Behaviour System User Guide

Contents

System Overview

The Behaviour System is designed to allow staff to record and track student behaviour over time. The system is designed to be fully customisable, so different types of behaviour can be recorded. In addition, consequences for poor behaviour can be recorded in the system and rules can be created to control which members of staff can set these consequences.

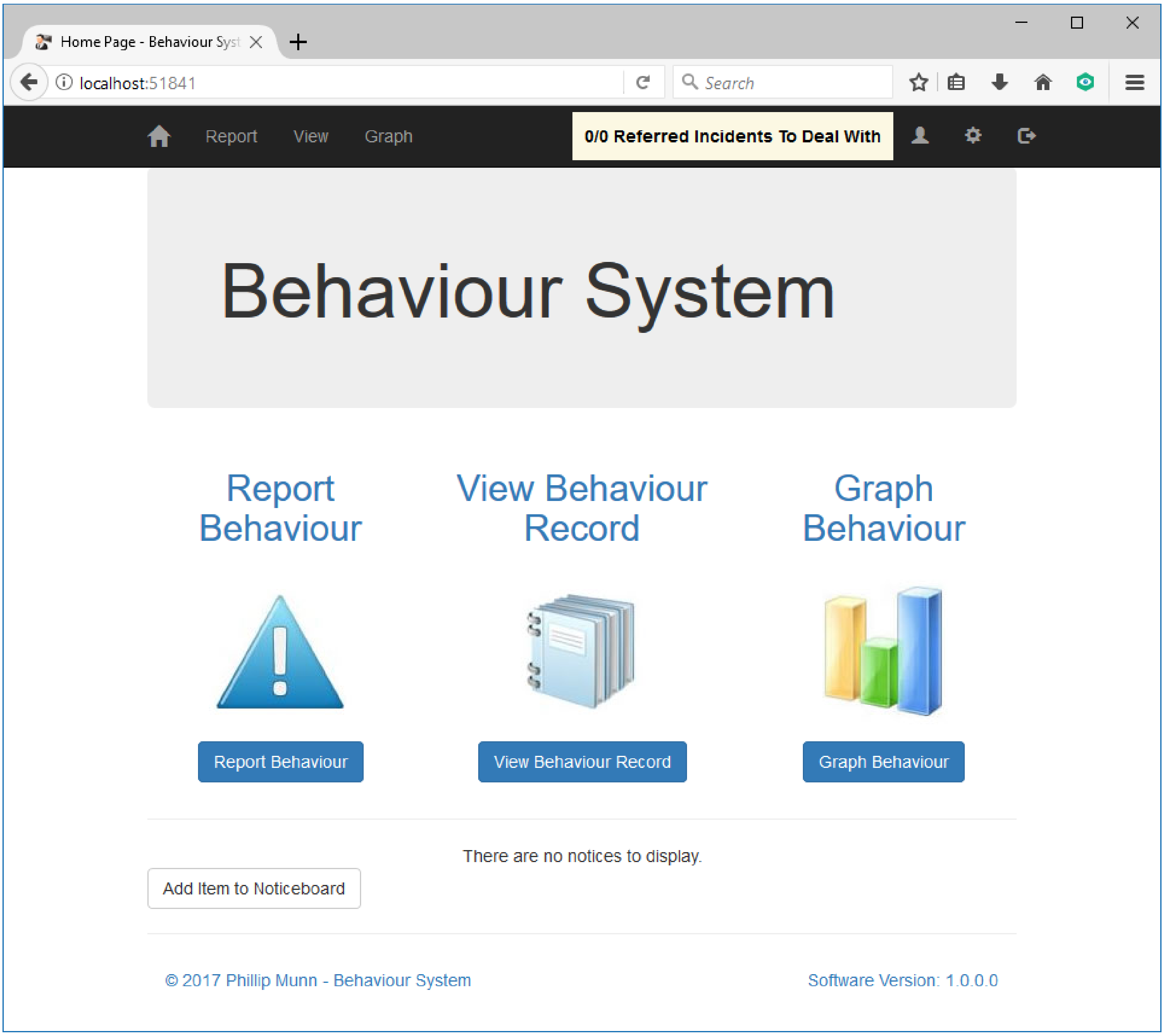


Figure 1 - The system main menu.

Logging into the System

By default, the system has a built-in Administrator account. During the initial installation, this account will have been disabled. Contact your IT department at your school if you have not been provided with alternative credentials to use to the system.

To login to the system, enter your email address and password in the fields and click "Log in".

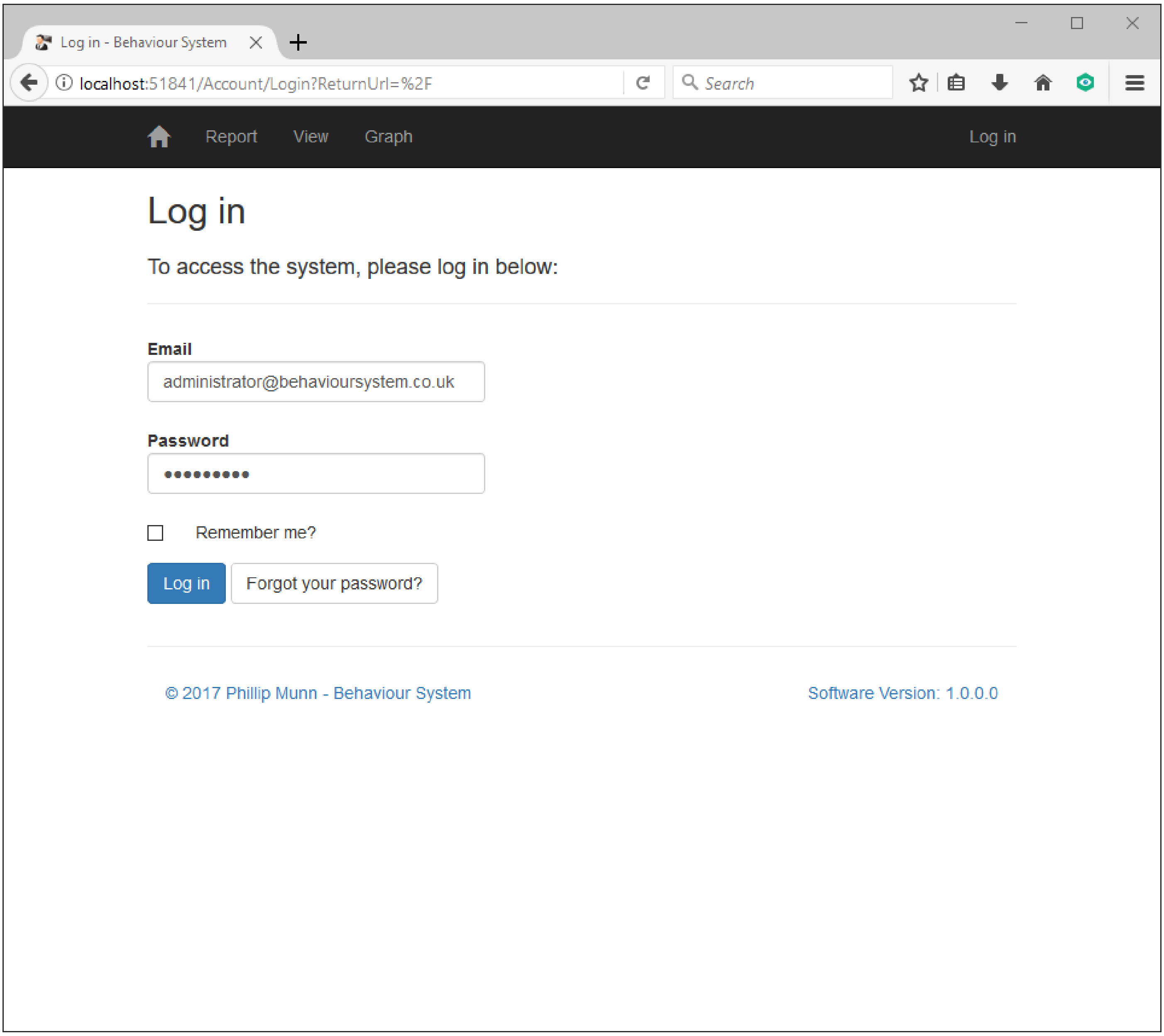


Figure 2 - The login screen for the system.

Forgotten Passwords

If you have forgotten your password, clicking the button "Forgot your password?" will allow you to enter your email address. Assuming an account can be found in the system for the email address entered, a temporary password will be sent to you. You will be forced to change your password to something more memorable when you next sign in.

