resolution options.	Admin (Behavior)
Managing Event and Resolution Types by **merging** duplicate types.	Admin (Behavior)
Setting behavior **Preferences** for default Notify options and report Display options.	Admin (Behavior)
Customizing Behavior options.	Attribute Dictionary

Creating a Record of a Behavior Incident

Topic	Tool
Reporting a Behavior Incident using a **Behavior Referral**, including: • Entering Incident Information. • Adding Events. • Identifying Participants.	Behavior Referral
Creating a Behavior Incident record in the **Management Tool**, including: • Entering Incident Detail Information. • Adding Events. • Identifying Participants. • Assigning Resolutions.	Behavior Management Tool

Viewing the Student Behavior Tab

Topic	Tool
Viewing participation information.	Behavior (Student)
Assigning a **Resolution**.	Behavior (Student)
Managing Detention for a student from within the incident record.	Behavior (Student)
Printing individual behavior information for a student for an Incident, the current Calendar or All Years.	Behavior (Student)

Managing Detention

Topic	Tool
Assigning a Behavior Resolution of Detention through the **Behavior Tab** or the **Management Tool** as part of incident participation.	Behavior (Student) Behavior Management Tool
Managing Detention for a student from within the incident record.	Behavior (Student)
Entering detention for an **individual** or a **group** of students using the **Detention Tracker** .	Detention Tracker

Reporting Behavior Information

Topic	Tool
Printing individual behavior information for a student for an Incident, the current Calendar or All Years.	Behavior (Student)
Reporting a Behavior Incident using a **Behavior Referral**.	Behavior Referral
View a report of Behavior Events by **event type** or **resolution type**.	Behavior Event Report Behavior Resolution Report

Notifying Parents of Behavior Events

Topic	Tool
Create a **disciplinary letter** regarding behavior events.	Behavior Letter Wizard
Create a **message template** reporting a behavior event and **schedule** it to be sent.	Behavior Messenger Behavior Messenger Scheduling

Localized Articles

The following states have Behavior Editors articles describing the localized fields for that state. Additional articles are also listed.

- Arizona
- BIE
  - BIE Event Types
  - BIE Resolution Types
- California
- Connecticut
- Georgia
- Idaho
  - Event and Resolution Types
- Kansas
- Kentucky
  - Kentucky Event Types
  - Kentucky Resolution Types
- Louisiana
- Maine
- Massachusetts
- Minnesota
- Montana
- Nebraska
- Ohio
- Pennsylvania
- South Dakota
- [Texas]
- Virginia
- Wyoming

> Questions? Access the Behavior Forums to ask a question related to Behavior and review other questions users have had.

Behavior Management Tool

[Overview](#) | [What is an Incident?](#) | [Managing Submitted Referrals](#) | [Creating an Incident](#) | [Incident Detail Information](#) | [Event Information](#) | [Participant Information](#) | [Adding a Resolution](#) | [Deleting an Incident](#)

This tool was released with E.1230.

Overview

PATH: *Behavior > Behavior Management*

The Behavior Management Tool allows users with the appropriate tool rights to manage existing behavior as well as enter new behavior incidents.

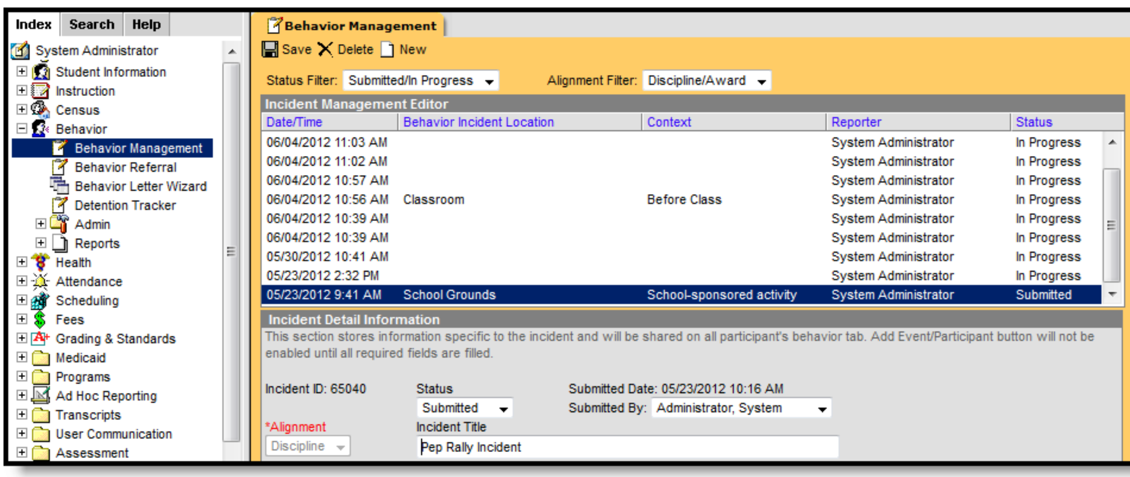


Image 1: Behavior Management Tool

This article describes how to:

- [Manage submitted referrals](#).
- Create new [Incident records](#), including
  - Attaching [events](#) to an incident.
  - Designating [participants](#) in an event.
  - Adding [resolutions](#) to participants.

An incident record is made up of 2 parts, the **Incident Information**, which provides the general information about the behavior incident, and the **Events and Participants** area, which describes the individual events within the incident and the participants in each event and participants' resolutions. Information entered in these areas will be viewable in the student's [Behavior tab](#) as described below:

Area	Where information will appear

Incident Information	Will be viewable for all participants.
Event Information	Will be viewable for all participants in that event.
Participant/Resolution Information	Will only be viewable for that participant.

For state-linked districts, data will only sync from district to state under the following conditions:

- An Incident with a state event code mapping.
- An Incident with a state resolution code mapping.
- An Incident with a state code mapping and no participant.
- For BIE only:
  - An Incident with a BIE event code mapping.
  - An Incident with a BIE resolution code mapping.
- For Maine only:
  - Syncing will only occur if both the event and resolution have a state code mapping.

What is an Incident?

An incident is a group of behavior events linked by time and proximity. Events do not have to be related or have the same participants to be grouped together in a incident. In this way, incident reporting is similar to a police report - a record of occurrences at a specific time and place.

Pep Rally Example

During a pep rally at school, a fight breaks out between two students, which results in a third student being injured. Two teachers break up the fight and find that one of the students is in possession of drugs. While the fight is happening, another student is caught attempting to steal from observers' backpacks. This occurrence would be considered a single incident with multiple events (the fight, drug possession, attempted theft) and multiple participants (fighting students, injured student, thief).

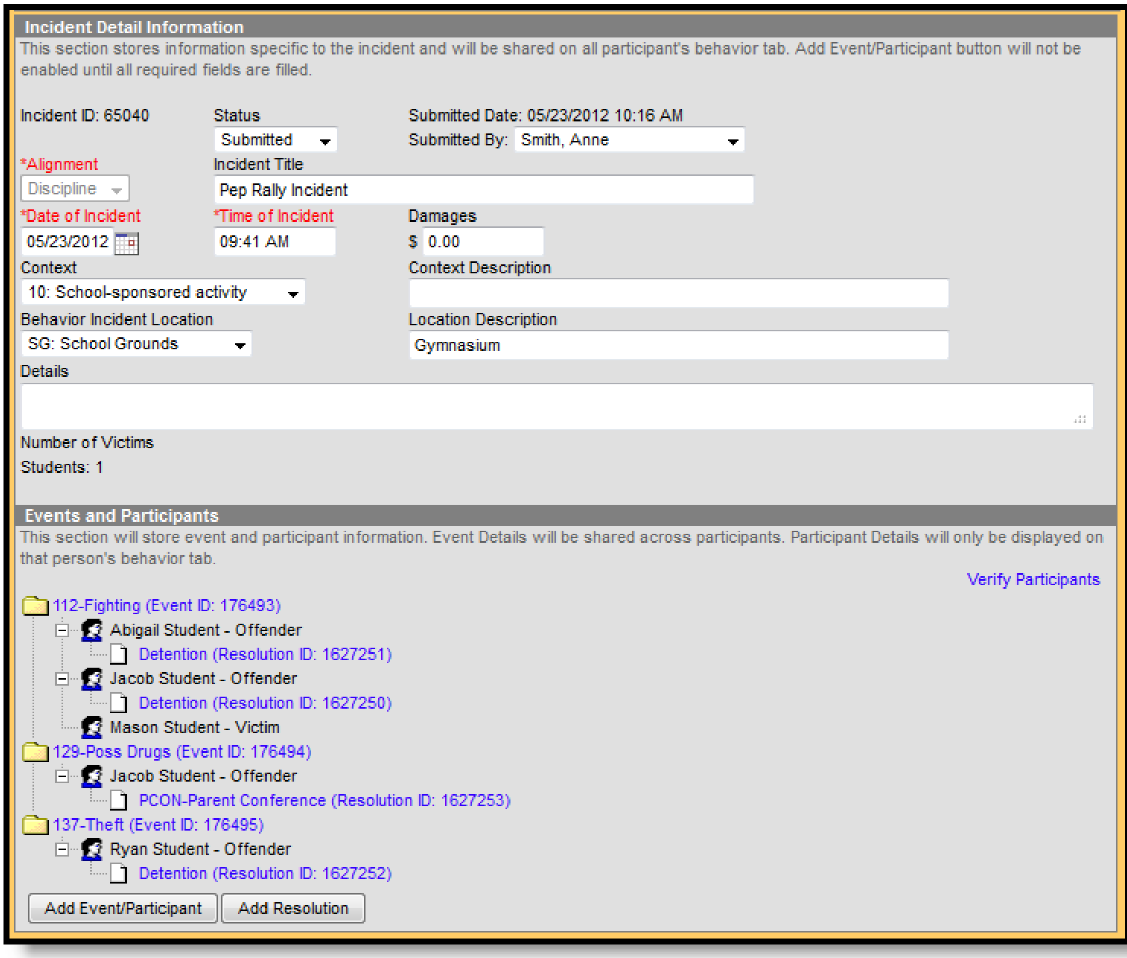


Image 2: Behavior Management - Pep Rally Incident Example

The images that accompany each section of the incident detail this Pep Rally incident. The image above shows the complete incident based on the Pep Rally example.

Managing Submitted Referrals

When a behavior Referral is submitted, it will appear in the Management tool in a status of **Submitted**. A Process Inbox message will also be sent to all users selected in the **Notify** section of the Referral; users who received this message can click the **Incident ID** to open the Management tool and view incident record.

Users can then modify the incident record as desired, including modifying events or participants and assigning resolutions to participants. See the following Incident, Event, Participant and Resolution sections for a description of the fields that appear in each area.

Incident Management Editor

The Incident Management editor lists all behavior incidents for the School and Year selected in the Campus toolbar and filters results based on criteria selected in the Status and Alignment filters. Incidents can be filtered by status and alignment and sorted by any of the column headings. The list is automatically sorted by Date/Time. The fields that appear in this editor are based on values selected for the incident. The **Reporter** is the individual indicated in the **Submitted By** field, who submitted the referral or created the incident. Status options are as follows:

Status	Description
Submitted	Incident has been submitted as a referral but not yet reviewed by the behavior administrator or other authorized user.
In Progress	Incident is being modified, as when incident details are being verified. This status is also applied to incident records created in the Management tool.
Complete	Incident details have been verified, resolutions assigned, and modifications completed.

Creating an Incident

To create a new incident without entering and submitting a referral, click the **New** button in the action bar. Enter information for the incident based on the information in the tables below.

Enter information for the incident as a whole.

Incident Detail Information

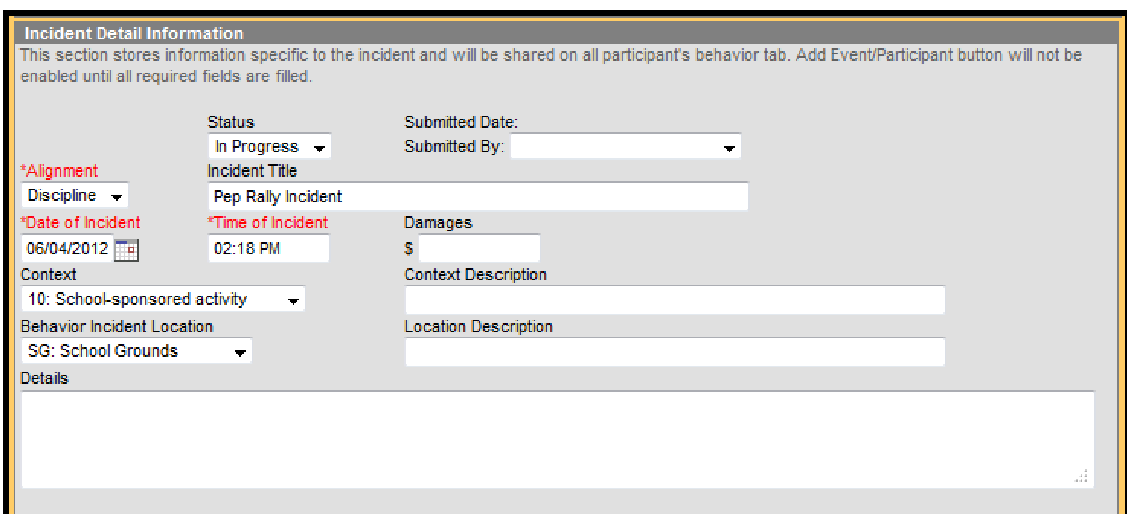


Image 3: Incident Detail Information

Field	Description

Incident ID	The unique identification number assigned to the incident once the record is saved. This field cannot be edited.
Status	The status of the incident as *Submitted*, *In Progress* and *Complete*.
Submitted Date	The date the incident record was reported. This field cannot be edited.
Submitted By	The user who reported the incident.
Alignment	Indicates if the incident is related to *Discipline* (negative) or *Award* (positive).
Incident Title	A brief description of the incident.
Date of Incident	The date the incident takes place. Defaults to the date the incident is created.
Time of Incident	The time the incident takes place. Defaults to the time the incident is created.
Damages	The total cost of all damages that occurred as a result of the incident.
Context	Indication of the setting, or time of day the incident took place.
Context Description	Additional information about the context of the incident.
Location	Where the incident took place.
Location Description	Additional information about the location of the incident.
Details	Any additional information about the incident, including a description of what occurred.

Fields in red text and indicated by an asterisk are required and must be entered before the record can be saved. Once general incident information has been established, add **Events** to describe the individual occurrences and the **Participants** in each event.

Event Information

Click **Add Event/Participant** to open the Event/Participant Details editor.

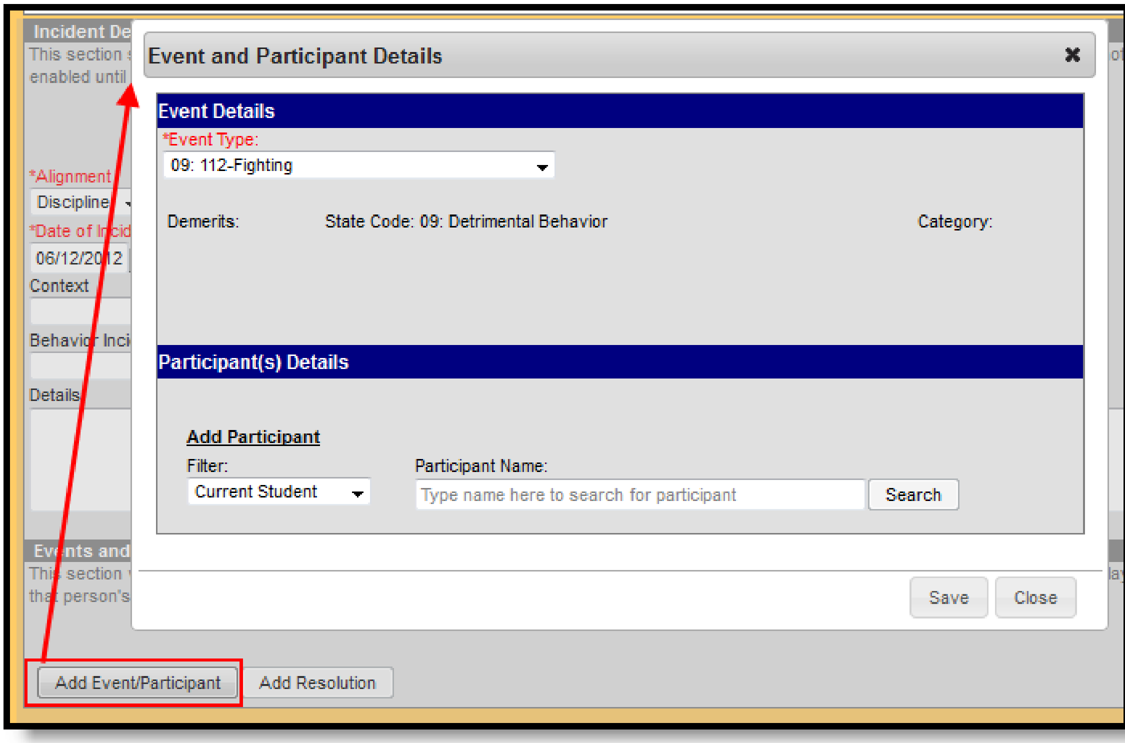


Image 4: Event Information

Enter information about the event as described in the following table. Options may differ by state.

Field	Description
Event Type	The identifying code and name of the event. Event Types are created in the Behavior Admin area and can be mapped to State Event Codes. Options are dependent on the Alignment selected for the Incident; only Event Types with the same alignment will be available.
Demerits/Points	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event. This field displays the value entered for the Event Type
State Code	The State Event Code the event is mapped to. This information is used in report behavior events to the state. This field displays the value entered for the Event Type.
Category	Indicates whether the event is considered to be *Minor*, *Serious* or *Extreme*. This field displays the value entered for the Event Type.

Additional events with distinct or repeated participants can be added to an incident. There is no limit to the number of events that can be added to an incident.

To modify an event, click the hyperlinked Event Type, make the desired modification and click **Save**. To delete an event from the incident, click the hyperlinked Event Type and click **Delete**. Deleting an event will also remove the associated participants' roles from the incident.

Participant Information

Participants are attached to individual events, since participants may be involved in multiple events in different capacities, such as a student involved in a fight who was also found in possession of drugs.

To attach a participant to an event, **Search** for at least the first two characters of the **Participant Name**. Search results can be **Filtered** to include *Current Students* (active enrollment), *School Employees* (active district assignment) and *All People* (Person record in Census).

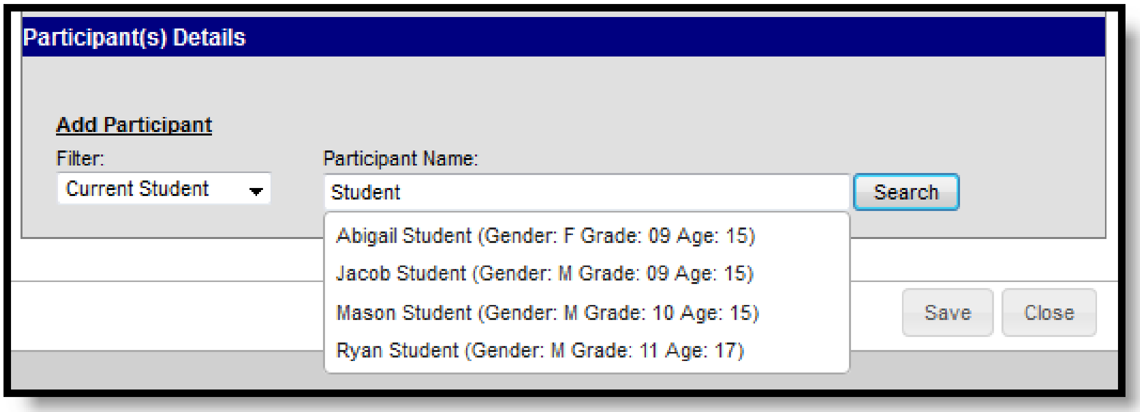


Image 5: Participant Name Search Results

Student names will be followed by the student's Gender, Grade and Age. School Employees will include Gender and Title. All People will only include Gender.

Click the participant's name to add the individual to the event. Participant details will then open for the individual.

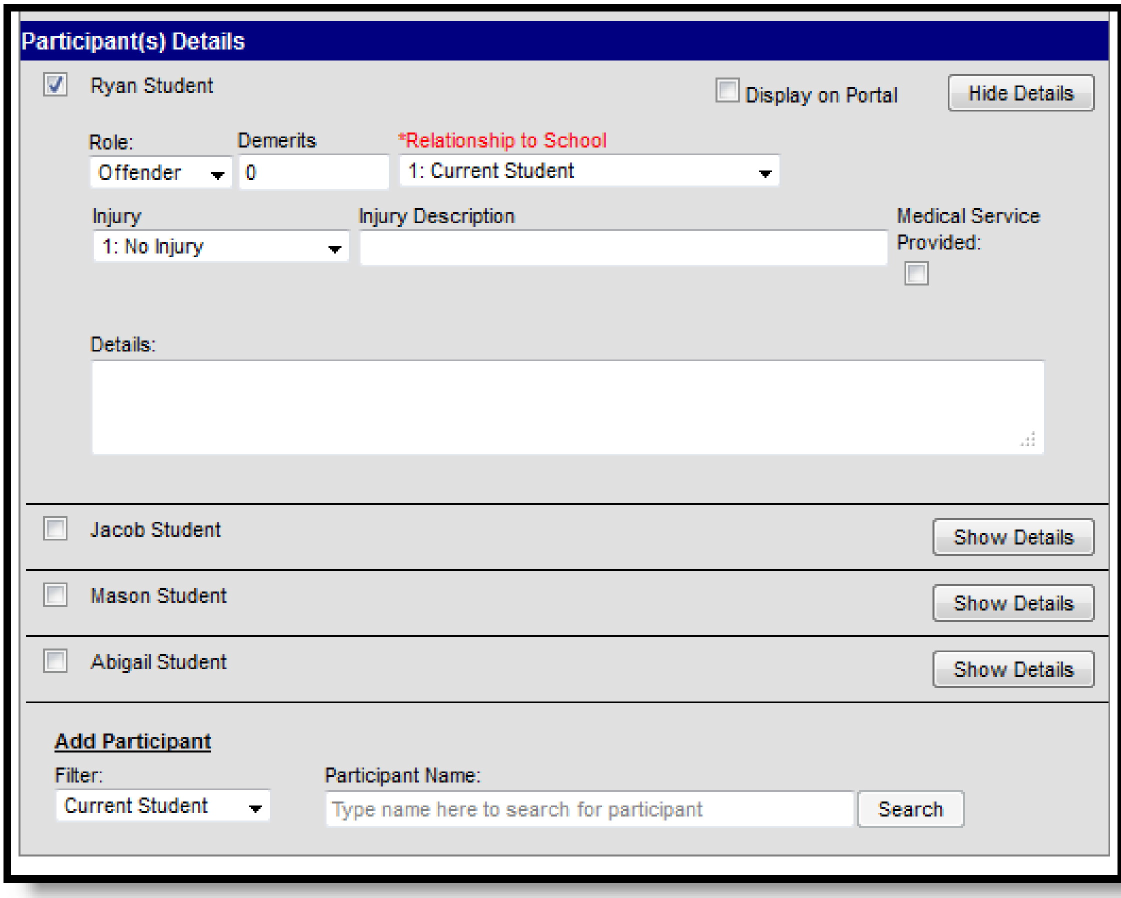


Image 6: Participant Details

Enter participant details based on the following table. Options may differ by state.

Field	Description
Display on Portal	Marking this checkbox will include basic incident and event information for only this participant to appear on the Portal for the student's parents to view.
Role	The way in which the individual participated in the event, as an *Offender*, a *Participant*, a *Victim* or a *Witness*. For Award incidents, the available role is *Recipient*.
Demerits/Points	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event.
Relationship to School	Indicates the participant's relationship to the school, such as current or former student or staff member, at the time of the event. This field is required.
Injury	Indicates if the participant received an injury as a result of the event. Options are *1: No Injury, 2: Minor Injury, 3: Major Injury* or *4: Serious Bodily Injury.*
Injury Description	Additional information about the student's injury.

Medical Service Provided	Indicates if medical service was provided to the individual as a result of the event.
Details	Additional information about the individual's participation in the event.

Additional participants can be added by searching for a name and selecting the participants. A participant can only be searched for and added to an event once. Participant details can be condensed by clicking the **Hide Details** button. To remove a participant, remove the check mark from the checkbox next to the participant's name. The participant will be removed when the event is saved.

When adding participants to any events after the first one recorded, participants of other events in the incident will automatically be available for selection. Mark the checkbox next to the participant's name to include them in the event.

Adding a Resolution

Resolutions are added to an incident and then applied to the appropriate participants. The fields that appear for resolutions will vary by state and by the **Sub-type** of the resolution.

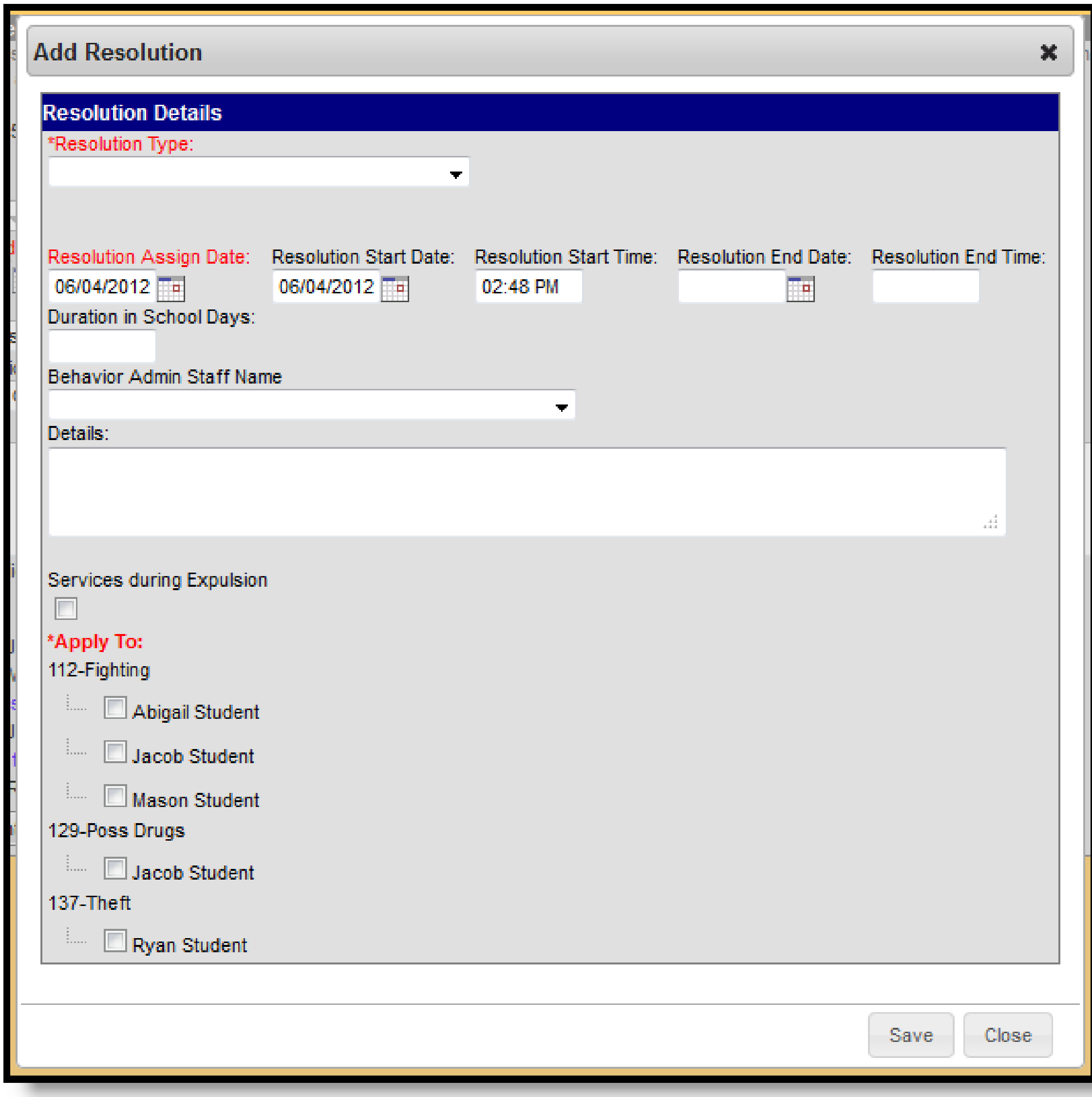


Image 7: Adding a Behavior Resolution - Detention Subtype

Field	Description
Resolution Type	The identifying name and code of the resolution. Resolution Types are created in the Behavior Admin area and are mapped to State Resolution Codes.
State Code	The State Resolution Code the event is mapped to. This information is used in report behavior events to the state. This field displays the value entered for the Resolution Type.
Category	Indicates whether the resolution is considered to be *Minor*, *Involved* or *Intense*. This field displays the value entered for the Resolution Type.
Resolution Assign Date	The date the resolution was assigned.
Resolution Start Date	The date the student will begin serving the resolution.

Resolution Start Time	The time the student will begin serving the resolution.
Resolution End Date	The date the student must complete the resolution by.
Resolution End Time	The time the student must complete the resolution by.
Detention Duration	The number of units the detention resolution will last.
Duration Units	The units used to measure the detention resolution. Options are hours and minutes.
Status	The status of the resolution as *In Progress* or *Complete*.
Behavior Admin Staff Name	The behavior staff member responsible for the resolution.
Duration in School Days	The length of days the resolution of *Suspension* or *Expulsion* will last.
Details	Additional information about the participant's resolution.

After entering resolution details, select which students will be assigned the resolution using the Apply to checkboxes. Resolutions will appear under participant names in the Event/Participant tree. Multiple resolutions can be assigned to a participant, but resolutions cannot be concurrent. If a user attempts to assign resolutions that occur at the same time, a warning message will appear instructing users to modify Start and End Dates before saving the record.

To modify a resolution, click the hyperlinked Resolution, make the desired modification and click **Save**. To delete an resolution from a participant, click the hyperlinked Resolution and click **Delete**.

Deleting an Incident

To delete an incident, click the **Delete** button in the action bar. The incident will be removed, along with all event, participant and resolution information within this tool and elsewhere.

Behavior Referral

Overview | What is an Incident? | Creating a Behavior Referral | Incident Information | Event Information | Participant Information | Deleting a Behavior Referral

This article includes updates made to this tool with the release of E.1230. A previous version of this article exists:

- Behavior Referral (.1226 and previous)

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

PATH: *Behavior > Behavior Referral*

The Behavior Referral Form allows school staff members to complete an online referral for a student behavior event and submit it to a staff member responsible for managing behavior for further action.

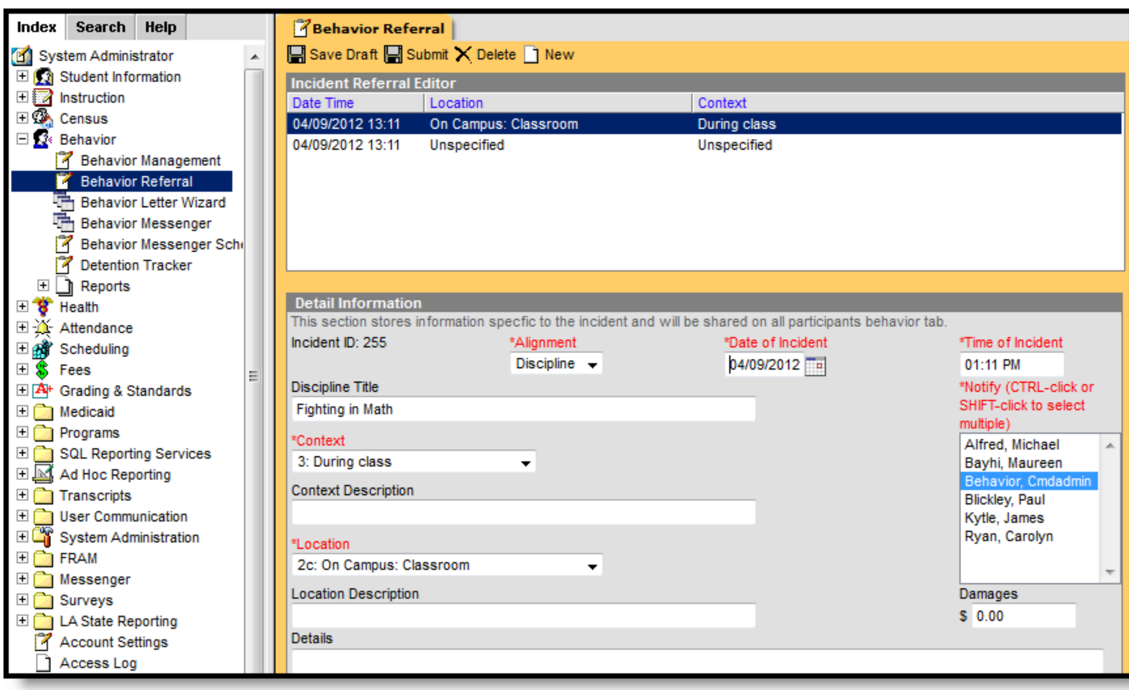


Image 1: Behavior Referral

This article describes how to:

- Modify an existing referral or create a new one.
- Enter Incident-level referral information.
- Attach events to an incident.
- Designate participants in an event.
- Save a referral as a draft or submit it to the Behavior Management tool.

A Behavior Referral is made up of two parts: **Incident Information**, which provides the general information about the behavior incident, and **Events and Participants**, which describes the individual events within the incident and the participants in each event. Information entered in these areas will be viewable in the student's Behavior tab as described below:

Area	Where information will appear
Incident Information	Will be viewable for all participants.
Event Information	Will be viewable for all participants in that event.
Participant Information	Will only be viewable for that participant.

What is an Incident?

