

## Steps to Create a New Incident Report:

- Click on Create
- Click on Incident

The screenshot shows a software interface with a dark theme. At the top, there is a navigation bar with icons for District, Grade, My Class, Student, and Manage. Below this is a secondary bar with a '+ Create' button (circled in red), an 'Enter' button, and a search box labeled 'Type to Search...'. The main content area is divided into two sections. The left section, titled 'By Behavior', shows a horizontal bar chart with the following data:

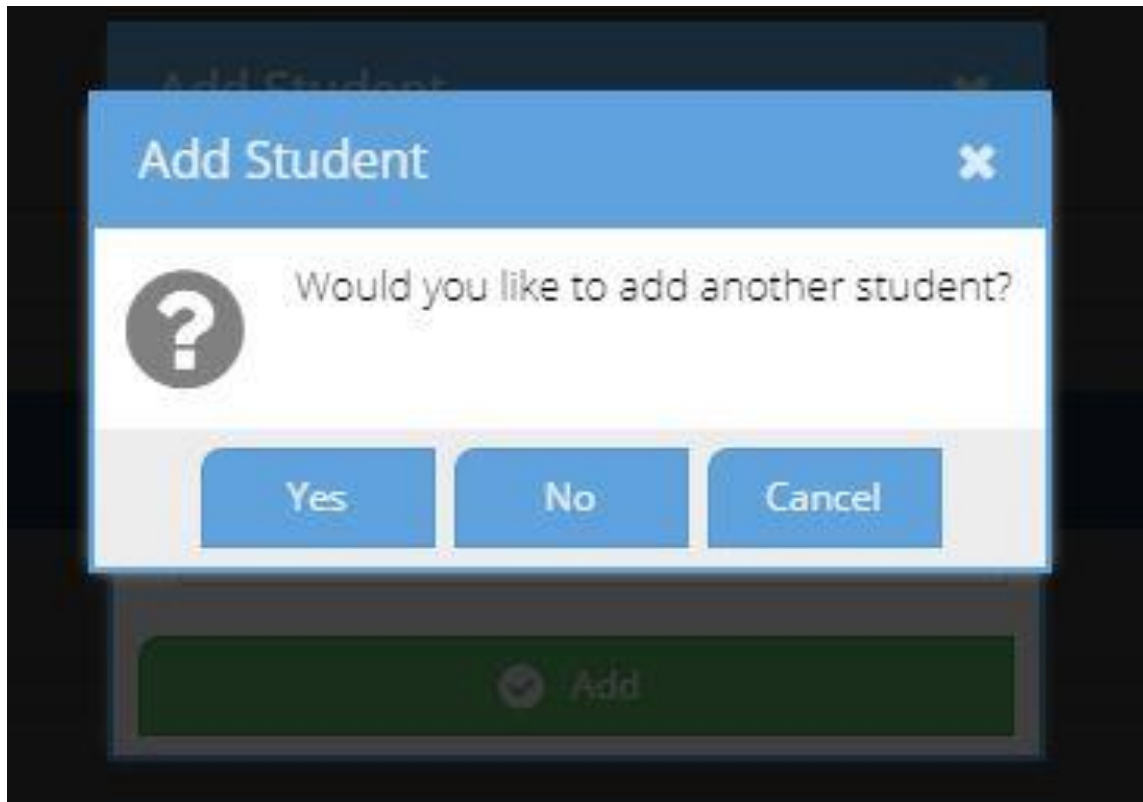
Behavior	Count
Inappro	8
Non-Com	9
Attenda	10
Disrupt	17
Tardies	19

The chart is labeled 'Top 5 from 2017-10-24 to 2017-11-07'. The right section, titled 'ATTENDANCE RATE', shows a partial donut chart. Below these sections is a row of four summary cards: '7 NOVEMBER' (calendar icon), '0 ACTION ITEMS' (list icon), '22 TEACHER (S) THIS WEEK' (warning icon), and '13 OFFICE -(S) THIS WEEK' (warning icon). At the bottom, there is a 'General' sidebar with buttons for 'Calendar', 'User Guides', 'My Forms', 'SLO', and 'My Meetings'. A 'My Co...' sidebar has a 'Show Grouped' button with an eye icon.

- Click inside the Enter Student Name box and type the last name of the student
- Scroll and click on the name of the student in the populated list, click green add bar

The image shows a software interface with a modal dialog box titled "Add Student". The dialog box has a blue header with a close button (X). Below the header, there is a text prompt: "Type the name of the student you would like to add to this incident." Below this prompt is a dropdown menu currently showing "2017-2018". Underneath the dropdown is a text input field with the placeholder text "Enter student name...". At the bottom of the dialog box is a green button with a white checkmark icon and the text "Add". The background of the application is dark grey and partially obscured by the dialog box. Some visible text in the background includes "Assigned Staff", "Observer:", "Incident Time:", "8:30 AM", and "Holtgrave, Linda".

- A window appears asking if you'd like to add another student, click yes or no



- By clicking on arrows proceed to fill in Location, Incident Date, Incident Time, Observer and Notify Users fields
- In the Notify User Fields, you will notify your Lead Driver and the contact person for the school the child attends

**Behavior Incident** < > - x

Save & Close Print + Student Mail

**Incident Details**

School: Hickory Elementary Entry User: Holtgrave, Linda Location: |

Incident Date: 2017-11-07 Incident Time: 8:30 AM Observer: Holtgrave, Linda

Notify Assigned Staff

Notify User(s):

**Fisher, Carson** x

Copy to Other Students

**Incident Behaviors**

Incident Type:  Remove

Incident Behavior:

Primary:

+ Add Behavior

Shortcut: alt+i

- Scroll down the screen and now enter the Incident Type (Teacher – Minor) and Incident Behavior (Teacher – Minor – Bus Referral #1)
- Type in a Description of the Incident in the Description box
- Perceived Motivation field choose unknown
- In the Complete field, leave the checkmark if no further action for this incident is required

Behavior Incident < > - x

Save & Close
Print
+ Student
Mail

[Copy to Other Students](#)

**Incident Behaviors**

Incident Type:  Remove

Incident Behavior:

Primary:

+ Add Behavior

**Description**

Description:

4906

**Perceived Motivation**

Select the Perceived Motivation for why this incident occurred.

Perceived Motivation:

**Complete**

Complete:  *If not marked complete, this will go as an open incident for review*

Shortcut: alt+i

- **Scroll down, click in the Response field and choose Referral or other possible options depending on the number of times the student has been written up on your bus**

The screenshot shows a software interface with two main sections: 'Response Details' and 'Parent Contact'. The 'Response Details' section includes a 'Complete' checkbox with a note, a 'Response' dropdown menu set to 'Referral', a 'Primary' checkbox, and an 'Add Response' button. The 'Parent Contact' section includes a 'Contact Dt' field with a calendar icon and a 'Parent Comments' text area.

**Response Details**

Complete:  *If not marked complete, this will go as an open incident for review*

Response: Referral Remove

Primary:

**+ Add Response**

**Parent Contact**

Contact Dt:

Parent Comments:

Shortcut: alt+I

- **Click Save & Close at the top of the page (green tab)**

## NOTES: