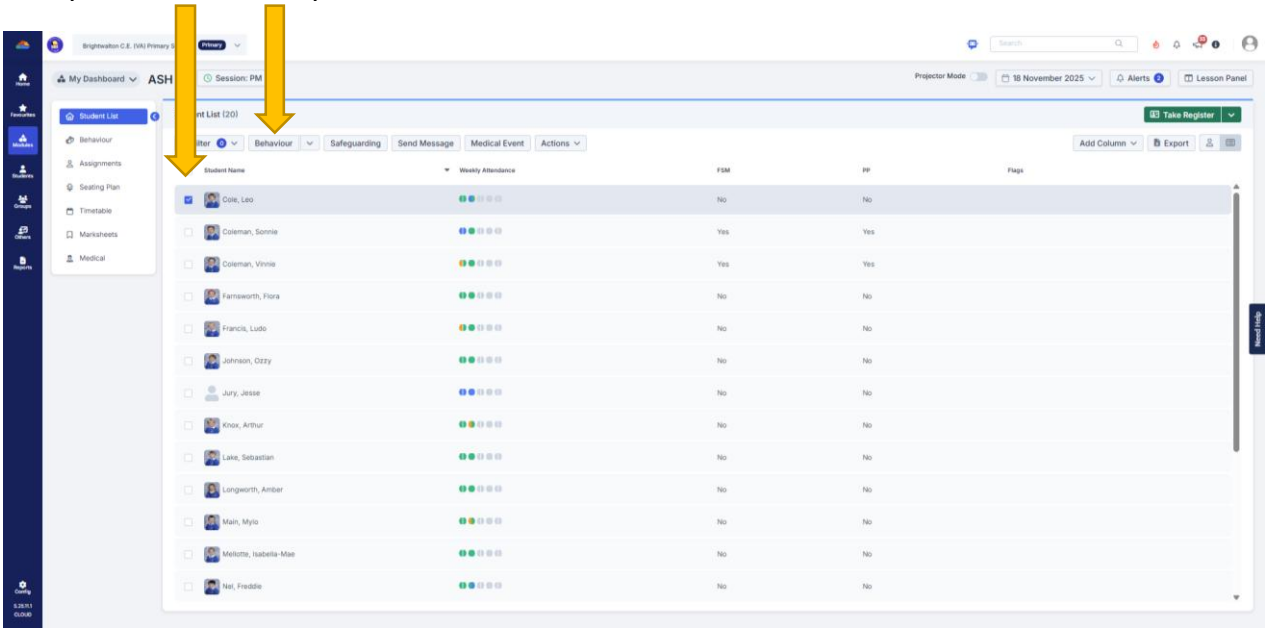
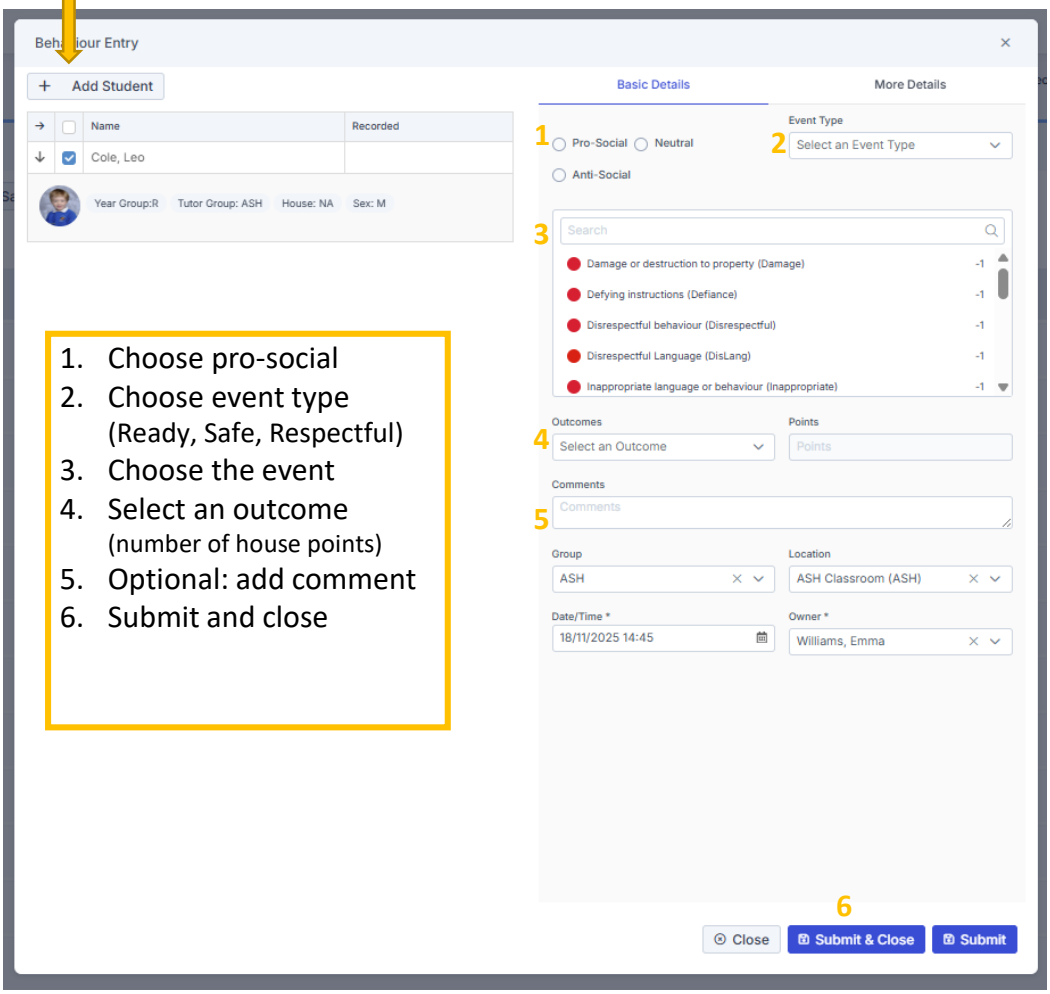
Adding Positive Behaviour Events (House Points)