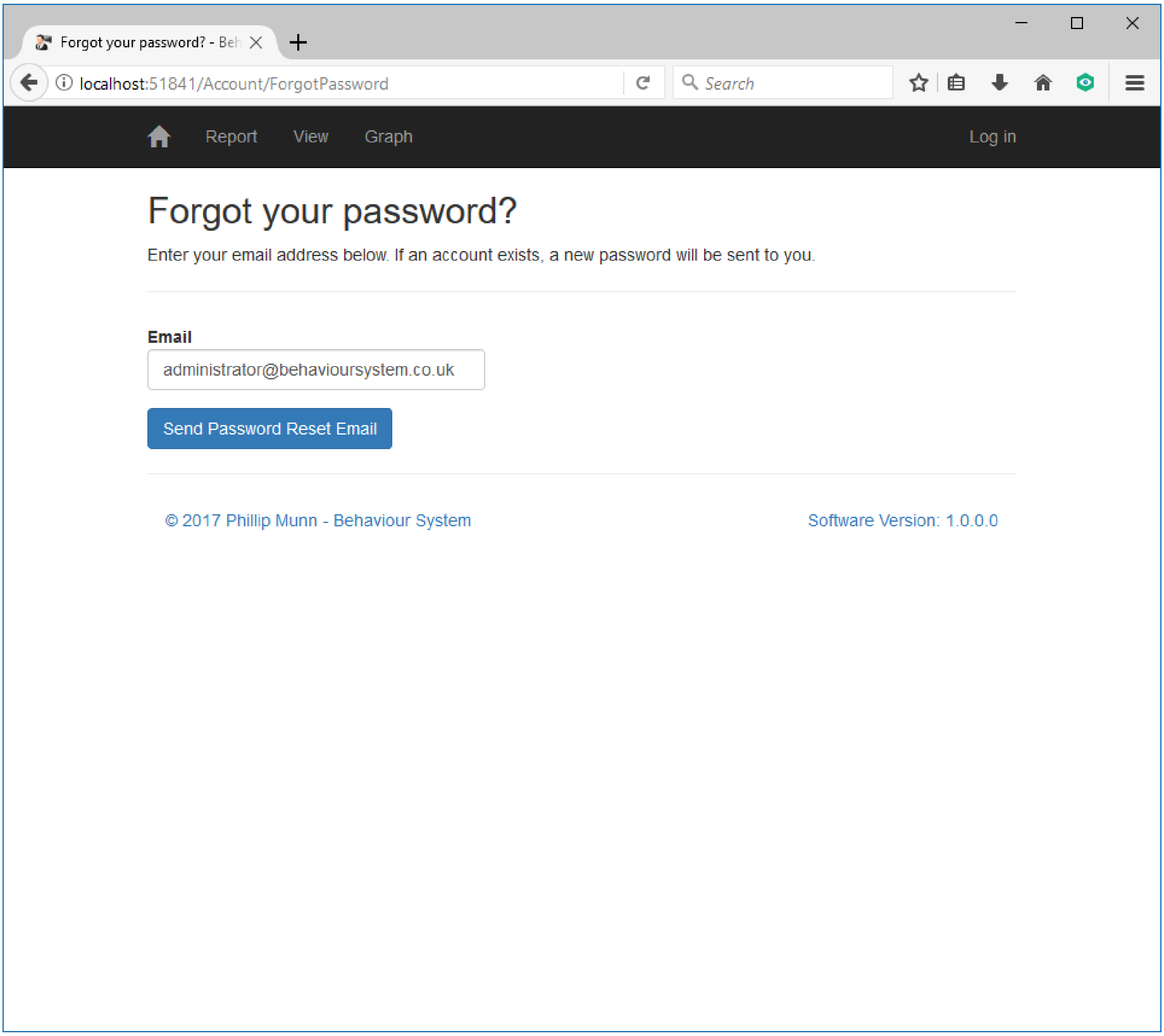


Figure 3 - Forgot Password Screen

System Navigation

Shown below is the main menu for the system.

- Report Behaviour – This screen lets staff report behaviour into the system.
- View Behaviour Record – This screen lets you view an individual student's behaviour.
- Graph Behaviour – This screen lets you view behaviour by individuals or by groups of students.

If enabled, the staff noticeboard is shown at the bottom of this screen. Staff can leave messages which are visible to all other users of the system. This functionality can be disabled or enabled in the "General Settings" menu.

The settings screen is visible to users with the "Administrator" role and can be accessed by clicking the "Settings Cog" at the top right. To log-out of the system, users should click the "exit" icon at the top right of the screen.

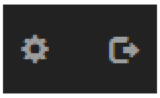


Figure 4 - Settings Screen and Log Out Buttons.

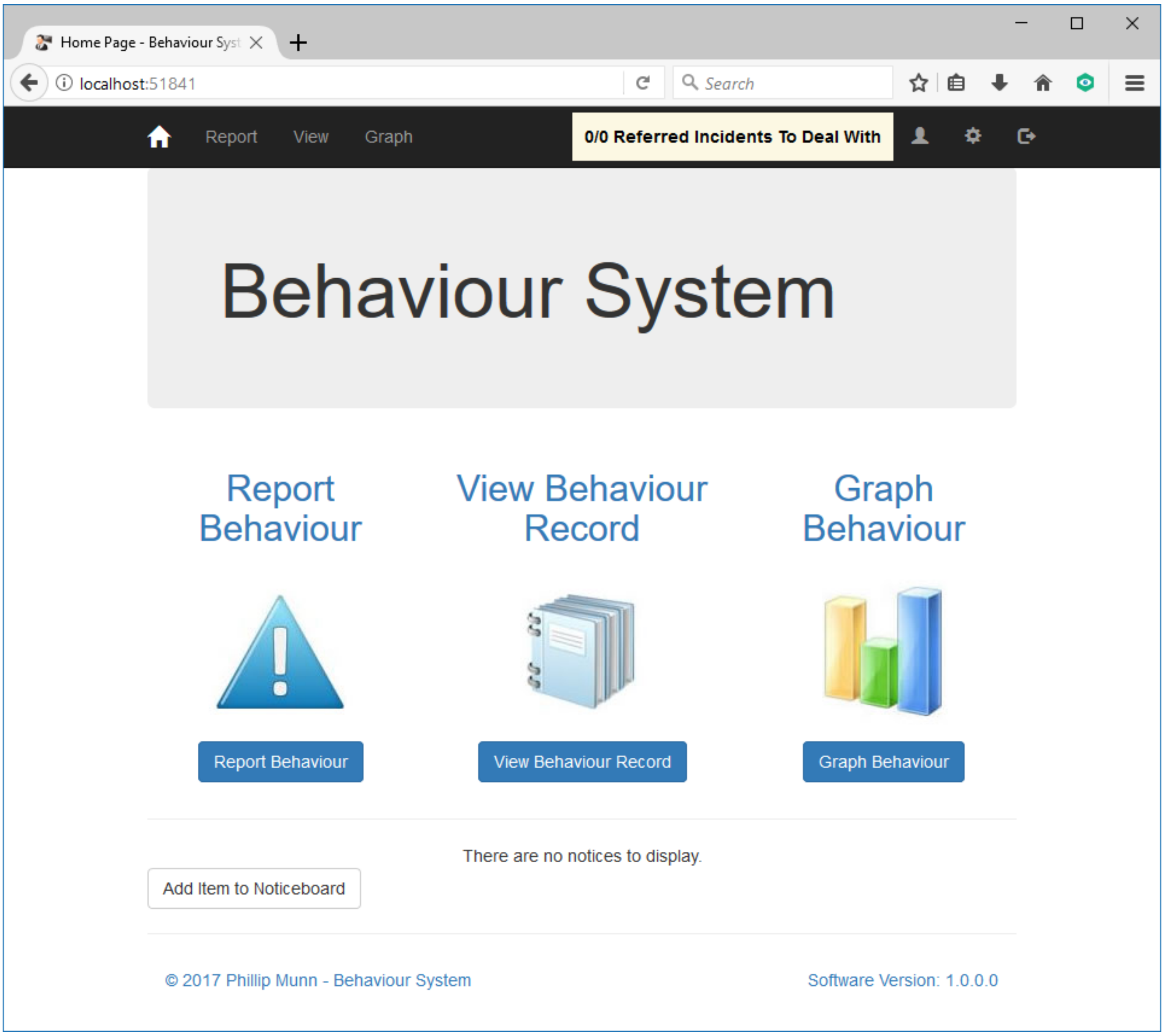


Figure 5 - The main menu of the system.

Initial System Setup and Setup Wizard

To configure the system a setup wizard has been designed which should guide you through this process.
This wizard should be revisited at the start of each academic year to ensure that the data entered is still accurate.
In addition, if at any point the system detects there is a misconfiguration, a message will be shown to staff.

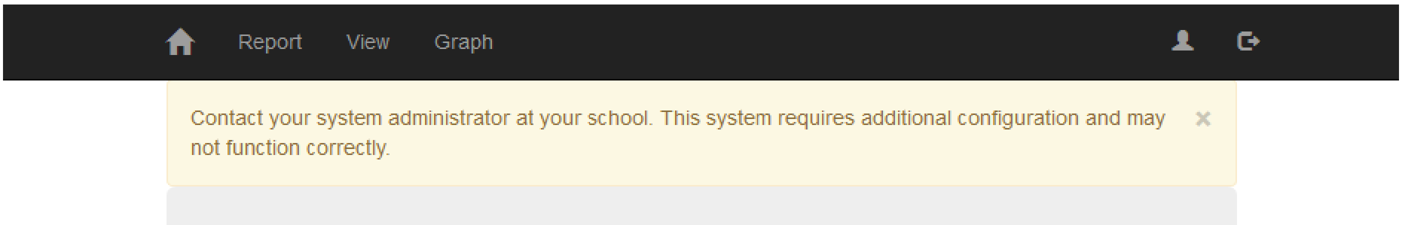


Figure 6 - The message shown to other users when system configuration is required.

When the message shown in Figure 6 is seen by staff, they should inform the dedicated member of staff responsible for the maintenance of the system. This member of staff can then login with an Administrator role.

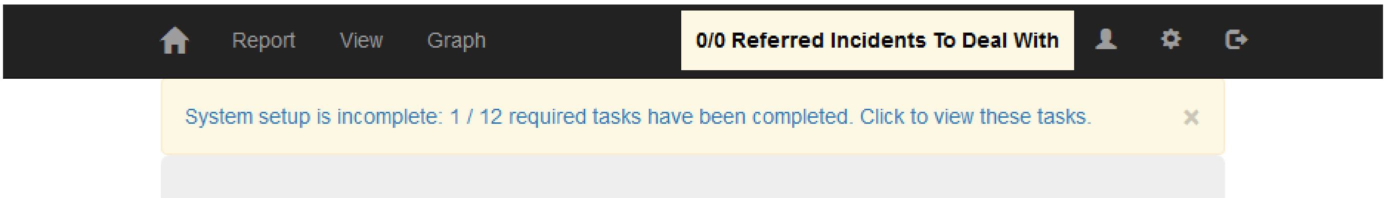


Figure 7 - The message shown to Administrators when system configuration is required.

Whilst logged in as an Administrator, clicking the message shown in Figure 7 will take you to this setup wizard where the steps to resolve the issue will be explained.

Clicking the message at the top of the screen as an Administrator takes you to the Setup Wizard.
Each step should be completed in order from top to bottom.

Once a task has been completed the task will turn green to indicate that configuration is complete. Once all tasks are green, the configuration is finished and the configuration message at the top of the screen will disappear.

