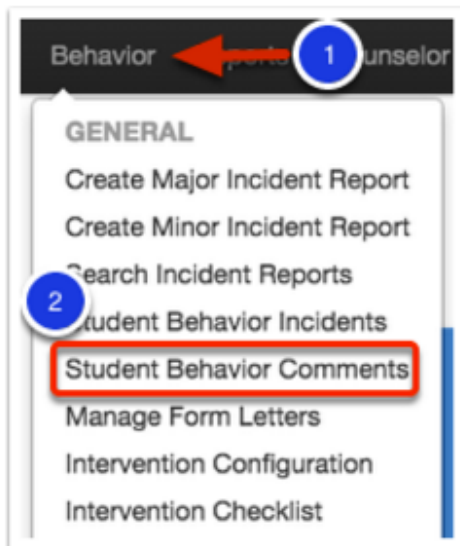




Add, Edit, Delete Behavior Comments

This lesson goes over the tool of Behavior Comments. Behavior Comments allows a user to enter comments that are behavior specific, tied to a specific student. Any users with visibility to see the student, can view the comments attached. This is an optional and permissible feature and must be enabled by a System Administrator.

Where to Start



1. Select the **Behavior** module
2. Click **Student Behavior Comments**.

Note: If you don't have a student selected, it will bring up Student Search 2.0 to help you locate the student.

Behavior Comments Overview

The screenshot shows the 'Behavior Comments' interface. At the top, there is a navigation bar with 'Add Behavior Comment' (11), 'Previous Search Results', and 'New Student Search'. Below this is a student profile card for Nick Oswald, including fields for Student Name, ID, Birth Date, Age, Enrolled at, Grade, Counselor, Teacher, and Room. The main section is titled 'Behavior Comments' and shows 'Displaying 0 to 0 of 0'. A table with columns for Date (1), Comment (2), Category (3), Type (4), Confidential (5), Modified (6), By (7), and Actions (8) is visible. A search bar (9) is located at the top right of the table area. A 'More...' button is also present. At the bottom left, there is a 'Show 50' dropdown menu and 'Previous' and 'Next' navigation buttons.


You will be able to view any comments associated with a student.

- A **Date (1)** will be associated with each comment
- **Comment (2)** will display a portion of the comment entered
- A **Category (3)** will be associated with each comment that are created by your District System Administrator
- **Comment Type (4)** options are created by your District System Administrator
- Based on permission, comments can be marked as **Confidential (5)** for specific users to view
- **Modified (6)** will display the date when the comment was last changed or edited
- The author's name will be displayed under **By (7)**
- If a comment is already listed, an **Actions (8)** menu will appear to further *view, edit, or delete* the existing comment, based on permission
- The **Search (9)** bar is available to quickly search through available comments
- To print the comments page, select any of the *Print Options* (such as Excel, PDF, or Text file) or the *More* button for additional printing options

To add a comment, select **Add Behavior Comment (11)**.

Add a Behavior Comment

Add Behavior Comment [Back to Behavior Comments](#)

 [Back to Previous Search Results](#) [New Student Search](#)

Student Name	ID	Birth Date	Age	Enrolled at	Grade	Counselor
Nick Oswalt	550005612	10-27-2001	14	Marzano High School - SBAC	10	Peppmuller, Yanesa

Add Behavior Comment

Comment Category 1

2 Comment Type

3 Confidential Yes No

4 Comment

5

1. Select a **Comment Category** from the dropdown menu.
2. Select a **Comment Type** from the dropdown menu.
3. Use the radio button to select **Yes or No** to make the comment confidential or not. This will make it private to you as a user or those with permission to view confidential comments.
4. Type your **Comment** in the text box.
5. Click **Save** when finished.