Choose your student from your student list then select Behaviour



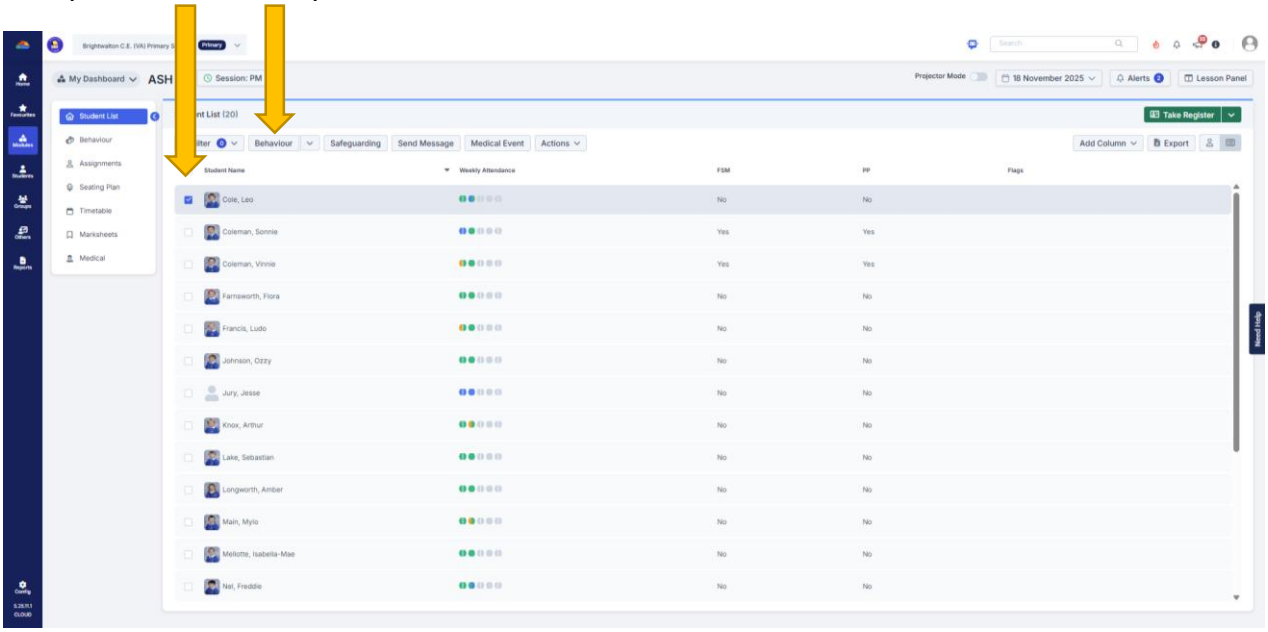
Select additional students if you're giving the same house points to several pupils



