

## Instructions to add a new behavior referral

To begin a behavior referral, click on Behavior → Behavior Referral and then select New

1. The date/time defaults to the current date/time. Adjust these to match the incident date/time.
2. Type in a short description of the incident. Example: Fighting in the hall.  
*Do not put student names in the title.*
3. Select the appropriate administrator to notify
4. Select the location of the incident
5. Fill out the details field if there are two or more students involved and you need to describe the incident in more detail.  
*There will be a place to describe the student's role in the event*
6. Click on Add Event/Participant

The screenshot shows the 'Behavior Referral' Incident Referral Editor interface. At the top, there are buttons for 'Save Draft', 'Submit', 'Delete', and 'New'. Below this is a table with columns for 'Date/Time', 'Location', and 'Context'. The main section is 'Incident Detail Information', which includes fields for '\*Alignment' (set to 'Discipline'), '\*Date of Incident' (08/27/2012), and '\*Time of Incident' (06:48 AM). The '\*Title' field contains the text 'Put a short description of the incident here.' A dropdown menu for '\*Notify' is open, showing a list of names: 'Cooper-Salm, Claudia', 'Davis, Rebecca', 'DETENTION, LUNCH', 'Etmund, Janet' (highlighted), and 'Zenner, Adam'. The '\*Location' field is set to '2c: On Campus: Classroom'. A large text area for 'Details' contains the instruction: 'Use the details area to put a longer description of the incident. This field can be used to describe an incident involving more than one student.' At the bottom, there is an 'Add Event/Participant' button. Red circles with numbers 1 through 6 are overlaid on the form, pointing to the Date/Time field, the Title field, the Notify dropdown, the Location dropdown, the Details text area, and the Add Event/Participant button, respectively.

7. Select the event type from the drop down. *Minor behaviors have been added to the drop down.*
8. Type in part of the students name and click on search.
9. Select a student from the drop down.

10. Select the student's role in the event. Example: Offender, participant, victim.
11. Type in a description of the student's role in this event.  
*Repeat steps 8 – 11 to add additional students to event.*
12. Click on Save Draft.

13. Click on Submit Referral.