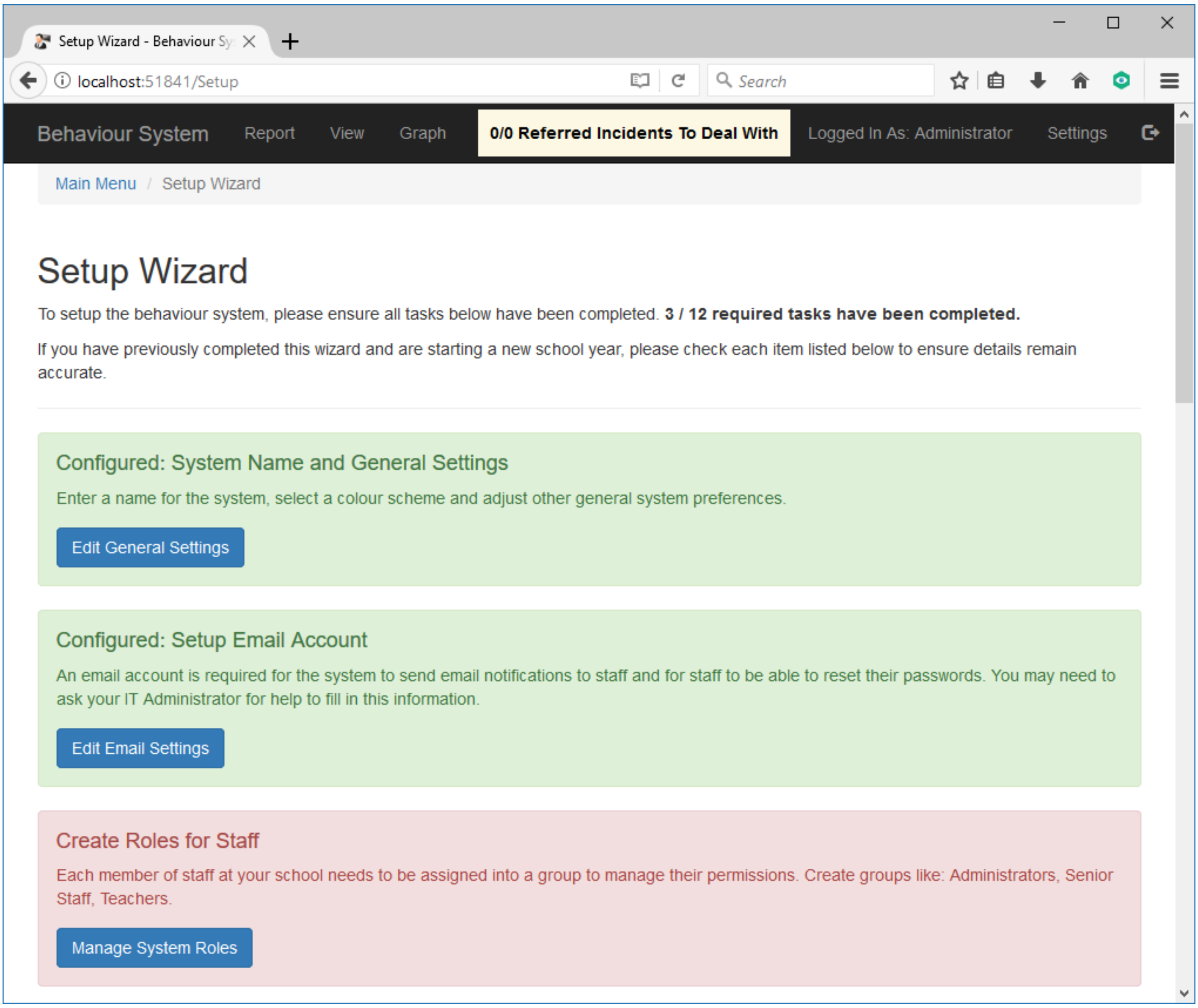


Figure 8 - The system setup wizard.

Information about each of the screens shown in this setup wizard can be found in the next section of this document.

Once you have finished in each section, you can return to the setup wizard by clicking on the same banner at the top of the screen to complete the next task.

General Settings

The General Settings screen has the following options:

- Display Name
    - The name of the system. We would recommend changing this to your school name.
- Colour Scheme Options
    - Various colour scheme options. Changes can be seen instantly as colours are picked.
- Enable Staff Noticeboard
    - When this is enabled, staff can leave messages which are visible to all users in the system on the home screen of the system.
- Prevent Behaviour Being Recorded at a Weekend?
    - When enabled, staff cannot accidently record a student for poor behaviour at a weekend.
- Allow Staff to be Recorded as Victims?
    - When enabled, staff can list themselves as a victim to an incident.
- Display Student Photos
    - When enabled, photos of students are displayed on both the report screen and when looking at a student's behaviour log, providing the student photos have been placed in a special folder.
- Submit Error Logs?
    - To improve future versions of this product, error logs can automatically be sent to the developer of this system. Information such as the user's name, email address and a technical description will be transmitted in these logs. In all cases this information will be used only to improve this system and then the logs destroyed. This feature can be enabled or disabled by using this checkbox.

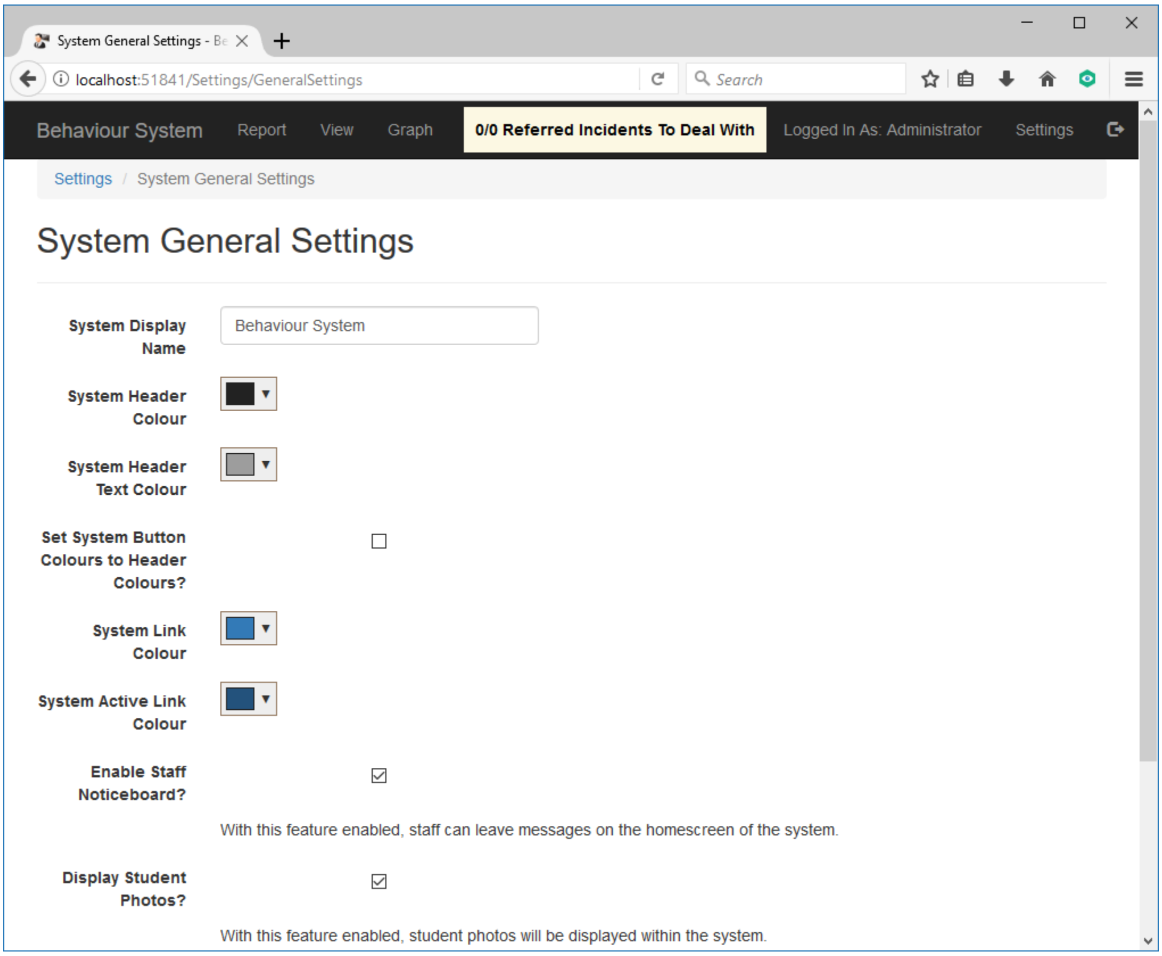


Figure 9 - The General Settings screen.

Email Settings

This screen allows the system email account information to be filled in. You may want to ask your IT administrator for help with these settings if it has not already been completed for you.

These settings are unlikely to change once setup. Consult your IT administrator if you are unsure.

- Email Server:
  - Usually something like: mail@yourdomainname.com
- Email Address:
  - We would recommend: behaviour@yourdomainname.com
- Email Password:
  - The password for the email account specified above.
- Port Number:
  - The port number required to send email.
- SSL Required:
  - If SSL Encryption is required, this box should be ticked.

Optionally an email address can be entered in the test box. When "Save Settings" is clicked, a test email will be sent to this address.