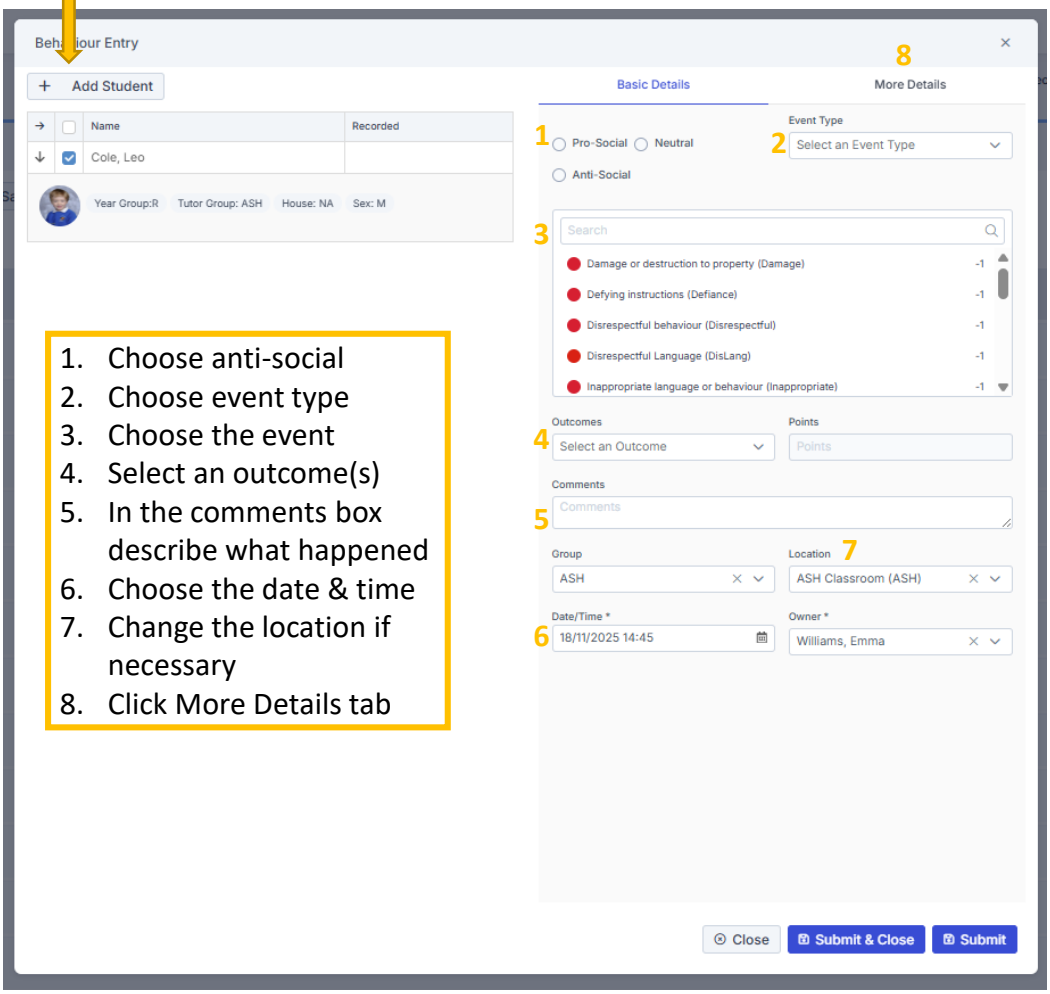
1. Choose pro-social
2. Choose event type (Ready, Safe, Respectful)
3. Choose the event
4. Select an outcome (number of house points)
5. Optional: add comment
6. Submit and close

