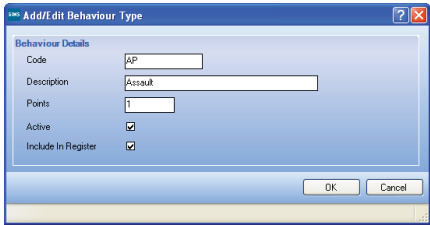


Recording Behaviour Incidents

Setting up Behaviour Types

Using behaviour types, you can determine the types of behaviour you wish to record. You are advised to review the list periodically and add or delete behaviour types as necessary. Please note that behaviour types that have been used previously cannot be deleted.

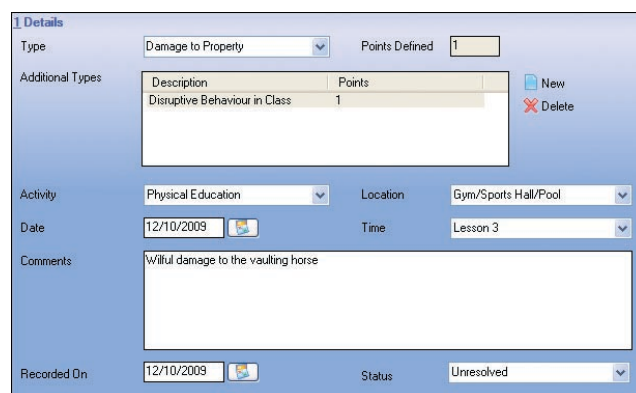
1. Select **Tools | Setups | Behaviour Type** to display the **Maintain Behaviour Types** page.
 2. Highlight an unwanted behaviour type and click the **Delete** button to remove it.
 3. Click the **New** button or highlight an existing behaviour type and click the **Open** button to display the **Add/Edit Behaviour Type** dialog.
- 
4. Enter a unique **Code** and a concise **Description**. The **Description** is displayed in the **Type** drop-down list when adding a behaviour incident record, so you are advised to keep it as short as possible.
 5. Enter the default number of **Points** to be allocated to this behaviour type (from 0 to 99). This value is assigned automatically when a behaviour incident of this type is subsequently recorded.
 6. By default, the **Active** check box is selected, indicating that it is visible in the **Type** drop-down list when adding a behaviour incident record. Deselect this check box only for behaviour types you do not wish to be displayed in the **Type** drop-down list.
 7. To make a behaviour incident type accessible via the register, select the **Include In Register** check box.
Multiple behaviour incident types can be made available via the register by highlighting the required items on the **Maintain Behaviour Types** page then clicking the **Register** button. For more information, please refer to the *Attendance in SIMS* handbook.
 8. Click the **OK** button to return to the **Maintain Behaviour Types** page then click the **Save** button.
 9. The order of the items can be amended by highlighting the required behaviour type and clicking the **Move Up** or **Move Down** button.
The order displayed on this page defines the order in which the items will be displayed in any drop-down lists. You may wish to re-order the display so that any commonly used behaviour types are displayed at the top of the drop-down lists to facilitate selection.

Recording a Behaviour Incident

The following process describes the recording of a complete behaviour incident record. If a behaviour incident was recorded via the register (**Focus | Attendance (or Lesson Monitor) | Take Register**, right-click one or more pupil names, select **Add Behaviour** then the required option from the pop-up menu), then partial details will already be recorded. If you wish to record further details of a behaviour incident that was added in this way, highlight the existing incident then click the **Open** button in step 3 of the following process. For more information, please refer to the *Attendance in SIMS* handbook.