View, Edit, or Delete a Behavior Comment

Behavior Comments [Add Behavior Comment](#)

[Back to Previous Search Results](#) [New Student Search](#)

Student Name: [Nick Orwall](#) ID: 550005612 Birth Date: 10-27-2001 Age: 14 Enrolled at: Marzano High School - SBAC Grade: 10 Counselor: Peppmuller, Yanesa Teacher: Passantino, Jovany Room: 36 [Locate Q](#)

Behavior Comments
Displaying 1 to 1 of 1

Date	Comment	Category	Type	Confidential	Modified	By	Actions
07-28-2016	This is where you can put more information about the behavior.	Dress Code Violation	Verbal Warning	No	07-28-2016	admin	

Once a comment has been created and saved, you will return to the **Behavior Comments** page. Only the author of the comment, with the exception of those with permission, can edit or delete their own comments:

View Behavior Comments

Dashboard Control Panel

Actions

Category: Face to Face

Modified: 09-2015 By: admin

Actions:

← Previous 1 Next →

Edit Student Comments

Dashboard Control Panel

Actions

Category: Face to Face

Modified: 09-2015 By: admin

Actions:

← Previous 1 Next →

To edit or revise a comment, select the **Edit (2)** or pencil icon under the *Actions* menu.

Delete Student Comments

Dashboard Control Panel

Actions

Category: Face to Face

Modified: 09-2015 By: admin

Actions:

← Previous 1 Next →

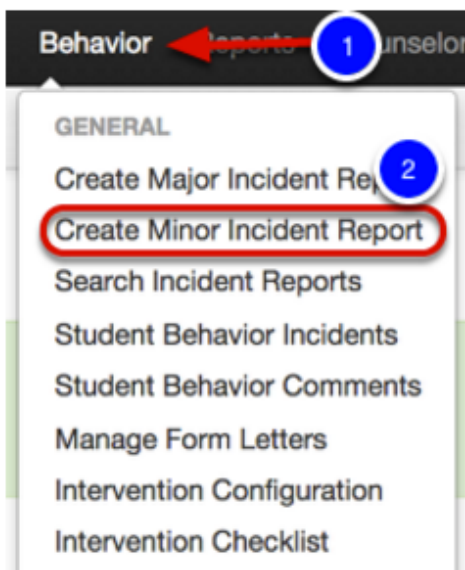
To delete a comment, select the **Delete (3)** or trashcan icon under the *Actions* menu. The system will prompt you to confirm that you wish to delete the comment, by selecting **Okay**. **The deleted comment cannot be restored.**



Create a Minor Incident Report (Referral)

This lesson will direct you through the process of creating a Minor Incident Report in Illuminate. A Minor Incident Report is single student specific and cannot be tied to multiple students. NOTE: This is a permission-based feature AND will only work if the district Illuminate system admin has designated short descriptions as "minor incidents."

Where to Start



1. Click on the **Behavior** tab.
2. Select **Create Minor Incident Report**.

Create a Minor Incident Report

Behavior Management Minor Incident Report

Use the form below to report a Minor Incident.

Incident ID **None Yet!**

Date and Time * 01/04/2016 9 : 00 A 1

School Site * France Middle School SANDBOX 2

Location on Site * Classroom 3

Short Description * DISRUPTION 4

Detailed Description * Johnny disrupted the class with an outburst aimed at Janice. She retaliated by yelling back across the room.

5

Student Name(s) * (580335) Trahan, Johnny (807600) Gonzalez, Janice

6

Create a single incident and group all participants?
A grouped incident cannot be split into separate incidents once it is created.

Consequence(s) * Detention 7

Referred By * User Illuminate 8 Other Personnel

Report Status * Draft 9

10

Create Minor Incident Report

1. Select the **Incident Date** and **Time**.
2. Select the **School Site** (if you have access to more than one).
3. Select the **location** of the incident.
4. Choose a **Short Description** from the dropdown menu. This is the basic description of what happened. For example, "Cheating/Forgery/Lying."
5. Type in a **detailed description** of the incident, i.e. "Student cheated on his quiz by looking at another student's paper."
6. Choose the **Student Name(s)** from the dropdown menu.
7. Select any **Consequences**.
8. **Referred By**- this will automatically populate with your name.
9. Select a **Report Status**- Draft, Complete, etc.
10. Click **Create Minor Incident Report**.

Once created, you can access a list of all major/minor incident reports via Behavior > List Incident Reports