Adding Negative Behaviour Events

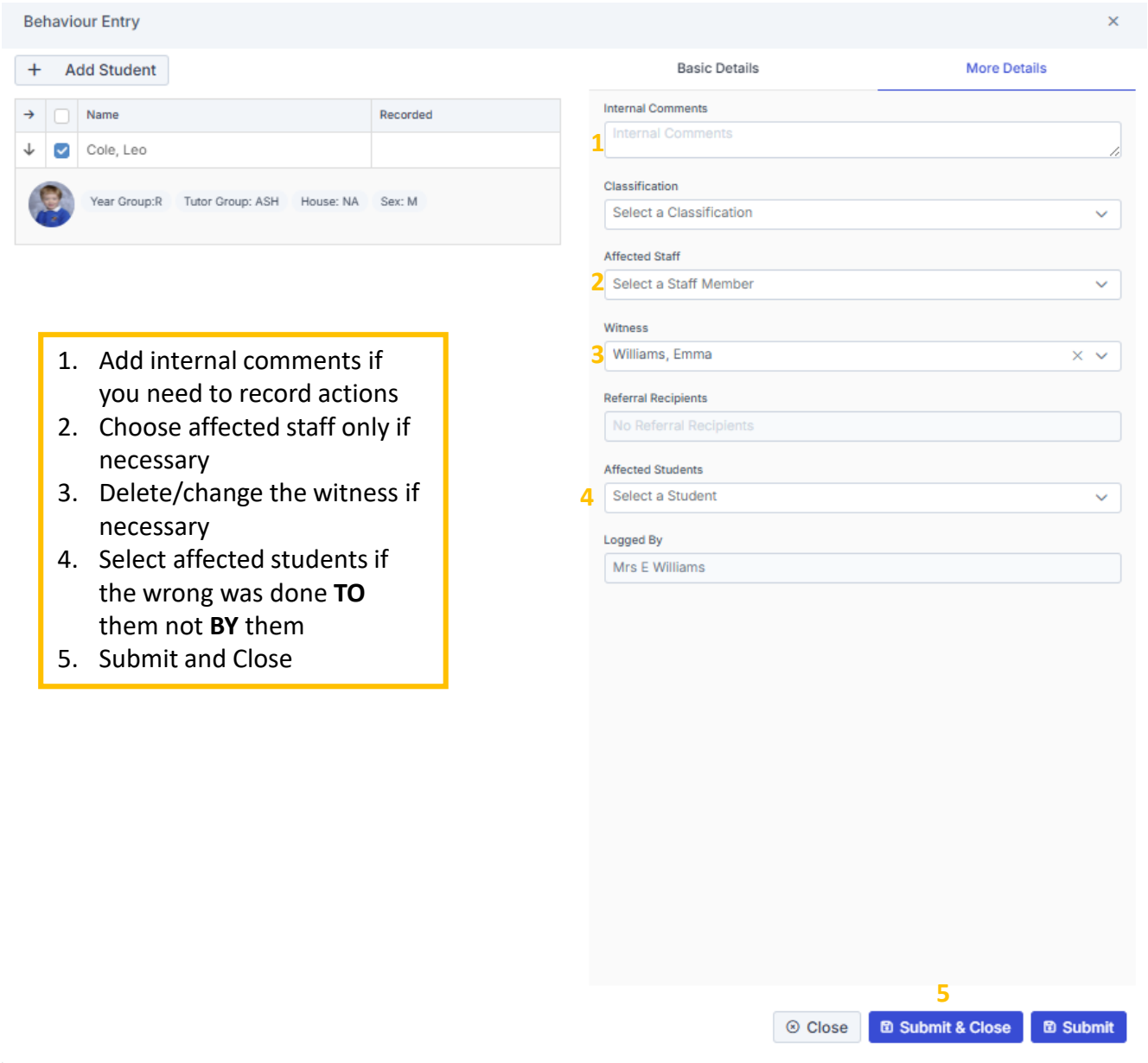
Choose your student from your student list then select Behaviour