1. Select **Focus | Behaviour Management | Maintain Behaviour Incidents** to display the **Find Behaviour Incident** browser.
2. Before adding a new behaviour incident, carry out a search to ensure that it has not already been recorded.
3. If you are sure the incident has not yet been recorded, click the **New** button to display the **Behaviour Incident Details** page.
4. Select the incident **Type** from the drop-down list. This populates the **Points Defined** field automatically with the predetermined value.
5. **Additional Types** can be added to the behaviour incident by clicking the **New** button to display the **Add Behaviour Types** dialog, highlighting the required type(s) and clicking the **Select** button. Any additional behaviour types selected affect the **Points Defined** for the incident.
6. Select the related **Activity** and the **Location** of the incident from the drop-down lists. For advice on how to edit lookups, please refer to the *Maintaining Lookups* Quick Reference Sheet.

7. Select the **Date** of the incident by clicking the **Calendar** button and selecting the required date, then select the **Time** of day at which the incident took place from the drop-down list.
8. Enter any additional **Comments**. The **Recorded On** field defaults to today's date but can be edited, if required.
9. Select the appropriate **Status** from the drop-down list.
10. Identify any staff involved in the incident using the **Staff Involved** panel. By default, the current user's name is displayed automatically, but can be removed by highlighting the name and clicking the **Delete** button. Click the **New** button to display the **New Behaviour Staff Link** dialog.
11. Click the **Browser** button adjacent to the **Staff** field, search for the required person in the **Select person** dialog, highlight them and click the **OK** button.
12. Select their **Role** in the incident from the drop-down list then click the **OK** button to return to the **Behaviour Incident Details** page.
13. Repeat steps 11 to 13 to record additional members of staff.
14. Identify any pupil/students involved in the incident using the **Students Involved** panel. Click the **New** button to display the **Select Students** dialog.
15. Search for the required pupil/student. Multiple pupil/students can be selected, if required. Highlight the required pupil/student(s) and click the **OK** button to display the **Add Students Involved** dialog.
The **Points** field defaults to the value specified for that behaviour type in addition to any **Additional Types** previously recorded. This value can be edited, if required. You can **Add** or **Remove** pupil/students from this list by clicking the appropriate button. Complete the remaining fields by selecting from the drop-down lists.
16. Click **OK** to return to the **Behaviour Incident Details** page.
17. Repeat steps 14 to 16 to record additional pupil/students.



18. Pupil/students can be removed by highlighting their name and clicking the **Remove** button.
19. To record additional details for a particular pupil/student for the selected incident, highlight their name and click the **Open** button to display the **Edit Behaviour Student** dialog.
20. Edit the **Points** value for this incident for the selected pupil/student and select their **Role** in the incident from the drop-down list.
21. Select the **Action Taken** against the pupil/student from the drop-down list, then record a **Date of Action**.
22. Select the method used to inform the pupil/student's parent(s) from the **Parents Informed** drop-down list.
23. Any relevant notes can be recorded in the **Notes/Documents** panel by clicking the **New** button and recording the details in the **Add Note/Document** dialog, then clicking the **OK** button twice.
24. Information relating to a **Detention** and an **Exclusion** can be added by highlighting the required pupil/student and clicking the appropriate button in the **Students Involved** panel. The highlighted pupil/student's **Report Card** can also be viewed.
25. A message relating to the selected behaviour incident can be sent to any other staff member's **Home Page** by clicking the **Send** button and selecting the required recipient(s).
26. Click the **Save** button to save the incident details.

Recording Achievements

Setting up Achievement Types

Using achievement types, you can determine the types of achievement you wish to record. Please note that achievement types that have been used previously cannot be deleted.

1. Select **Tools | Setups | Achievement Type** to display the **Maintain Achievement Types** page.
 2. Highlight an unwanted achievement type and click the **Delete** button to remove it.
 3. Click the **New** button or highlight an existing achievement type and click the **Open** button to display the **Add/Edit Achievement Type** dialog.
 4. Enter a unique **Code** and a concise **Description**. The **Description** is displayed in the **Type** drop-down list when adding an achievement record, so you are advised to keep it as short as possible.
 5. Enter the default number of **Points** to be allocated to this achievement type (from 0 to 99). This value is assigned automatically when an achievement of this type is then recorded.
 6. By default, the **Active** check box is selected, indicating that it is visible in the **Type** drop-down list when adding an achievement record. Deselect this check box only for achievement types you do not wish to be displayed in the **Type** drop-down list.
 7. To make an achievement type accessible via the register, select the **Include In Register** check box. For more information, please refer to the *Attendance in SIMS* handbook.
- Multiple achievement types can be made available via the register by highlighting the required items on the **Maintain Achievement Types** page then clicking the **Register** button.
8. Click the **OK** button to return to the **Maintain Achievement Types** page then click the **Save** button.

