

HOW ASSIGN BEHAVIOUR RECORDS IN VSWARE

Step 1. Visit a student's profile page and click the 'Behaviour' menu item in the left-hand menu. The behaviour page will list all existing behaviour records for the student.

Behaviour View Actions ▾

Sharon Archer

Status: Timetabled to be in room R54 with Joanne Kelly
No Filter

Total Points: **+95**

Positive: 42.9 %

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Notes

Click Behaviour

Incident Date: 29/11/2017
Type: Chewing Gum
Subject: Business Studies
Raised by: Oliver Twist
Incident Time: 14:30
Role: Primary
Note:
-10

Step 2. From within the behaviour screen, click Actions > Add New Behaviour.

Behaviour View Actions ▾

Add New Behaviour
View Past 12 Months

Chewing Gum: 57.1 %

Step 3. A popup will appear. Select a positive or negative category, then select the appropriate incident type. Select a subject, date, time and enter some details if you wish to. Click save when finished.

Behaviour ✕

Pick a behaviour + Positive - Negative

Choose a positive behaviour ▾

Subject: [2Geo B (185)] Geography (C ▾) Incident Date: 27/08/2018

Incident Time: 10:41

Incident Details Action Taken Details Actors Current Disciplines Discipline

Save
Cancel