Select additional students only if others were **also in the wrong**



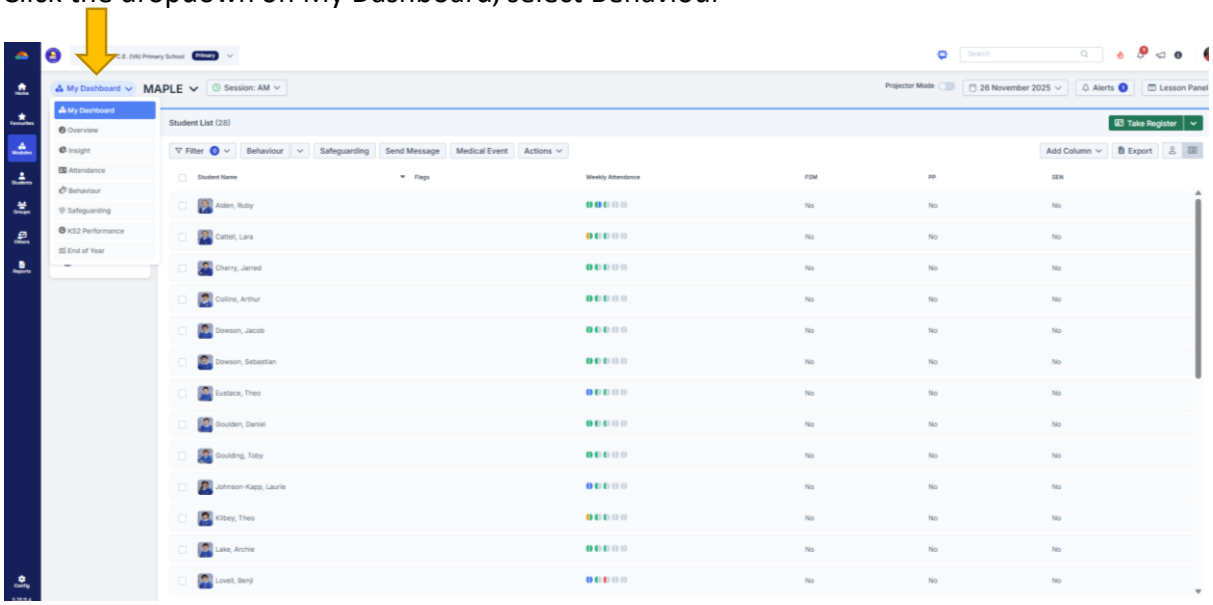
1. Choose anti-social
2. Choose event type
3. Choose the event
4. Select an outcome(s)
5. In the comments box describe what happened
6. Choose the date & time
7. Change the location if necessary
8. Click More Details tab