An incident is a group of behavior events linked by time and proximity. Events do not have to be related or have the same participants to be grouped together in a incident. In this way, incident reporting is similar to a police report - a record of occurrences at a specific time and place.

Pep Rally Example

During a pep rally at school, a fight breaks out between two students, which results in a third student being injured. Two teachers break up the fight and find that one of the students is in possession of drugs. While the fight is happening, another student is caught attempting to steal from observers' backpacks. This occurrence would be considered a single incident with multiple events (the fight, drug possession, attempted theft) and multiple participants (fighting students, injured student, thief).

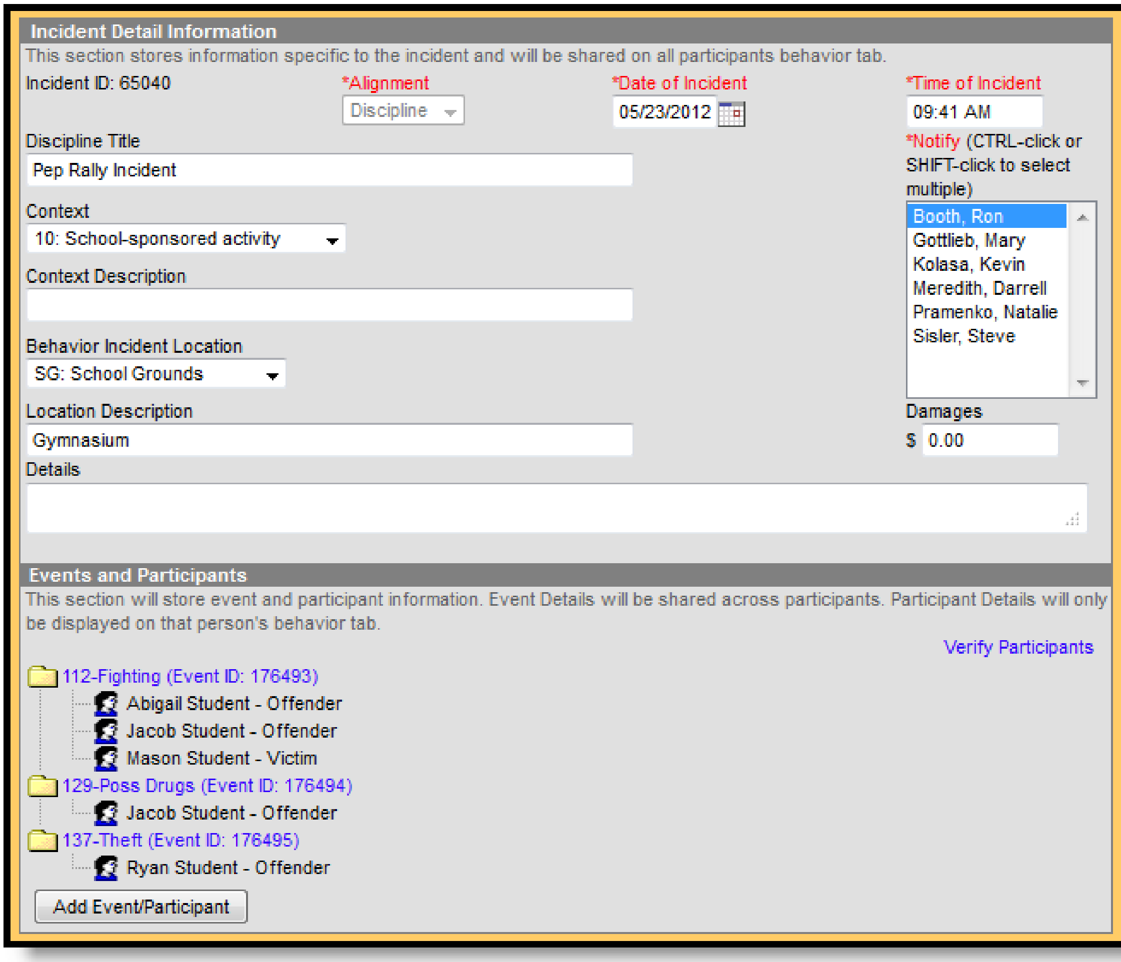


Image 2: Behavior Referral - Pep Rally Incident Example

The following images that accompany instructions detail this Pep Rally Incident. The image above shows the completed referral based on the Pep Rally example.

Creating a Behavior Referral

First, click **New** to open a new Referral and enter information for the incident as a whole in the Incident Detail Information.

Refer to the following Incident, Event and Resolution sections for descriptions of each field in the referral. Enter information in the referral as needed based on these descriptions. Fields may vary by state. At any point while creating a referral, clicking **Save Draft** for the referral or Event/Participant editor will save the entered information in draft status. Clicking **Submit** will submit the referral with any entered information. The incident will no longer be available in the referral tool. A Process Inbox message will be sent to the individuals selected in the **Notify** field, and the incident will be available through the Behavior Management tool.

Incident Information

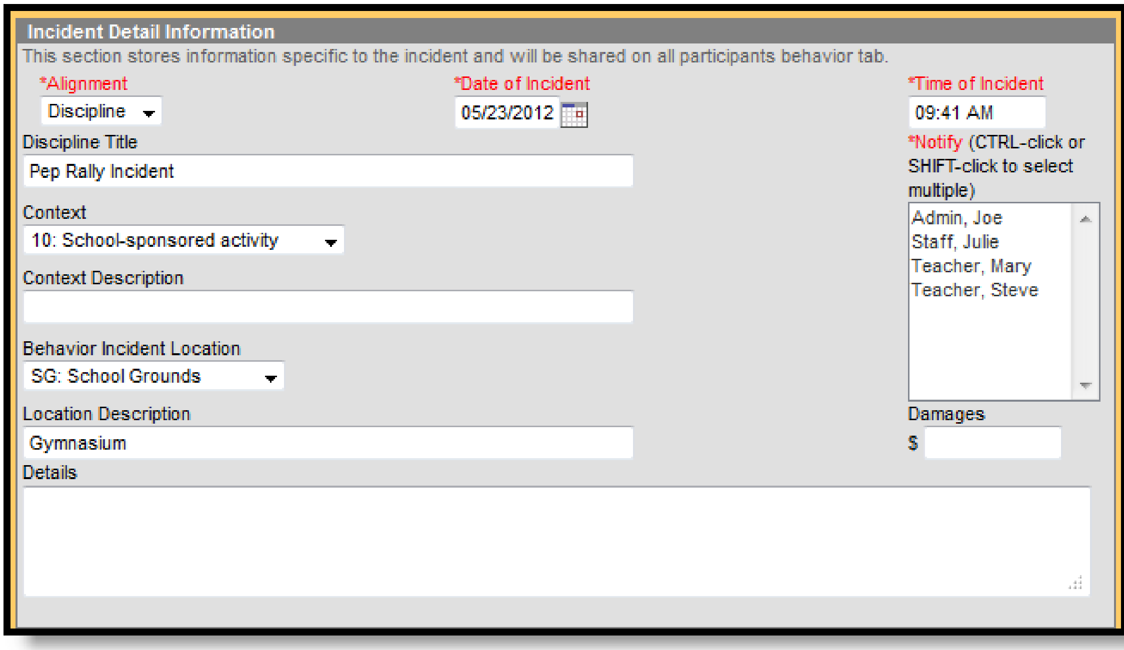


Image 3: Behavior Referral - Incident Information

Field	Description
Incident ID	The unique identification number assigned to the incident once the referral is saved. This field cannot be edited.
Alignment	Indicates if the incident is related to Discipline (Negative) or Award (Positive).
Date of Incident	The date the incident takes place. Defaults to the date the referral is created.
Time of Incident	The time the incident takes place. Defaults to the time the referral is created.
Discipline Title	A brief description of the incident.
Context	Indication of the setting or time of day the incident took place.
Context Description	Additional information about the context of the incident.
Location	Where the incident took place.
Location Description	Additional information about the location of the incident.

Notify	Once the referral is submitted, a message will be sent to the process inbox of the individual(s) selected. ✅ Users to notify by default can be set in Behavior Preferences.
Damages	The total cost of all damages that occurred as a result of the incident.
Details	Any additional information about the incident, including a description of what occurred.

Fields in red text indicated by an asterisk are required and must be entered before the record can be submitted. Once general incident information has been established, add **Events** to describe the individual occurrences and the **Participants** in each event.

Event Information

Then, click **Add Event/Participant** to open the Event/Participant Details editor.

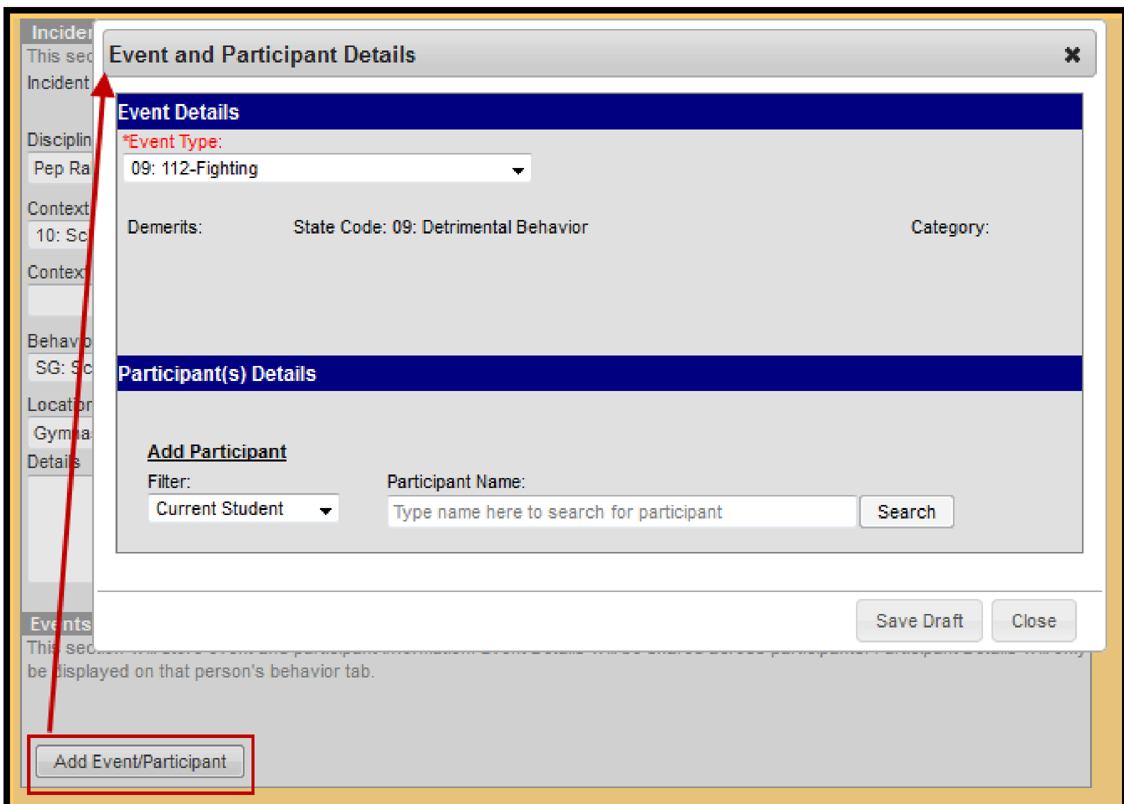


Image 4: Event Information

Enter information about the event as described in the following table. Options may differ by state.

Field	Description

Event Type	The identifying code and name of the event. Event types are created in the Behavior Admin area and can be mapped to State Event Codes. Options are dependent on the Alignment selected for the Incident; only Event Types with the same alignment will be available.
Demerits/Points	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event. This field displays the value entered for the Event Type.
State Code	The State Event Code to which the event is mapped. This information is used in report behavior events to the state. This field displays the value entered for the Event Type.
Category	Indicates whether the event is considered to be *Minor*, *Serious* or *Extreme*. This field displays the value entered for the Event Type

Additional events with distinct or repeated participants can be added to an incident. Click **Save Draft** and then **Add Event/Participant**. There is no limit to the number of events that can be added to an incident.

To modify an event, click the hyperlinked Event Type, make the desired modification and click **Save**. To delete an event from the incident, click the hyperlinked Event Type and click **Delete**. Deleting an event will also remove the associated participants' roles from the incident.

Participant Information

Participants are attached to individual events since participants may be involved in multiple events in different capacities such as a student involved in a fight who was also found in possession of drugs.

To attach a participant to an event, **Search** for at least the first two characters of the **Participant Name**. Search results can be **Filtered** to include *Current Students*, *School Employees* and *All People*.

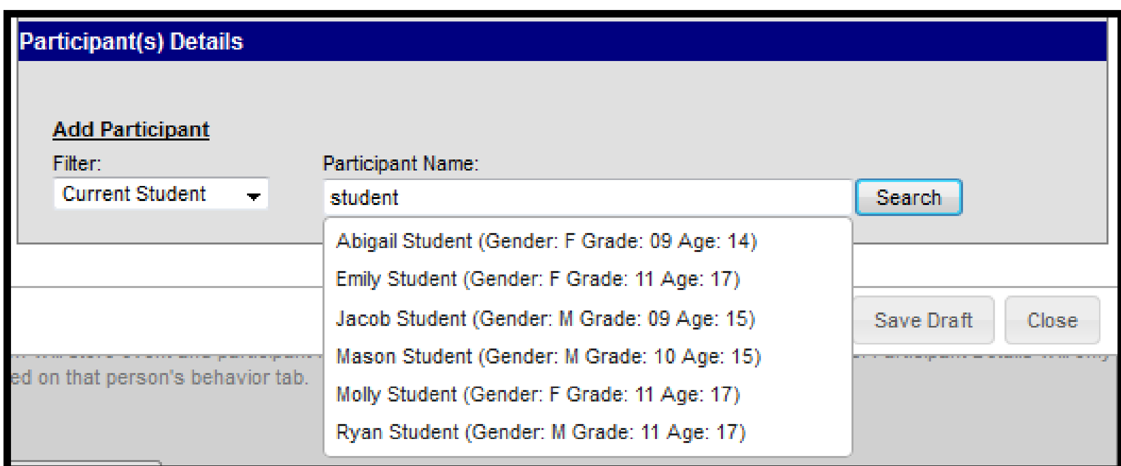


Image 5: Participant Name Search Results

Student names will be followed by the student's Gender, Grade and Age. School Employees will include Gender and Title. All People will only include Gender.

Click the participant's name to add the individual to the event. Participant details will then open for the individual.

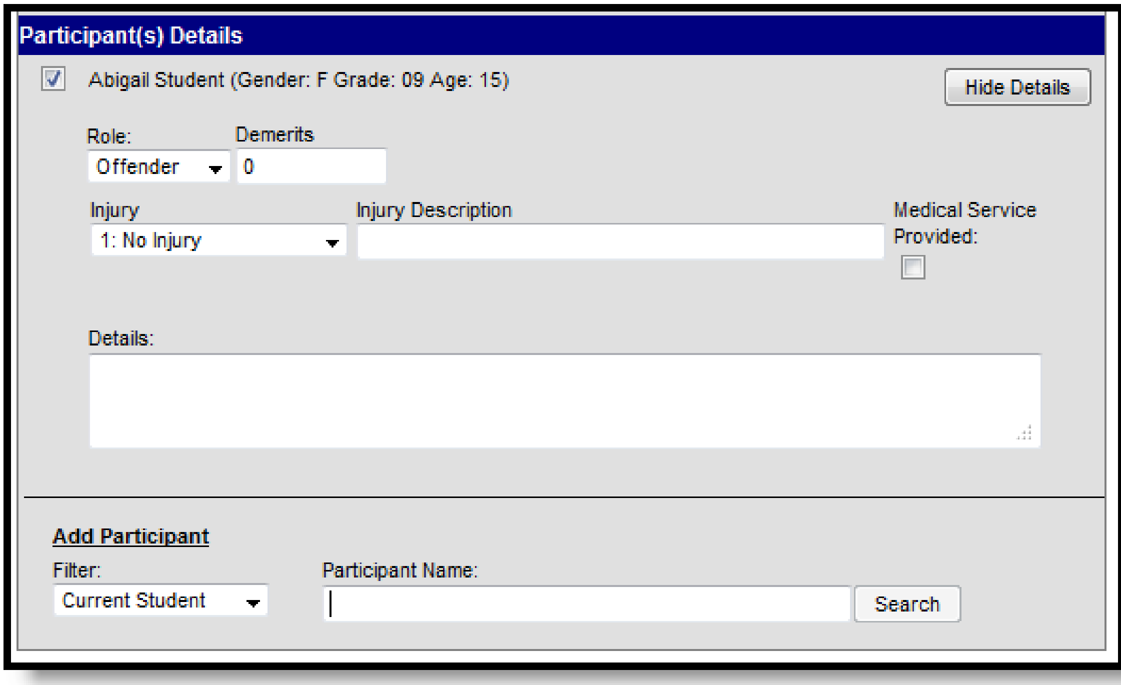


Image 6: Participant Details

Enter participant details based on the following table. Options may differ by state.

Field	Description
Role	The way in which the individual participated in the event, as an *Offender*, a *Participant*, a *Victim* or a *Witness*. For Award incidents, the available role is *Recipient*.
Demerits/Points	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event.
Injury	Indicates if the participant received an injury as a result of the event.
Injury Description	Additional information about the student's injury.
Medical Service Provided	Indicates if medical service was provided to the individual as a result of the event.
Details	Additional information about the individual's participation in the event.

Additional participants can be added by searching for a name and selecting the participants. A participant can only be searched for and added to an event once. Participant details can be condensed by clicking the **Hide Details** button. To remove a participant, remove the check mark from the checkbox next to the participant's name. The participant will be removed when the event is saved. There is no limit to the number of participants that can be added to an event.

When adding participants to any events after the first one recorded, participants of other events in the incident will automatically be available for selection. Mark the checkbox next to the participant's name to include them in the event.

> Once Event and participant details have been entered, click **Save Draft** to save the event and keep the referral in draft status. To submit a referral, click the **Submit** button on the referral. Once a referral is submitted, it cannot be modified in the Referral tool. A Process Inbox message will be sent to the individuals indicated in the **Notify** field and the incident will be available through the Behavior Management tool.

The **Verify Participants** hyperlink will display a list of all participants and their details.

Deleting a Behavior Referral

To delete a referral, click the **Delete** button in the action bar. The incident will be removed, along with all event, participant and resolution information within this tool and elsewhere. Submitted referrals cannot be deleted from the Behavior Referral tool.

Behavior Letter Wizard

Overview | Creating a New Behavior Letter | Printing Behavior Letters | Editing Saved Letters | Deleting Saved Letters

> This article includes updates made to this tool with the release of E.1230. A previous version of this article exists:
>
> - Behavior Letter Wizard (.1226 and previous)
>
> See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

Try It	Discuss It

PATH: *Behavior > Behavior Letter Wizard*

The Behavior Letter Wizard allows schools and districts to create disciplinary letters which populate student data based on predefined event trigger criteria. Users are able to initially create a behavior letter and then generate that letter each time they want to pull student data for the defined criteria.

Different letter formats can be created for any combination of events and resolutions. Users can create letters for an effective date or a date range. Sort options are provided for desired printing options, either by student name or by mailing address zip code (for bulk mail rates). Created letters are saved and can be used as many times as desired.

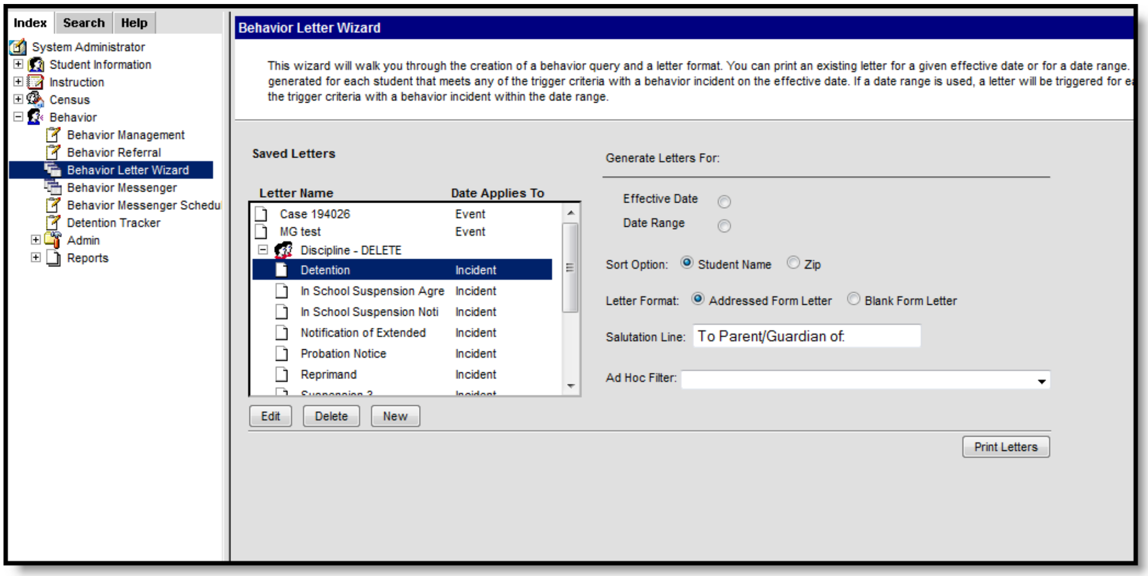


Image 1: Behavior Letter Wizard

Creating a New Behavior Letter

1. Click the **New** button located below the **Saved Letters** window. This action displays the **Trigger Criteria and Report Options** page.

Entering Trigger Criteria

1. Enter the **Letter Name.** This will be the name which appears within the **Saved Letters** window and describes the nature of the report being created.
2. Select either **Incident** or **Resolution** in the **Apply Date Selection To** area. This option allows users to search for behavior events when only the event or resolution date is known. This option also appears within the **Saved Letters** window, informing the user to which date the letter applies.
3. Select the **Event** trigger criteria from the dropdown list. This is the behavior event a student will need to be given to potentially populate the letter. Selecting Any Event will include all behavior events which meet the criteria and date range entered. Up to 99 behavior events/resolutions can be added to the letter wizard editor.

> The Behavior Letter Wizard will **only** accept Event Types containing the following special characters: ? < > . : ; ? | * % @ # ! $ ^ ( ) - _ + = " ". Attempting to generate a behavior letter containing an Event Type with an "&" character will produce an error.

4. Select the **Resolution** trigger criteria from the dropdown list. This will be the behavior resolution a student will need to be given to potentially populate the letter. Selecting **Any Resolution** will include all behavior resolutions, including unresolved events, which meet the criteria and date range entered.
5. Select the **Role** trigger criteria from the dropdown list. Only students with this role assigned will potentially populate the letter depending on the criteria and date range entered.
6. Enter the **Event Count.** This field only counts events matching the given trigger criteria. This is number of times a student must have the specified behavior event, resolution and role combination occur from the start of the calendar year to the effective date, or last day of the date range. This field defaults to any count if left blank. Entries in this field should be numeric only. A warning message will appear if the entered value is not numeric.
7. Add additional trigger criteria by selecting the **Add Criteria** button.

> Event, Resolution and Role criteria are **JOINED** using **AND** to increment the count. Multiple criteria rows are joined using **OR**.

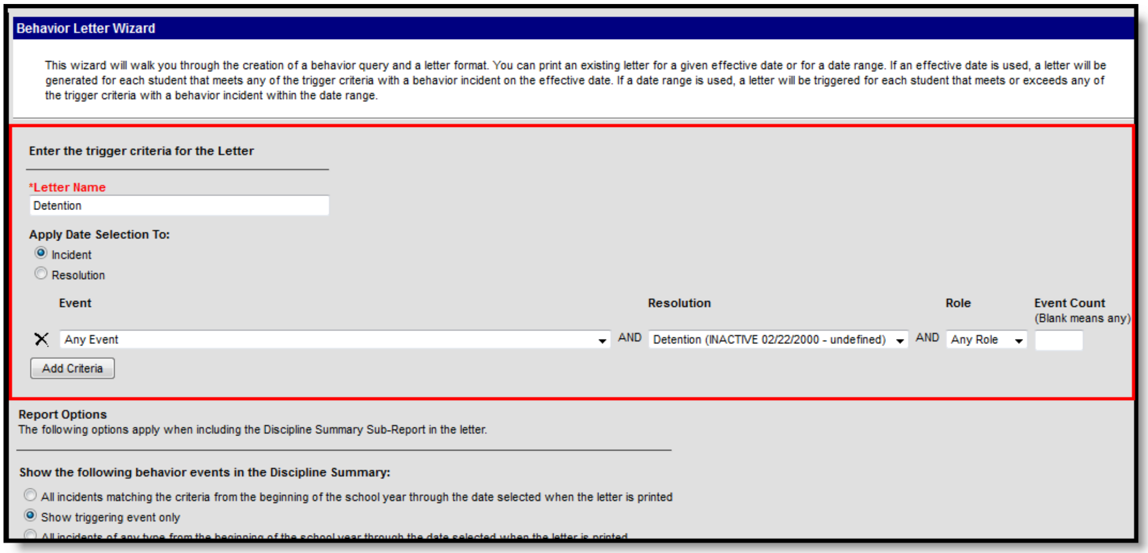


Image 2: Behavior Letter Wizard - Trigger Criteria

Entering Report Options

1. Select what events will be pulled into the Discipline Summary Report. Below is a summary of each option:
   - **All incidents matching the criteria from the beginning of the school year through the date selected when the letter is printed** - This will pull all events of the type selected with the resolution and role specified from the beginning of the calendar year to the last day in the date range entered.
   - **Show triggering event only** - This will only display events which triggered the count date criteria to be met.
   - **All incidents of any type from the beginning of the school through the date selected when the letter is printed** - This will display all behavior events that which occurred from the beginning of the calendar year to the effective date entered or last day within the date range entered
2. Select which information to include within the Discipline Summary Report by marking the appropriate checkboxes. Only information marked within this area will display within the Discipline Summary Report. The following is a definition of each option:
   - **Show Role** - The role (participation) of the student within the event.
   - **Show Demerits** - Demerits entered on the behavior event.
   - **Show Location** - Prints the selection location of the behavior incident as entered on the Event Editor.
   - **Show Context** - Prints the time of day the incident took place in relation to the school day.
   - **Show Referral Name** - Name of the person who witnessed the event and alerted administration.
   - **Show Incident Comments** - Prints comments related to the behavior incident.
   - **Show Role Comments** - Comments entered on the behavior event when selecting the proper designation for the participation of the student.
   - **Show Resolution Comments** - Comments entered on the event resolution.
3. When finished, select the **Letter Format** button. Users will be redirected to a new editor where writing of the letter can begin.

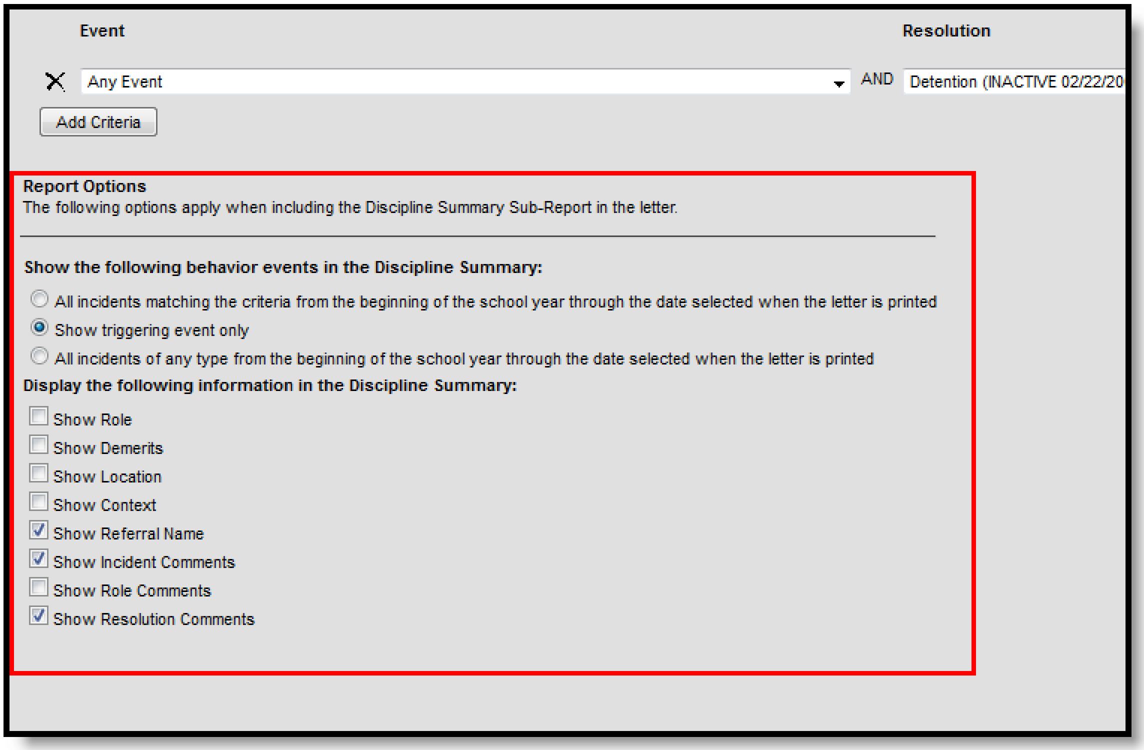


Image 3: Behavior Letter Wizard -Report Options

Inserting Campus Fields and Sub-Reports

To maximize efficiency and allow for the letter to adapt to reporting the same message uniquely for each student receiving a letter, **Campus Fields** can be inserted for each applicable piece of data. This feature functions much like an Ad hoc report.

Users who wanted to have each person's first name appear within the letter would select the Campus Field icon and insert first name by selecting Demographics > firstName. By inserting firstName, each individual letter will have the person's name populate where the campus field was placed. This concept can be applied to a variety of Campus data and can greatly improve efficiency when printing letters for a large group of users.

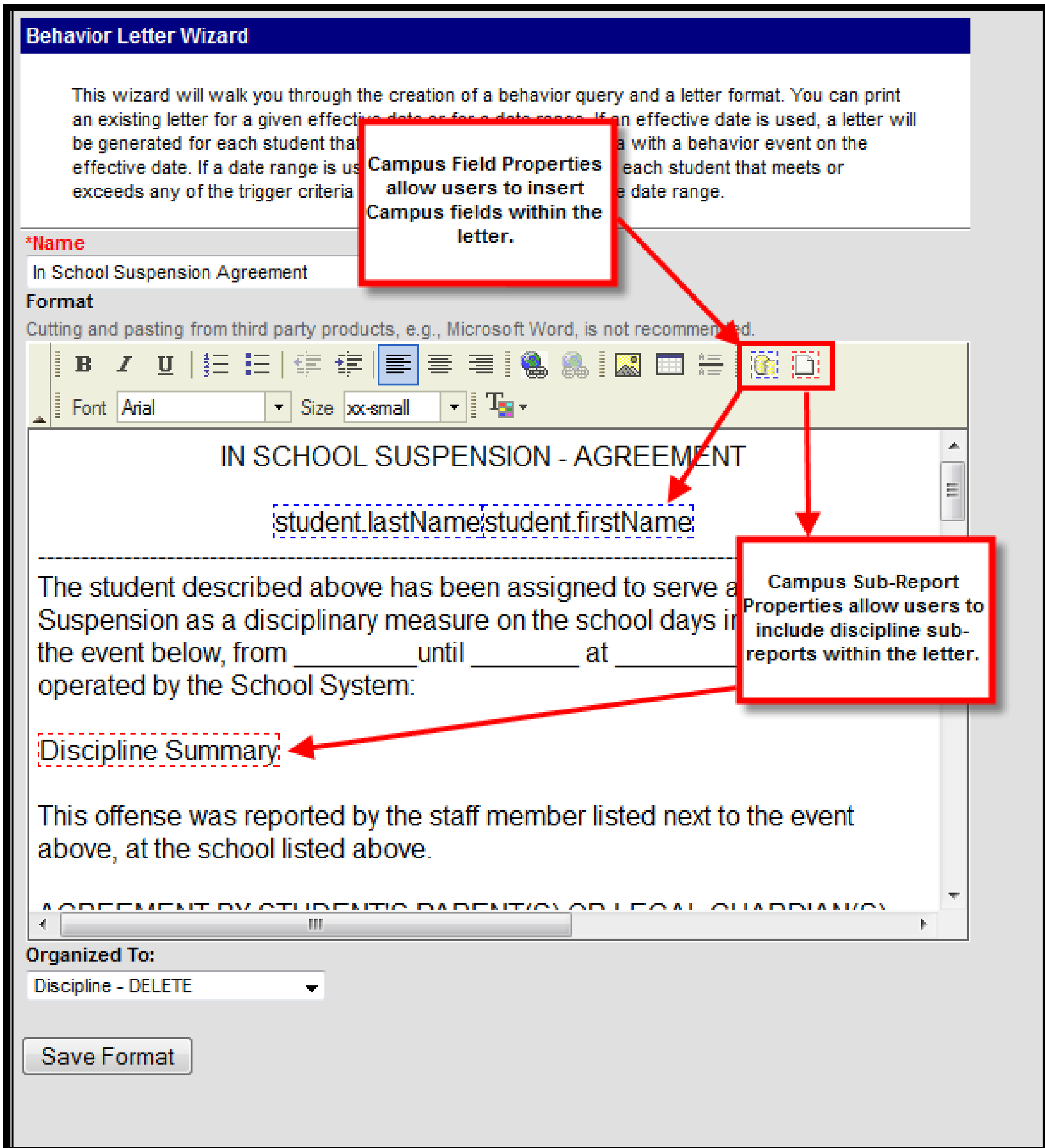


Image 4: Sub-Reports and Campus Fields

Campus Sub-reports can also be included within the letter. For the purpose of utilizing previously established Discipline Summary options as well as including the most relevant behavior information, users are encouraged to only include the Discipline Summary Sub-report within the letter. This can be done by clicking the Campus Sub-report icon and selecting Behavior > Discipline Summary.