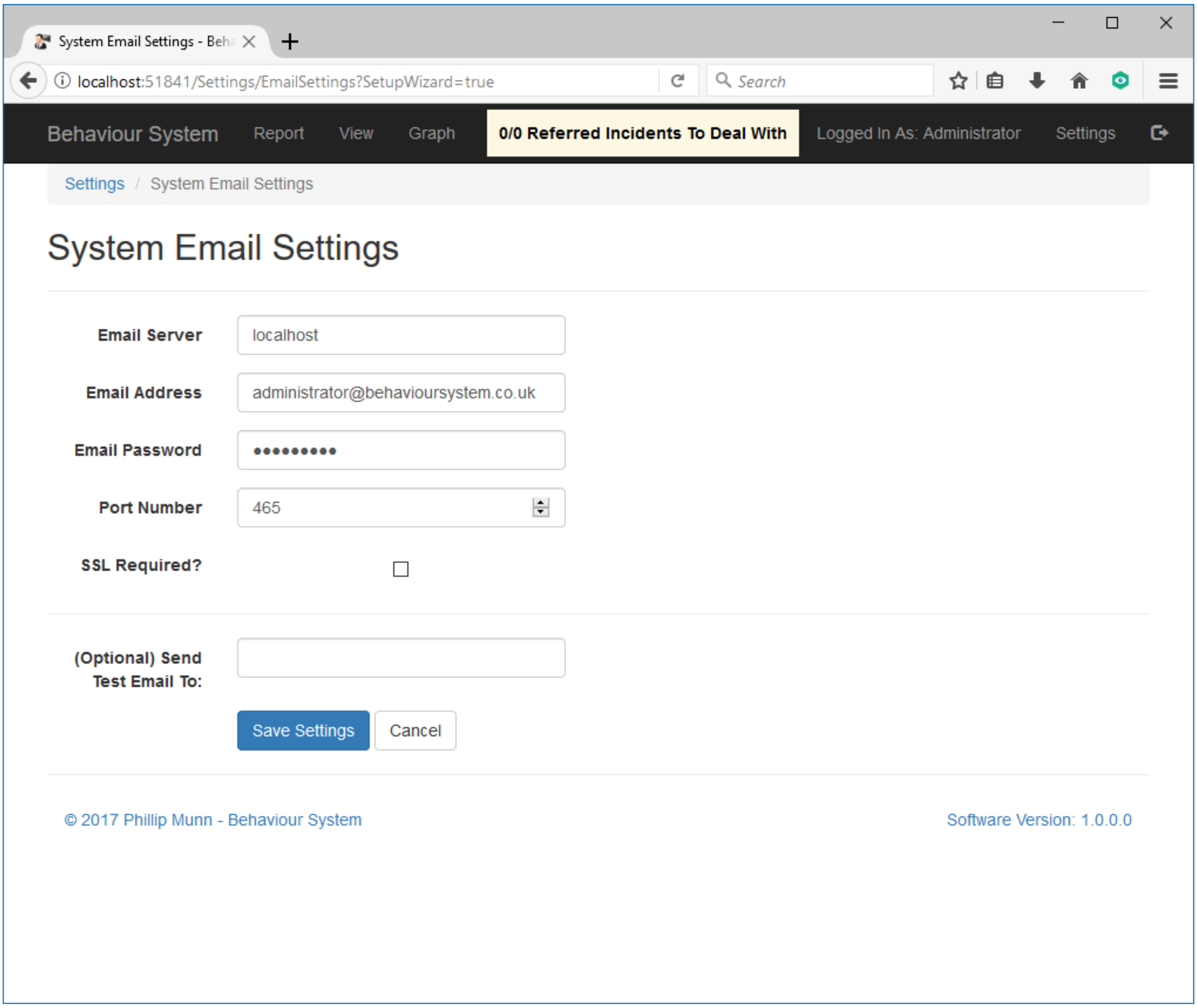


Figure 10 - Email Settings screen.

System Roles

The system allows users to be associated with one or more "Roles".
Roles can be used to group members of staff and to allow different groups to set different consequences.

As an example:

You could have a "Teacher" role and "Senior Staff" role.

Teachers could set the following consequences for poor behaviour:

- Missed Playtime
- Phone Call Home

Senior Staff could set all the consequences above, but also set the following consequences for poor behaviour:

- Internal Isolation
- External Exclusion

Alternatively, you could decide that all members of staff can set any consequence, in which case you would simply create one Role called "Staff" and later when setting up consequences ensure that all consequences can be set by this group of users.

Each member of staff in the system needs to be added to at least one role.

The default role: "Administrator" which allows access to these settings screens, cannot be deleted or changed. You can add as many users to this role though as required.

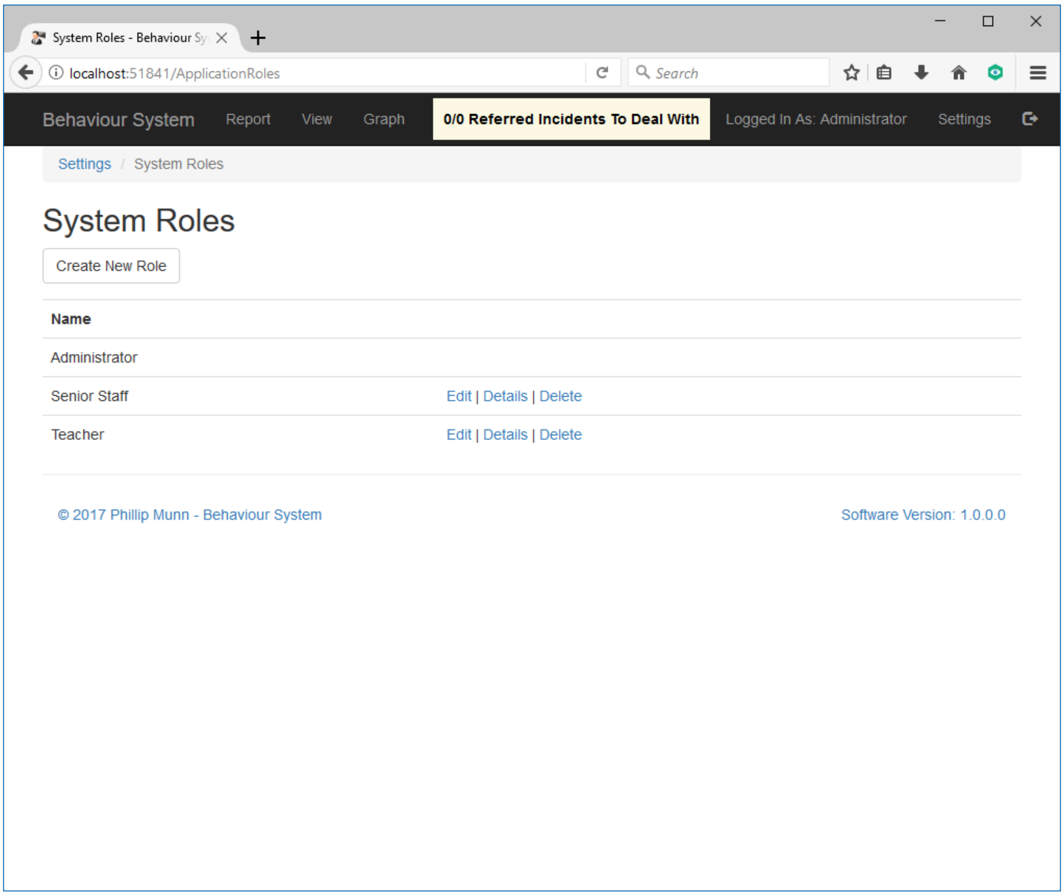


Figure 11 - Roles screen.

Manage User Accounts

This screen allows users in the system to be managed.

To create a new user, click the "Create New User" button and enter the users email address. They will be sent a randomly generated password in an email which they can use to access the system.

Alternatively, you can create many users at once by clicking "Import Users". An Excel template is provided which shows the example format required to import users into the system. This requires two fields:

- Users Name
- Email Address

Once you have created or imported your staff, you need to ensure that each user has at least 1 role specified.

You can disable a user account (for example if a member of staff leaves your school), by clicking "Edit" next to a user and unticking the "Enabled" option. You can also change roles for each member of staff by using the same "Edit" option.

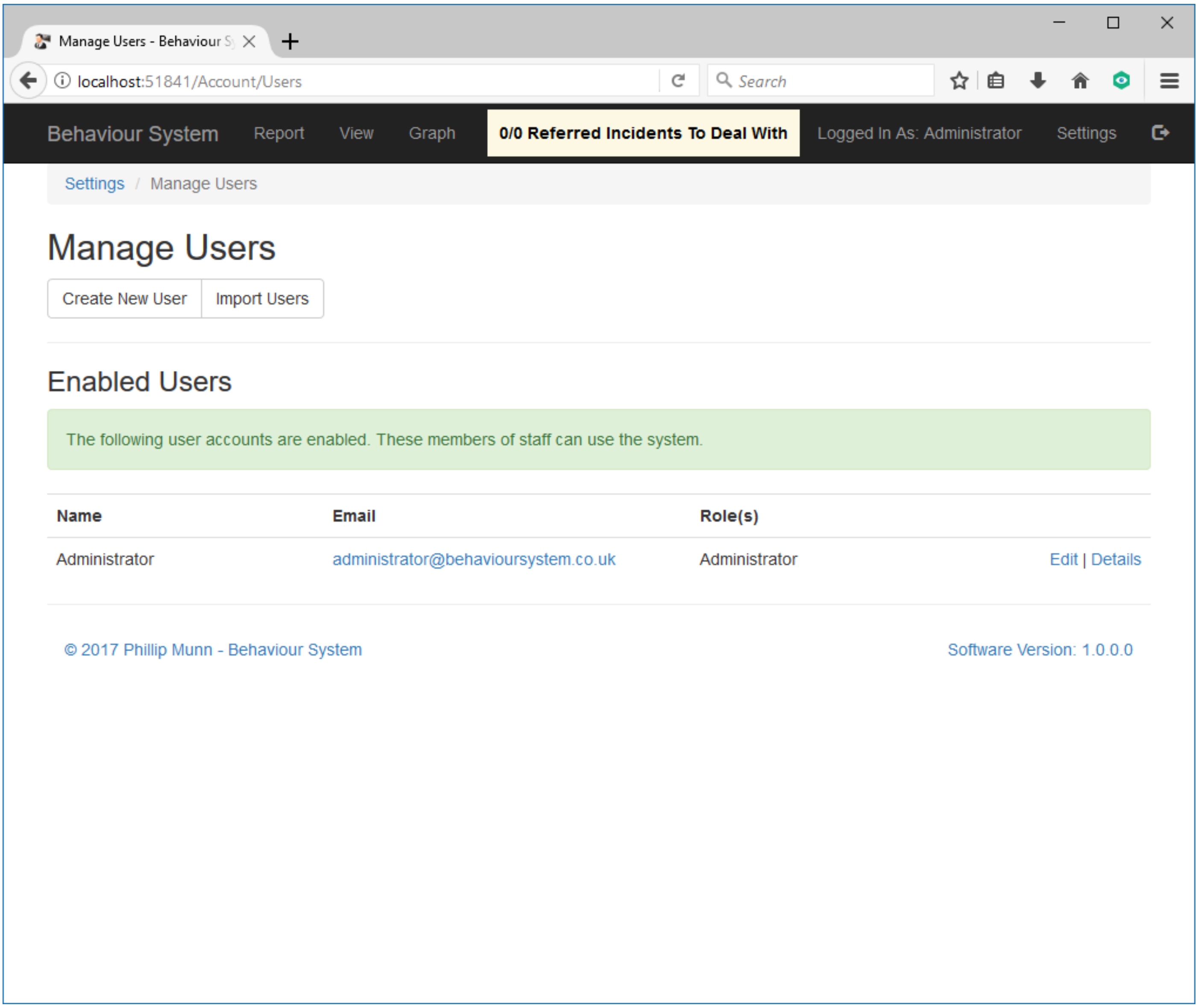


Figure 12 - Manage Users Screen

Manage Periods of School Day

This screen allows you to setup the different time periods of the school day.