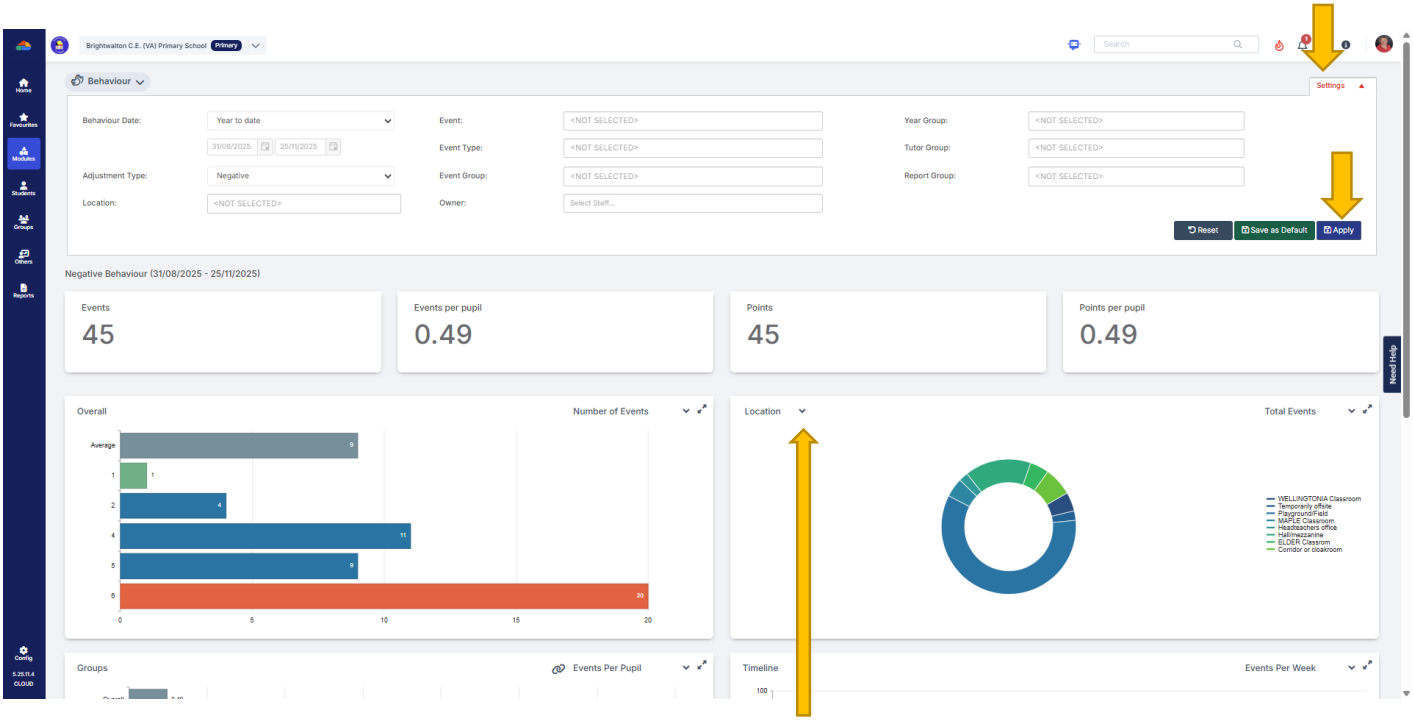
1. Add internal comments if you need to record actions
2. Choose affected staff only if necessary
3. Delete/change the witness if necessary
4. Select affected students if the wrong was done **TO** them not **BY** them
5. Submit and Close

Monitoring Behaviour

Click the dropdown on My Dashboard, select Behaviour



1. Click **Settings**
2. Behaviour Date: choose the time period you want to monitor eg Year to date, Term to date
3. Adjustment Type: Choose negative (positive is for house points)
4. Select your year group(s) or tutor group
5. Click **Apply**



1. Use the dropdowns to look at different events, even types, locations etc
2. Hover on the charts to see more detail, click on them to take you into the actual events