Entering Letter Content

1. Ensure the letter **Name** is correct. This field will auto-populate with the name entered in the previous editor.
2. Begin writing the letter within the text box. Add any desired formatting options using the WYSIWYG editor.
3. Select the appropriate **Campus Fields** to include in the letter.
4. Select the appropriate **Campus Sub-reports** to include in the letter. Users are encouraged to select the **Discipline Summary** report to include the most relevant behavior information and utilize previously established options.
5. Select a user group from the **Organized To** dropdown list. Only users included within the user group selected will have rights to view and use the letter. If the User Account option is selected, only the user creating the letter will have rights to view and use the letter.
6. Once all writing is complete, all Campus fields have been inserted into the letter and the Discipline Summary has been included (if desired), select the **Save Format** button. The screen will flash telling the user the letter has been saved. The completed letter will remain open to make additional modifications if needed. To access and print the newly saved letter, select Behavior Letter Wizard from the Campus Outline.

Printing Behavior Letters

1. Select a letter from the **Saved Letters** window. The selected letter will highlight in blue.
2. Select whether to generate data for the report based on the **Effective Date** or **Date Range.** Description for each option is as follows:
   - **Effective Date** - A letter will generate for each student who met or exceeded the trigger count for the specified criteria on this day
   - **Date Range** - A letter will generate for each student who met or exceeded the trigger count during the date range entered. This includes the first and last day of the range.
3. Select whether to sort generated letters by **Student Name** or **Zip.**
4. Select a Letter Format. Selecting the **Addressed Form Letter** radio button will make the **Salutation Line** field available. Letters generated with this option selected will format in a mailing letter style, where address information is placed to fit a standard window envelope. Any salutation written within the **Salutation Line** field will be included at the beginning of the address viewable within the envelope window. Letters generated using the **Blank Form Letter** format appear as a more standard letter, with no formatting used for direct mailing purposes.
5. Select an **Ad hoc Filter** from the dropdown list (if desired). Ad hoc filters can be created by going to Ad hoc Reporting Filter Designer.
6. Select the **Print Letters** button. Generated letters will appear in a separate window in PDF format.

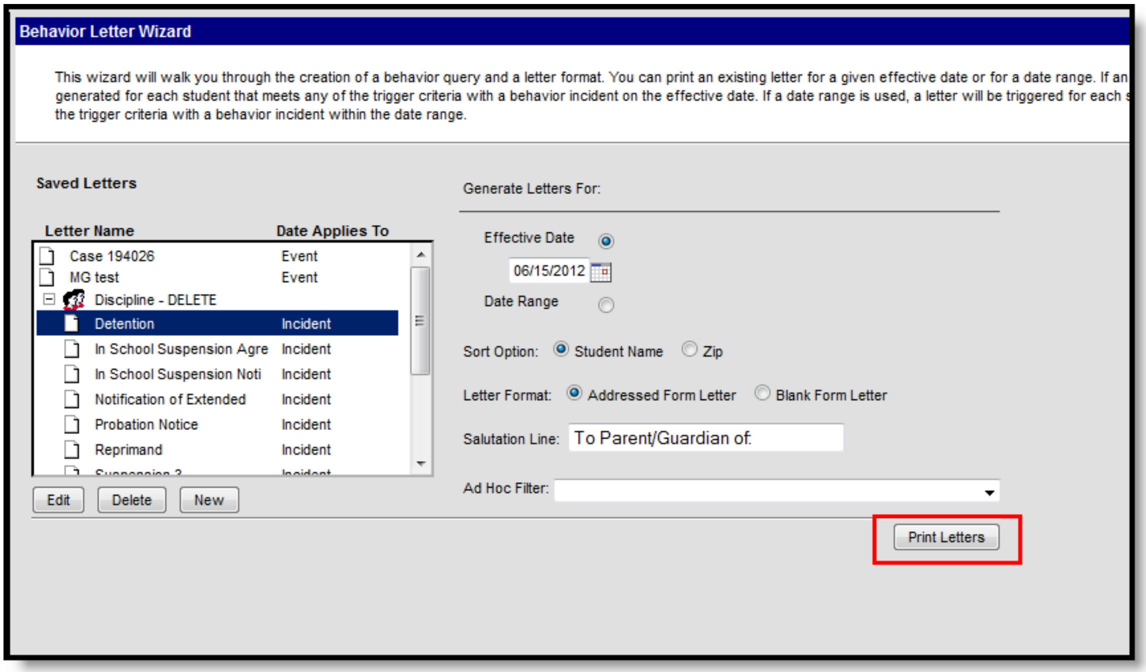


Image 4: Behavior Letter Wizard - Print Letters

High School
4321 School Street
Any Town, MN 55555-5555
(612) 555-1212

Report generated:
06/15/2012

Student # 123456789
Grade: 12
Birthdate: 10/24/1993

To Parent/Guardian of:
Student, Amanda
1234 Main Street
Any Town, MN 55555

NOTIFICATION OF IN SCHOOL SUSPENSION

Your child, Amanda has been assigned to serve an In School Suspension as a disciplinary measure on the dates listed below.
In accordance with Sections 416 and 416.1 of Title 17 of Revised Statutes, as amended, this suspension was brought about because of the following offense(s):

Date	Event	Resolution	Resolution Assign Date	Resolution Start Date	Resolution End Date
10/26/2011	16 Fighting Students And/Or Faculty - Minor	In-School Suspension	09/25/2011	09/25/2011	11/09/2011

Referral:

Incident Comments:
Resolution Comments:
This offense was reported by the staff member listed next to the event above.

This is your child's ______ suspension during the current school year. Should it become necessary to suspend your child on four occasions during this school year, the fourth suspension shall be for the remainder of the school session in accordance with Louisiana Revised Statutes 17:416.
NOTICE OF YOUR APPEAL RIGHTS: You may request a copy of Sections 416 and 416.1 of the Title 17 of the Louisiana Revised Statutes that will inform you of your legal rights. After having had a conference with the Referring School, if you do not feel that this suspension was justified, you may appeal by calling (504) 341-1932 within five days and asking to speak to the Student Hearing Officer. If you do not request an appeal within the five school day period, you may not appeal this suspension at any further hearing.
NOTICE OF YOUR RESPONSIBILITIES: A parent or guardian must return with his/her child on _____________ at _______ AM/PM to sign an In School Suspension Program Agreement. **If a parent or guardian does not return with his/her child and sign the agreement, and/or if your child fails to attend the In School Suspension as a disciplinary measure for violation of school rules, your child will be referred to Juvenile Court through a Family In Need Of Services complaint.

Sincerely,

____
ADMINISTRATOR

Image 5: Behavior Letter - Addressed Form Letter Format

Editing Saved Letters

Users have the option of editing saved behavior letters. This is a useful option when making slight modifications, updates or additions to existing letters.

1. Select the letter from the **Saved Letters** window. The selected letter will be highlighted.
2. Select the **Edit** button. Users will be redirected to the trigger criteria and report options editors for modification.
3. Once finished making modifications, select the **Letter Format** button. Users will be redirected to the letter editor.
4. Make all appropriate modifications to the body of the letter and select the **Save Format** button when finished. The behavior letter is now saved with all edits made.

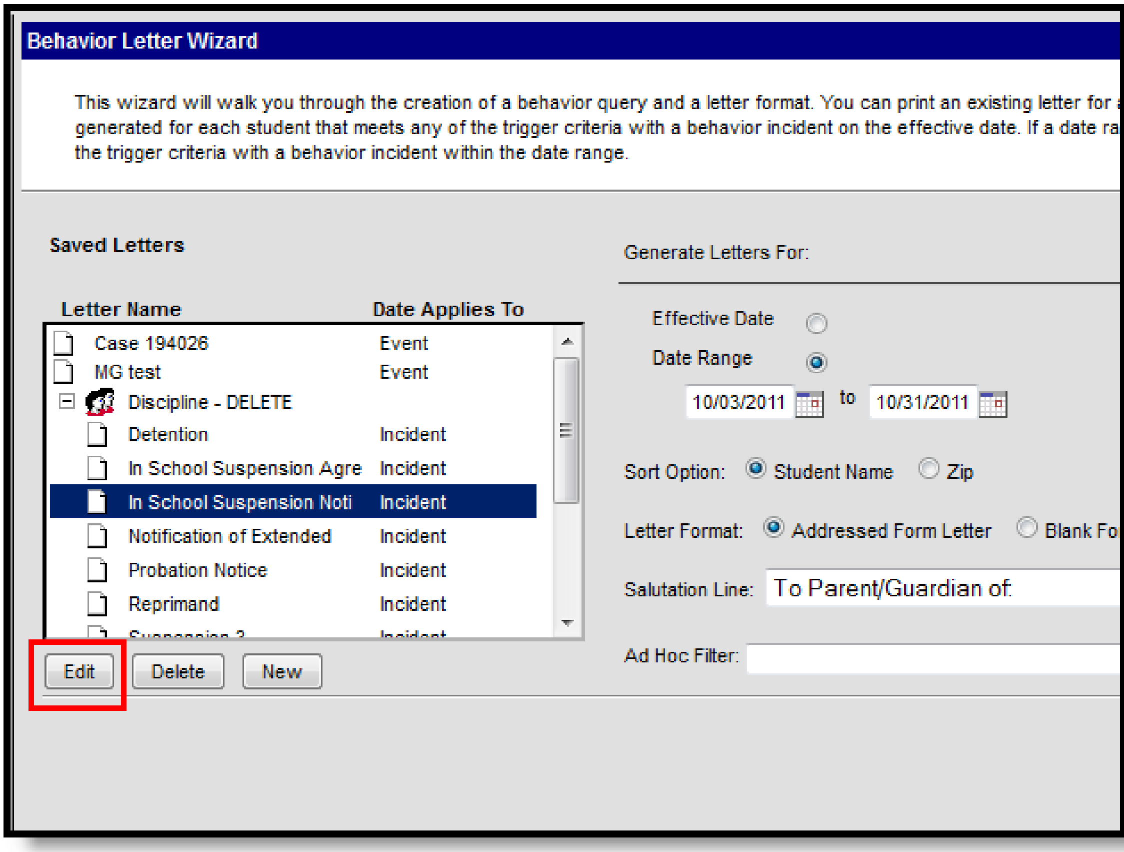


Image 6: Editing Behavior Letters

Deleting Saved Letters

Users have the ability to delete saved behavior letters. This is useful for deleting unused letters and general maintenance of the saved behavior letter list.

1. Select a behavior letter from the **Saved Letters** window. The selected letter will be highlighted.
2. Select the **Delete** button. Users will receive a warning message asking whether they wish to delete the report design. Select **OK** to delete the letter.
3. The **Save Letters** window will update and the deleted behavior letter will have been removed from the system.

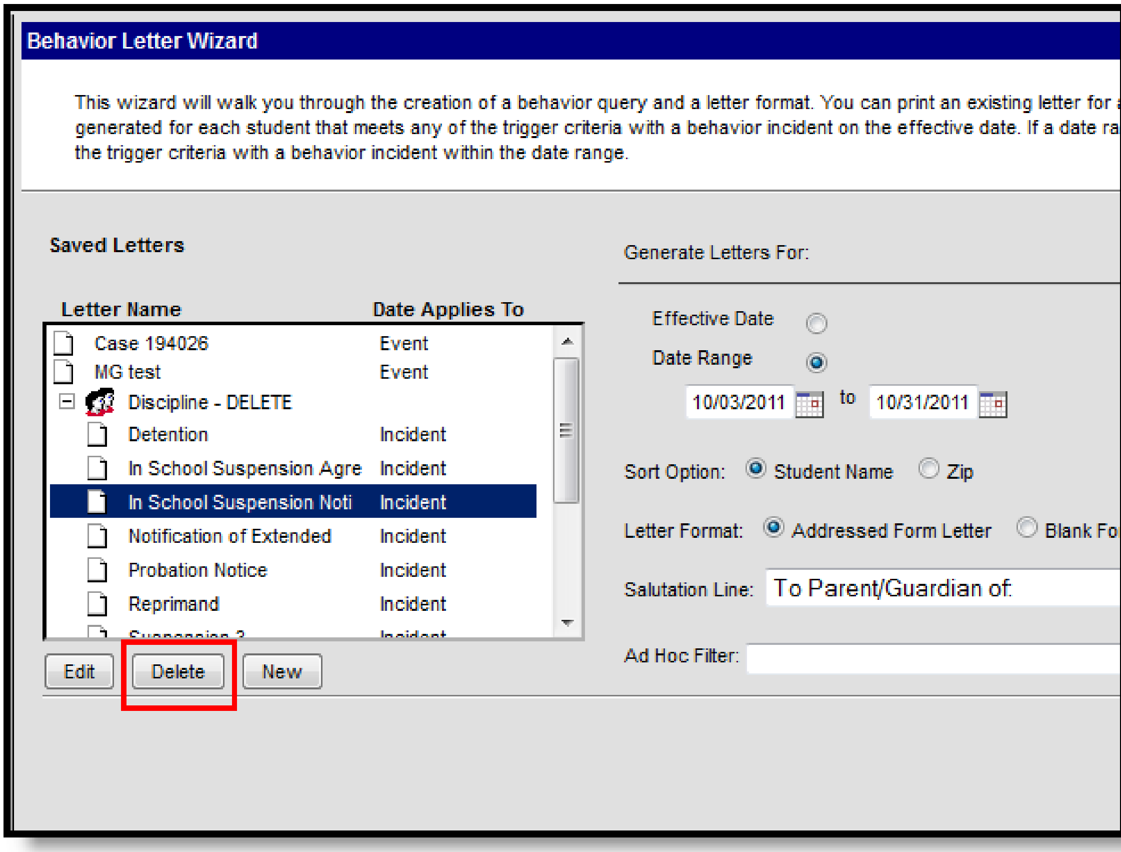


Image 7: Deleting Saved Letters

Behavior Messenger

Overview | Field Limitations | Creating a New Behavior Messenger Template | Using a Behavior Messenger Template to Send a Message

In the E.1226 Release Pack (June 2012), a **Record a Message** button was added to the Behavior Messenger interface. When selected, a ShoutPoint Voice File Recorder tool displays. See the ShoutPoint Voice File Recorder for more information.

Overview

PATH: *Behavior > Behavior Messenger*

The Behavior Messenger Wizard allows users to create message templates that will be sent to parents of students with behavior events.

The Behavior Messenger templates specify the criteria on which to filter events. Users can later set up a Behavior Messenger template to be dialed on a schedule using the Behavior Messenger Scheduling tool.

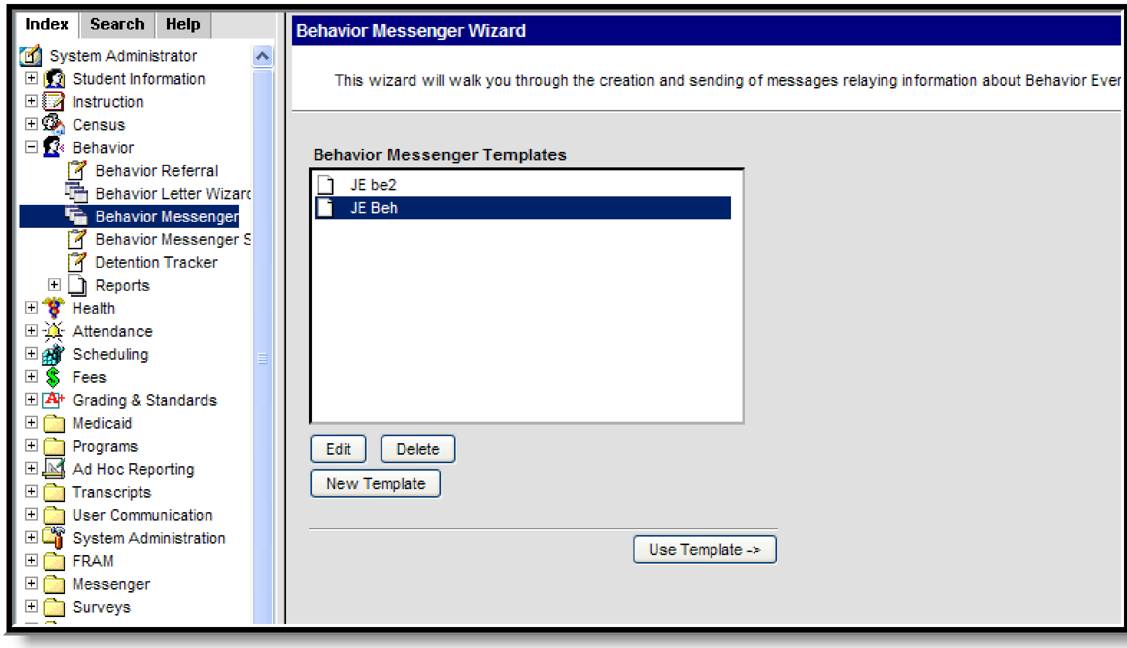


Image 1: Behavior Messenger Editor

Field Limitations

The following limitations should be noted when creating a message:

- The Message Recipient Field Value accommodates the text field from which data is pulled and allows for text lengths larger than 255 characters.
- At this time, text in that field cannot be greater that 2000 characters.

> If the user enters a behavior event comment that exceeds 2000 characters, the message will not be sent.

Creating a New Behavior Messenger Template

Try It

1. Click the **New Template** button.

Criteria Selection

1. Enter the **Name** of the behavior message.
2. Select the **Event Types** from the dropdown list to include in the message.
3. Select the **Involvement Roles** from the dropdown list to include in the message. Up to four behavior roles can be selected.

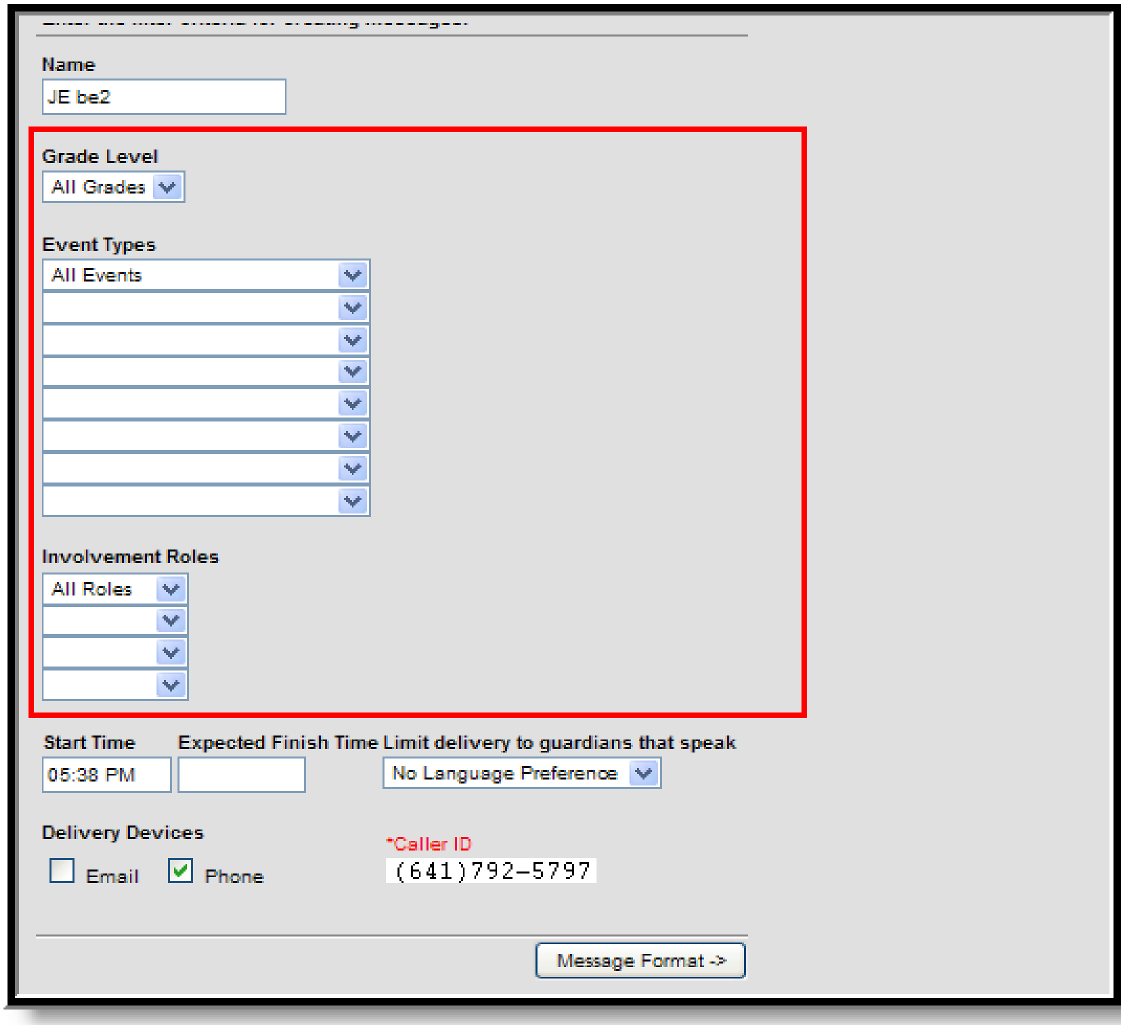


Image 2: Message Criteria

Delivery Information

Messages can be sent to either Email or Phone. Automatically, messages are sent to the Portal Inbox.

1. Enter the **Start Time** of when the message should be sent.
2. Enter the **Expected Finish** time.
3. Determine the language of the guardians. The recipients are determined by the selection in the Preferred Language Field on the Demographics tab. To send messages to guardians whose Preferred Language is English AND guardians whose Preferred Languages is Spanish, two separate templates must be created.
4. Select the **Delivery Devices** to use to send the message. Options are **Email** and **Phone**.
5. Click the **Message Format** button.

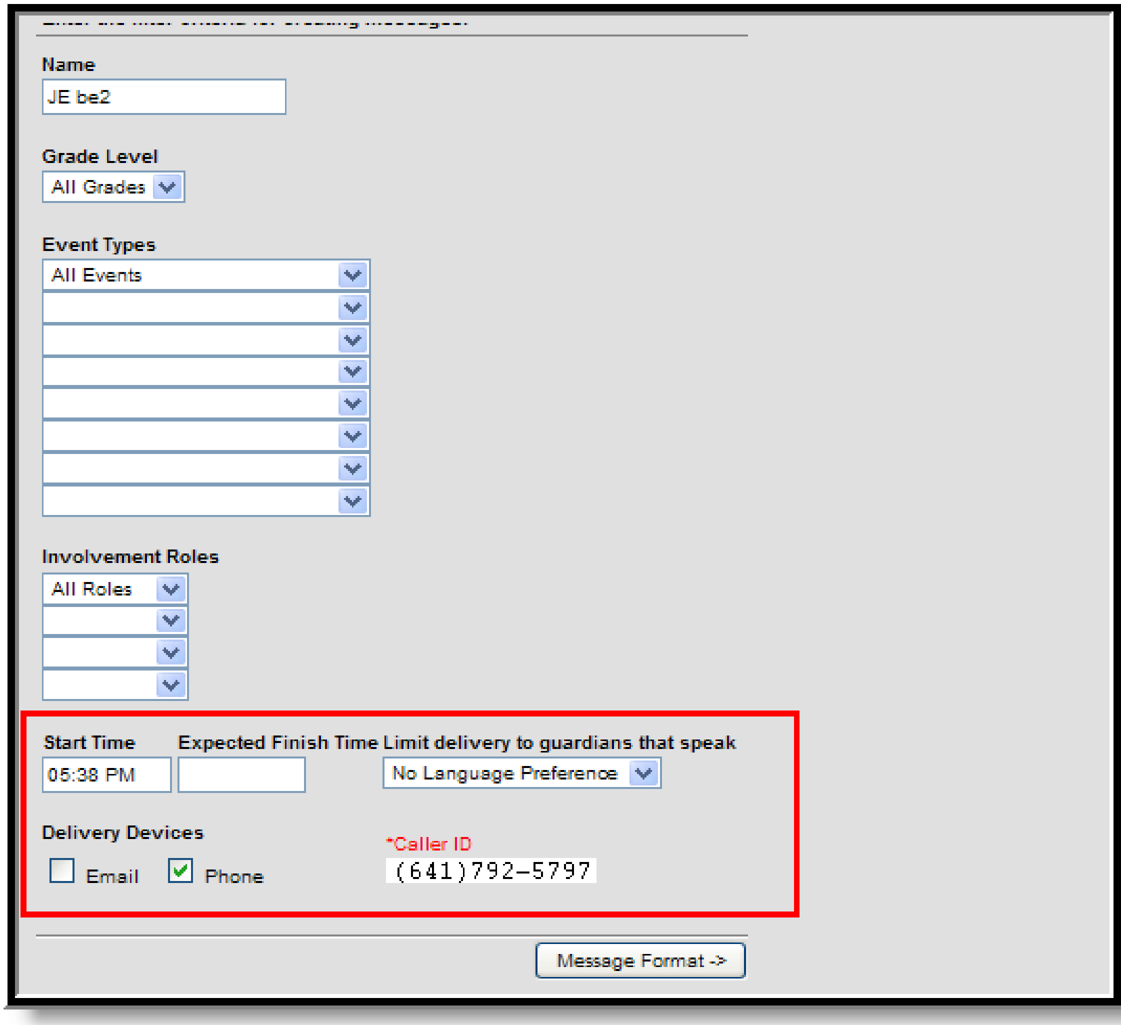


Image 3: Message Delivery Options

If uploading a .wav file, when the messages are sent, only the .wav file is read for voice calls. The text entered in the WYSIWYG is included in the email.

Message Format

1. Enter the text of the message into the WYSIWYIG editor.
2. Select the desired Campus Field Properties. These aid in the collection of data.
3. Click the **Record a Message** button to record a message using the ShoutPoint Voice Recorder.
4. Select the **Communication Language** from the dropdown list. Options are US English and Spanish.
5. Select the **Speech File** to use by uploading a WAV file. Users should use this function whenever they would like to replace the built in text-to-speech spoken message with their own speech file. This is required for Spanish language messages since Campus does not support Spanish text-to-speech functionality.
6. From the **Organize To** dropdown list, select the user group to save the template for or choose User Account to only allow the current user to access the template.
7. When finished, click the **Save Format** button. The new report will appear in the templates list on the first

page of the Behavior Messenger Wizard.

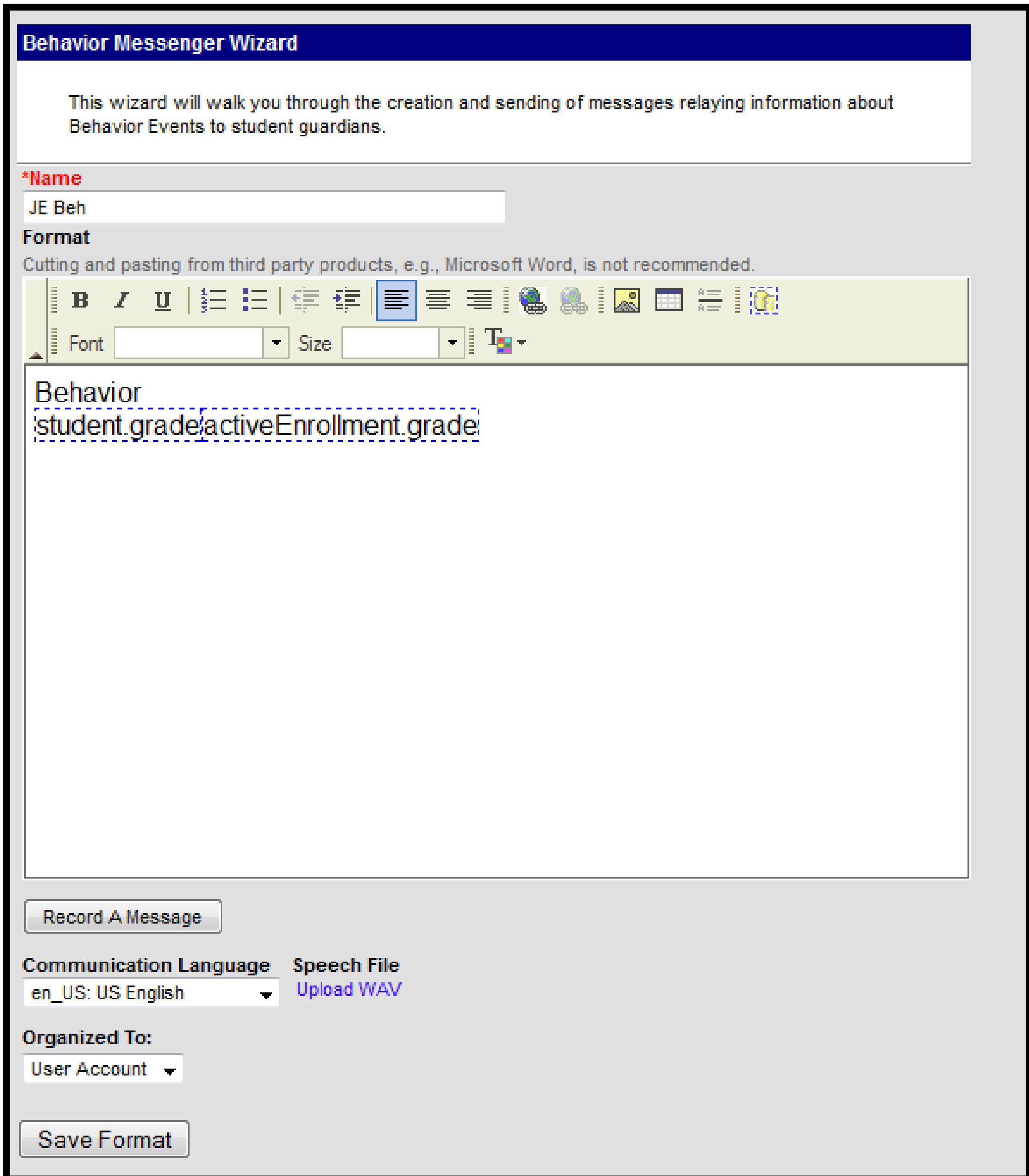


Image 4: Message Format

Using a Behavior Messenger Template to Send a Message

1. Select the template from the **Behavior Messenger Templates** list.
2. Click the **Use Template** button.

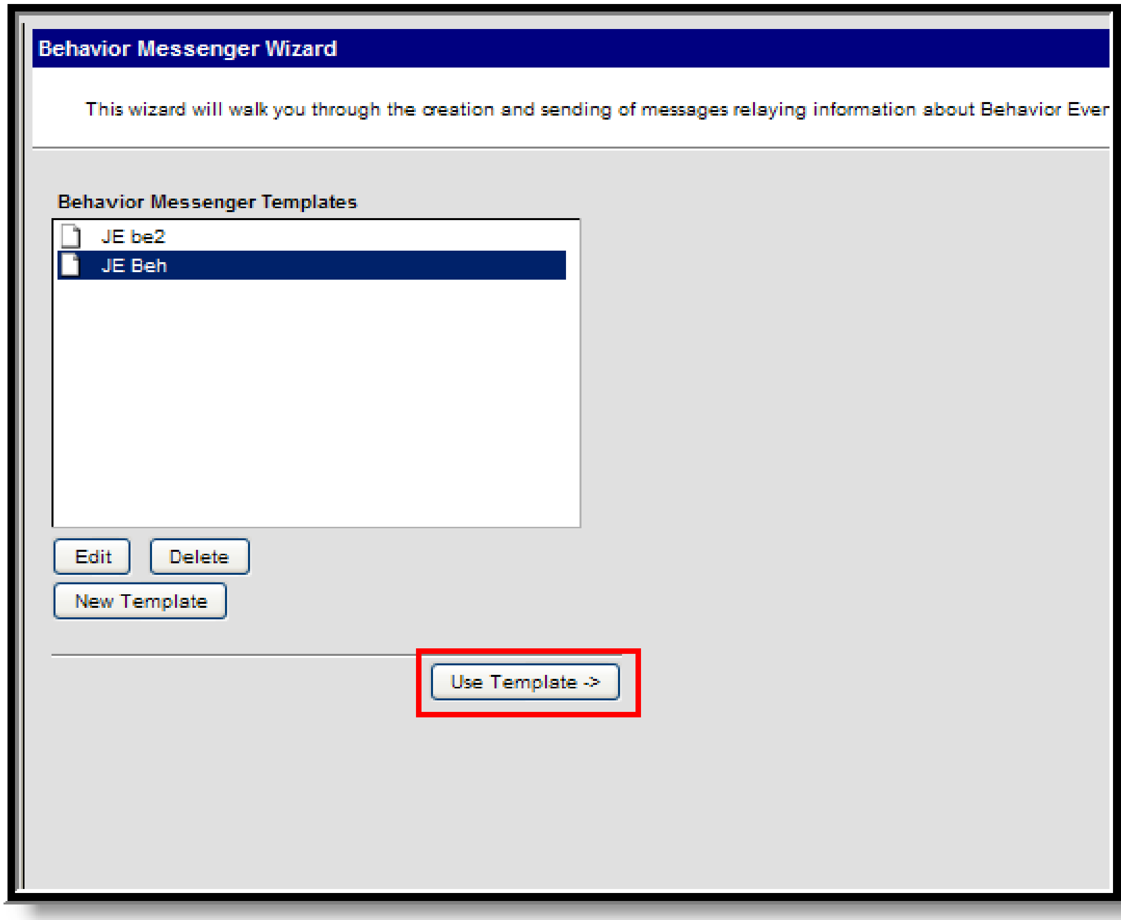


Image 4: Existing Template Selection

Criteria Selection

1. Enter the **Name** of the behavior message.
2. Select the **Grade Level** from the dropdown list.
3. Select the **Event Types** from the dropdown list to include in the message.
4. Select the **Involvement Roles** from the dropdown list to include in the message. Up to four behavior roles can be selected.

Delivery Information

1. Enter the **Start Time** of when the message should be sent.
2. Enter the **Expected Finish** time.
3. Determine the language of the guardians. The recipients are determined by the selection in the Preferred Language Field on the Demographics tab. To send messages to guardians whose Preferred Language is English AND guardians whose Preferred Languages is Spanish, two separate templates must be created.
4. Select the **Delivery Devices** to use to send the message. Options are **Email** and **Phone**.
5. Enter the **Effective Date** in *mmddyy* format.