Click “Create New Period” to create the different times of the school day. This will allow you to track behaviour across the school day.

Once you have created all the periods, ensure that the order of the periods is correct in the section shown at the bottom of this screen. If a period does not appear in the right place, drag it up and down in the list. This will ensure that when reporting behaviour, the periods appear in chronological order rather than in a random sequence.

If the school day subsequently changes, you can disable a Period by clicking on “Edit” and unticking the “Enabled” checkbox. You can also re-arrange the order of lessons should there suddenly be more lessons after lunch for example.

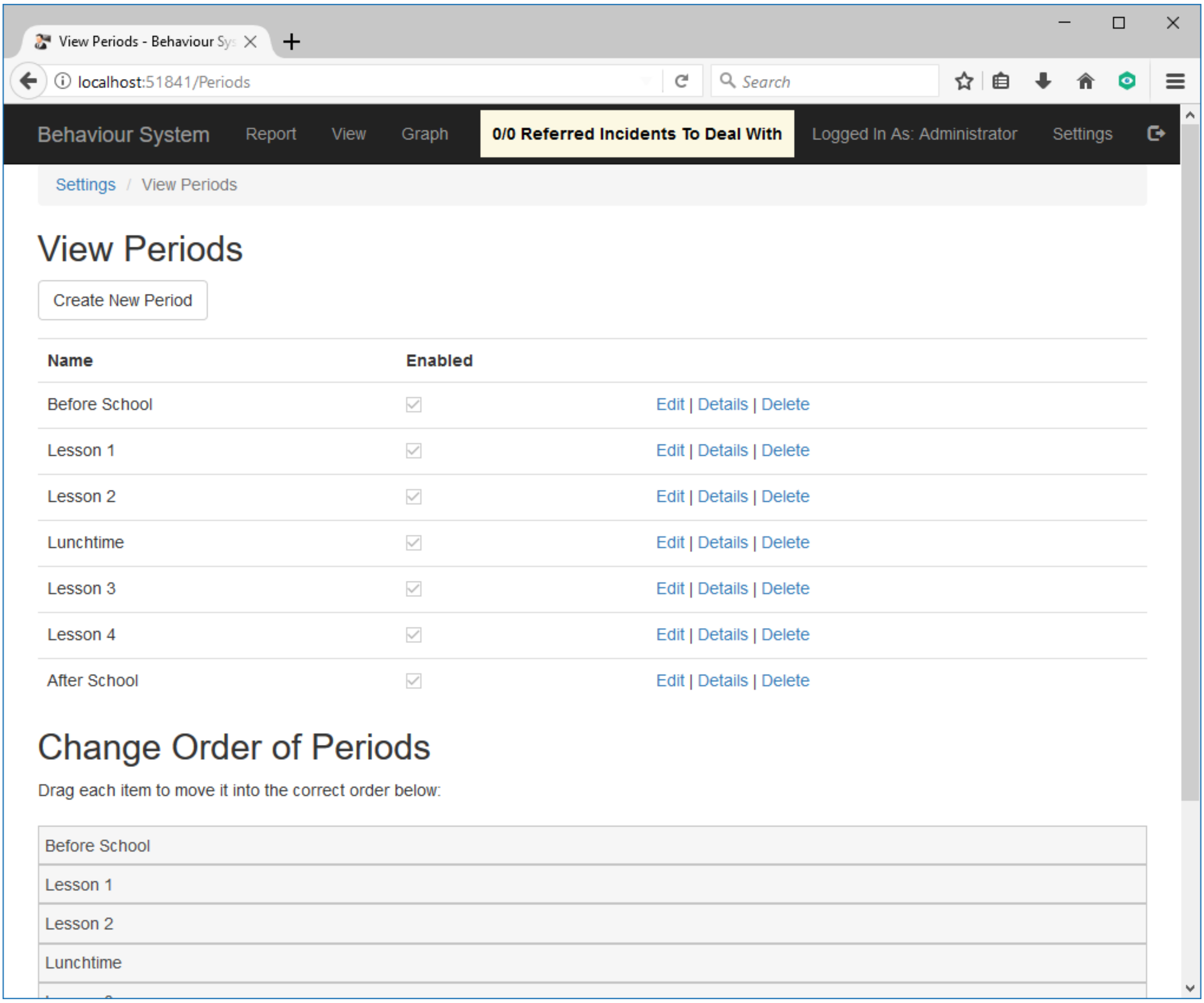


Figure 13 - Managing Periods of School Day.

Manage Resolutions

This screen allows you to manage the different consequences which can be used to resolve poor behaviour.

To create a resolution, click "Create New Resolution". Enter the name of the resolution or consequence and then decide which role(s) can set this consequence.

As mentioned before, if you had a "Teacher" role and "Senior Staff" role and wanted the following setup:

Teachers could set the following consequences for poor behaviour:

- Missed Playtime
- Phone Call Home

Senior Staff could set all the consequences above, but also set the following consequences for poor behaviour:

- Internal Isolation
- External Exclusion

This would mean that the resolutions would need to be configured in the following way:

Resolution:	Missed Playtime	Role(s): Teacher, Senior Staff
Resolution:	Phone Call Home	Role(s): Teacher, Senior Staff
Resolution:	Internal Isolation	Role(s): Senior Staff
Resolution:	External Exclusion	Role(s): Senior Staff

Should it be decided a resolution can no longer be set, you can disable it by clicking the "Edit" button. In addition, you can also change which role(s) within the system can set this consequence by using the same "Edit" screen.

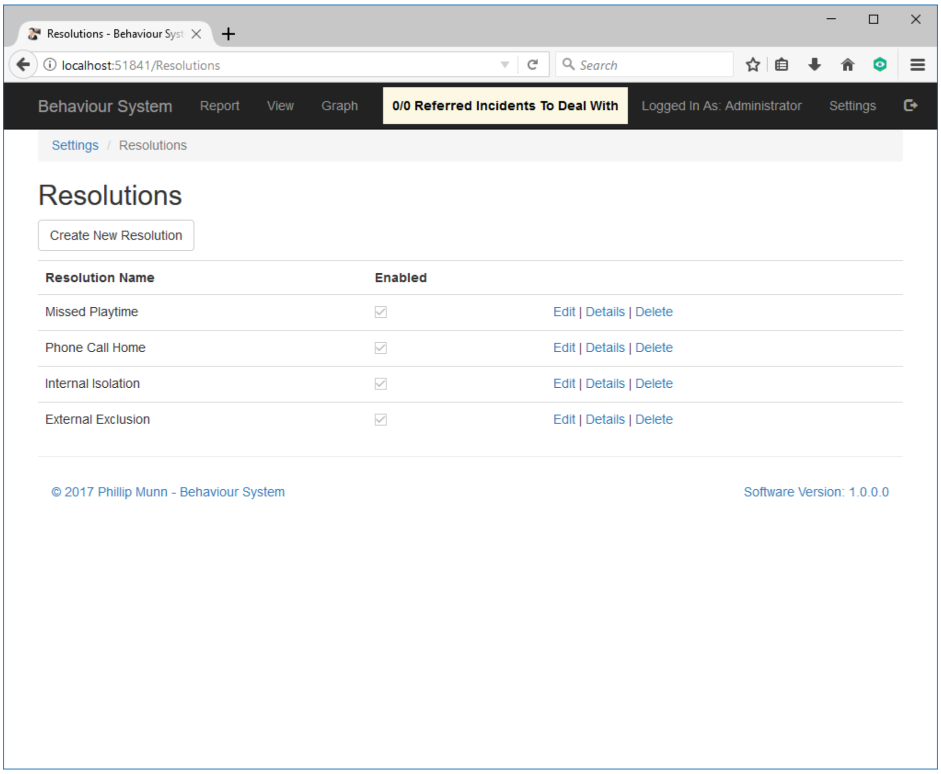


Figure 14 - Manage Resolutions Screen

Manage Behaviour Types

This screen allows you to manage the different types of behaviour you track in the system.

To create a new type of Behaviour, click "Create New Behaviour Type".

As an example:

Behaviour Type: Bullying
- This is the name of the type of behaviour being reported.

Comments Required: True
- Staff will be forced to enter some comments about what happened before submitting the report.

Has Victims: True
- Decides if staff can specify one or more students as victims for this incident.

Victims Required: True
- (Only used when Has Victims is true). Decides if staff must specify a victim, or if it can be left blank.

Email Class Teacher(s): False
- Determines if the class teacher should get an instant email notification about the incident.

Email Head of Years(s): False
- Determines if the head of year should get an instant email notification about the incident.

Resolutions: Missed Playtime, Phone Call Home, Internal Isolation, External Exclusion
- The resolutions (consequences) which are applicable for this behaviour.

