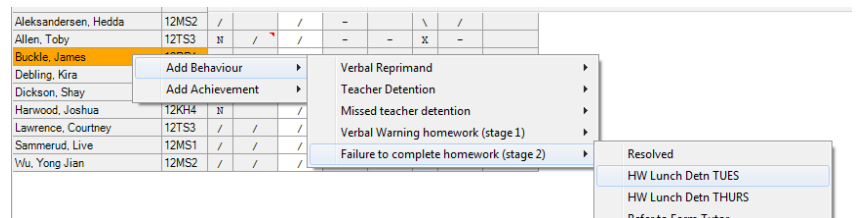


Logging Achievement & Behaviour Issues

The screen shots below relate to 'behaviour', the steps are exactly the same for 'achievements'.

The Quick Way – this only logs basic details - you don't get the chance to enter a text comment about the incident. Please don't use this method for behaviour unless you are planning to go back and add some detail at a later point.

Right click the pupil name in the class register, click **Add Behaviour** and then select the behaviour type. **As soon as the behaviour type is selected the issue is logged** - there is no 'are you sure' stage!



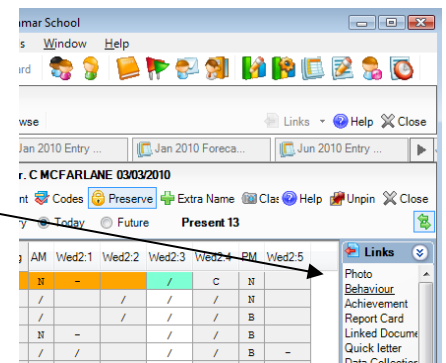
The Full way – allows you to add more detail

There are many ways to achieve the same outcome. This is the way you will probably use most often.

From your **class register**, select the required pupil (if you CTRL+Click you can select lots at once)

On the right hand side menu bar choose '**Behaviour**'

The following screen will appear



Use this drop down to select the behaviour type

Lesson details automatically appear

Add any extra comments if you wish- Remember these can be viewed by parents

Add a status e.g. resolved, detention etc.

Use this to apply all the criteria above to a second/ third etc student

Finally click Save