Message Test

1. Click the **Test Message** button. A message summary window appears, listing options selected.
2. Click the **Cancel** button to return to the Behavior Messenger.
3. Click the **Send Test** button to send the message.

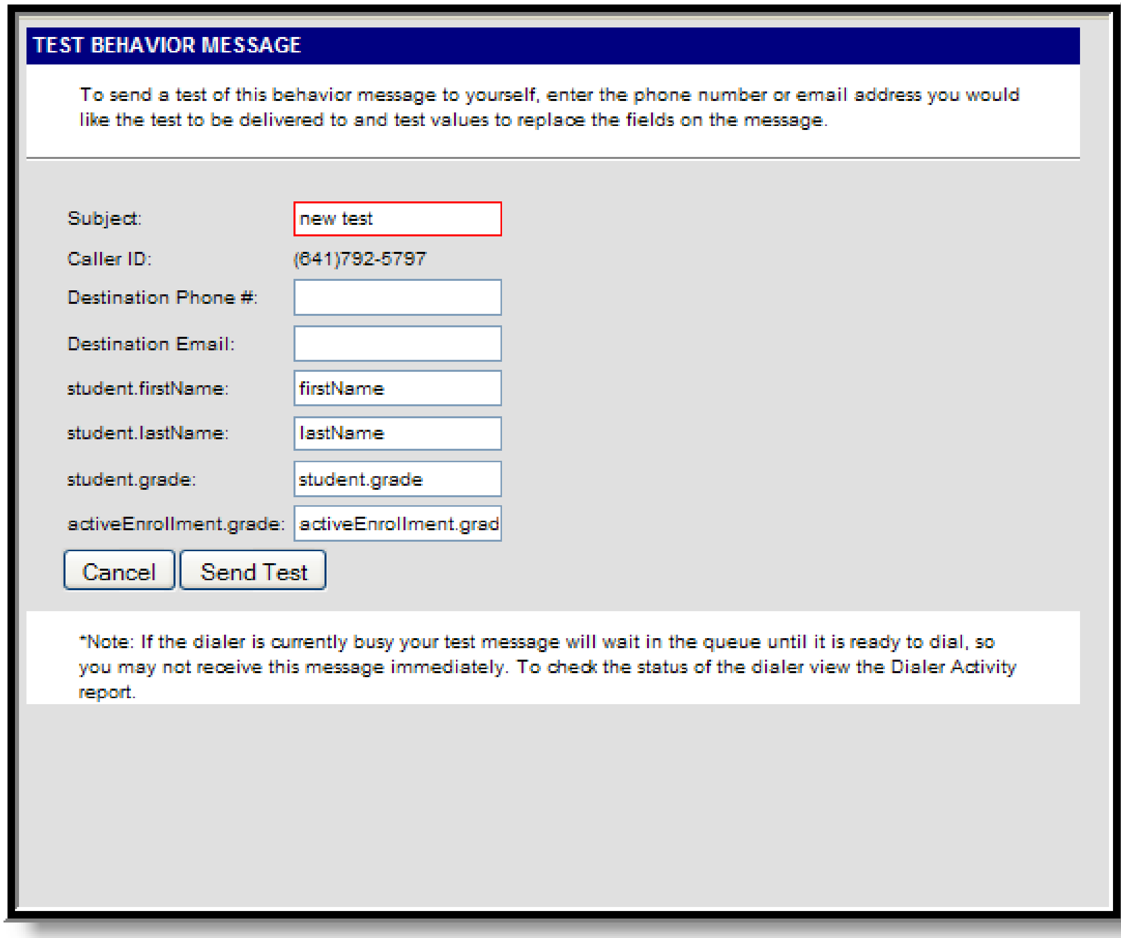


Image 5:Testing the Behavior Messenger

Message Preview and Sending

1. Click the **Preview Notices** button to see the number of recipients and counts of the message.
2. Click the **Review Recipients** button to see which individuals will receive the message.
3. Click the **Send Message** to send the message.

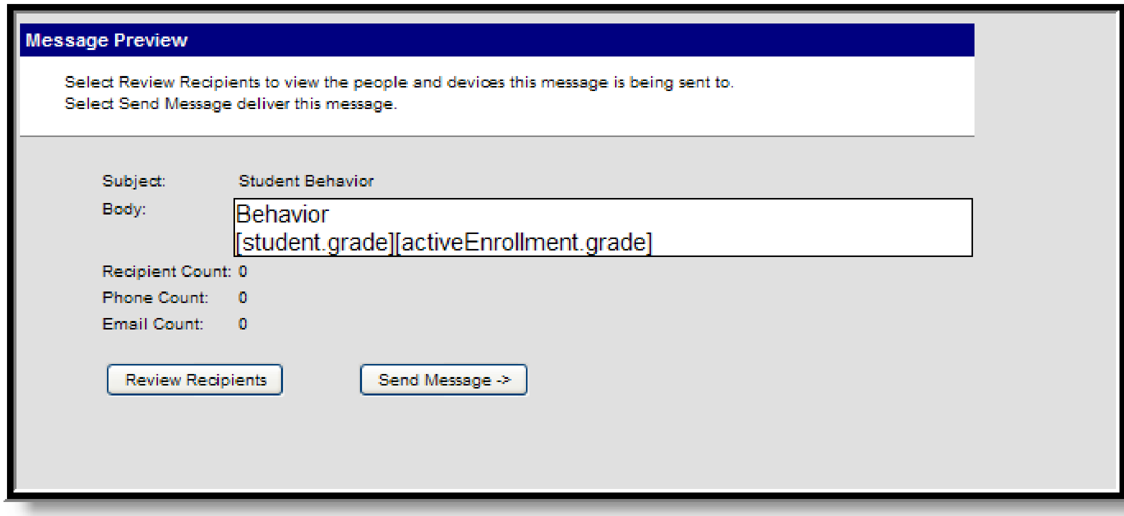


Image 6:Message Preview

Behavior Messenger Scheduling

[Overview](#) | [Scheduling a Behavior Email Message](#)

Overview

PATH: *Behavior > Behavior Messenger Scheduling*

The **Behavior Messenger Scheduling** allows a user to set up times to automatically run the Behavior Messenger. Templates must be created before using this tool. This is done in the Behavior Messenger Wizard. All existing behavior templates will appear in the Behavior Messenger Schedules list.

When the scheduled time arrives, the attendance dialer will automatically generate messages based on the data available at that time. A confirmation email will be sent to the address specified as the Sender Address in Messenger Email Preferences tab, informing them that it has run and how many phones/email devices received the message.

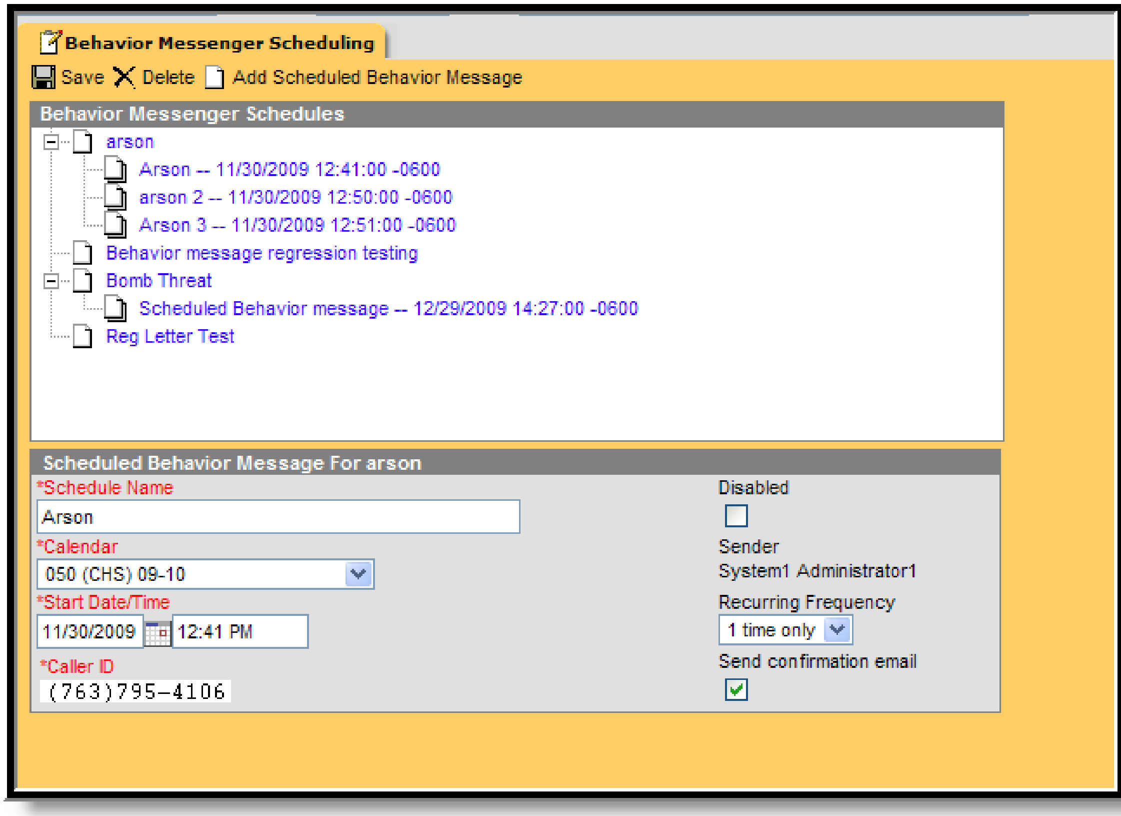


Image 1: Behavior Messenger Scheduling

Scheduling a Behavior Email Message

1. Select a template from the **Behavior Messenger Schedules** table.
2. Enter the **Schedule Name**.
3. Select a **Calendar.** This option is defaulted to the calendar selected in the toolbar.
4. Enter the **Start Date** in *mmddyy* format or click the calendar icon to select a date.
5. Enter the **Start Date/Time** of the message.
6. If the **Behavior Messenger** should be disabled, mark the **Disabled** checkbox. If disabled, no future messages will be sent for the task.
7. Choose how often the dialer should occur by selecting an option from the **Recurring Frequency** dropdown list.
8. Mark the **Send Confirmation Email** checkbox to receive an email when the message has been sent. An email will be sent to the address specified as the Sender Address in Messenger Email Preferences.
9. Select the **Save** icon when finished. The new schedule will appear below its respective template in the Behavior Messenger Schedules table.

Add more schedules by selecting the newly added schedule in the Behavior Messenger list and select the **Add Scheduled Behavior Message**.

If a Behavior Event Type chosen on the Behavior Message Template that includes user-entered text that is more than 2000 characters, the voice message will abort and be noted as such on the Print Sent Message report. This does not abort all voice message calls, only those where the behavior event comment is more than 2000 characters.

Detention Tracker

Overview | Entering Detention for a Group of Students | Entering Detention for Individual Students | Detention Tracker Record Fields

This article includes updates made to this tool with the release of E.1230. A previous version of this article exists:

- Detention Tracker (.1226 and previous)

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

Try It | Discuss It

The Detention Tracker collects detention resolutions assigned on the student's Behavior Tab or the Management Tool and allows users to manage detentions as they are served. This article describes how to enter detention served information for groups or individual students.

To appear in the detention tracker, the Behavior Resolution assigned to a student must have a subtype of "detention" set for the Resolution Type. The Detention Tracker is used to record detention served, not to enter new detention requirements. That is done on the student's Behavior Tab or the Management Tool

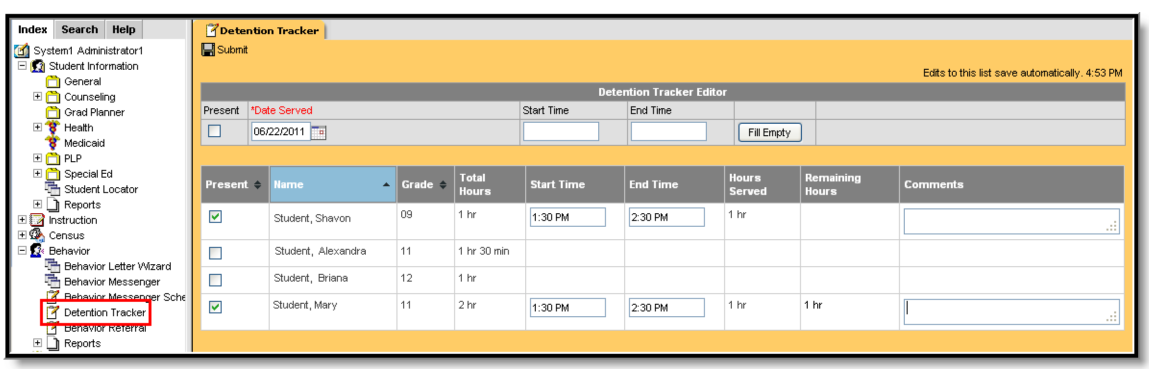


Image 1: Detention Tracker

Changes made in the Detention Tracker are saved automatically when the user clicks or tabs away from a field. The time the last save occurred appears in the top right corner of the editor. Users can navigate away from the detention tracker without submitting the information and return to the Detention Tracker. Information will not be truly recorded, and student Behavior tabs updated, until **Submit** is selected.

Once a detention record has been submitted, the record for detention served can only be **modified** in the Detention section of the student's individual detention tab.

Entering Detention for a Group of Students

Records for detention served can be entered for all students in the list at once.

1. Mark **Present** in the Detention Tracker Editor to automatically mark 'Present' for all students in the list. To remove students from the mass update, unmark the Present checkbox for those students.
2. Enter a **Date Served** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This field defaults to the current date.
3. Enter **Start** and **End Time** for the detention served record. If any of the students who have Present marked already have Start or End Times entered, the editor will not overwrite those fields and will insert values for any empty fields.
4. Click **Fill Empty** to update all students who have the Present checkbox marked. The Detention Tracker record fields below will be updated to reflect the change. The record is not fully submitted until the **Submit** button is selected, which will refresh the Detention Tracker screen.

Entering Detention for Individual Students

Records for detention served can be entered for individuals using the Detention Tracker Editor by leaving only one student's name marked as Present.

1. Mark the **Present** checkbox for the student who is serving detention. Once this checkbox is marked, Time and Comment fields will become editable.
2. Enter a **Start Time** in standard or military time.
3. Enter an **End Time** in standard or military time.
4. Upon clicking or tabbing away from the Time fields, **Hours Service** and **Remaining Hours** will update automatically.
5. Enter any **Comments** to be attached to the record.
6. Changes to the record will be saved automatically. Select **Submit** to validate and save changes and update the student's Behavior tab.

Detention Tracker Record Fields

Present, Name and Grade columns are sortable by clicking the header row. The table is sorted automatically by student last name, or alphabetically/numerically depending on the column selected.

Field Name	Description
Present	Indicates that the student is present to serve detention. Marking this checkbox will enable other fields in the Detention Tracker to be editable.
Name	Autopopulates with the student's last name and first name. *Display only.*
Grade	Autopopulates with the student's grade level, based on the student's most current enrollment. *Display only.*
Total Hours	The total number of hours of detention the student is required to serve, over all detention resolutions. *Display only.*
Start Time	The start time of this instance of the student serving detention. Times can be entered in standard or military time. *Editable when **Present** is checked.*
End Time	The end time of this instance of the student serving detention. A start time must be entered before an end time can be. Times can be entered in standard or military time. *Editable when **Present** is checked.*
Hours Served	Calculates based on the Start and End Time entered. *Display only***.**
Remaining Hours	Calculates as the difference between Total Hours and Hours Served. If Hours Served is greater than Total Hours, this value will display as in red. *Display only.*
Comments	Any comments attached that should *Editable when **Present** is checked.*

Admin (Behavior)

Overview

> The Admin section of the Behavior module includes tools that were previously stored in System Administration, as well as new tools added with the release of E.1230.

Overview

PATH: *Behavior > Admin*

The Admin area includes tools for data setup, such as the Event Type and Resolution Type tools and the Preferences tool, which are described below.

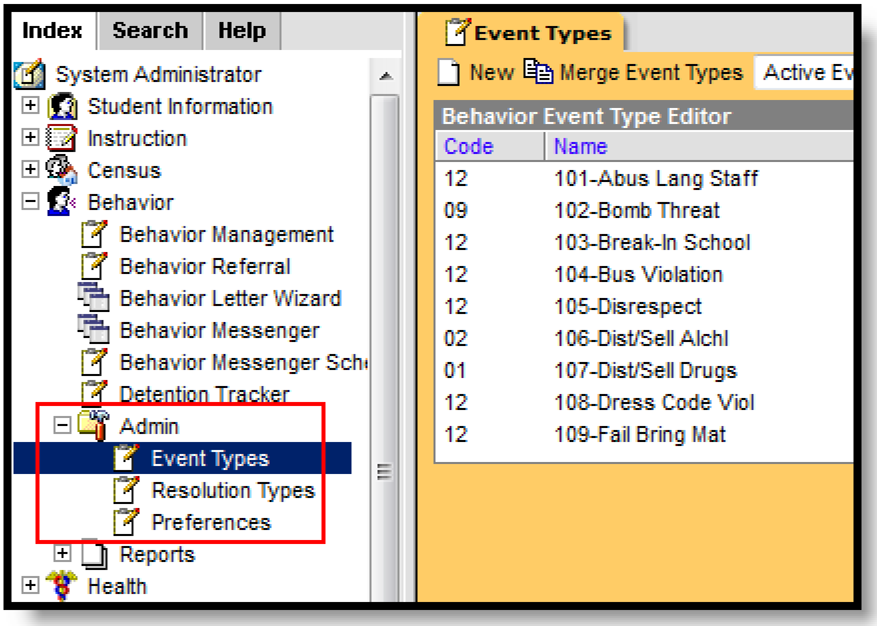


Image 1: Behavior Admin

Tool	Description
Event Types	Behavior Event Types are the options available when attaching an event to an incident through a Referral or the Management Tool.
Resolution Types	Behavior Resolution Types are the options available for assigning a resolution to participants in a behavior event through the Management Tool or the student Behavior tab.
Preferences	The Preferences tool allows users to select possible Display options for behavior reports and indicate any default behavior administrators to Notify in a Referral.

Merge Tool (Behavior)

Overview | Merging Types | Show History

This tool was released with E.1230.

Overview

Try It

PATH: *Behavior > Admin > Event Types/Resolution Types > Merge Event Types/Merge Resolution Types*

The Merge Tool is used to combine duplicate event or resolution types.

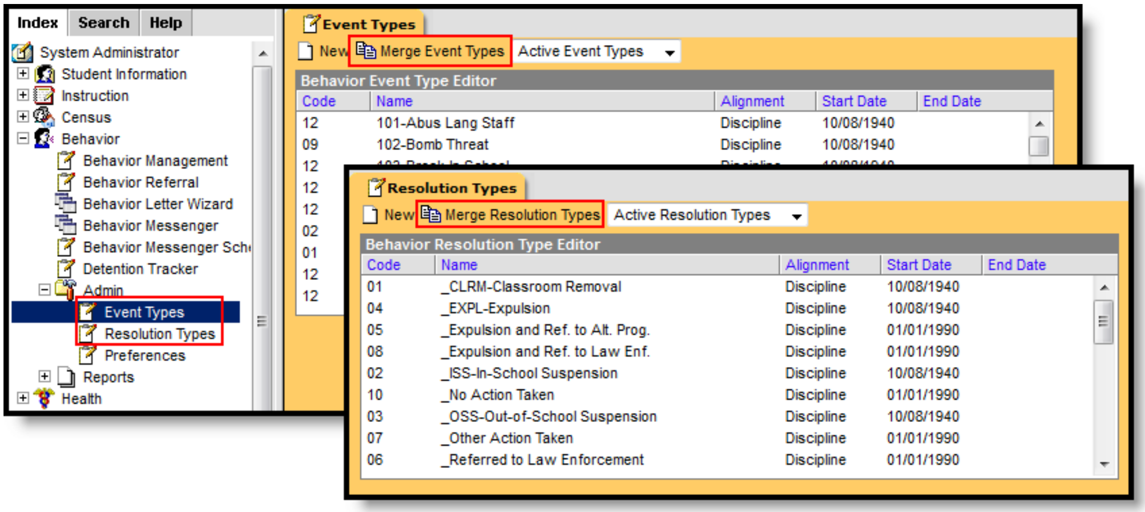


Image 1: Type Merge Tool

The process for merging types is the same for event and resolution types. The examples in this article describe merging event types, but the instructions and information applies to merging resolution types as well.

Merging Types

To merge duplicate event types, click the **Merge Event Types** or **Merge Resolution Types** button in the action bar.

Types must have the same Alignment to be merged and only the following pairs of types can be merged:

- Two inactive types.
- One active and one inactive type.

Two active types cannot be merged.

From the first screen of the Merge Wizard, select the **Source** type. This is the type that will be merged into another type. Only inactive types can be Source types. Type details will appear.

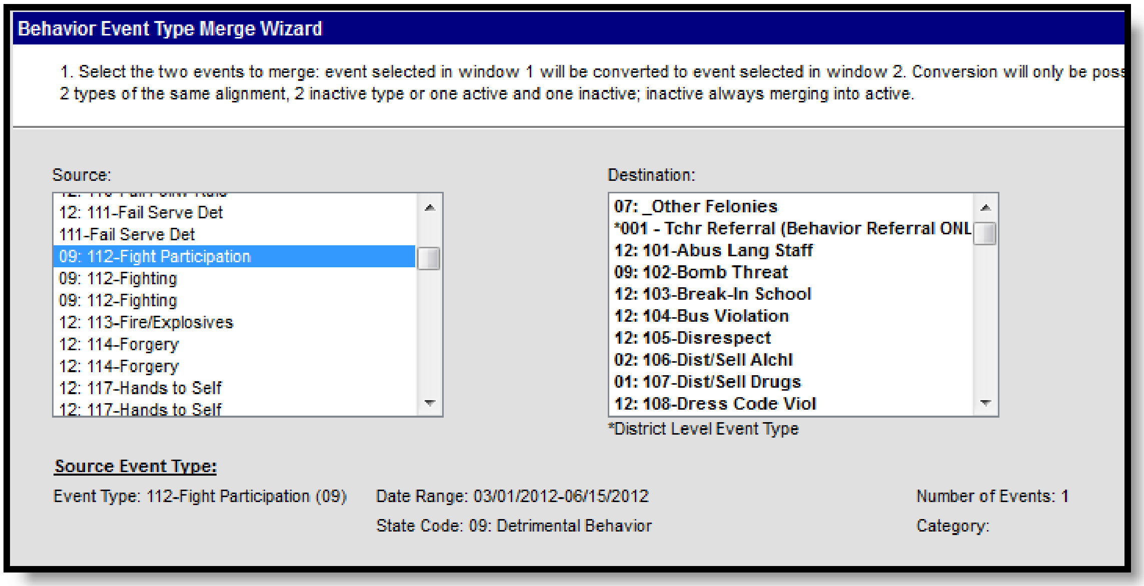


Image 2: Source Type Details

Once the **Source** type is selected, the list of possible **Destination** types will generate; select the desired Destination type. Destination type details will appear below Source type details, followed by merge options.

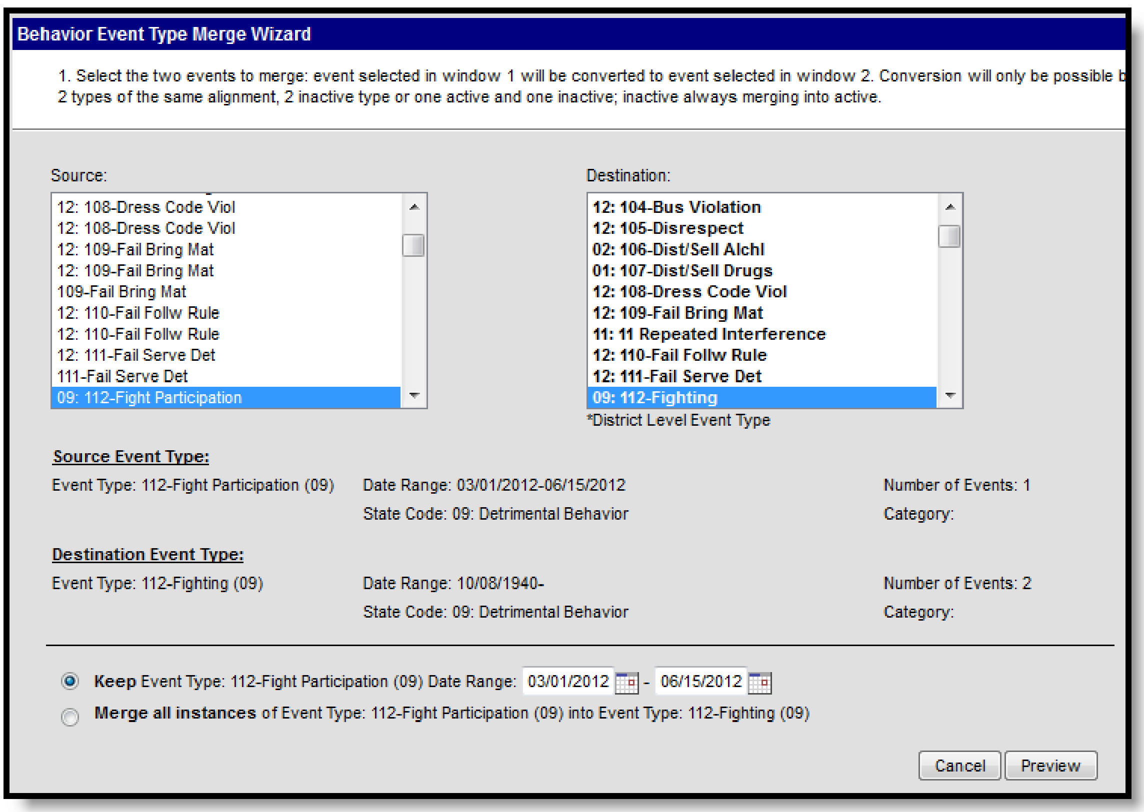


Image 3: Destination Type Details and Merge Options

When merging types, users have the option to **Keep** some instances of a source type, indicated with the Date Range, or **Merge All Instances** of the source type into the destination type. Click **Preview** to review the change before merging types or **Cancel** to exit the wizard.

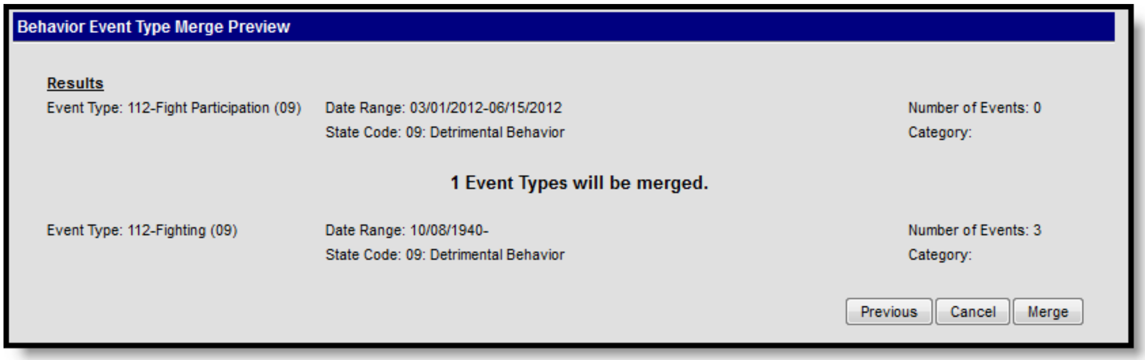


Image 4: Preview of Merge

After clicking **Preview** a summary of the merge will appear, listing the source type, the number of event records that will be updated with the merge and the destination type. Click **Merge** to complete the merge, **Cancel** to exit the wizard or **Previous** to modify the original merge options.

Clicking **Merge** will generate a warning message indicating the merging types is permanent and cannot be reversed.

A summary of the complete merge will then appear, showing the destination type and the incorporated (source) type. Click **Go Back to Type List** to finish. The incorporated (source) type will no longer appear in the type list.

Image 5: Summary of Merge

Show History

To view an audit report of what types have been merged into a given type, select the type and click **Show History**. A PDF will generate describing the Destination type and any other types that have been incorporated.

Event Type

112-Fighting (09)	Date Range: 10/08/1940 - State Code: 09: Detrimental Behavior	Number of Events: 5 Category:

Incorporates

112-Fight Participation (09)	Date Range: 03/01/2012 - 06/15/2012 State Code: 09: Detrimental Behavior	Number of Events Incorporated: 1 Category:
Merged on: 06/15/2012 16:06 by Administrator, System		
112-Fought (09)	Date Range: 03/01/2012 - 06/15/2012 State Code: 09: Detrimental Behavior	Number of Events Incorporated: 2 Category:
Merged on: 06/15/2012 16:14 by Administrator, System		

Image 6: Show History of Merged Types

Preferences (Behavior)

Overview | Preference Options

This tool was released with E.1230.

Overview

Try It

PATH: *Behavior > Admin > Preferences*

The behavior Preferences tab allows users to set preferences for what participant information will be included in reports and which users should be notified of submitted referrals by default.

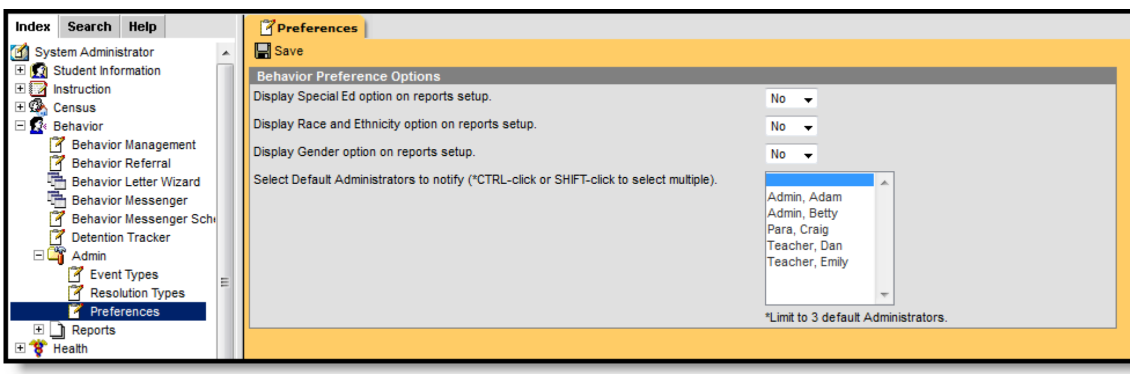


Image 1: Behavior Preferences

Preference Options

Option	Description
Special Ed	Setting this option to **Yes** will add a **Special Ed** option to the Display area of the Event and Resolution report editors. When selected, this report display option will include an indication of whether the student has an active, locked IEP at the time of the Incident in the report.
Race/Ethnicity	Setting this option to **Yes** will add a **Race/Ethnicity** option to the Display area of the Event and Resolution report editors. When selected, this report display option will include an indication of the participant's Race/Ethnicity in the report.
Gender	Setting this option to **Yes** will add a **Gender** option to the Display area of the Event and Resolution editors. When selected, this report display option will include an indication of the participant's gender in the report.
Notify Default	Individuals listed are those who have **Behavior Admin** selected on their District Assignments. Selecting individuals will cause them to be selected by default in the **Notify** section of the Behavior Referral. Default selections can be modified in the Referral.

Event Types

Overview | District-Wide or School-Specific Behavior Events | Creating District-Wide or School-Specific Behavior Events | Action Bar Options

This article includes updates made to this tool with the release of E.1230. A previous version of this article exists:

- Event Types (.1226 and previous)

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

Try It	Discuss It

PATH: *Behavior > Admin > Event Types*

Behavior Event Types can be created for an entire district or for individual schools within the district. When the Campus tool bar does not have a school or calendar selected, the behavior event type will be available for all schools within the district. When a school is selected, behavior codes are applied to that school only.

Districts and schools can create their own codes if necessary, following district policy.

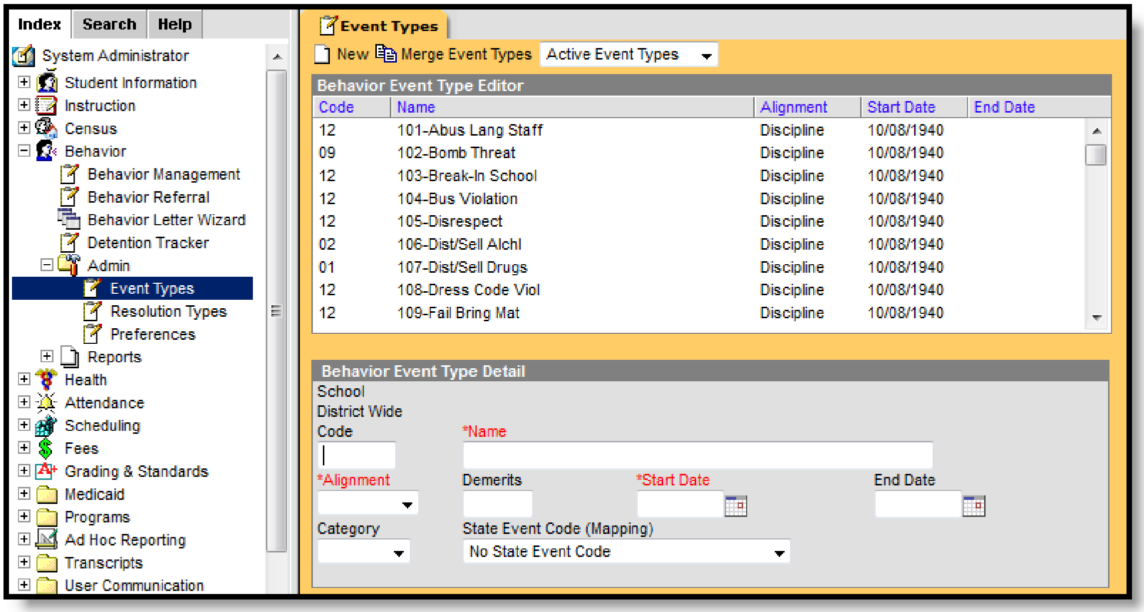


Image 1: Behavior Event Types

Behavior Events must be created here before behavior events can be attached to incidents in the Referral or Management Tool.

