

Behavior Referral Instructions for Middle School staff

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

(behavior referrals are not located in Campus Instruction)

1. The date/time defaults to the current date/time. Adjust these to match the incident date/time.
2. Leave the Title Blank. It will automatically fill in the Event Name later.
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. *You will have an opportunity to fill out a student's role in the incident later.*
6. Click on Add Event/Participant

The screenshot shows the 'Behavior Referral' form interface. At the top, there are buttons for 'Save Draft', 'Submit', 'Delete', and 'New'. Below this is the 'Incident Referral Editor' section with a table header containing 'Title', 'Date/Time', 'Location', and 'Context'. The main form is divided into two sections: 'Incident Detail Information' and 'Events and Participants'. The 'Incident Detail Information' section includes fields for '*Alignment' (a dropdown menu), '*Date of Incident' (a date picker showing 08/25/2014), '*Time of Incident' (a time picker showing 08:12 AM), 'Title' (a text input field), 'Context' (a dropdown menu), 'Context Description' (a text input field), '*Location' (a dropdown menu showing '2c: On Campus: Classroom'), 'Location Description' (a text input field), and 'Details' (a large text area with a placeholder: 'Use this details area to describe the event. Do not put student names in this area.'). To the right of these fields is a 'Notify' section with a list of names: 'DesJarlais, Jerim', 'Kunsmann, Derrick', 'Schaller, David', and 'Taylor-Eliopoulos, Heidi'. Below this is a 'Damages' field with a dollar sign and a text input. The 'Events and Participants' section at the bottom has a header and a description: 'This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.' At the bottom of this section are two buttons: 'Add Event/Participant' and 'Add Behavior Response'. Red circles with numbers 1 through 6 are overlaid on the form, with lines pointing to the following elements: 1 points to the Date of Incident field; 2 points to the Title field; 3 points to the Notify list; 4 points to the Location dropdown; 5 points to the Details text area; and 6 points to the Add Event/Participant button.