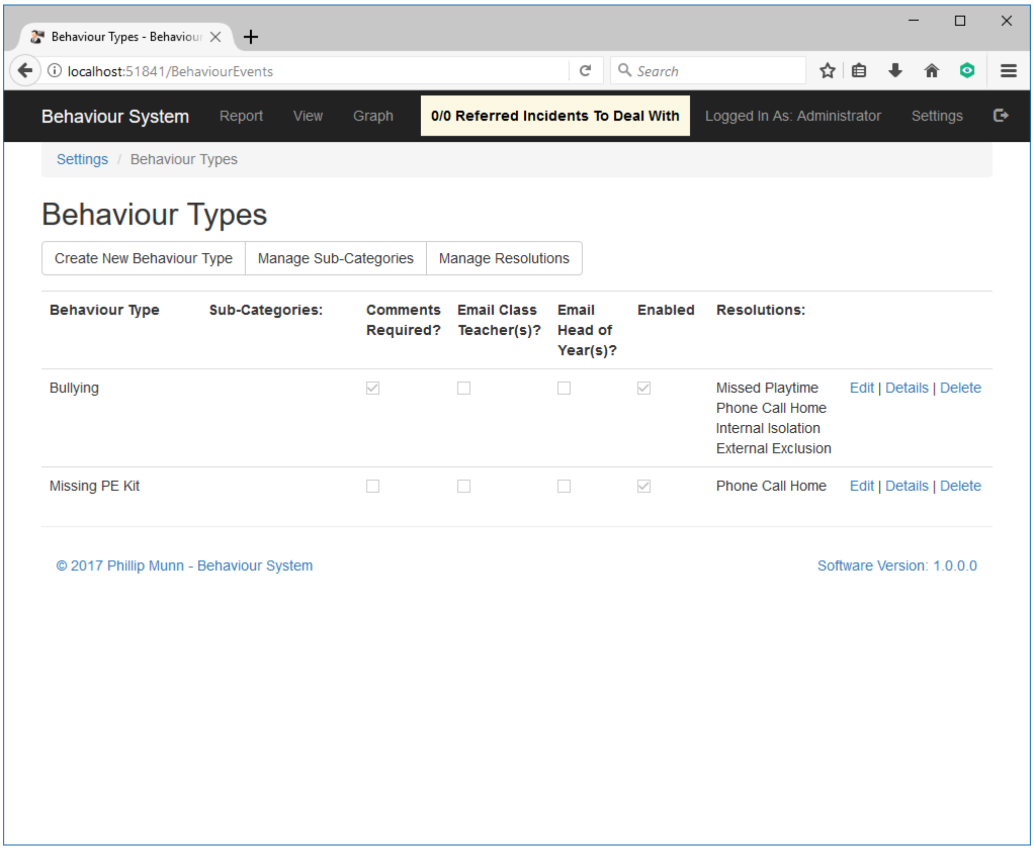


Figure 15 - Manage Behaviour Types screen.

Manage Behaviour Types (Sub-Categories)

In addition, some types of behaviour might have sub-categories. These can be created by clicking on the "Manage Sub-Categories" button at the top of the screen. Once here, you can click "Create New Sub-Category" and fill in the desired category name.

As an example:

Bullying might have the following sub-categories:

- Verbal
- Physical
- Online

This means when staff report this type of behaviour, staff are required to pick one of these sub-categories during the creation of report.

This information can then be used to distinguish incidents further.

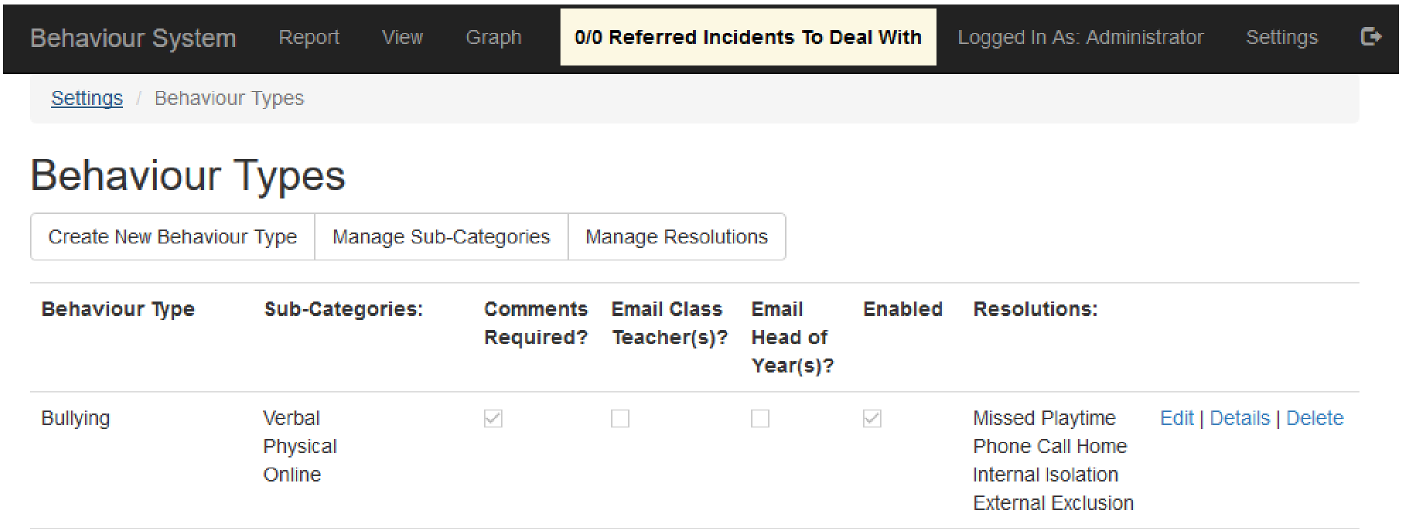


Figure 16 - An example of a type of behaviour with Sub-Categories.

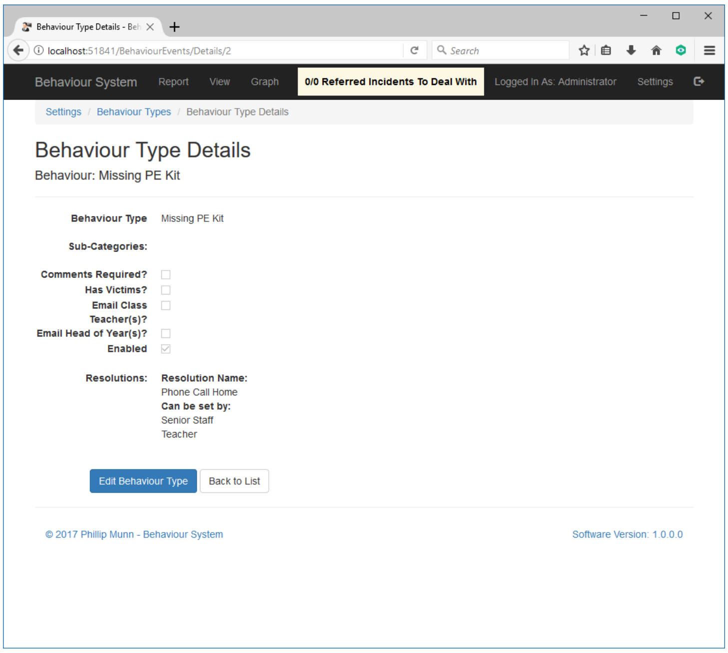


Figure 17 - The details option shows you the resolutions and which roles within the system can set this punishment.

Importing Students

This task needs to be performed on a regular basis to ensure that new students who join the school are created within the behaviour system. Unfortunately, currently it is not possible to link this system with external systems such as Capita SIMS to make this happen automatically.

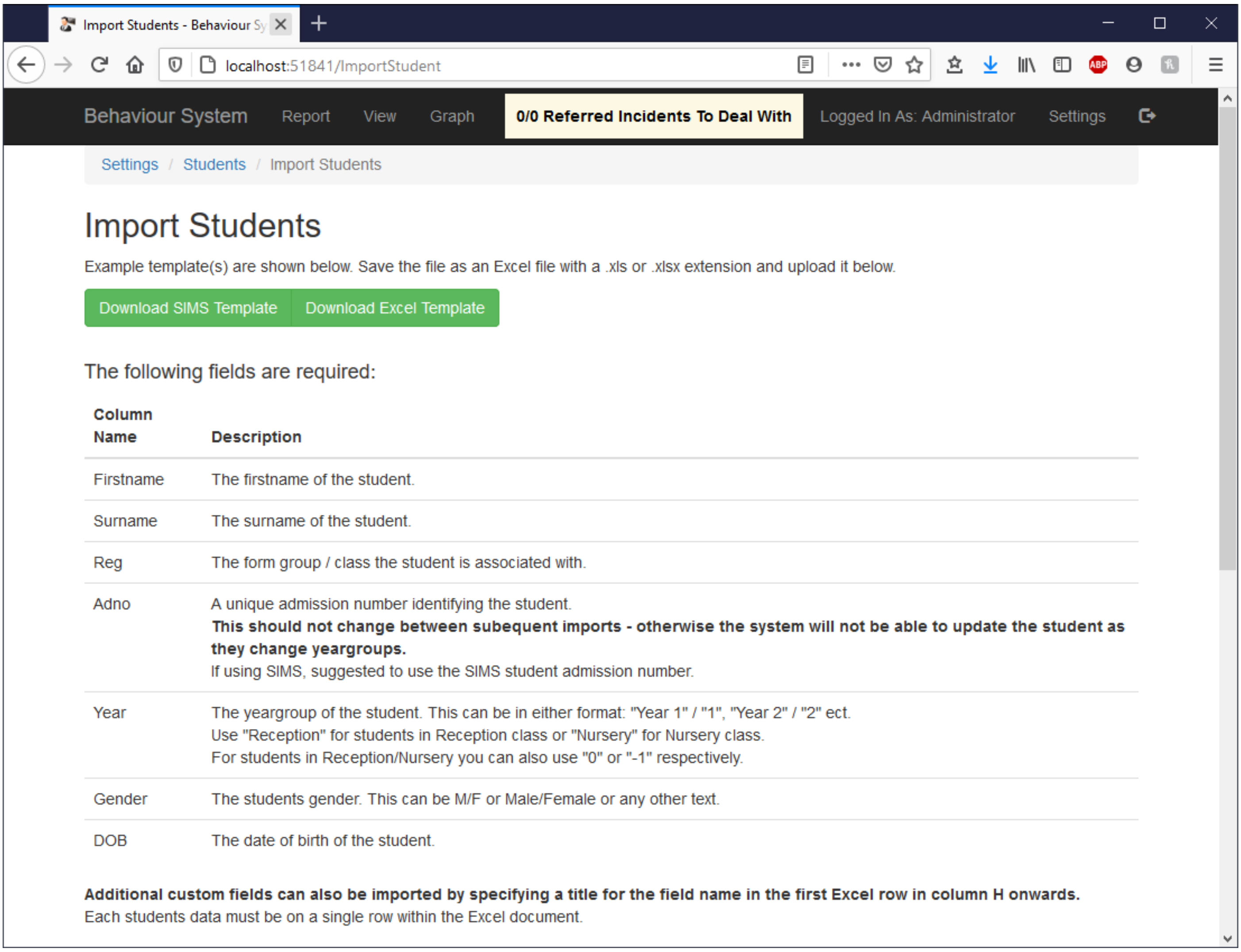
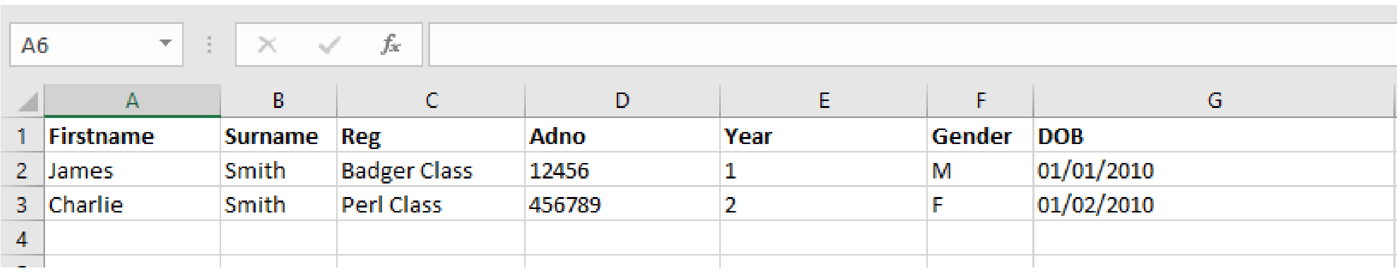