> Some states require events to be mapped to State Event Codes to facilitate state reporting.

District-Wide or School-Specific Behavior Events

Event types that are to be used for all schools within a district are created by selecting the **All Schools** option from the School dropdown in the Campus toolbar (see *Image 1*). Event types that are to be used for a specific school within a district are created by selecting the school name from the School dropdown in the Campus toolbar (see *Image 2*). Events created this way will only appear for selection in the Referral or Management Tool for users at that school.

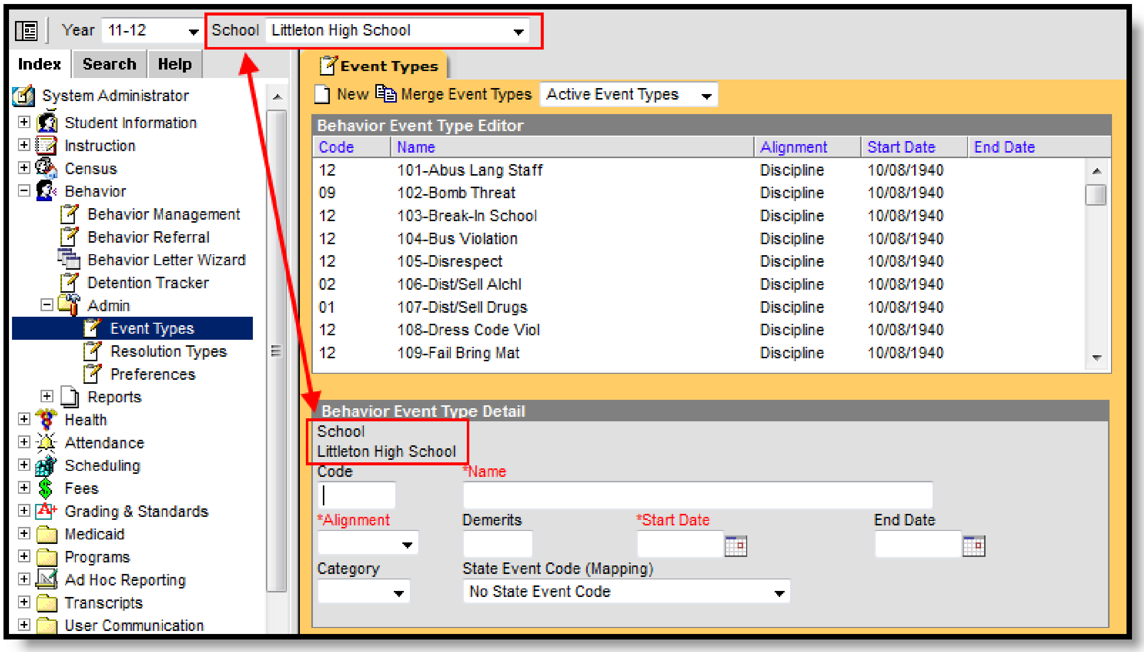


Image 2: School-Specific Behavior Events

Creating District-Wide or School-Specific Behavior Events

1. Select the **School** in the Campus toolbar who will be using the event, or select **All Schools** to enter a district-wide resolution.
2. Select the **New** icon. The Behavior Event Type Detail view will appear below.
3. Select a **Code** for this behavior event. This code can only be five (5) characters (alphanumeric) in length. For example, if the event type were named *Weapons Violation*, the code might be *WE*. Some districts will have very specific codes that may be related to state regulations.
4. Enter a **Name** for the event type.
5. Select an **Alignment** for this event type. This setting determines if the event is *Discipline* related (negative behavior) or *Award* related (positive behavior). If *Award* is selected, only date fields and points (if applicable) will need to be entered to complete the record. All other fields will no longer appear.
6. If *Discipline* was selected for the Alignment, enter the number of **Demerits** associated with the event, if needed. If *Award* was selected for the Alignment, enter the number of **Points** associated with the event, if needed.
7. Enter a **Start Date** to determine when the event will be active.
8. Enter an **End Date** to indicate when the event option will no longer be active and will not appear to be selected from the Referral or Management Tool.
9. Select a **Category** for this *Discipline* event type. Options are *Minor*, *Serious* or *Extreme*.
10. If a state code needs to be assigned to the *Discipline* event, select a **State Event Code (Mapping)**. This field is only available in certain states.
11. Click the **Save** icon when finished. The new event will be listed in the **Behavior Event Type Editor** in alphabetical order by the code field.

Each active Event Type must have a unique **Code** and **Name** combination. If a new type is created that has the same Code and Name as another active type, a warning will appear directing the user to modify at least one of those values.

Action Bar Options

Before an event type is selected, the following options appear in the Action bar. Users can create a **New** type or **Merge Event Types**. See the Merge Tool article for more information about this process. Types can be filtered by Active and Inactive, which is dependent on End Date.

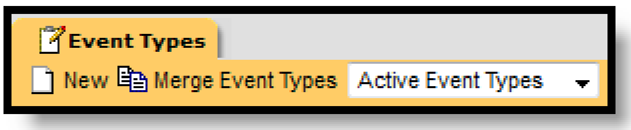


Image 3: Action Bar - No Type Selected

Once an event type is selected, the following options appear. Users can **Save** changes, **Delete** the selected type or create a **New** type. Click the **Show History** button will open an audit record of the event type, including when and how the type has been merged using the Merge Tool. Types can be filtered by Active and Inactive, which is dependent on End Date.

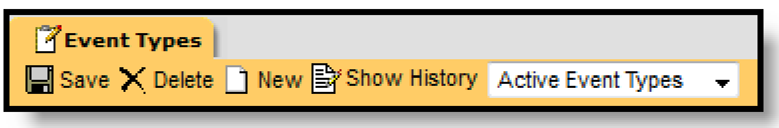


Image 4: Action Bar - Type Selected

Only types that have not been used in recording incidents can be deleted. If users attempt to delete an event type that has been used, a warning message will appear. To deactivate an existing event type, enter an End Date. After the end date, the Event Type will not appear in the Referral or Management tool. Users can also use the Merge Tool to combine event types.

Resolution Types

Overview | District-Wide or School-Specific Resolution Types | Creating District-Wide or School-Specific Behavior Resolutions | Action Bar Options

This article includes updates made to this tool with the release of E.1230. A previous version of this article exists:

- Resolution Types (.1226 and previous)

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

PATH: *Behavior > Admin > Resolution Types*

The Resolution Types editor allows users to created and manage resolution codes assigned to student behavior events. Behavior Resolutions are used to describe action taken as a result of a behavior event, such as detention or an award for good behavior. Codes can be created to reflect positive and negative behavior events.

Behavior Resolutions can be created for an entire district or for one school within the district. When the Campus Toolbar does not have a school or calendar selected, the behavior resolution type will be available for all schools within the district. When a school is selected, behavior codes are applied to that school only.

Codes can be created on a school level or on a district level.

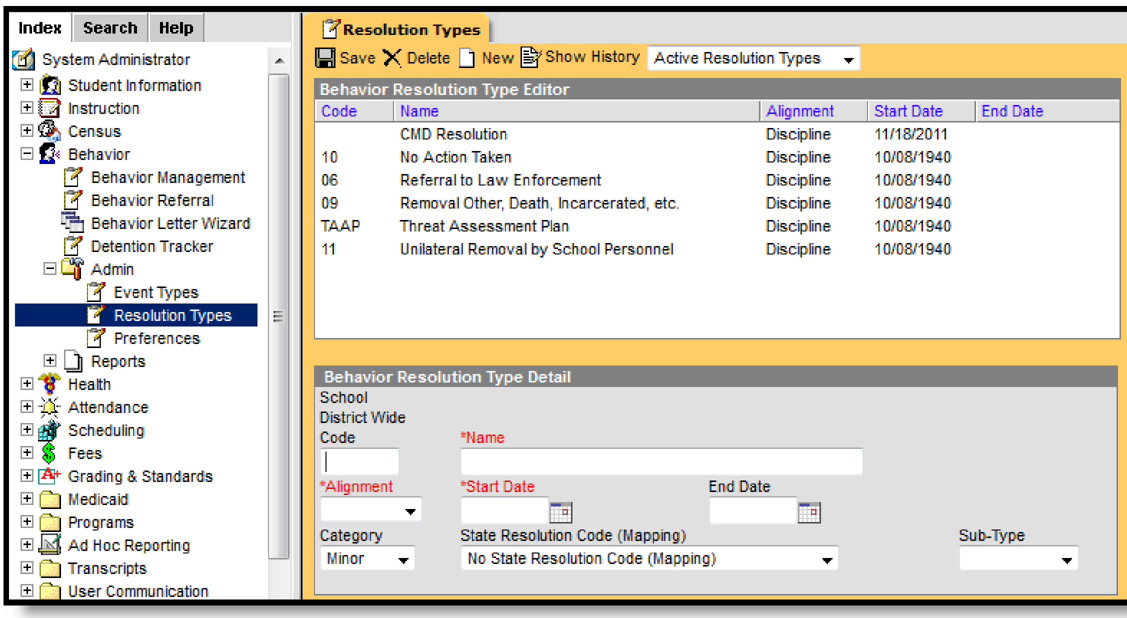


Image 1: Behavior Resolution Types

Behavior Resolutions are assigned to participants in the Management Tool or the student Behavior tab.

Some states require events to be mapped to State Event Codes to facilitate state reporting.

District-Wide or School-Specific Resolution Types

Resolution types that are to be used for all schools within a district are created by selecting the **All Schools** option from the School dropdown in the Campus toolbar. Resolution types that are to be used for a specific school within a district are created by selecting the school name from the School dropdown in the Campus toolbar. When a school is selected, behavior resolutions are applied to that school only.

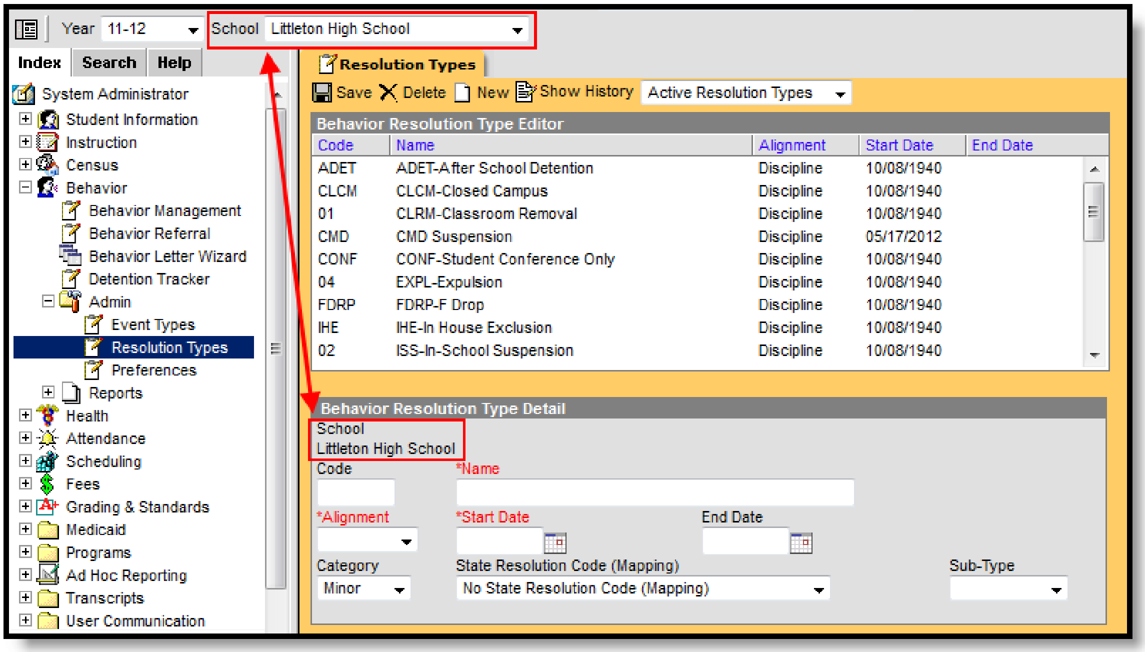


Image 2: School-Specific Behavior Resolutions

Creating District-Wide or School-Specific Behavior Resolutions

1. Select the **School** in the Campus Toolbar who will be using the resolution, or select **All Schools** to enter a district-wide resolution.
2. Select the **New** icon. The **Behavior Resolution Type Detail** view will appear below.
3. Select a **Code** for this behavior resolution. For example, if the behavior resolution were named *Contacted Parents*, the code might be *CP*. This code can only be five (5) characters in length.
4. Enter a **Name** for the resolution.
5. Select an **Alignment** for this resolution type. This setting determines if the resolution is *Discipline* related (negative behavior) or *Award* related (positive behavior). If *Award* is selected, only date fields will need to be entered for the record to be complete. All other fields will no longer appear.
6. Enter a **Start Date** to determine when the resolution will be active.
7. Enter an **End Date** to indicate when the resolution will not longer be active and will not appear to be selected on the Management Tool or the student Behavior tab.
8. Select a **Category** for the *Discipline* resolution type. Options are *Minor*, *Involved* or *Intense*.
9. If a state code needs to be assigned to *Discipline* resolution, select the **State Resolution Code (Mapping)**. This field is only available in certain states.
10. Select a **Subtype** to further classify the resolution. In order for a detention resolution to appear in the Detention Tracker, a subtype of *Detention* must be selected. Other options are *Suspension* and *Expulsion*. When a Subtype of *Detention* or *Suspension* is selected, additional instructions about the use of that type will appear at the bottom of the editor.
11. Click the **Save** icon when finished. The new resolution will be listed in the **Behavior Resolution Type Editor** in alphabetical order by the code field.

Each active Resolution Type must have a unique **Code** and **Name** combination. If a new type is created that has the same Code and Name as another active type, a warning will appear directing the user to modify at least one of those values.

Users should be aware that Subtypes cannot be added to Detention or Suspension resolution types that were created and assigned to students without having a subtype. To create a new type with the correct subtype, End Date the existing type and create a new one with the desired subtype.

Action Bar Options

Before a resolution type is selected, the following options appear in the Action bar. Users can create a **New** type or **Merge Resolution Types**. See the Merge Tool article for more information about this process. Types can be filtered by Active and Inactive, which is dependent on End Date.

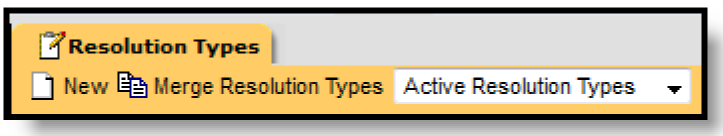


Image 3: Action Bar - No Type Selected

Once a resolution type is selected, the following options appear. Users can **Save** changes, **Delete** the selected type or create a **New** type. Click the **Show History** button will open an audit record of the resolution type, including when and how the type has been merged using the Merge Tool. Types can be filtered by Active and Inactive, which is dependent on End Date.

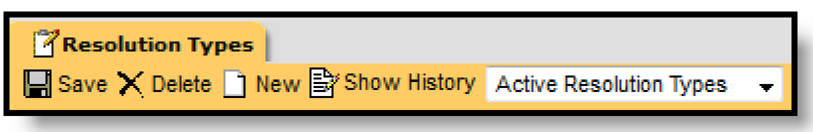


Image 4: Action Bar - Type Selected

Only types that have not assigned to a participant can be deleted. If users attempt to delete an Resolution Type that has been used, a warning message will appear. To deactivate an existing Resolution Type, enter an End Date. After the end date, the Resolution Type will not appear in the Referral or Management tool. Users can also use the Merge Tool to combine Resolution Types.

Reports (Behavior)

This article includes updates made to this tool with the release of E.1230. A previous version of this article exists:

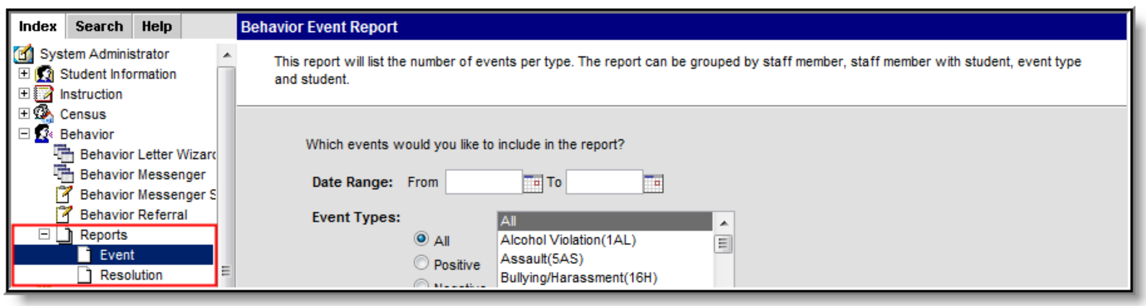
- Reports (Behavior) (.1226 and previous)

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

PATH: *Behavior > Reports*

Two behavior reports are available for reviewing and monitoring student behavior.



Behavior Reports

Behavior reports are designed for a behavior administrator to generate. Users are limited to pulling the reports for one school at a time. The following behavior reports are available in District Edition applications only:

Reports	School or District Use	Description
Behavior Event Report	School	This report lists the number of events per type. Various filtering and grouping options exist for this report.
Behavior Resolution Report	School	This report lists students who have been assigned resolutions and basic resolution information. The summary report only lists the count of resolutions for each student and the detail report provides more resolution details.

Behavior Event Report

Overview | Editor Fields | Generating the Behavior Event Report | Report Examples

This article includes updates made to this tool with the release of E.1230. A previous version of this article exists:

- Behavior Event Report (.1226 and previous)

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

Try It | Discuss It

PATH: *Behavior > Reports > Event*

The Behavior Event Report lists the number of behavior events by type. The report can be modified in various ways, such as reporting events based on Date, Referrer, Role or Event Types, including participant details such as Race/Ethnicity, Gender and Special Ed participation and grouping results by referrer, event type or student.

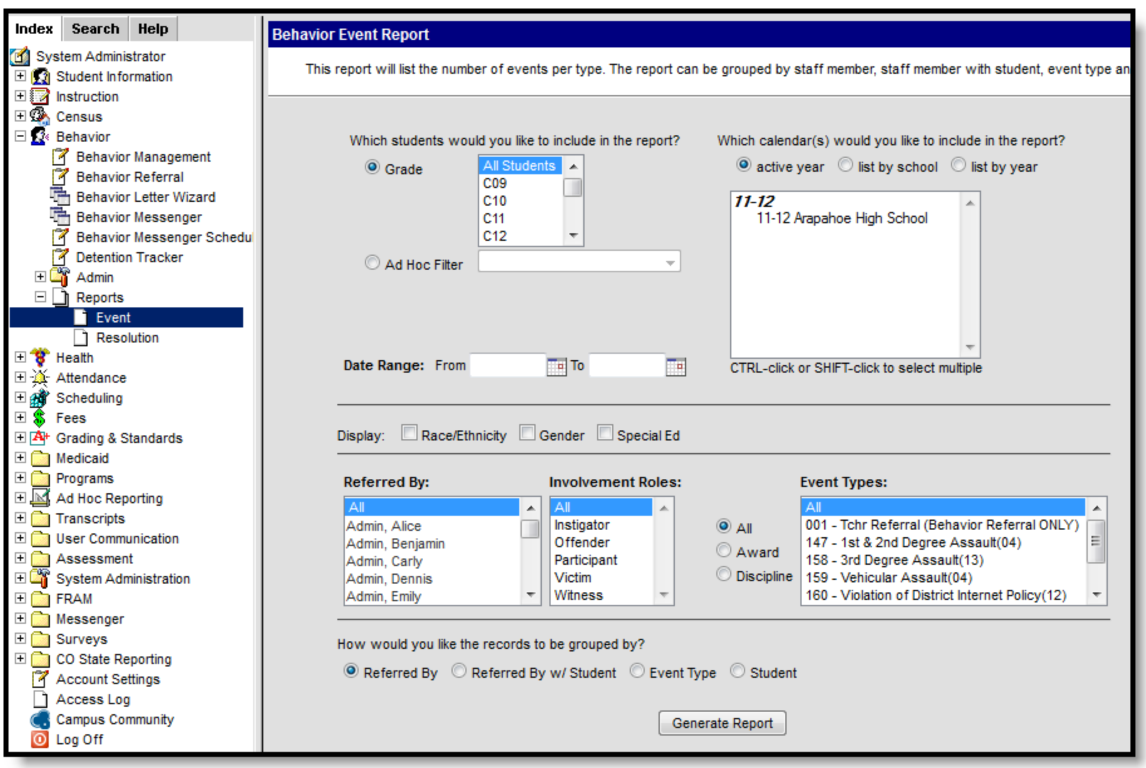


Image 1: Behavior Event Report

Behavior Event Types are created in the Behavior Admin area, and events are attached to Incidents in the Referral or the Management Tool.

Editor Fields

The following table describes the options available for generating the Event Report and how those options will affect the generated report.

Field	Description
Student and Date Fields	
Grade	Limit report results to only students actively enrolled in the selected grade(s).
Ad Hoc Filter	Limit report results to only students included in an existing Ad hoc Filter.
Date Range	Limit report results to only events attached to incidents which occurred during the date range entered.
Calendar(s)	Limit report results to only events attached to incidents which occurred during the selected calendar(s).
Display Options	These options appear based on the setting established in the Preferences tool.
Race/Ethnicity	Reports the Race/Ethnicity code for each participant.
Gender	Reports the Gender of each participant.
Special Ed	Reports a Y or N based on whether the participant has an active and locked IEP at the time of the incident.
Event Details	
Referred By	Filters report results to only events in incidents referred by the selected individual(s).
Involvement Roles	Filters report results to only participants who had the selected role(s) in the event.
Event Types	This list of Event Types can be filtered by Award and Discipline types. Filters the report results to only events of the selected type(s).
Grouping Options	See the following images for examples of each Grouping option.
Referred By	Groups records reported by the individual who submitted the referral.
Referred By w/ Student	Groups records reported by the individual who submitted the referral with the participants of the event listed.
Event Type	Groups records by event type.
Student	Groups records by participant name.

Generating the Behavior Event Report

1. Indicate which students should be included in the report by selecting a **Grade** level or **Ad hoc Filter**.
2. Select the **Calendar(s)** that should be included in the report.
3. Enter a **Date Range** in *mmddyyyy* format or by clicking the calendar icons and selecting dates. Leaving the Date Range blank will report for the entire school year.
4. Select which participant details should **Display** in the report, *Race/Ethnicity, Gender* or *Special Ed*. These options will only appear if the preferences for them are set to yes.
5. Indicate if only events **Referred By** a particular person should be reported. This list is populated by staff members who have "Behavior Admin" marked on their District Assignments.
6. Indicate if only students with the selected **Roles** should be included in the report.
7. Select which **Event Type(s)** should be included in the report. Click the *Award* or *Discipline* radio buttons to view only those events. Select multiple events by using the SHIFT and CTRL keys.
8. Indicate which **Involvement Role(s)** should be included in the report.
9. Indicate how the report should be **grouped**, by *Referred By*, by *Referred By w/ Student*, by *Event Type* or by *Student*.
10. Click **Generate Report** to view the report in PDF format.

Report Examples

Each report will appear with a header which includes School information, and a summary of the report settings and ?the information included. Each of the following examples shows a different **Grouped By** option, which affect the format of the generated report.

Staff	Event Type	Event	Students
Administrator, System Events: 4 Students: 4	112-Fighting 129-Poss Drugs 137-Theft	2 1 1	3 1 1
Teacher, Katie Events: 1 Students: 2	121-Insubordination	1	2
Teacher, Kelly L Events: 1 Students: 2	116-Hallway w/o Pas	1	2

Image 2: Grouped by Referred By

Teacher, Katie	Total Event count: 1	Total Student count: 2	
1. Event Type: 121-Insubordination		Event count:1	Student count:2
Event Detail	**Student(#)-Grade**	**Role**	
06/13/2012 1:34 PM	Student, Abigail R (#123456)-09	Offender	
	Student, Jacob T (#23456)-09	Offender	
Teacher, Kelly L	Total Event count: 1	Total Student count: 2	
1. Event Type: 116-Hallway w/o Pas		Event count:1	Student count:2
Event Detail	**Student(#)-Grade**	**Role**	
06/13/2012 1:39 PM	Student, Mason E (#34567)-10	Offender	
	Student, Ryan S (#56789)-11	Offender	

Image 3: Grouped by Referred By w/ Student

Event Type: 121-Insubordination		Event count: 11	Student count: 3
1. Staff: Administrator, System		Events: 1	Students: 1
Event Detail	**Student(#)-Grade**	**Role**	
05/23/2012 9:41 AM	Student, Jacob T (#23456)-09	Offender	
2. Staff: Teacher, Katie		Events: 1	Students: 2
Event Detail	**Student(#)-Grade**	**Role**	
06/13/2012 1:34 PM	Student, Abigail R (#123456)-09	Offender	
	Student, Jacob T (#23456)-09	Offender	

Image 4: Grouped by Event Type

Student(#): Student, Abigail (#123456)	Grade: 09	Total Event Count: 3	
2. Event Type: 121-Insubordination		Event count: 1	
Event Detail		**Role**	**Recorded By**
06/13/2012 1:34 PM		Offender	Teacher, Katie
Student(#): Student, Mason (#34567)	Grade: 10	Total Event Count: 2	
1. Event Type: 112-Fighting		Event count: 1	
Event Detail		**Role**	**Recorded By**
05/23/2012 9:41 AM		Victim	Administrator, System
2. Event Type: 116-Hallway w/o Pas		Event count: 1	
Event Detail		**Role**	**Recorded By**
06/13/2012 1:39 PM		Offender	Teacher, Kelly L

Image 5: Grouped by Student

Behavior Resolution Report

Overview | Editor Fields | Generating the Behavior Event Report | Report Examples

This article includes updates made to this tool with the release of E.1230. A previous version of this article exists:

- Behavior Resolution Report (.1226 and previous)

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

Try It | Discuss It

PATH: *Behavior > Reports > Resolution*

The Behavior Resolution Report lists students who have resolutions assigned. The report can be generated in one of two ways: the Summary option will only list the number of resolutions for each students, whereas the Detail option will list the details of each resolution. Sort options are also available to customize how information will appear in the report.

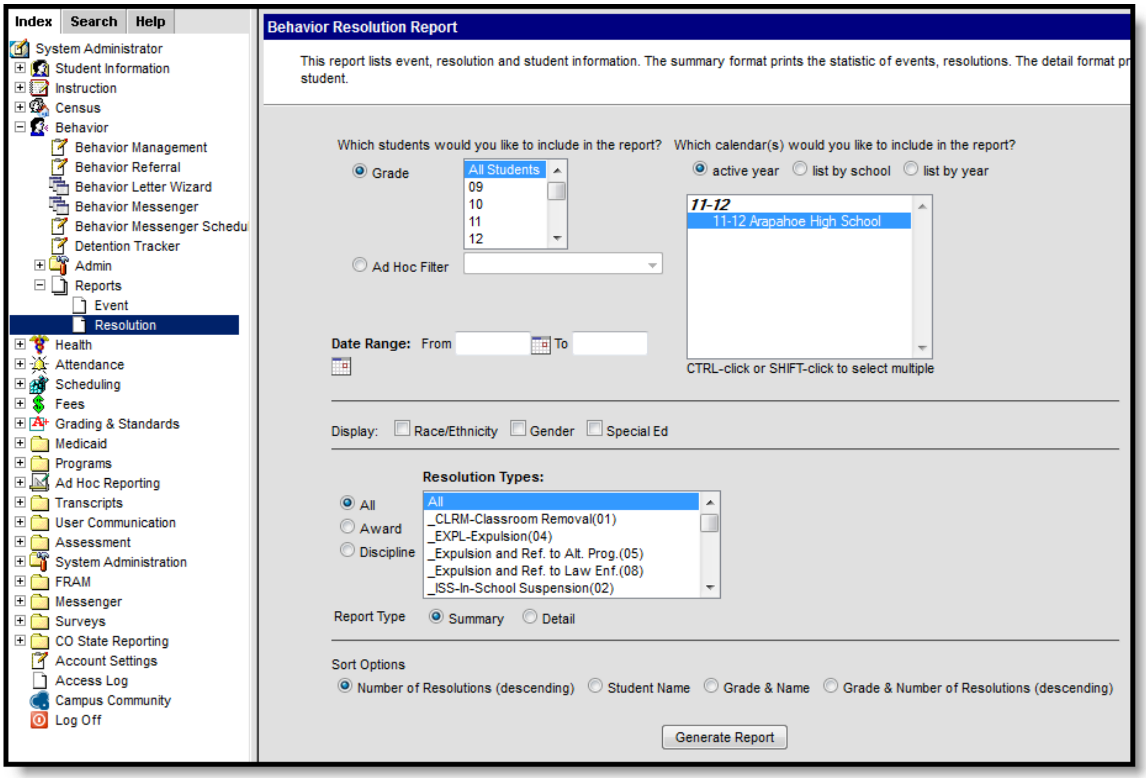


Image 1: Behavior Resolution Report

Behavior Event Types are created in the Behavior Admin area, and resolutions are assigned to participants in the Management Tool and the student Behavior tab.

Editor Fields

The following table describes the options available for generating the Resolution Report and how those options will affect the generated report.

Field	Description
Student and Date Fields	
Grade	Limit report results to only students actively enrolled in the selected grade(s).
Ad Hoc Filter	Limit report results to only students included in an existing Ad hoc Filter.
Date Range	Limit report results to only resolutions assigned during the date range entered.
Calendar(s)	Limit report results to only resolutions assigned during during the selected calendar(s).
Display Options	These options appear based on the setting established in the Preferences tool.
Race/Ethnicity	Reports the Race/Ethnicity code for each participant.

Gender	Reports the Gender of each participant.
Special Ed	Reports a Y or N based on whether the participant has an active and locked IEP at the time of the resolution.
Resolution Details	
Resolution Types	Filters the report results to only resolutions of the selected type. This list of Resolution Types can be filtered by Award and Discipline types.
Report Type	Selecting *Summary* format will generate a list of students with resolutions. *Detail* format includes the details of each resolution, including student data, dates and event and resolution types. See the images following for examples of both report types.
Sort Options	See the following images for examples of Sort Options.
Number of Resolutions	Sorts student by resolution count, beginning with students with the most resolutions.
Student Name	Sorts students alphabetically by student name.
Grade & Name	Sorts students first by grade, then by student name.
Grade & Number of Resolutions	Sorts students first by grade, then by resolution count, beginning with students with the most resolutions.

Generating the Behavior Event Report

1. Indicate which students should be included in the report by selecting **Grade** or **Ad hoc Filter**.
2. Select the **Calendar(s)** that should be included in the report.
3. Enter a **Date Range** in *mmddyyyy* format or by clicking the calendar icons and selecting dates. Leaving the Date Range blank will report for the entire school year.
4. Select which participant details should **Display** in the report, *Race/Ethnicity, Gender* or *Special Ed*. These options will only appear if the preferences for them are set to yes.
5. Select which **Resolution Type(s)** should be included in the report. Click the *Award* or *Discipline* radio buttons to view only those events. Select multiple events by using the SHIFT and CTRL keys.
6. Select the **Report Type** to be generated, *Summary* or *Detail*.
7. Indicate how the report should be **Sorted**, by *Number of Resolutions*, *Student Name*, *Grade & Name* or *Grade & Number of Resolutions*.
8. Click the **Generate Report** button to view the report in PDF format.

Report Examples

Each report will appear with a header which includes School information and a summary of the report settings and the information included.

Student	Student Number	Grade	#Resolution	#Event	Demerits /Points
Student, John H	23456	11	10	10	0
Student, Garrett E	56789	10	7	7	0
Student, Abigail R	123456	09	2	2	0
Student, Jacob T	23456	09	2	2	0
Student, Ryan S	56789	11	1	1	0

Image 2: Behavior Resolution Report: Summary - Sorted by Number of Resolutions

Student (Student #)		Date & Time	Event(Role) / Resolution	Demerits/Points
Student, Abigail R (#123456) Grade: 09 Demerits: 0 Events: 2 Resolutions: 2	Event Resolution	06/12/2012 1:54 PM 06/12/2012 2:11 PM	112-Fighting (Offender) No Action Taken	0
	Event Resolution	05/23/2012 9:41 AM 06/13/2012 10:36 AM	112-Fighting (Offender) Detention	0
Student, Jacob T (#23456) Grade: 09 Demerits: 0 Events: 2 Resolutions: 2	Event Resolution	05/23/2012 9:41 AM 06/13/2012 1:29 PM	112-Fighting (Offender) Detention	0
	Event Resolution	05/23/2012 9:41 AM 06/13/2012 1:30 PM	129-Poss Drugs (Offender) PCON-Parent Conference	0
Student, Ryan S (#56789) Grade: 11 Demerits: 0 Events: 1 Resolutions: 1	Event Resolution	05/23/2012 9:41 AM 06/13/2012 1:29 PM	137-Theft (Offender) Detention	0

Image 3: Behavior Resolution Report: Detail - Sorted by Student Name

Tool Rights (Behavior)

Overview | Behavior Rights | Student Behavior Rights

This article includes updates made to this tool with the release of E.1230.

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

Discuss It

Tool Rights determine the level of access users have to tools throughout Campus. This article refers to tool rights in abbreviated form (i.e., R, W, A, D or any combination of the four). In general, user rights are cumulative; therefore, a user who has A rights always has RW rights, unless otherwise noted. Sub-rights appear as *italicized*.

Right	Description
R (Read)	The **R** right indicates the information on the corresponding tool may be viewed by the user. When applicable, the user is also allowed to print information. The user will **NOT** have access to the Save, Add or Delete icons in the action bar.

