

## Set Up Behavior Lists

Before you enter behavior records, you can customize the user-defined behavior lists. Then, when you enter behaviors, you can select the Action Taken, Behavior Code, and Unit Type from the customized lists you created.

An Action Taken is a brief description of the type of discipline or follow-up to a discipline issue that will be taken. Examples include: Referred to principal, Suspended, Write sentences, or Expelled.

1. On the Home screen, click **Define Lists**.
2. In the Available Fields list, expand **Behavior**.
3. Click **Action Taken**.
4. Click **Add**. The Behavior Action Taken dialog box displays.
5. Enter a description, and click **OK**.
6. Repeat steps 3 through 5 for each action taken you want to add.
7. Click **OK**.

Behavior Codes are generally one-or-two word descriptions that generally describe a type of behavior. Examples include: Fighting, Disruptive, or Truancy.

1. On the Home screen, click **Define Lists**.
2. In the Available Fields list, expand **Behavior**.
3. Click **Behavior Code**.
4. Click **Add**. The New Behavior Code dialog box displays.
5. Enter an behavior code, and click **OK**.
6. Repeat steps 3 through 5 for each behavior code you want to add.
7. Click **OK**.

Unit Type is the category or value that will be awarded the student for behavior. Examples include: Demerits or Days. When entering behavior records, you can assign a numerical value to the unit type, such as 3 demerits or 4 days of suspension.

1. On the Home screen, click **Define Lists**.
2. In the Available Fields list, expand **Behavior**.
3. Click **Unit Type**.
4. Click **Add**. The New Behavior Unit Type dialog box displays.
5. Enter a unit type, and click **OK**.
6. Repeat steps 3 through 5 for each unit type you want to add.
7. Click **OK**.