Figure 18 - Importing Students.

An Excel template is provided which shows the required format for student information:



	A	B	C	D	E	F	G
1	**Firstname**	**Surname**	**Reg**	**Adno**	**Year**	**Gender**	**DOB**
2	James	Smith	Badger Class	12456	1	M	01/01/2010
3	Charlie	Smith	Perl Class	456789	2	F	01/02/2010
4							

Figure 19 - The format student records should be imported into the system with. Headings must match. Each student should be on its own line.

Once you have exported students into an Excel document in this format you can browse to the file by clicking "Browse…" and then click the "Import Students" button.

You should import all students into the system at once, rather than by individual year groups. The system automatically detects students who exist in the system and do not appear in the Excel document. Students who are missing from the Excel file are assumed to have left the school and will automatically be marked as off-roll. Staff will no longer be able to report these students, but their behaviour records are kept in the system for historical purposes and can still be viewed.

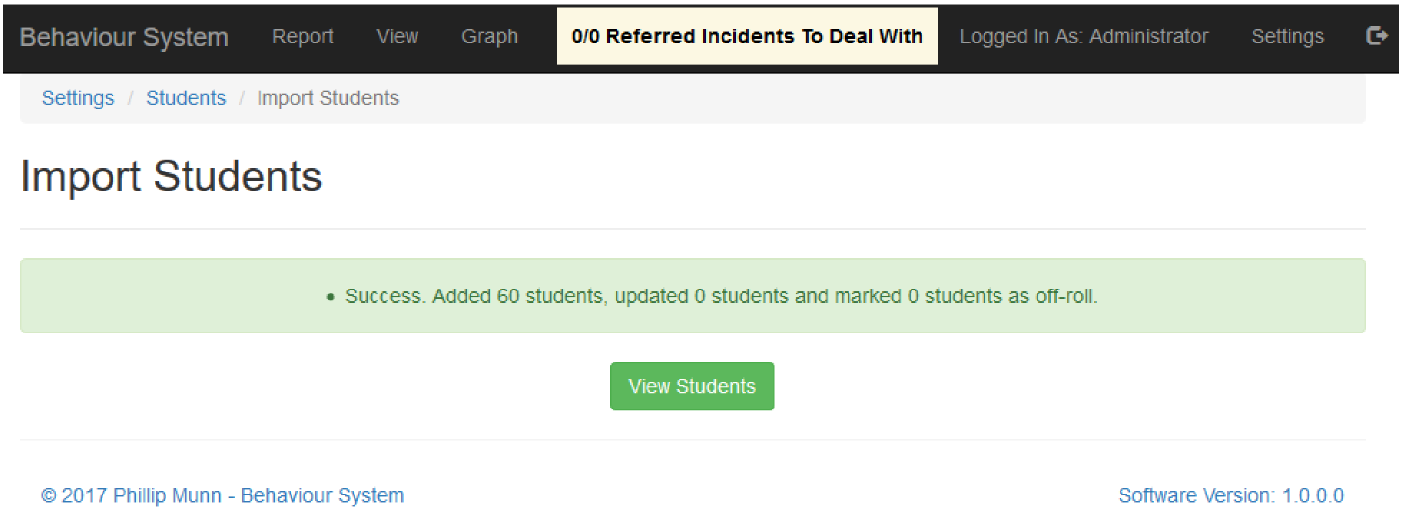


Figure 20 - Uploaded Students Confirmation.

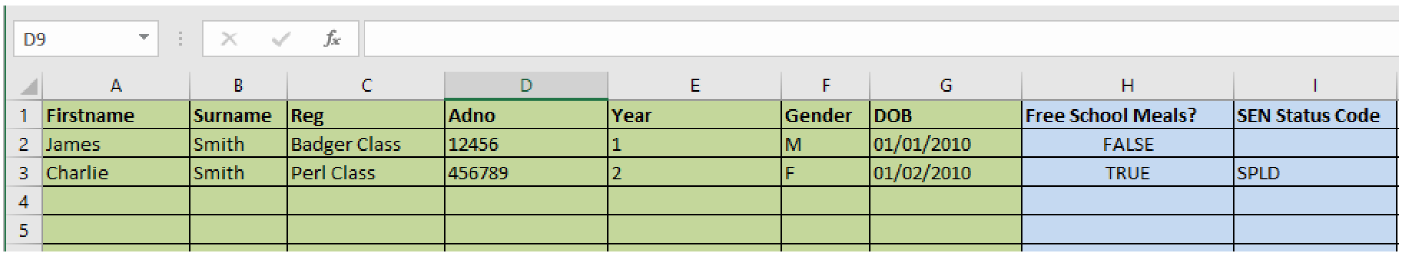
Custom Fields in Student Data

The system also supports uploading an unlimited number of custom fields when importing student information. Columns other than the mandatory ones specified in the template can be added as shown below in blue.

These fields will then be shown within the system and can even be used when producing graphs. You can therefore compare the number of reported incidents of poor behaviour against these fields.

As an example, you might want to import:

- Free School Meals
- SEN Status Code



	A	B	C	D	E	F	G	H	I
1	Firstname	Surname	Reg	Adno	Year	Gender	DOB	Free School Meals?	SEN Status Code
2	James	Smith	Badger Class	12456	1	M	01/01/2010	FALSE	
3	Charlie	Smith	Perl Class	456789	2	F	01/02/2010	TRUE	SPLD
4									
5									

Figure 21 - Importing additional fields into the system.

If you decide to use custom fields, ensure the name of each column within Excel is sensible as this will be shown onscreen within the system. In addition, each student record must still be on a single row in the Excel file.

Assigning Heads of Year Groups

The system can send instant email notifications to members of staff who are responsible for a year group as soon as a student is reported for poor behaviour.

Click “Edit” next to each Year Group and specify members of staff who should be notified. At least 1 member of staff needs to be added for each Year Group.

These members of staff will only receive an instant email notification if the behaviour type specifies this should happen. Refer to the setting “Email Head of Years(s)” on Page 14 for additional information on this feature.

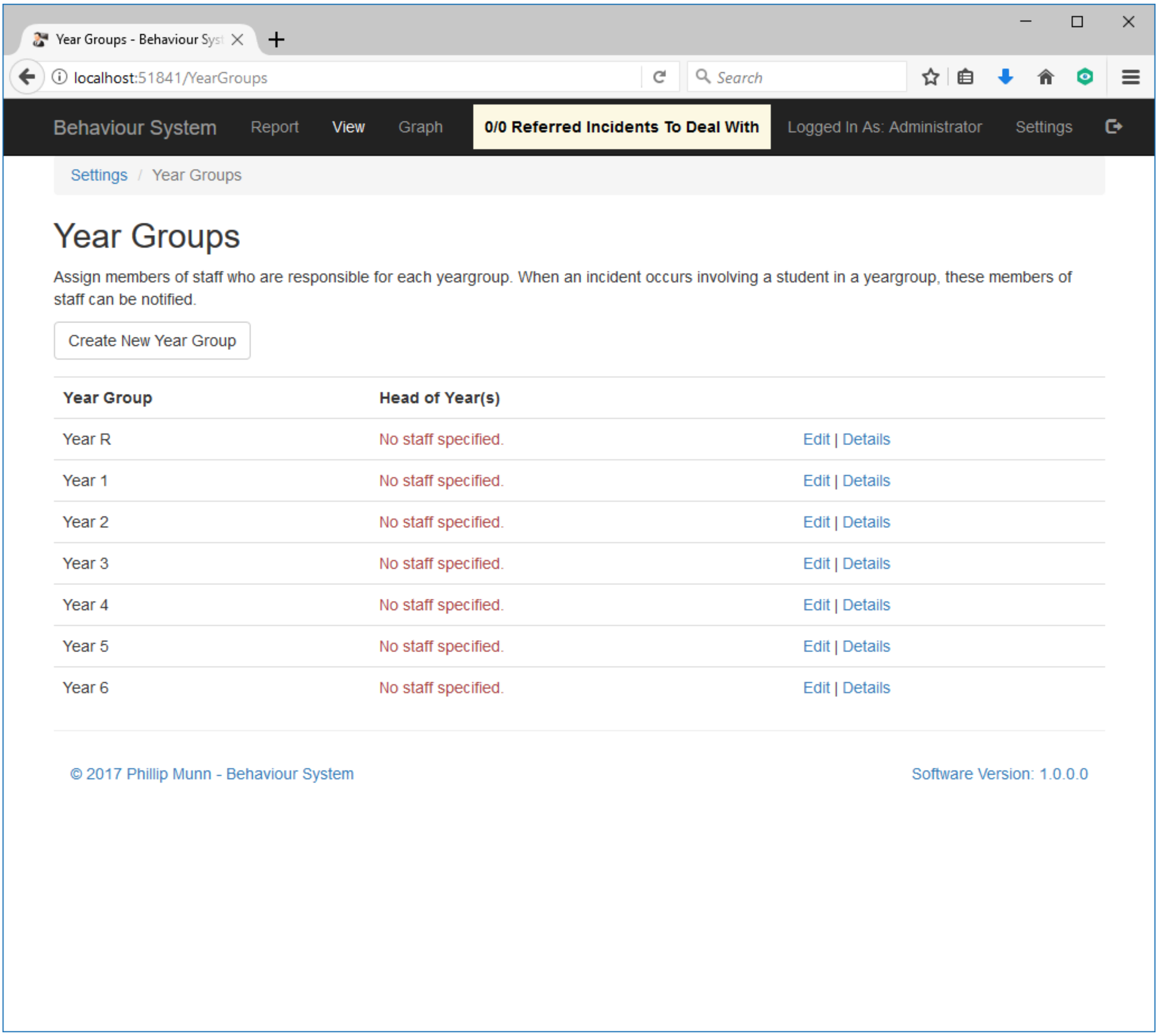


Figure 22 - Assigning Heads of Years in the system.