W (Write)	The **W** right indicates the user may view and modify the information on the corresponding tool. The Save icon in the action bar will be functional. This right allows the user to modify only existing data in the area since adding new data is controlled by the **A** right. This right includes the ability to change or remove data from a specific field. A user always has **R** rights if they have **W** rights.
A (Add)	The **A** right indicates the user may view, modify and add to the information on the corresponding tool. The New and Add icons in the action bar will be functional. This right allows the user to add new data/records. A user will generally have **RW** rights if they have **A** rights. Details and exceptions are noted in this article.
D (Delete)	ASSIGN THIS RIGHT WITH CAUTION. The **D** right indicates the information on the corresponding tool may be deleted. The Delete icon in the action bar will be functional. This right provides the ability to completely remove an existing record, including all data contained within the record. The ability to change/remove data from a field is controlled through the **W** right. A user will generally have RWA rights if they have **D** rights. Details and exceptions are noted in this article.

Behavior Rights

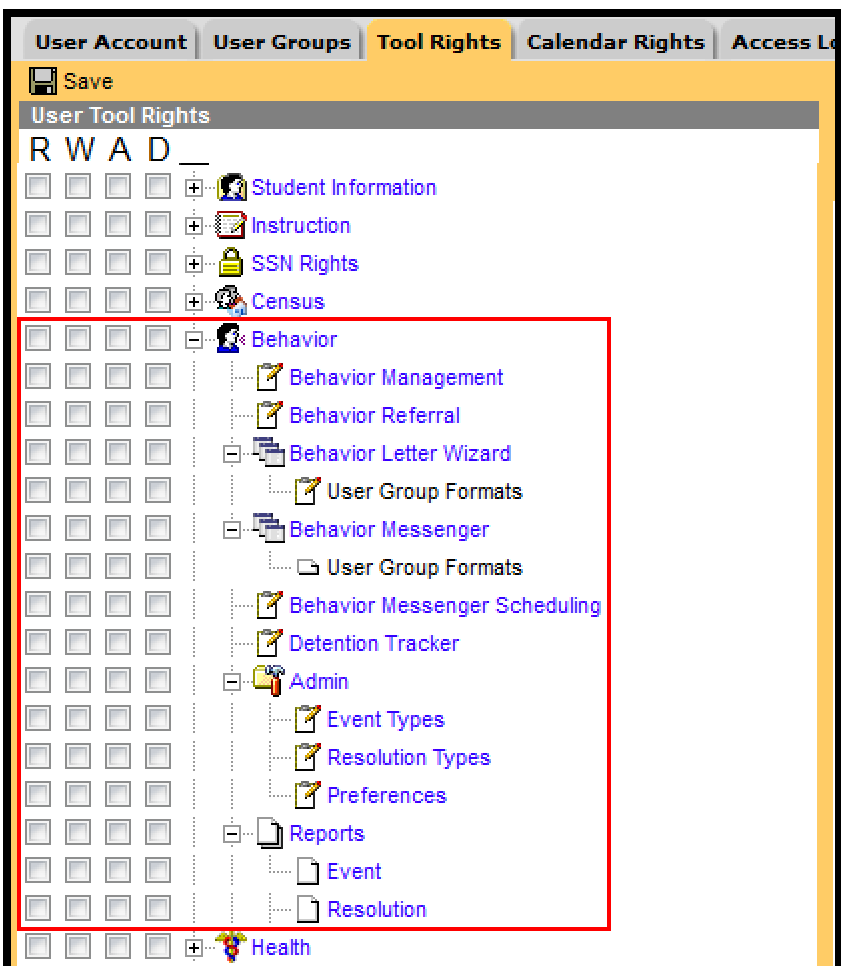


Image 1: Behavior - Module Rights

Right	R	W	A	D
Behavior	View.	View and Modify.	View, Modify and Add.	View, Modify, Add and Delete.
Behavior Management	View existing incident records.	View and Modify existing incident records.	View, Modify and Add incident records.	View, Modify, Add and Delete incident records.
Behavior Referral	View in progress incident referrals.	View and Modify in progress incident referrals. This tool right is required to submit referrals.	View, Modify and Add incident referrals.	View, Modify, Add and Delete incident referrals.
Behavior Letter Wizard	View existing letters.	View and Modify existing letters.	View, Modify and Add letters.	View, Modify, Add and Delete letters.
User Group Formats	Only Read rights apply. Causes the Organize To field to appear, which allows the user to save letters to the user's account or the user group.	N/A	N/A	N/A
Behavior Messenger	View messages.	View and Modify messages.	Requires at least R right to the Behavior Letter Wizard. View, Modify and Add messages.	View, Modify, Add and Delete messages.
User Group Formats	Only Read rights apply. Causes the Organize To field to appear, which allows the user to save messages to the user's account or the user group.	N/A	N/A	N/A

Behavior Messenger Scheduling	View existing messages scheduled by the user or user's user group.	View and Modify message scheduling.	View, Modify and Add a new schedule for message delivery.	View, Modify, Add and Delete a scheduled task.
Detention Tracker	View outstanding detention records.	View and Modify.	View, Modify and Add.	View, Modify, Add and Delete.
Admin	View Admin tools.	View and Modify.	View, Modify and Add.	View, Modify, Add and Delete.
Event Types	View Event Types.	View and Modify.	View, Modify and Add. This tool right is required to use the Merge Tool.	View, Modify, Add and Delete.
Resolution Types	View Resolution Types.	View and Modify.	View, Modify and Add. This tool right is required to use the Merge Tool.	View, Modify, Add and Delete.
Preferences	View Preferences.	View and Modify.	N/A	N/A
Reports	View Reports.	View and Modify.	View, Modify and Add.	View, Modify, Add and Delete.
Event	Only Read rights apply. View the report.	N/A	N/A	N/A
Resolution	Only Read rights apply. View the report.	N/A	N/A	N/A

Student Behavior Rights

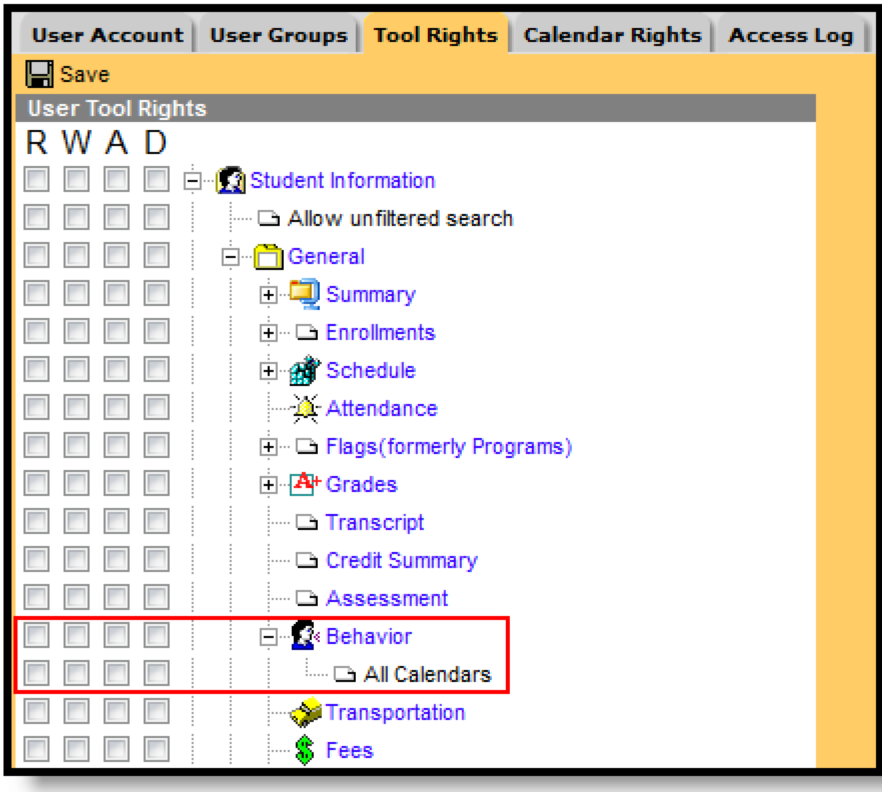


Image 2: Behavior - Student Tab Rights

The following considerations should be kept in mind when assigning rights to the student Behavior tab:

- Resolutions assigned in the Management Tool cannot be edited in the student Behavior tab.
- Users must have rights to the Management Tool to use the Incident ID hyperlink and the Behavior Management icon.

Right	R	W	A	D
Behavior	Only Read and Write rights apply. View and print student incident records and resolutions.	Only Read and Write rights apply. View and print student incident records and resolutions and record Detention served. Users must have W rights to add and save a resolution to an existing incident from the Behavior tab.	N/A	N/A
All Calendars	Only Read and Write rights apply. View and print student incident records and resolutions in all calendars.	Only Read and Write rights apply. View and print student incident records and resolutions and record Detention served in all calendars.	N/A	N/A

Behavior (.1226 and previous)

Overview | Setting Up Behavior Options and Behavior Administration | Entering Behavior Event Information for a Student | Managing Detention | Reporting Behavior Information | Notifying Parents of Behavior Events

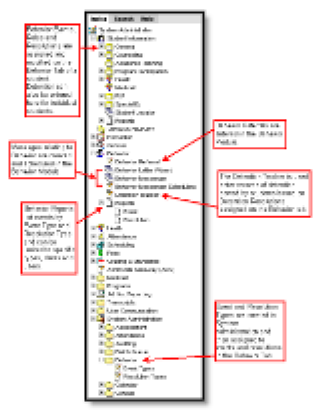
A more up to date version of this article exists:

- Behavior

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

The Behavior module provides tools for monitoring and recording a student's discipline and/or positive events, for creating letters for parents/guardians regarding student's behavior and for generating reports related to behavior. This page is designed to assist the user in the tasks, skills and procedures relating to Behavior. All tasks and tools are linked to the appropriate help articles.



Click to Enlarge

Setting Up Behavior Options and Behavior Administration

Topic	Tool
Creating a district-level and school-level Behavior Event options.	Behavior (Admin)
Creating a district-level and school-level Behavior Resolution options.	Behavior (Admin)
Customizing Behavior options.	Attribute Dictionary

Entering Behavior Event Information for a Student

Topic	Tool	Self-Paced Learning
Reporting a Behavior Event using a **Behavior Referral (.1226 and previous)**	BehaviorReferral	Behavior Referral Video
Recording a **Behavior Event** for a student	Behavior (Student)	
Assigning a **Behavior Role** to a student in an event.	Behavior (Student)	Student Behavior Tab Video
Assigning a **Behavior Resolution** to a student in an event.	Behavior (Student)	Student Behavior Tab Video
Adding **additional students** to a behavior event.	Behavior (Student)	Student Behavior Tab Video

Managing Detention

Topic	Tool
Recording a Behavior Resolution of **Detention** as part of entering an event.	Behavior (Student)
Managing Detention for a student from within the behavior event.	Behavior (Student)
Entering detention for an **individual** or a **group** of students using the **Detention Tracker**	Detention Tracker

Reporting Behavior Information

Topic	Tool	Self-Paced Learning
Printing individual behavior information for a student.	Behavior (Student)	
Reporting a Behavior Event using a **Behavior Referral (.1226 and previous)**	BehaviorReferral	Behavior Referral Video
View a report of Behavior Events by **event type** or **resolution type**	Behavior Event Report (.1226 and previous) Behavior Resolution Report (.1226 and previous)	Behavior Reports Video

Notifying Parents of Behavior Events

Topic	Tool	Self-Paced Learning
Create a **disciplinary letter** regarding behavior events.	Behavior Letter Wizard	Behavior Letter Wizard Video
Create a **message template** reporting a behavior event and **schedule** it to be sent.	Behavior Messenger Behavior Messenger Scheduling	Behavior Messenger Video

Questions? Access the Behavior Forums to ask a question related to Behavior and review other questions users have had.

Behavior Letter Wizard (.1226 and previous)

Overview | Trigger Criteria and Report Options | Inserting Campus Fields and Sub-Reports | Behavior Letter Creation and Maintenance

A more up to date version of this article exists:

- Behavior Letter Wizard

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

PATH: *Behavior > Behavior Letter Wizard*

The Behavior Letter Wizard is a tool which allows schools and districts to create disciplinary letters which populate student data based on predefined event trigger criteria. Users are able to initially create a behavior letter and then generate that letter each time they want to pull student data for the defined criteria.

Different letter formats can be created for any combination of events and resolutions. Users can create letters for an effective date or a date range. Sort options are provided for desired printing options, either by student name or my mailing address zip code (for bulk mail rates). Created letters are saved and can be used as many times as desired.

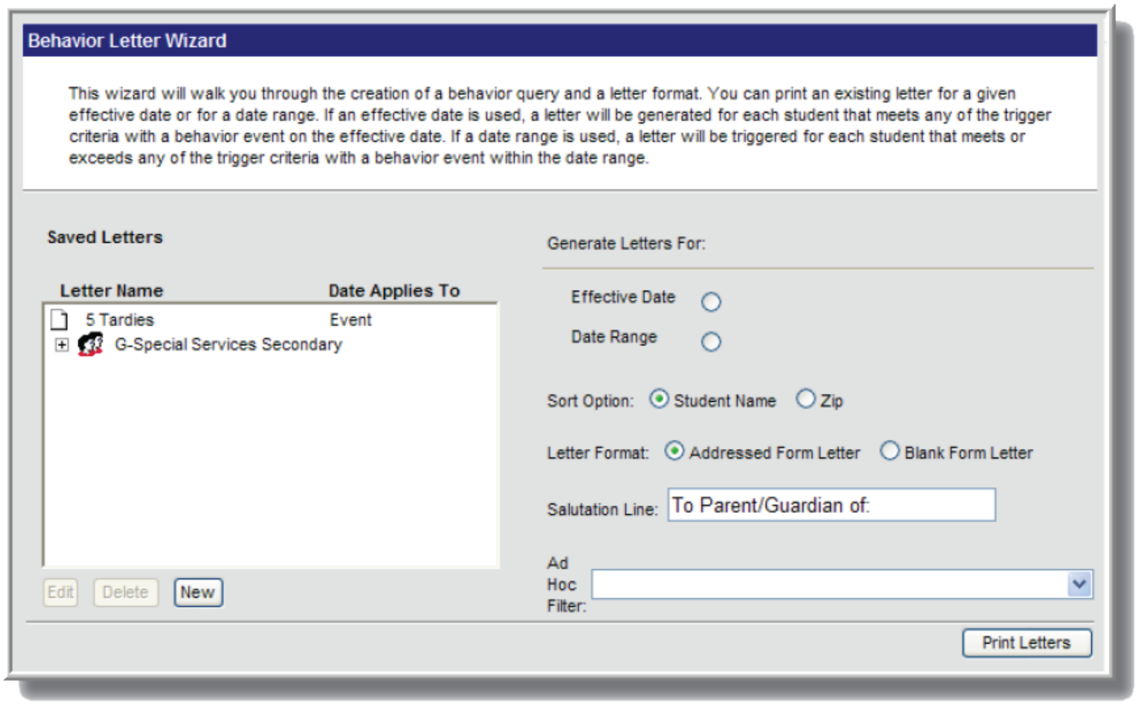


Image 1: Behavior Letter Wizard

To create a new behavior letter, select the New button below the Saved Letter window. Users will be redirected to a Behavior Letter Wizard editor where trigger criteria and report options can be defined.

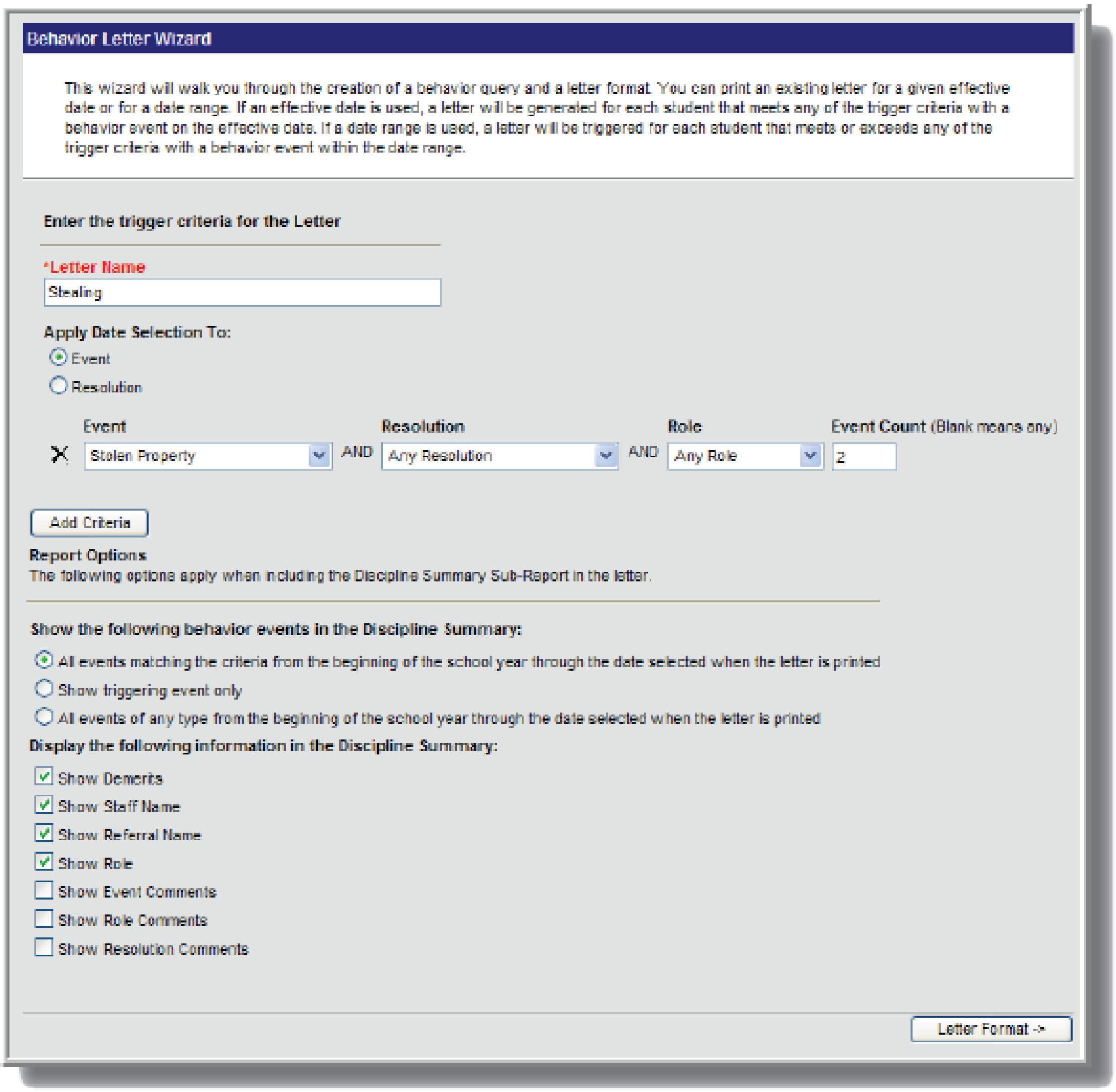


Image 2: Behavior Letter Criteria

Trigger Criteria and Report Options

Entering Trigger Criteria and Report Options

1. Enter the **Letter Name.** This will be the name which appears within the Saved Letters window and describes the nature of the report being created.
2. Select whether data will search dates based on the **Event** or **Resolution** defined in the criteria below. This option allows users to search for events when only the event or resolution date is known. This option also appears within the Saved Letters window, informing the user to which date the letter applies.
3. Select the **Event** trigger criteria from the dropdown list. This is the behavior event a student will need to be given to potentially populate the letter. Selecting Any Event will include all behavior events which meet the criteria and date range entered. Up to 99 behavior events/resolutions can be added to the letter wizard editor.

> The Behavior Letter Wizard will only accept Event Types containing the following special characters: ? < > . : ; ? | * % @ # ! $ ^ ( ) - _ + = “ “. Attempting to generate a behavior letter containing an Event Type with an “&” character will produce an error.

4. Select the **Resolution** trigger criteria from the dropdown list. This will be the behavior resolution a student will need to be given to potentially populate the letter. Selecting Any Resolution will include all behavior resolutions, including unresolved events, which meet the criteria and date range entered.
5. Select the **Role** trigger criteria from the dropdown list. Only students with this role assigned will potentially populate the letter depending on the criteria and date range entered.
6. Enter the **Event Count.** This field only counts events matching the given trigger criteria. This is number of times a student must have the specified behavior event, resolution and role combination occur from the start of the calendar year to the effective date, or last day of the date range. This field defaults to any count if left blank. Entries in this field should be numeric only. A warning message will appear if the entered value is not numeric.
7. Add additional trigger criteria by selecting the Add Criteria button.

> Event, Resolution and Role criteria are JOINED using AND to increment the count. Multiple criteria rows are joined using OR.

8. Select what events will be pulled into the Discipline Summary Report. Below is a summary of each option:
   - **All events matching the criteria from the beginning of the school year through the date selected when the letter is printed** - This will pull all events of the type selected with the resolution and role specified from the beginning of the calendar year to the last day in the date range entered.
   - **Show triggering event only** - This will only display events which triggered the count date criteria to be met.
   - **All events of any type from the beginning of the school through the date selected when the letter is printed** - This will display all behavior events that which occurred from the beginning of the calendar year to the effective date entered or last day within the date range entered
9. Select which information to include within the Discipline Summary Report by marking the appropriate checkboxes. Only information marked within this area will display within the Discipline Summary

Report. The following is a definition of each option:

- **Show Demerits** - Demerits entered on the behavior event.
- **Show Staff Name** - The staff member(s) who entered and/or assigned the resolution and event.
- **Show Referral Name** - Name of the person who witnessed the event and alerted administration.
- **Show Role** - The role (participation) of the student within the event.
- **Show Event Comments** - Comments entered on the behavior event.
- **Show Role Comments** - Comments entered on the behavior event when selecting the proper designation for the participation of the student.
- **Show Resolution Comments** - Comments entered on the event resolution.

10. When finished, select the **Letter Format** button. Users will be redirected to a new editor where writing of the letter can begin.

Inserting Campus Fields and Sub-Reports

To maximize efficiency and allow for the letter to adapt to reporting the same message uniquely for each student receiving a letter, Campus Fields can be inserted for each applicable piece of data. This feature functions much like an Ad hoc report. For example, users who wanted to have each person's first name appear within the letter would select the Campus Field icon and insert first name by selecting Demographics > firstName. By inserting firstName, each individual letter will have the person's name populate where the campus field was placed. This concept can be applied to a variety of Campus data and can greatly improve efficiency when printing letters for a large group of users.

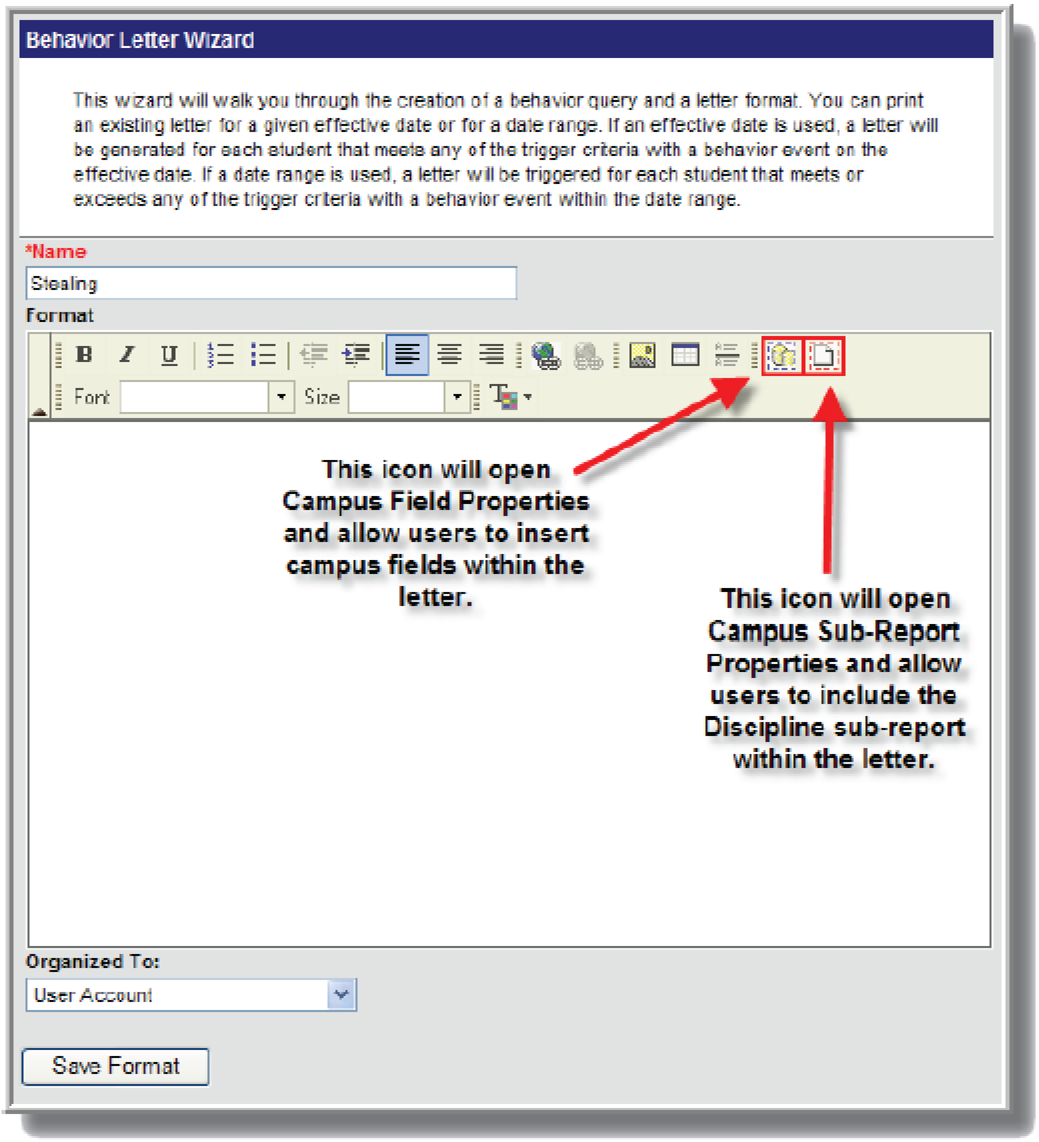


Image 3: Sub-Reports and Campus Fields

Campus Sub-reports can also be included within the letter. For the purpose of utilizing previously established Discipline Summary options as well as including the most relevant behavior information, users are encouraged to only include the Discipline Summary Sub-report within the letter. This can be done by clicking the Campus Sub-report icon and selecting Behavior > Discipline Summary.

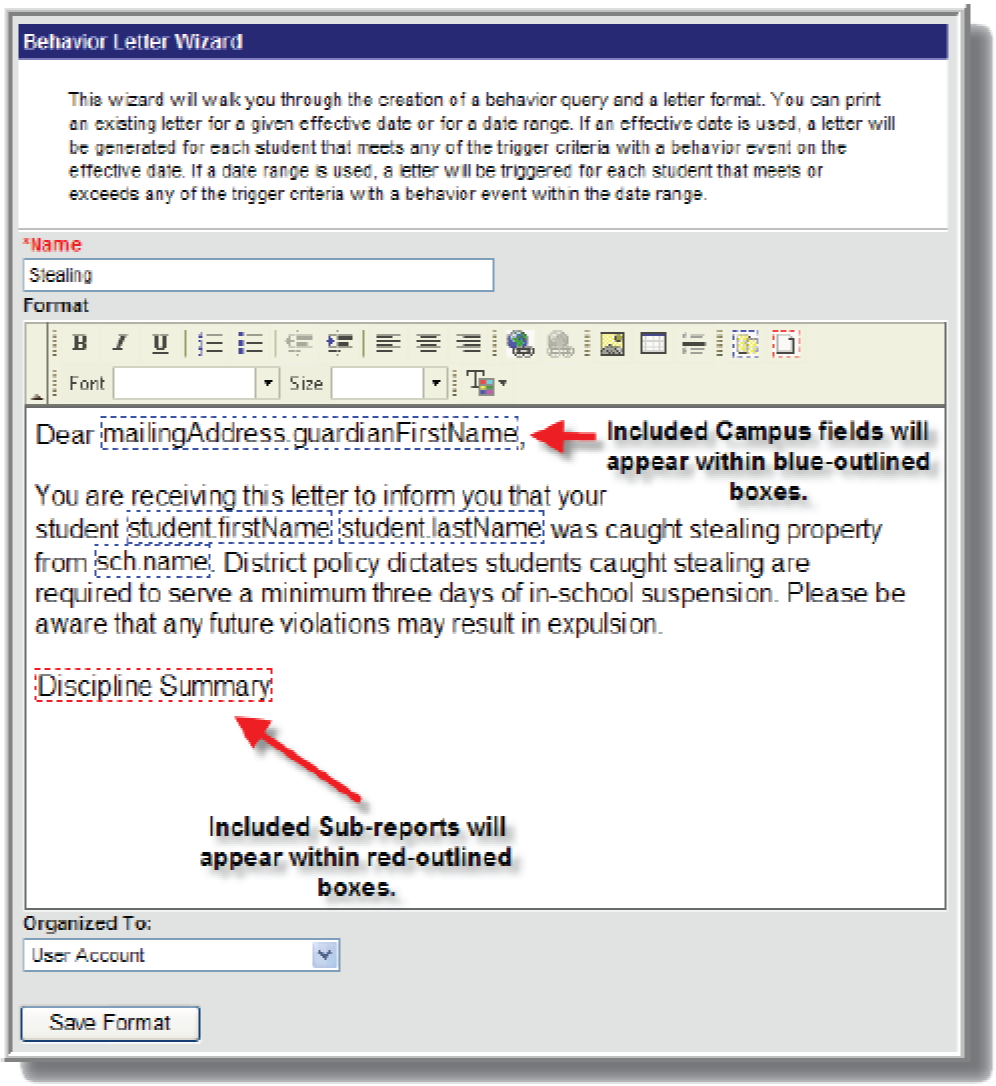


Image 4: Campus Fields and Sub-Reports

Behavior Letter Creation and Maintenance

Creating the Behavior Letter

1. Ensure the letter **Name** is correct. This field will auto-populate with the name entered in the previous editor.
2. Begin writing the letter within the text box.
3. Select the appropriate Campus Fields to include in the letter.
4. Select the appropriate Campus Sub-reports to in the letter. Users are encouraged to select the Discipline Summary report to include the most relevant behavior information and utilize previously established options.
5. Select a user group from the **Organized To** dropdown list. Only users included within the user group selected will have rights to view and use the letter. If the User Account option is selected, only the user creating the letter will have rights to view and use the letter.
6. Once all writing is complete, all Campus fields have been inserted into the letter and the Discipline Summary has been included (if desired), select the **Save Format** button. The screen will flash telling the user the letter has been saved and users will remain viewing the completed letter for ease in making any modifications. To access and print the newly saved letter, select Behavior Letter Wizard from the Campus Outline.

Printing Behavior Letters

1. Select a letter from the Saved Letters window. The selected letter will highlight in blue.
2. Select whether to generate data for the report based on the **Effective Date** or **Date Range.** Description for each option is as follows:
   - **Effective Date** - A letter will generate for each student who met or exceeded the trigger count for the specified criteria on this day
   - **Date Range** - A letter will generate for each student who met or exceeded the trigger count during the date range entered. This includes the first and last day of the range.
3. Select whether to sort generated letters by **Student Name** or **Zip.**
4. Select a Letter Format. Selecting the **Addressed Form Letter** radio button will make the **Salutation Line** field available. Letters generated with this option selected will format in a mailing letter style, where address information is placed to fit a standard window envelope. Any salutation written within the **Salutation Line** field will be included at the beginning of the address viewable within the envelope window. Letters generated using the **Blank Form Letter** format appear as a more standard letter, with no formatting used for direct mailing purposes.
5. Select an **Ad hoc Filter** from the dropdown list (if desired). Ad hoc filters can be created by going to Ad hoc Reporting Filter Designer.
6. Select the **Print Letters** button. Generated letters will appear in a separate window in PDF format.

[redacted] Elementary
2680 Upper Test Rd
Testville, MN 55109
(555)333-1211

Report generated:
09/01/2009

Student #146862
Grade: 02
Birthdate: 06/06/2001

To Parent/Guardian of:
[redacted]
902 Test Blvd S
Testville, MN 11223

Dear Sheryl,

You are receiving this letter to inform you that your student [redacted] was caught stealing property from [redacted] Elementary. District policy dictates students caught stealing are required to serve a minimum three days of in-school suspension. Please be aware that any future violations may result in expulsion.

Date	Event	Role	Staff	Referral	Resolution	Demerits	Start Date	End Date
09/01/2009	Stolen Property	Offender	Admin, Admin	Admin, Admin	ISS - In-School Suspension	0	09/01/2009	

Event Comments
Student was caught stealing school property.

Role Comments
Student was caught in the act of stealing.

Resolution Comments
District policy requires three days of in-school suspension.

Image 5: Behavior Letter - Addressed Form Letter Format

Dear [redacted],

You are receiving this letter to inform you that your student [redacted] was caught stealing property from [redacted] Elementary. District policy dictates students caught stealing are required to serve a minimum three days of in-school suspension. Please be aware that any future violations may result in expulsion.

Date	Event	Role	Staff	Referral	Resolution	Demerits	Start Date	End Date
09/01/2009	Stolen Property	Offender	Admin, Admin	Admin, Admin	ISS - In-School Suspension	0	09/01/2009	

Event Comments
Student was caught stealing school property.

Role Comments
Student was caught in the act of stealing.

Resolution Comments
District policy requires three days of in-school suspension.

Image 6: Behavior Letter - Blank Form Letter Format

Editing Saved Letters

Users have the option of editing saved behavior letters. This is a useful option when making slight modifications, updates or additions to existing letters.