Recording an Achievement

The following process describes the recording of a complete achievement record. If an achievement was recorded via the register page (**Focus | Attendance (or Lesson Monitor) | Take Register**, right-click one or more pupil names, select **Add Achievement** then the required option from the pop-up menu), then partial details will already be recorded. If you wish to record further details of an achievement that was added in this way, highlight the existing achievement then click the **Open** button in step 3 of the following process. For more information, please refer to the *Attendance in SIMS* handbook.

1. Select **Focus | Behaviour Management | Maintain Achievements** to display the **Find Achievements** browser.
2. Before adding a new achievement, carry out a search to ensure that it has not already been recorded.
3. If you are sure the achievement has not yet been recorded, click the **New** button to display the **Achievement Details** page.
4. Select the achievement **Type** from the drop-down list, which populates the **Points Defined** field automatically with the predetermined value.
5. To add **Additional Types** to the achievement, click the **New** button to display the **Add Achievement Types** dialog. Highlight the required type(s) then click the **Select** button. Any additional types selected affect the **Points Defined** for the achievement.

6. Select the related **Activity Type** from the drop-down list. For advice on how to edit lookups, please refer to the *Maintaining Lookups* Quick Reference Sheet.
 7. Select the **Date** on which the achievement was awarded by clicking the **Calendar** button and selecting the required date.
 8. Enter any additional **Comments**. The **Recorded On** field defaults to today's date but can be edited, if required.
 9. Identify any staff linked with the achievement using the **Staff Involved** panel. Click the **New** button to display the **New Achievement Staff Link** dialog.
 10. Click the **Browser** button adjacent to the **Staff** field, search for the required person in the **Select person** dialog, highlight them and click the **OK** button.
 11. Select their **Role** in the achievement from the drop-down list then click the **OK** button to return to the **Achievement Details** page.
 12. Repeat steps 9 to 11 to record additional members of staff.
 13. Identify any pupil/students you wish to award the achievement using the **Students Involved** panel. Click the **New** button to display the **Select Students** dialog.
 14. Search for the required pupil/student. Multiple pupil/students can be selected, if required. Highlight the required pupil/student(s) and click the **OK** button to display the **Add Students Involved** dialog.
- The **Points** field defaults to the value specified for that achievement type in addition to any **Additional Types** previously recorded. This value can be edited, if required. **Add or Remove** pupil/students by clicking the appropriate button. Complete the remaining fields by selecting from the drop-down lists.
15. Click the **OK** button to return to the **Achievement Details** page.
 16. Repeat steps 13 to 15 to record additional pupil/students.
 17. Pupil/students can be removed by highlighting their name and clicking the **Remove** button.
 18. To record additional details for a particular pupil/student for the selected achievement, highlight their name and click the **Open** button to display the **Edit Achievement Student** dialog.

19. Edit the **Points** value for this achievement.
20. Select the **Award Given** to the pupil/student from the drop-down list and record a **Date of Award**.
21. Select the method used to inform the pupil/student's parent(s) of the award from the **Parents Informed** drop-down list.
22. Any relevant notes can be recorded in the **Notes/Documents** panel by clicking the **New** button and recording the details in the **Add Note/Document** dialog, then clicking the **OK** button twice.
23. A message relating to the selected achievement can be sent to any other staff member's **Home Page** by clicking the **Send** button and selecting the required recipient(s).
24. Click the **Save** button to save the achievement details.

This guide is based on the version of the software (7.126) in use at the time of publication.

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