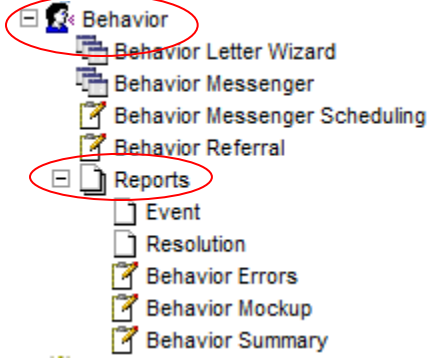

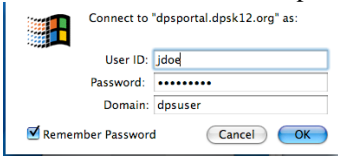


IC Behavior Reports

Window	Information
<p>A. Location of Reports</p> 	<p>The Behavior Event and Resolution reports are standard IC reports; and Behavior Errors and Behavior Mockup reports DPS-generated reports and all currently in Infinite Campus.</p> <ol style="list-style-type: none"> 1. Go to the Index tab, Behavior, Reports folder. 2. Click one of the reports listed. <p style="text-align: center;"><u>If you get this login screen</u></p> <p>PC Users: When login doesn't work, make sure you are using the dpsuser. Use your unique Outlook login and password to access the reports.</p> <p>User Name: dpsuser\jdoe Password: *****</p>  <p>Mac Users: You will need to login a little different. User ID, Password, and Domain are separate.</p>  <ol style="list-style-type: none"> 3. The report will launch Adobe Acrobat Reader. Click the Print icon or File, Print from the main menu or view information and close window. 4. Close the report after printing or viewing using the Red X in the top right hand corner of the Adobe Acrobat Reader screen.
<p>B. Type of Reports</p>	<ol style="list-style-type: none"> 1. Event This report lists the number of events per type. The report can be grouped by staff member, staff member with student, event type or student. 2. Resolution The summary behavior resolutions report has a summary and detail type. The summary report lists the count of resolutions for each student. The detail report lists resolution detail information. 3. Behavior Errors Report This report provides a list of all behavior errors that must be corrected in order to ensure accurate reporting to the Colorado Department of Education

screen.

Reading Event Results

Sorted by Student

Tandomwe, Chloe M(#222222) Grade:09 Event Types: 1/1 Events: 1			
1. Event: Detrimental Behavior Events: 1			
Event Detail	Role	Recorded By	Demerits
12/19/2006 10:26:00 AM	Participan	Davis, Kelly	0
<i>Comments: Description of the Event</i>			

One Event - 1 Student

Tandomee, Bill K(#888888) Grade:10 Event Types: 1/2 Events: 2			
1. Event: 1st/2nd Degree or Vehicular Assault Events: 1			
Event Detail	Role	Recorded By	Demerits
12/19/2006 10:26:00 AM	Participan	Davis, Kelly	0
<i>Comments: Description of the Event</i>			

2 Different Events – 1 Student

Tandomee, Bill K(#888888) Grade:10 Event Types: 2/2 Events: 2			
2. Event: Other Violations of Code of Conduct Events: 1			
Event Detail	Role	Recorded By	Demerits
12/06/2006 07:10:00 AM	Participan	Dilworth, Robert	0
<i>Comments: Description of the event</i>			

Sorted by Event

Other Violations of Code of Conduct Staffs: 1/1 Events: 1 Students: 2			
1. Staff: Dilworth, Robert Events: 1 Students: 2			
Event Detail	Student(#)-Grade	Role	
12/06/2006 07:10:00 AM	Tandomee, Bill K (#888888)-10	Participant	
	Tandomeezz, Megg L (#)-	Offender	
<i>Comments: Description of the event</i>			

One Event - 2 Students

1st/2nd Degree or Vehicular Assault Staffs: 1/1 Events: 1 Students: 3			
1. Staff: Davis, Kelly Events: 1 Students: 3			
Event Detail	Student(#)-Grade	Role	
12/19/2006 10:26:00 AM	Tandomaa, Jessie J (#)-	Offender	
	Tandomee, Bill K (#888888)-10	Participant	
	Tandomwe, Chloe M (#222222)-09	Participant	
<i>Comments: Description of the Event</i>			

One Event – 3 Students

2. Resolution Report

Behavior Resolution Report

This report lists event, resolution and student information. The summary format prints the statistic of events, resolutions. The detail format prints each event and resolution for every student.

Which students would you like to include in the report?

Grade Ad Hoc Filter

Grade:

Enrollment Effective Date:

Report Type: Summary Detail

Resolution Date Options

Start Date:

End Date:

Event Entries: At Least At Most

Sort Options:

- number of incidents (descending)
- number of incidents (descending)
- student name
- grade & name
- grade & number of incidents (descending)

Which resolutions would you like to be included in the report

All

<input checked="" type="checkbox"/> Behavior Contract(115)	<input checked="" type="checkbox"/> Bus Referral(109)	<input checked="" type="checkbox"/> Classroom Suspension/Teacher Removal (101)
<input checked="" type="checkbox"/> Declared Habitually Disruptive(111)	<input checked="" type="checkbox"/> Deferred Expulsion(502)	<input checked="" type="checkbox"/> Expulsion(105)
<input checked="" type="checkbox"/> Expulsion Hearing Requested(113)	<input checked="" type="checkbox"/> Extended Suspension Requested(112)	<input checked="" type="checkbox"/> Habitual Incident(110)
<input checked="" type="checkbox"/> In School Suspension(103)	<input checked="" type="checkbox"/> Out of School Suspension(104)	<input checked="" type="checkbox"/> Referral(107)
<input checked="" type="checkbox"/> Referred to Law Enforcement(106)	<input checked="" type="checkbox"/> Reinstate w/Conditions(102)	<input checked="" type="checkbox"/> Restorative Justice(501)
<input checked="" type="checkbox"/> Transferred to another DPS Sch (108)	<input checked="" type="checkbox"/> Withdraw In Lieu of Expulsion Hearing (114)	

- Select All Students or one grade.
- Select the Ad Hoc Filter if available.
- Enrollment Effective Date will default to current date, no change is necessary.
- Select the **Report Type** Summary Detail
Summary (lists the count for each student) or **Detail** (lists the detail information of each resolution).
- Enter the **Start Date**
and **End Date**
to determine a range by typing in mmddyy format or clicking the calendar icon to select a date. There are fields for the **on or after** date and for the **on or before** date. This allows the user more range in viewing resolutions. The date fields may be left blank to generate a report for the entire school year.
- Enter the **With Entries** number.

The number entered here will limit the number of resolutions that may be attached to a student's behavior. These fields may be left blank to find all resolutions for the students.
- Select the **Sort Options**
Sort Options:
for the report. Available options from the drop down list are by **Number of Incidents** (student with most incidents will appear at the top of the report), **Student Name** (alphabetical order), **Grade & Name** (alphabetical order by grade level) or **Grade & Number of Incidents** (grade level order with highest number of incidents at the top of the report).
- Select the **Resolutions to appear on the report** by placing a check in the checkbox. At least one resolution must be chosen. Selecting the option will override all other checkboxes.
- Click the button located at the bottom of the window. The report will display in a PDF (Adobe) format, listing the resolutions for a student with the matching criteria selected.