1. Select the letter from the Saved Letters window. The selected letter will be highlighted.
2. Select the **Edit** button. Users will be redirected to the trigger criteria and report options editors for modification.
3. Once finished making modifications, select the **Letter Format** button. Users will be redirected to the letter editor.
4. Make all appropriate modifications to the body of the letter and select the **Save Format** button when finished. The behavior letter is now saved with all edits made.

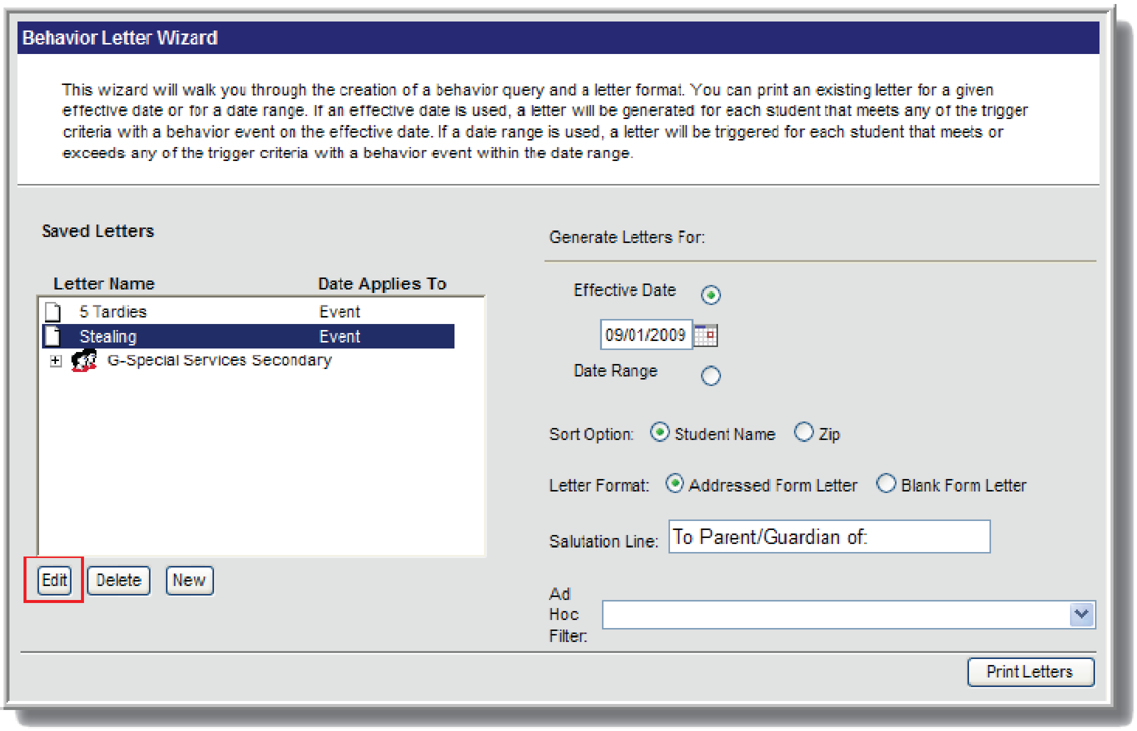


Image 7: Editing Behavior Letters

Deleting Saved Letters

Users have the ability to delete saved behavior letters. This is useful for deleting unused letters and general maintenance of the saved behavior letter list.

1. Select a behavior letter from the Saved Letters window. The selected letter will be highlighted.
2. Select the **Delete** button. Users will receive a warning message asking whether they wish to delete the report design. Select **OK** to delete the letter.
3. The Save Letters window will update and the deleted behavior letter will have been removed from the system.

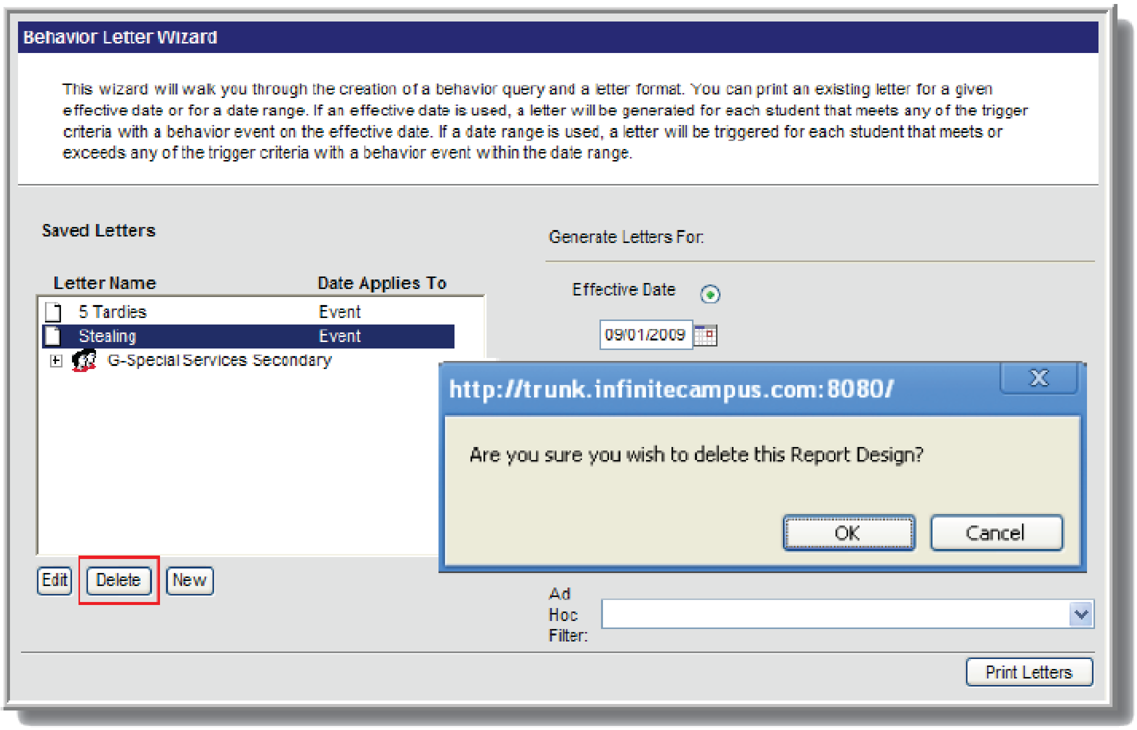


Image 8: Deleting Saved Letters

Behavior Messenger (.1226 and previous)

Overview | Field Limitations | Creating a New Behavior Messenger Template | Using a Behavior Messenger Template to Send a Message

A more up to date version of this article exists:

- Behavior Messenger

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

In the E.1226 Release Pack (June 2012), a **Record a Message** button was added to the Behavior Messenger interface. When selected, a ShoutPoint Voice File Recorder tool displays. See the ShoutPoint Voice File Recorder for more information.

Overview

PATH: *Behavior > Behavior Messenger*

The Behavior Messenger Wizard allows users to create message templates that will be sent to parents of students with behavior events.

The Behavior Messenger templates specify the criteria on which to filter events. Users can later set up a Behavior Messenger template to be dialed on a schedule using the Behavior Messenger Scheduling tool.

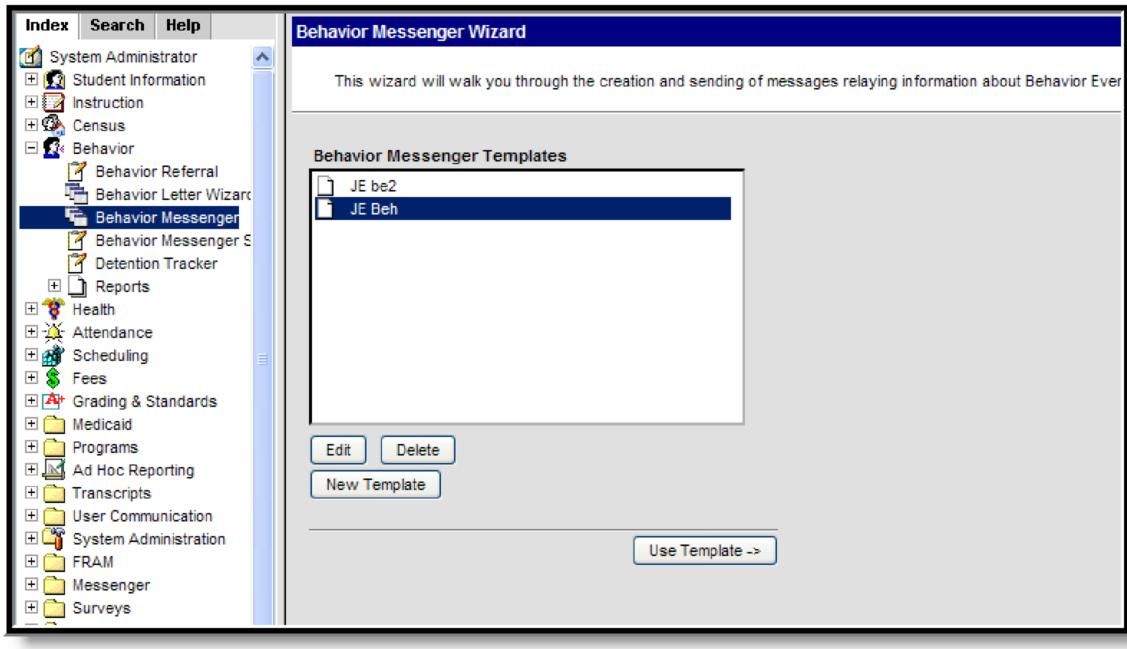


Image 1: Behavior Messenger Editor

Field Limitations

The following limitations should be noted when creating a message:

- The Message Recipient Field Value accommodates the text field from which data is pulled and allows for text lengths larger than 255 characters.
- At this time, text in that field cannot be greater that 2000 characters.

> If the user enters a behavior event comment that exceeds 2000 characters, the message will not be sent.

Creating a New Behavior Messenger Template

1. Click the **New Template** button.

Criteria Selection

1. Enter the **Name** of the behavior message.
2. Select the **Event Types** from the dropdown list to include in the message.
3. Select the **Involvement Roles** from the dropdown list to include in the message. Up to four behavior

roles can be selected.

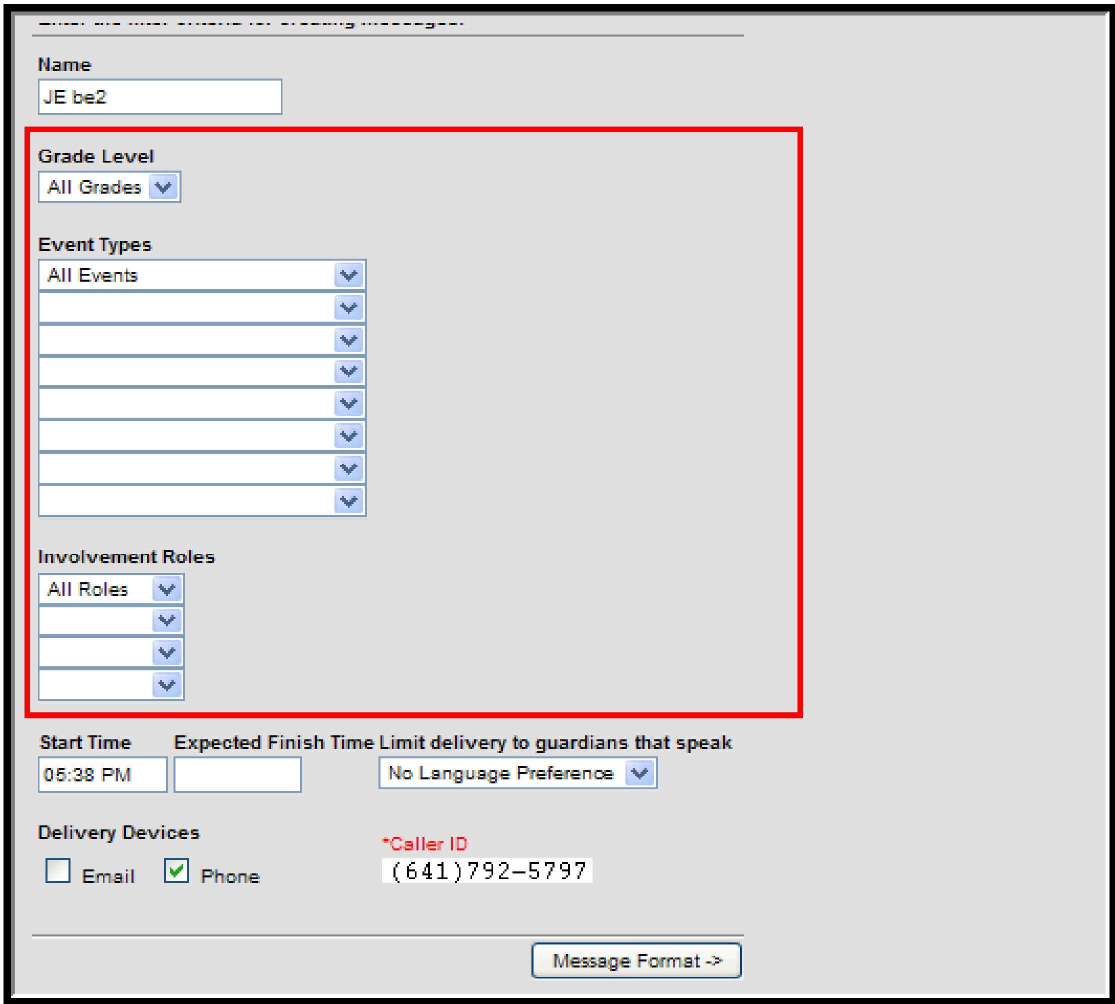


Image 2: Message Criteria

Delivery Information

Messages can be sent to either Email or Phone. Automatically, messages are sent to the Portal Inbox.

1. Enter the **Start Time** of when the message should be sent.
2. Enter the **Expected Finish** time.
3. Determine the language of the guardians. The recipients are determined by the selection in the Preferred Language Field on the Demographics tab. To send messages to guardians whose Preferred Language is English AND guardians whose Preferred Languages is Spanish, two separate templates must be created.
4. Select the **Delivery Devices** to use to send the message. Options are **Email** and **Phone**.
5. Click the **Message Format** button.

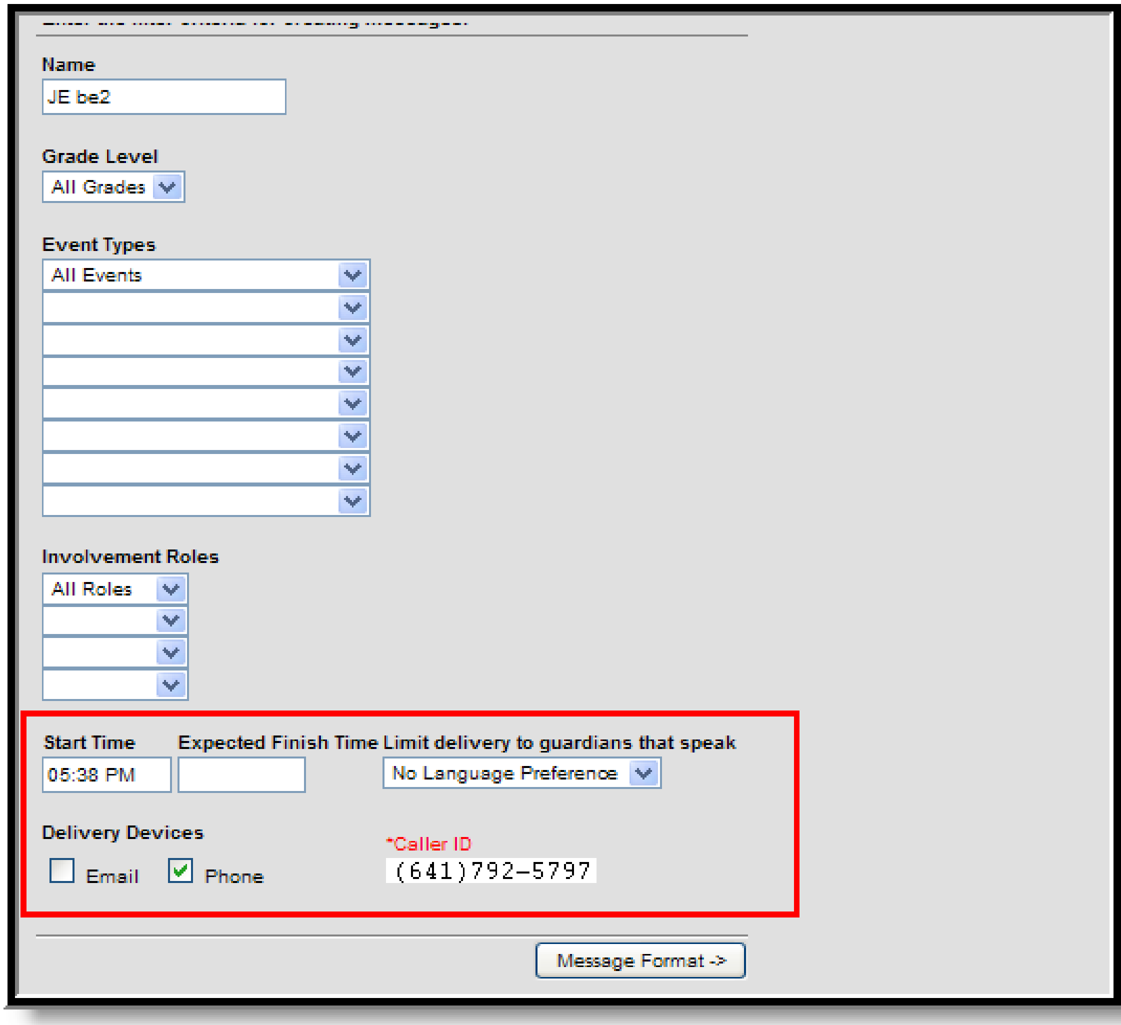


Image 3: Message Delivery Options

If uploading a .wav file, when the messages are sent, only the .wav file is read for voice calls. The text entered in the WYSIWYG is included in the email.

Message Format

1. Enter the text of the message into the WYSIWYIG editor.
2. Select the desired Campus Field Properties. These aid in the collection of data.
3. Click the **Record a Message** button to record a message using the ShoutPoint Voice Recorder.
4. Select the **Communication Language** from the dropdown list. Options are US English and Spanish.
5. Select the **Speech File** to use by uploading a WAV file. Users should use this function whenever they would like to replace the built in text-to-speech spoken message with their own speech file. This is required for Spanish language messages since Campus does not support Spanish text-to-speech functionality.
6. From the **Organize To** dropdown list, select the user group to save the template for or choose User Account to only allow the current user to access the template.
7. When finished, click the **Save Format** button. The new report will appear in the templates list on the first

page of the Behavior Messenger Wizard.

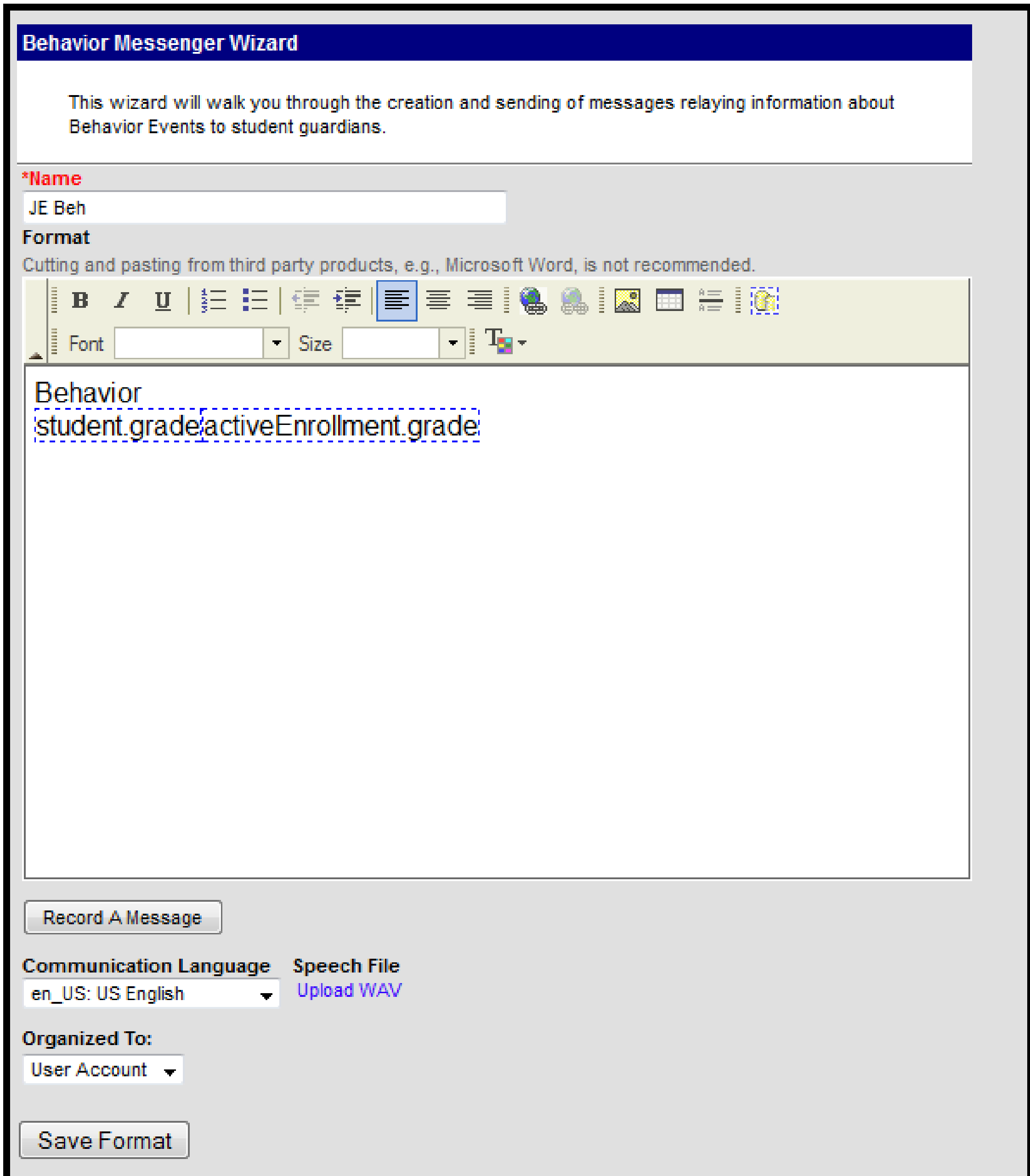


Image 4: Message Format

Using a Behavior Messenger Template to Send a Message

Try It

1. Select the template from the **Behavior Messenger Templates** list.
2. Click the **Use Template** button.

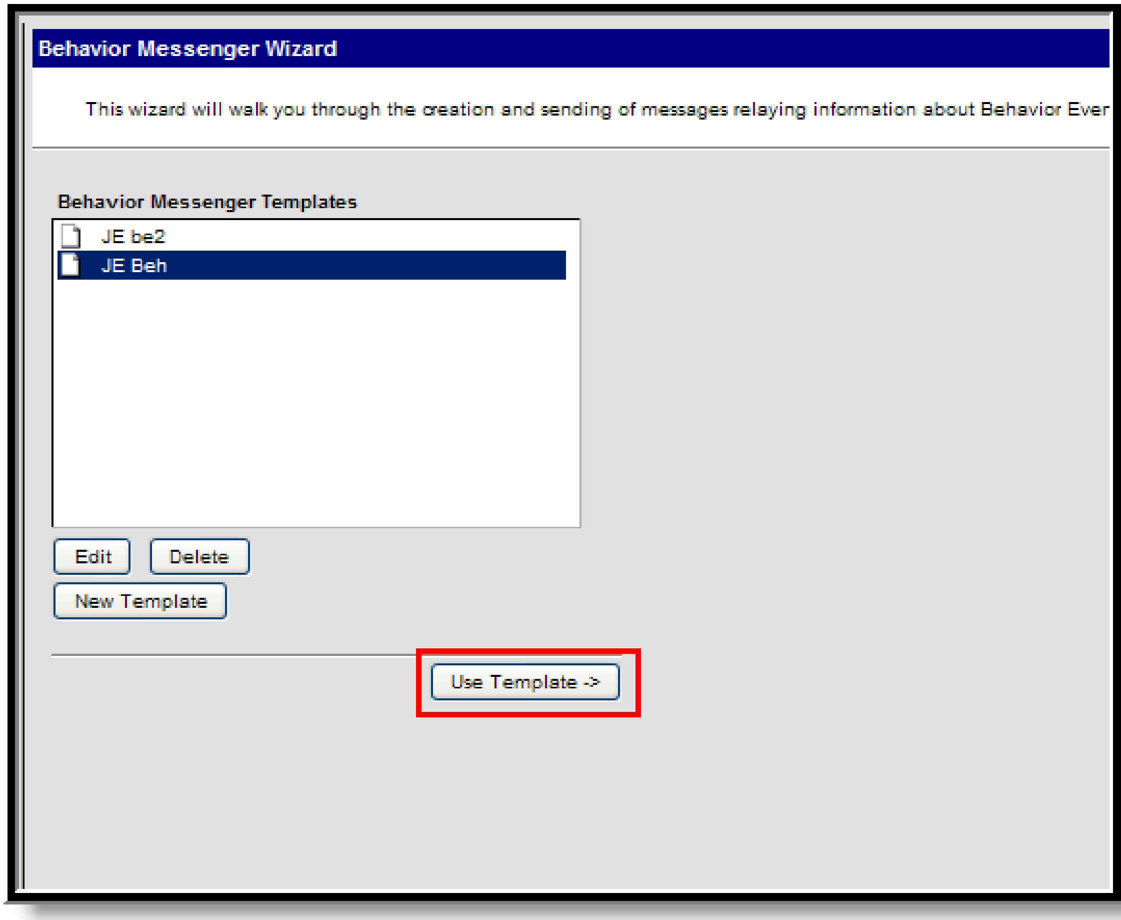


Image 4: Existing Template Selection

Criteria Selection

1. Enter the **Name** of the behavior message.
2. Select the **Grade Level** from the dropdown list.
3. Select the **Event Types** from the dropdown list to include in the message.
4. Select the **Involvement Roles** from the dropdown list to include in the message. Up to four behavior roles can be selected.

Delivery Information

1. Enter the **Start Time** of when the message should be sent.
2. Enter the **Expected Finish** time.
3. Determine the language of the guardians. The recipients are determined by the selection in the Preferred Language Field on the Demographics tab. To send messages to guardians whose Preferred Language is English AND guardians whose Preferred Languages is Spanish, two separate templates must be created.
4. Select the **Delivery Devices** to use to send the message. Options are **Email** and **Phone**.
5. Enter the **Effective Date** in *mmddyy* format.

Message Test

1. Click the **Test Message** button. A message summary window appears, listing options selected.
2. Click the **Cancel** button to return to the Behavior Messenger.
3. Click the **Send Test** button to send the message.

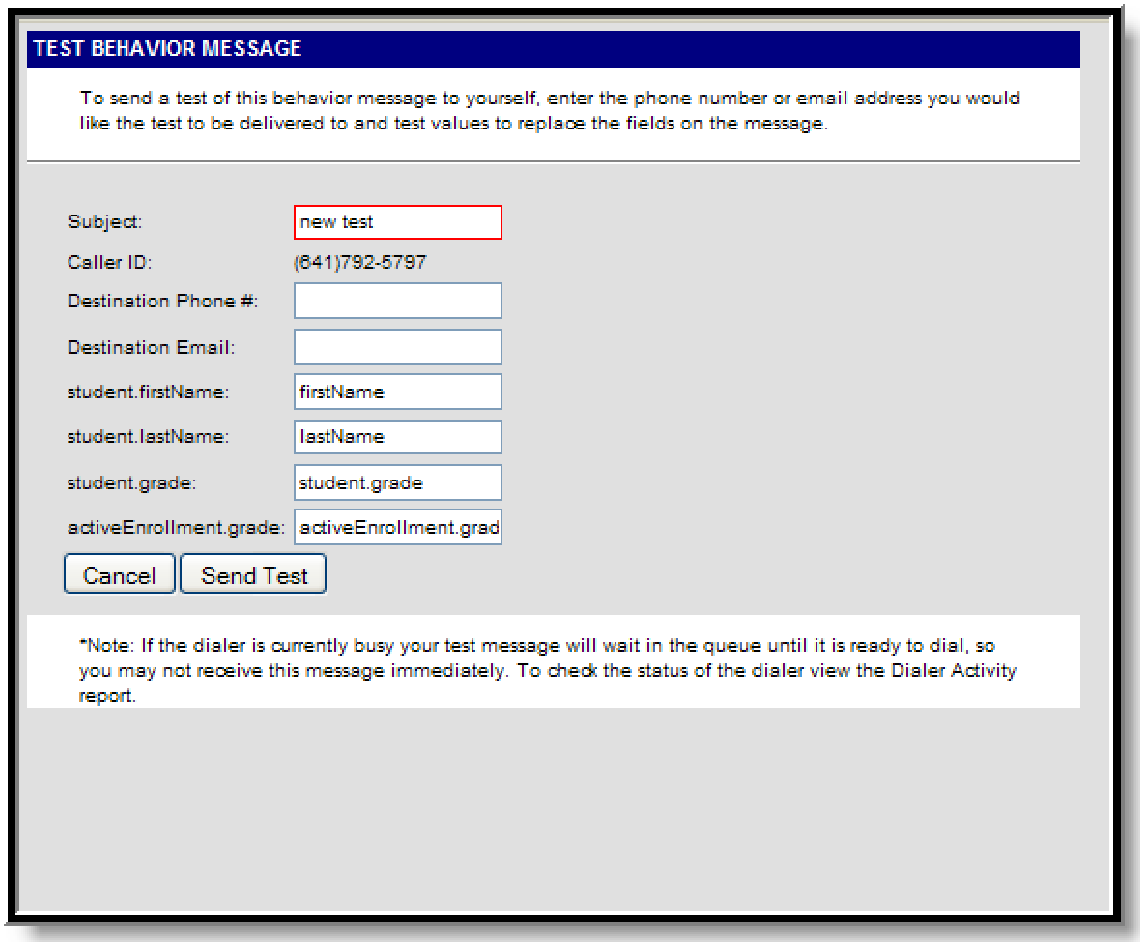


Image 5:Testing the Behavior Messenger

Message Preview and Sending

1. Click the **Preview Notices** button to see the number of recipients and counts of the message.
2. Click the **Review Recipients** button to see which individuals will receive the message.
3. Click the **Send Message** to send the message.

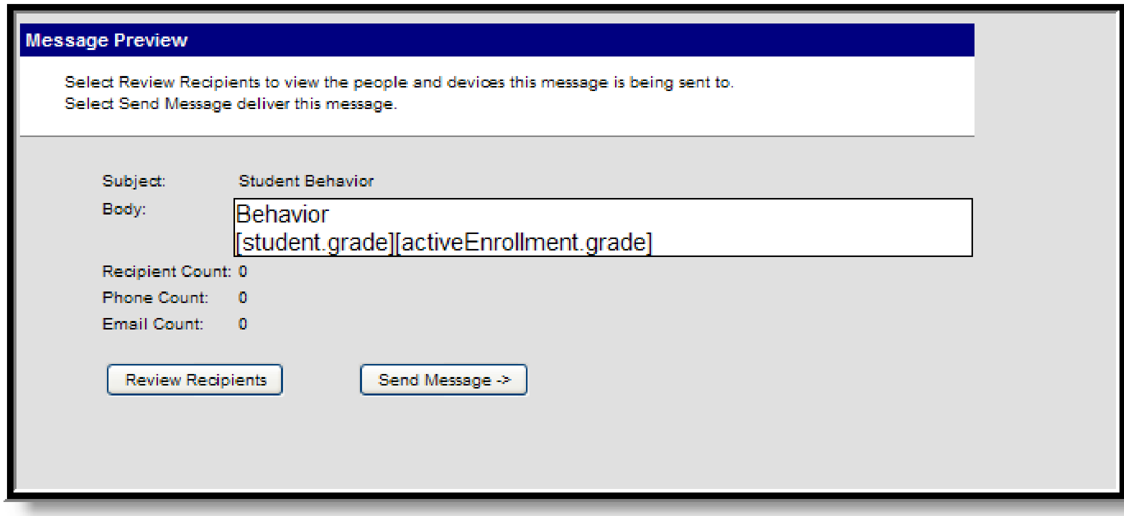


Image 6:Message Preview

Behavior Messenger Scheduling (.1226 and previous)

Overview | Scheduling a Behavior Email Message

A more up to date version of this article exists:

- Behavior Messenger Scheduling

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

Try It | Discuss It

PATH: *Behavior > Behavior Messenger Scheduling*

The **Behavior Messenger Scheduling** allows a user to set up times to automatically run the Behavior Messenger. Templates must be created before using this tool. This is done in the Behavior Messenger Wizard. All existing behavior templates will appear in the Behavior Messenger Schedules list.

When the scheduled time arrives, the attendance dialer will automatically generate messages based on the data available at that time. A confirmation email will be sent to the address specified as the Sender Address in Messenger Email Preferences tab, informing them that it has run and how many phones/email devices received the message.

