

Enter Behavior Information

Behavior information is generally entered in the behavior window. However, you can also enter behavior records from the student list window. For more information, see [Access Student Behavior Records](#).

▼ To enter behavior information

1. On the Home screen, click **Behavior**.
2. On the toolbar, click **New**.
3. Enter behavior details.
4. To save the record, click **OK**.

▼ To change or update a behavior record

1. On the Home screen, click **Behavior**.
2. In the Behaviors window, double-click the behavior note you want to edit.
3. Make the changes.
4. To save the record, click **OK**.

Additional Field Information

Student

Select the name of the student you are entering the behavior record for.

Behavior Code

Behavior codes are generally brief descriptions or categories of behavior issues, and they are set up in Options. Examples of behavior codes include: Fighting, Truancy, or Good Behavior.

Behavior

Enter an explanation of the behavior incident. For example, "Brison yelled at the teacher after being asked to take her seat."

Reported By

The teacher who reported the student's behavior.

Date

The date defaults to "today's date."

Assigned To

Select an individual who has the duty to make sure the school responds to the student's behavior if necessary. For example, principal, vice principal, teacher, or coach are examples of individuals who can follow up on a student's discipline.

Action Taken

Click the Action Taken drop-down list and select a description of the action. Or, select New from the Action Taken list and enter a new action taken. The action date is the date that the school's response to the behavior should take place.

Action Date

The date that the school's response to the behavior took place.

Unit Type

Select a Unit Type (demerits, merits) from the Unit Type list or select New and enter a new unit type.

Units

The number of units (demerits, merits, hours) assigned to the behavior. For example, if the student receives demerits for fighting, select Demerits from the unit type list and type 5 in the units field.

Completed

This true/false field is used to record whether the school's response to the behavior was completed.

Notes

You can use the Notes field to further document disciplinary activity such as conversations with parents, students, or school and law enforcement officials.