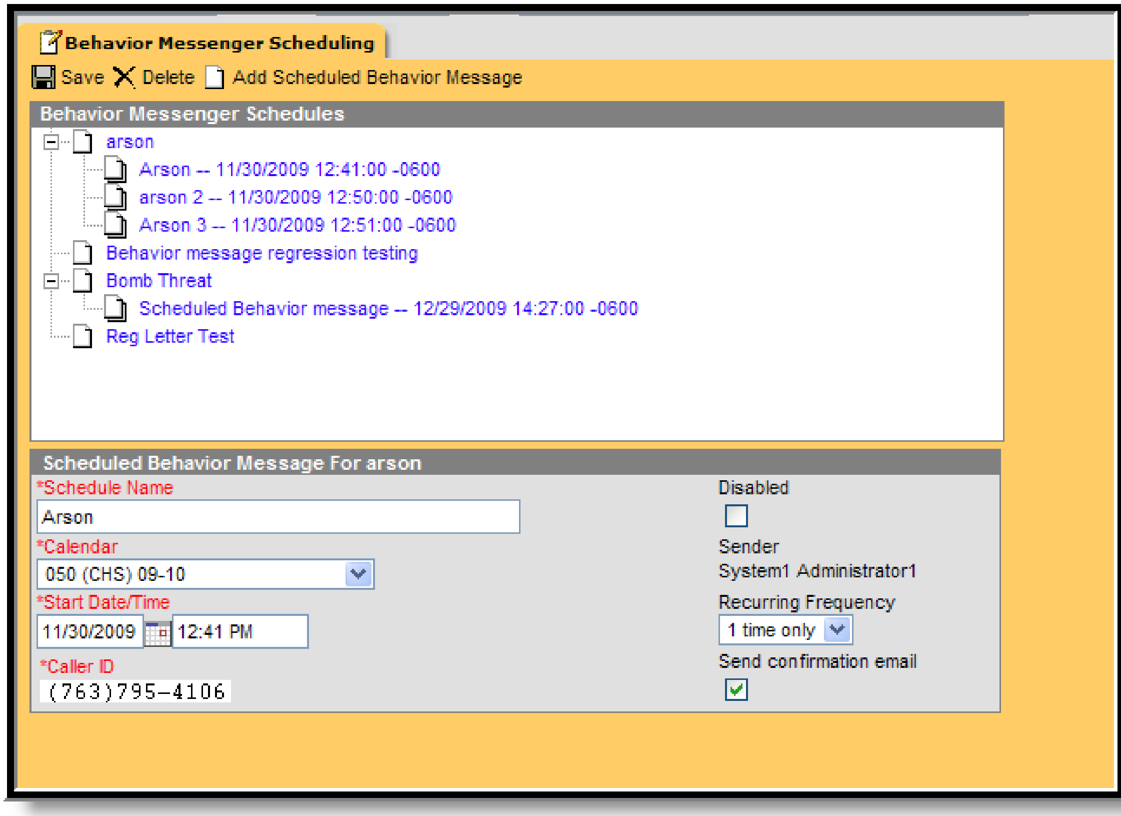


Image 1: Behavior Messenger Scheduling

Scheduling a Behavior Email Message

1. Select a template from the **Behavior Messenger Schedules** table.
2. Enter the **Schedule Name**.
3. Select a **Calendar.** This option is defaulted to the calendar selected in the toolbar.
4. Enter the **Start Date** in *mmddyy* format or click the calendar icon to select a date.
5. Enter the **Start Date/Time** of the message.
6. If the **Behavior Messenger** should be disabled, mark the **Disabled** checkbox. If disabled, no future messages will be sent for the task.
7. Choose how often the dialer should occur by selecting an option from the **Recurring Frequency** dropdown list.
8. Mark the **Send Confirmation Email** checkbox to receive an email when the message has been sent. An email will be sent to the address specified as the Sender Address in Messenger Email Preferences.
9. Select the **Save** icon when finished. The new schedule will appear below its respective template in the Behavior Messenger Schedules table.

Add more schedules by selecting the newly added schedule in the Behavior Messenger list and select the **Add Scheduled Behavior Message**.

If a Behavior Event Type chosen on the Behavior Message Template that includes user-entered text that is more than 2000 characters, the voice message will abort and be noted as such on the Print Sent Message report. This does not abort all voice message calls, only those where the behavior event comment is more than 2000 characters.

Detention Tracker (.1226 and previous)

Overview | Entering Detention for a Group of Students | Entering Detention for Individual Students | Detention Tracker Record Fields

A more up to date version of this article exists:

- Detention Tracker

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

Try It | Discuss It

The Detention Tracker collects detention resolutions assigned on the student's Behavior Tab and allows users to manage detentions as they are served. This article describes how to enter detention served information for groups\ or individual\ students.

To appear in the detention tracker, the Behavior Resolution assigned to a student must have a subtype of "detention,"as set in the Resolution list. The Detention Tracker is used to record detention served, not to enter new detention requirements. That is done on the student's Behavior Tab.

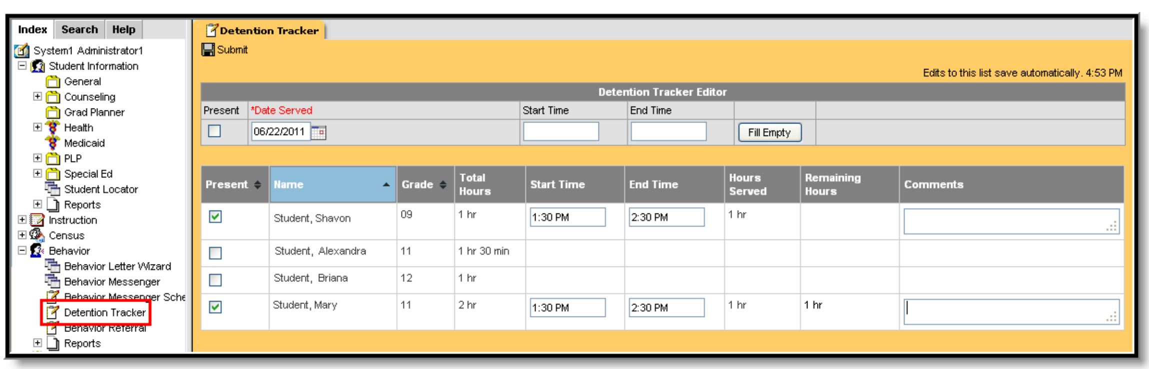


Image 1: Detention Tracker

Changes made in the Detention Tracker are saved automatically when the user clicks or tabs away from a field. The time the last save occurred appears in the top right corner of the editor. Users can navigate away from the detention tracker without submitting the information and return to the Detention Tracker. Information will not be truly recorded, and student Behavior tabs updated, until **Submit** is selected.

Once a detention record has been submitted, the record for detention served can only be **modified** in the Detention section of the student's individual detention tab.

Entering Detention for a Group of Students

Records for detention served can be entered for all students in the list at once.

1. Mark **Present** in the Detention Tracker Editor to automatically mark 'Present' for all students in the list. To remove students from the mass update, unmark the Present checkbox for those students.
2. Enter a **Date Served** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This field defaults to the current date.
3. Enter **Start** and **End Time** for the detention served record. If any of the students who have Present marked already have Start or End Times entered, the editor will not overwrite those fields and will insert values for any empty fields.
4. Click **Fill Empty** to update all students who have the Present checkbox marked. The Detention Tracker record fields below will be updated to reflect the change. The record is not fully submitted until the **Submit** button is selected, which will refresh the Detention Tracker screen.

Entering Detention for Individual Students

Records for detention served can be entered for individuals using the Detention Tracker Editor by leaving only one student's name marked as Present.

1. Mark the **Present** checkbox for the student who is serving detention. Once this checkbox is marked, Time and Comment fields will become editable.
2. Enter a **Start Time** in standard or military time.
3. Enter an **End Time** in standard or military time.
4. Upon clicking or tabbing away from the Time fields, **Hours Service** and **Remaining Hours** will update automatically.
5. Enter any **Comments** to be attached to the record.
6. Changes to the record will be saved automatically. Select **Submit** to validate and save changes and update the student's Behavior tab.

Detention Tracker Record Fields

Present, Name and Grade columns are sortable by clicking the header row. The table is sorted automatically by student last name, or alphabetically/numerically depending on the column selected.

Field Name	Description
Present	Indicates that the student is present to serve detention. Marking this checkbox will enable other fields in the Detention Tracker to be editable.
Name	Autopopulates with the student's last name and first name. *Display only.*
Grade	Autopopulates with the student's grade level, based on the student's most current enrollment. *Display only.*
Total Hours	The total number of hours of detention the student is required to serve, over all detention resolutions. *Display only.*
Start Time	The start time of this instance of the student serving detention. Times can be entered in standard or military time. *Editable when **Present** is checked.*
End Time	The end time of this instance of the student serving detention. A start time must be entered before an end time can be. Times can be entered in standard or military time. *Editable when **Present** is checked.*
Hours Served	Calculates based on the Start and End Time entered. *Display only*.
Remaining Hours	Calculates as the difference between Total Hours and Hours Served. If Hours Served is greater than Total Hours, this value will display as in red. *Display only.*
Comments	Any comments attached that should *Editable when **Present** is checked.*

Reports (Behavior) (.1226 and previous)

A more up to date version of this article exists:

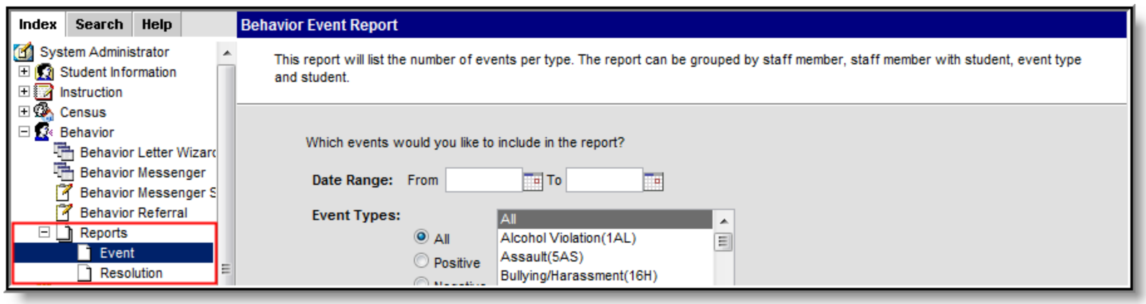
- Reports (Behavior)

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

PATH: *Behavior > Reports*

Two behavior reports are available for reviewing and monitoring of student behavior.



Behavior Reports

Behavior reports are designed for a behavior administrator to generate. Users are limited to pulling the reports for one school at a time. The following behavior reports are available in District Edition applications only:

Reports	School or District Use	Description
Behavior Event Report	School	This report will list the number of events per type. The report can be grouped by staff member, staff member with student breakdown or event type.
Behavior Resolution Report	School	The **Behavior Resolution** Report will print behavior resolution information. The summary report only lists the count of resolutions for each student.

Behavior Event Report (.1226 and previous)

Overview | Generating the Behavior Event Report

A more up to date version of this article exists:

- Behavior Event Report

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

Try It	Discuss It

The Behavior Event Report lists the number of behavior events by type. The report can be grouped by staff member, by staff member and then student, by event type or by student.

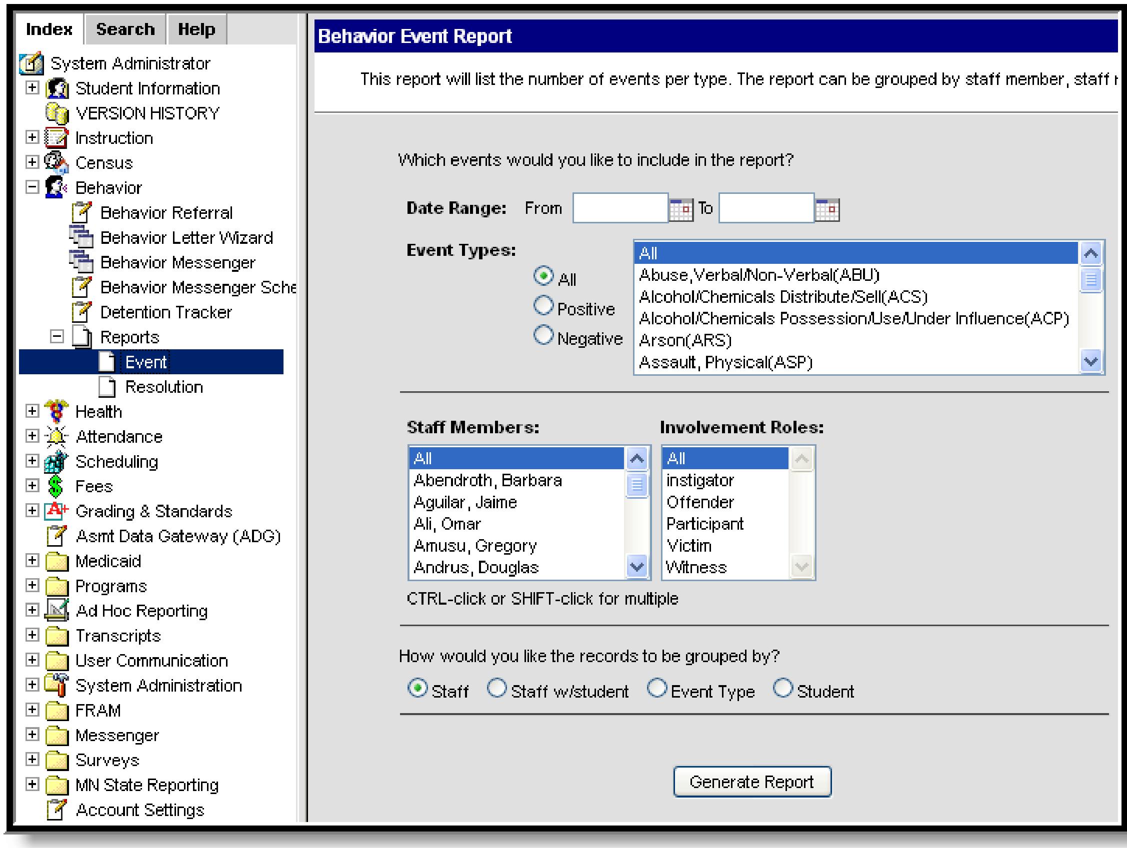


Image 1: Behavior Event Report

Behavior Event Types are created in System Administration and events are entered in Behavior (Student).

Generating the Behavior Event Report

1. Enter a **Date Range** in *mmddyyyy* format or by clicking the calendar icons and selecting dates. Leaving the Date Range blank will report for the entire school year.
2. Select which **Event Type(s)** should be included in the report. Click the *Positive* or *Negative* radio buttons to view only those events. Select multiple events by using the SHIFT and CTRL keys.
3. Select which **Staff Member(s)** should be included in the report. This list is populated by staff members who have "Behavior Admin" marked on their District Assignments (Campus SIS users) or selected on their Work Assignment (Human Resource module users).
4. Indicate which **Involvement Role(s)** should be included in the report.
5. Indicate how the report should be **grouped**, by *staff*, by *staff then student*, by *event type* or by *student*.
6. Click **Generate Report** to view the report in PDF format.

2011-12 Central High School 1234 South St. Central, MN 54321 Generated on 09/20/2011 01:21:13 PM Page 1 of 1	**Behavior Type Report** All Staffs Date Range: 09/01/2011~09/20/2011 Negative Events: All Events All Roles Group by staff Staffs: 2 Events types: 2 Events: 2 Students: 1

Staff	Event Type	Event Count	Students Count
Teacher, Sally Events: 1 Students: 1	Alcohol/Chemicals Distribute/Sell	1	1
Teacher, Thomas Events: 1 Students: 1	Abuse,Verbal/Non-Verbal	1	1

Image 2: All Behavior Events Grouped by Staff

2011-12 Central High School 1234 South St. Central, MN 54321 Generated on 09/20/2011 01:26:27 PM Page 1 of 1	**Behavior Type Report** All Staffs Date Range: 08/01/2010~09/20/2011 Negative Events: All Events All Roles Group by staff w/student breakdown Staffs: 2 Events types: 2 Events: 2 Students: 1

Teacher, Alice	Event Types:1/1	Events:1	Students:1
1. Event: Alcohol/Chemicals Distribute/Sell		Events:1	Students:1
Event Detail	**Student(#)-Grade**		**Role**
09/16/2011 13:13	Student, Sam (#123456) - 11		Offender

Teacher, James	Event Types:1/1	Events:1	Students:1
1. Event: Abuse,Verbal/Non-Verbal		Events:1	Students:1
Event Detail	**Student(#)-Grade**		**Role**
09/16/2011 13:12	Student, Chris (#234567) - 10		Offender

Image 3: Negative Behavior Events Grouped by Staff then Student

2010-11 Central High School 1234 South St. Central, MN 54321 Generated on 09/19/2011 01:03:45 PM Page 1 of 140	**Behavior Type Report** All Staffs Date Range: 02/08/2011~04/02/2011 Events: All Events Roles: Offender, Group by event type Events types: 23 Events: 7282 Students: 1467 Staffs: 5

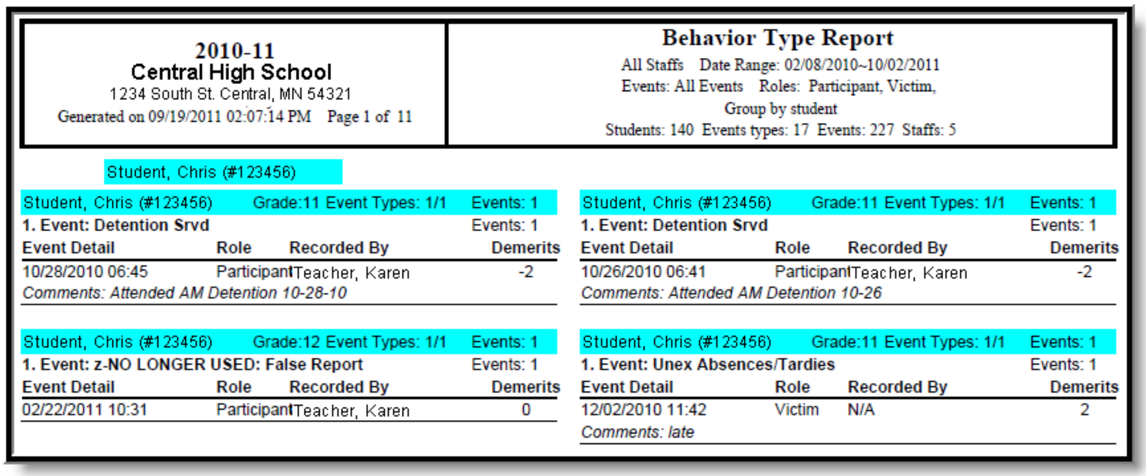
Abuse,Verbal/Non-Verbal	Staffs: 1/2	Events: 13	Students: 11
1. Staff: Teacher, Michael		Events: 2	Students: 2
Event Detail	**Student(#)-Grade**		**Role**
03/15/2011 16:01	Student, Sally (#123456) - 11		Offender
Comments: Swore at teachers during class on 2 separate occasions			
02/11/2011 21:07	Student, Chris (#345678) - 12		Offender
Comments: Swore at teachers during class on 2 separate occasions			

Abuse,Verbal/Non-Verbal	Staffs: 2/2	Events: 13	Students: 11
2. Staff: Teacher, Karen		Events: 11	Students: 9
Event Detail	**Student(#)-Grade**		**Role**
03/21/2011 10:57	Student, Chris (#345678) - 12		Offender
Comments: Not on task, called her teahcer "annoying" = Abusive language.			
03/16/2011 13:27	Student, Zachary (#234567) - 10		Offender
Comments: Abusive Language/Insubordination.			

Alcohol/Chemicals Distribute/Sell	Staffs: 1/1	Events: 1	Students: 1
1. Staff: Teacher, Karen		Events: 1	Students: 1
Event Detail	**Student(#)-Grade**		**Role**
02/24/2011 16:52	Student, Zachary (#234567) - 10		Offender
Comments: A student reported there was a strong smell of marijuana in the stairwell area. When I looked at video, I noticed Zach and another student standing in the area for several minutes. I questioned Zach, who denied using marijuana. Zach's hands smelled of marijuana, however.			

Alcohol/Chemicals Possession/Use/Under Influence	Staffs: 1/2	Events: 5	Students: 5
1. Staff: Teacher, Michael		Events: 4	Students: 4
Event Detail	**Student(#)-Grade**		**Role**
03/21/2011 13:55	Student, Dejon (#456789) - 11		Offender
Comments: Dejon left the building to go and smoke marijuana. Possession of drug paraphernalia.			
03/21/2011 12:24	Student, Sally (#123456) - 11		Offender
Comments: in possession of marijuana on school grounds.			

Image 4: All Behavior Events Grouped by Type, Offenders Only



2010-11
Central High School
1234 South St. Central, MN 54321
Generated on 09/19/2011 02:07:14 PM Page 1 of 11

Behavior Type Report
All Staffs Date Range: 02/08/2010~10/02/2011
Events: All Events Roles: Participant, Victim,
Group by student
Students: 140 Events types: 17 Events: 227 Staffs: 5

Student, Chris (#123456)

Student, Chris (#123456) Grade:11 Event Types: 1/1 Events: 1
1. Event: Detention Srvd Events: 1

Event Detail	Role	Recorded By	Demerits
10/28/2010 06:45	Participant	Teacher, Karen	-2
Comments: Attended AM Detention 10-28-10			

Student, Chris (#123456) Grade:11 Event Types: 1/1 Events: 1
1. Event: Detention Srvd Events: 1

Event Detail	Role	Recorded By	Demerits
10/26/2010 06:41	Participant	Teacher, Karen	-2
Comments: Attended AM Detention 10-26			

Student, Chris (#123456) Grade:12 Event Types: 1/1 Events: 1
1. Event: z-NO LONGER USED: False Report Events: 1

Event Detail	Role	Recorded By	Demerits
02/22/2011 10:31	Participant	Teacher, Karen	0

Student, Chris (#123456) Grade:11 Event Types: 1/1 Events: 1
1. Event: Unex Absences/Tardies Events: 1

Event Detail	Role	Recorded By	Demerits
12/02/2010 11:42	Victim	N/A	2
Comments: late			

Image 5: All Behavior Events Grouped by Student, Victims and Participants

Behavior Resolution Report (.1226 and previous)

Overview | Generating the Behavior Event Report

A more up to date version of this article exists:

- Behavior Resolution Report

See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

Discuss It

The Behavior Resolution Report lists the number of behavior resolutions by type.The report can be generated in one of two ways: the Summary option will only list the number of resolutions for each students, whereas the Detail option will list the details of each resolution.

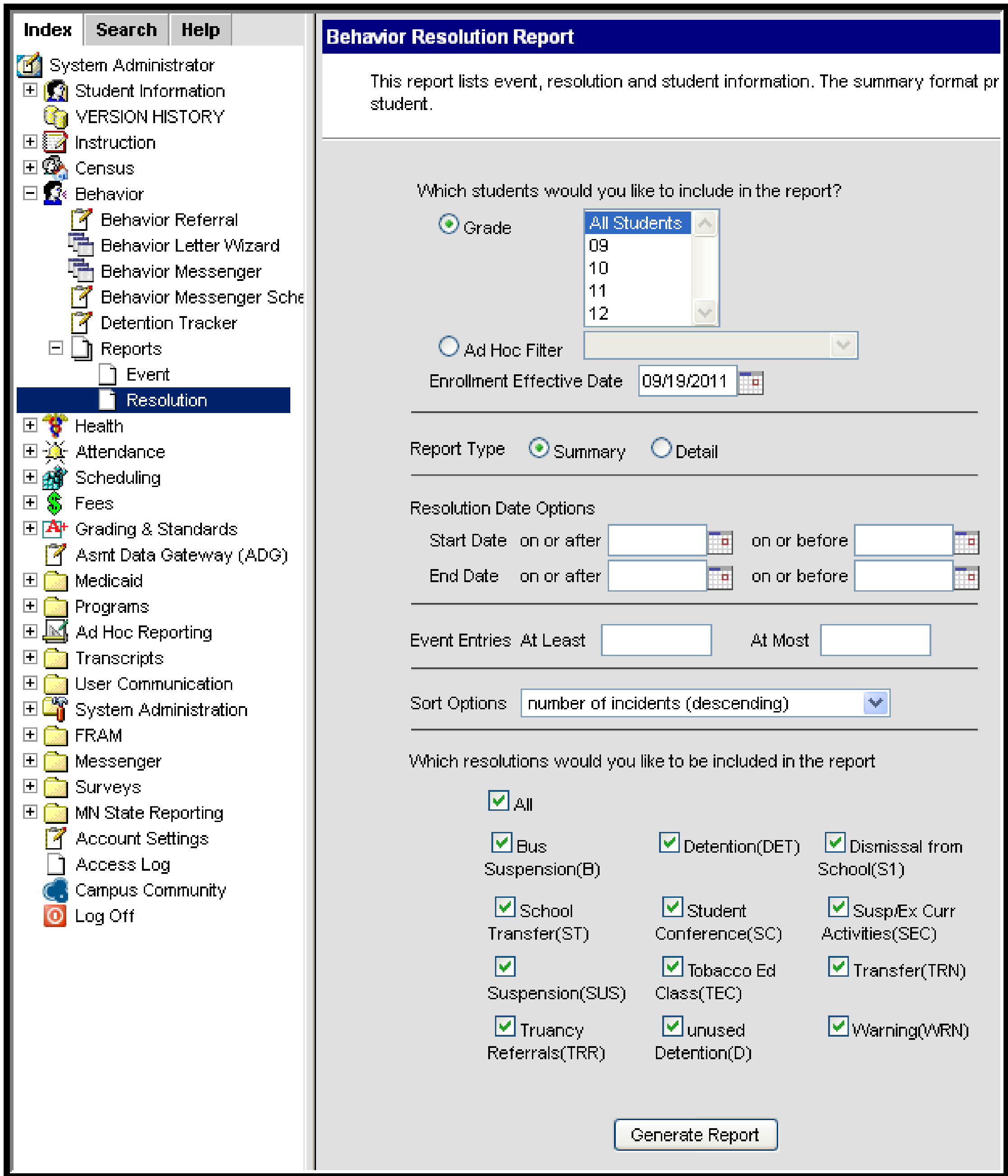


Image 1: Behavior Resolution Report

Behavior Resolution Types are created in System Administration and events are entered in Behavior (Student).

Generating the Behavior Event Report

Try It

1. Indicate which students should be included in the report by selecting **Grade** or **Ad hoc Filter**.
2. Enter an **Effective Date** in *mmddyyyy* format or by clicking the calendar icon and selecting a date. This

field will default to the current date.

3. Select the **Report Type** to be generated, *Summary* or *Detail*.
4. Enter any **Resolution Date Options** to limit the report to **Start** or **End Dates on or after** or **on or before** the entered dates.
5. Enter the number of **Event Entries** in the **At Least** or **At Most** fields. These fields will limit the number of resolutions attached to an individual student.
6. Select the report **Sort Options**. Options are:
   - Number of Incidents (descending)
   - Student Name
   - Grade & Name
   - Grade & Number of Incidents (descending)
7. Mark the checkboxes to indicate **which resolutions** should be included in the report.
8. Click the **Generate Report** button to view the report in PDF format.

2010-11 Central High School 1234 South St. Central, MN 54321 Generated on 09/19/2011 02:43:56 PM Page 1 of 32	Resolution Summary Report All Grades EffectiveDate: 09/19/2011 Sort By Number of Incidents Total Students: 1884 Total Resolutions: 36455

Student	Student Number	Grade	Resolution Count	Event Count	Demerits
Student, Alice	123456	11	164	164	202
Student, Ben	234567	09	163	163	292
Student, Carlos	345678	09	153	153	163
Student, Denny	456789	09	152	152	189
Student, Earl	567890	10	151	151	223
Student, Fiona	678901	09	144	144	215
Student, Gerald	789012	11	135	135	168
Student, Harris	890123	10	134	134	205
Student, Irene	901234	09	133	133	228
Student, Jack	012345	10	127	127	117
Student, Kim	123456	11	121	121	32
Student, Lacey	234567				

Image 2: Behavior Resolution Report: All Students, Summary Type, Sorted by number of incidents, All Resolutions

2010-11 Central High School 1234 South St. Central, MN 54321 Generated on 09/19/2011 03:01:03 PM Page 1 of 429	Behavior Resolution Detail Report Grade: 11 EffectiveDate: 09/19/2011 Sort By Student Name Students: 501 Events: 9723 Resolutions: 9723

Student (Student #)		Date & Time	Even(Role) / Resolution	Recorded By(Evt.) End Date(Res.)	Demerits
Student, Alice (#123456) Grade: 11 Demerits: 0 Events: 35 Resolutions: 35	Event	09/07/2010 00:00	Carryover from Prior Year (Offender)		36
	Resolution	09/07/2010 00:00	Detention		
	Event	08/12/2010 11:12	Detention Srvd (Offender)		-36
	Resolution	08/12/2010 11:12	Detention		
	Event	09/09/2010 10:06	Unex Absences/Tardies (Offender)		1
	Resolution	09/09/2010 10:06	Detention		
	Event	09/10/2010 10:35	Unex Absences/Tardies (Offender)		1
	Resolution	09/10/2010 10:35	Detention		
	Event	09/13/2010 10:31	Unex Absences/Tardies (Offender)		1
	Resolution	09/13/2010 10:31	Detention		
	Event	09/14/2010 08:41	Unex Absences/Tardies (Offender)		1
	Resolution	09/14/2010 08:41	Detention		

Image 3: Behavior Resolution Report - Grade 9, Detail Type, Sorted by student name, Resolution of Detention

Behavior Referral (.1226 and previous)

Overview | Creating a Behavior Referral

A more up to date version of this article exists:

- Behavior Referral

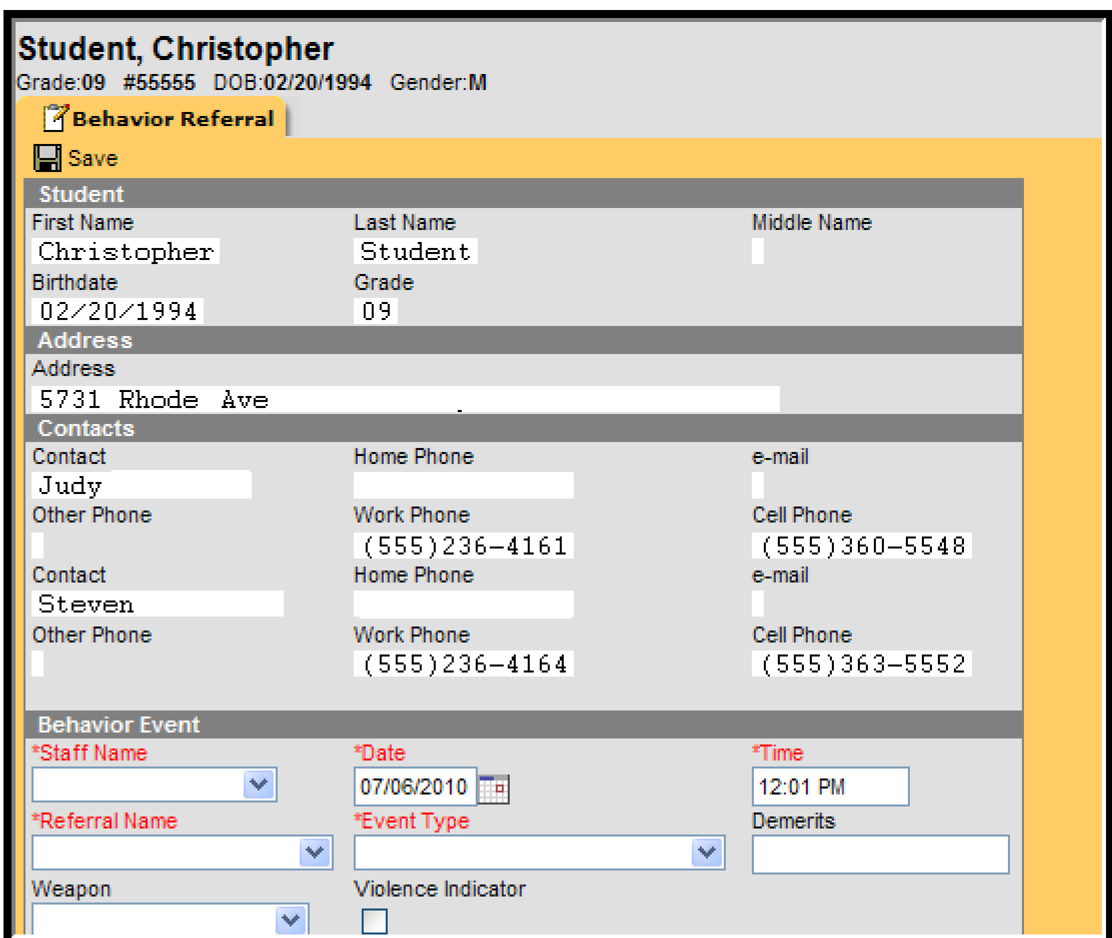
See the Finding the Infinite Campus Version article for more information about determining your Campus version.

Overview

Try It | See It | Discuss It

PATH: *Behavior > Behavior Referral*

The Behavior Referral Form allows school staff members to complete an online referral for a student behavior event and submit it to a staff member such as a dean of students or assistant principal for further action.



Behavior Referral

⚠ Behavior Referrals will create a behavior event record for the selected student and will contact the individuals selected in the **Notify** section.

Creating a Behavior Referral

Upon opening the Behavior Referral tool, information for the last student to be viewed will appear. If this is not the correct student, search for the student. Upon selecting the student, the referral will include, as in Image 1, with the basic student information, address, and parent/guardian contacts auto-populated from Census.

Enter information in the referral in the fields described in the table below. Fields may vary by state.

Field	Description
Staff Name	The name of the staff member who is assigned to handle and determine consequences for the behavior event. This list includes all staff members who have Behavior Admin marked on their District Assignments.
Date	The date on which the behavior event occurred. Defaults to the current date.
Time	The time at which the behavior event occurred. Defaults to the current time.
Referral Name	The person who is reporting the behavior event.
Event Type	The behavior event which occurred. Behavior Events are created in the Behavior section of System Administration.
Demerits	The number of demerits associated with the event.
Weapon	If a weapon was involved in the behavior event, indicates the type.
Violence Indicator	Used in state reporting, this field indicates if the behavior event involved violence. District policy will define how this field should be used.
Comments on Event	Any comments associated with the behavior event itself.
Comments on Student	Any comments associated with the student.
Notify	Indicates any other users who should be notified of the behavior referral. Messages will be sent to selected individuals' Process Inboxes.

Click **Save** to submit the referral.