Assigning Class Teachers

Like Heads of Year, the system can send instant email notifications to members of staff who are responsible for a class of students as soon as a student is reported for poor behaviour.

Click “Edit” next to each class and specify members of staff who should be notified. At least 1 member of staff needs to be added for each class.

These members of staff will only receive an instant email notification if the behaviour type specifies this should happen. Refer to the setting “Email Class Teacher(s)” on Page 14 for additional information on this feature.

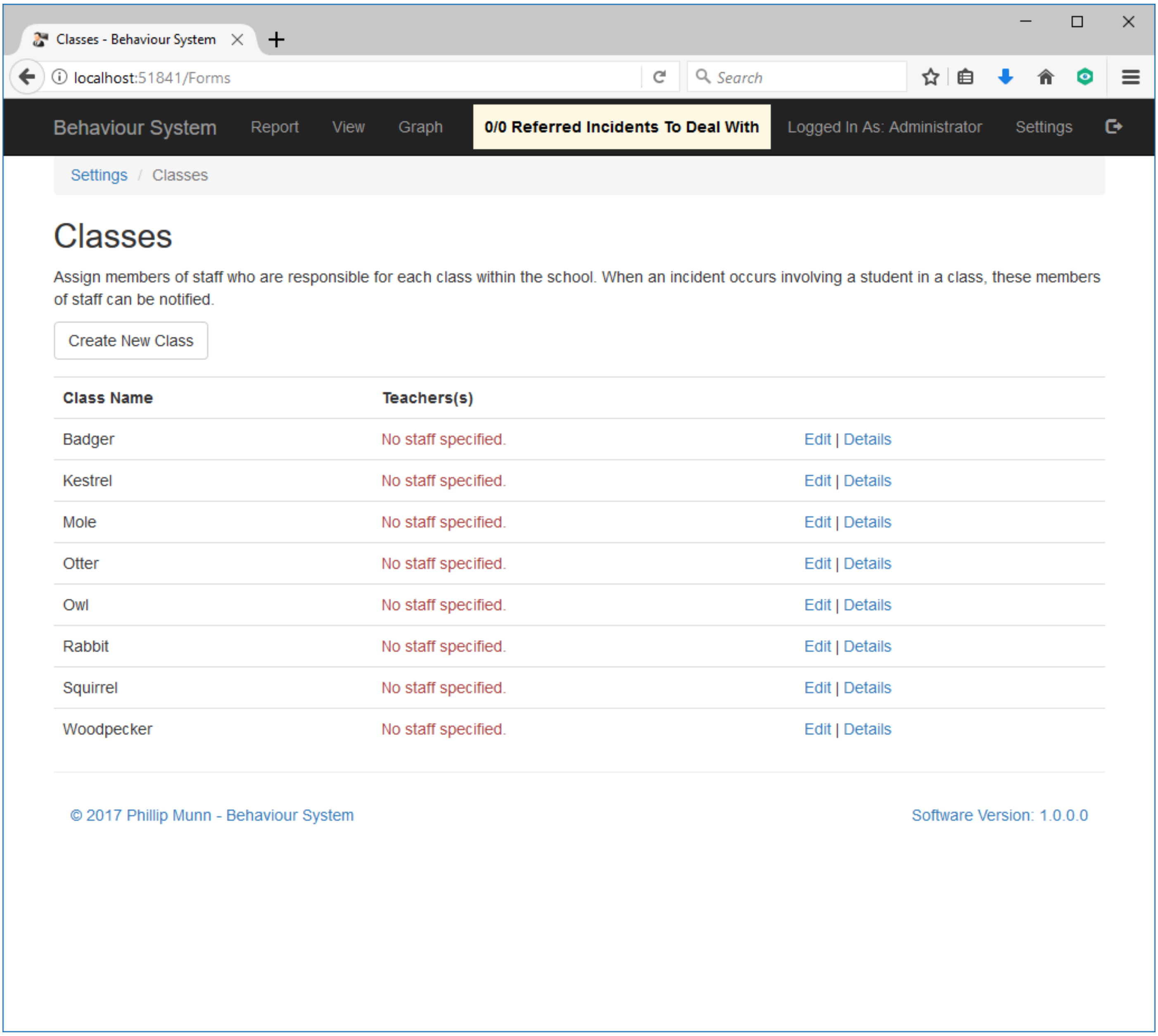


Figure 23 - Assigning Class Teachers in the system.

Weekly Email Settings

The system can send select staff a weekly summary of behaviour by email each week.

To enable this option:

- Tick the "Weekly Email Enabled?" option.
- Specify the time the next email should be sent – by default this will be Friday at 6pm.
- Specify one or more users who the email should be sent to.

If you do not want to use this feature, disable the "Weekly Email Enabled?" option.

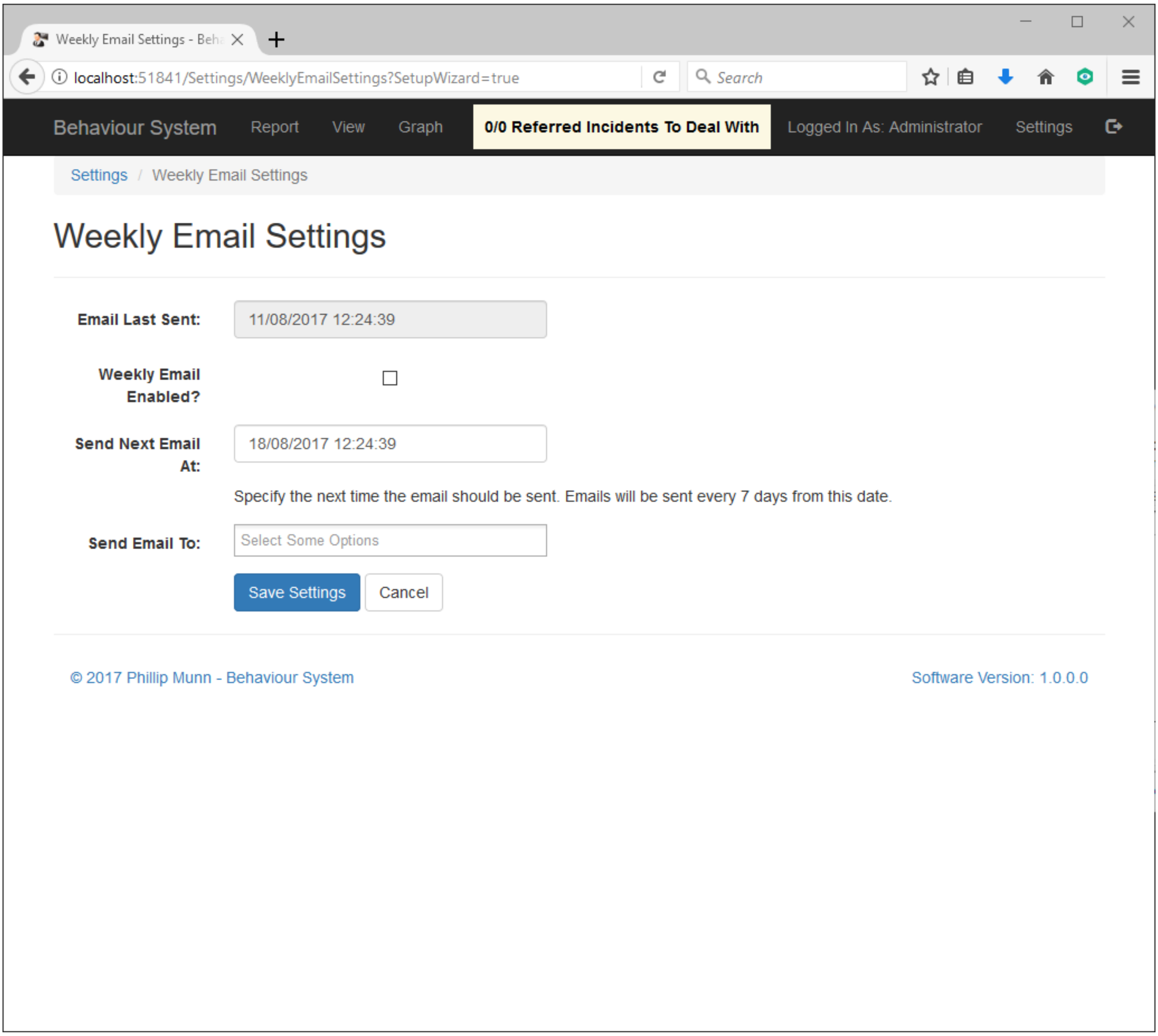


Figure 24 - Weekly Email Settings

Completing the Setup Wizard

Once all the configuration steps have been completed, each item within the setup wizard will be green.
If an item is not green, click on the associated button and the error will be shown – usually this is red text.

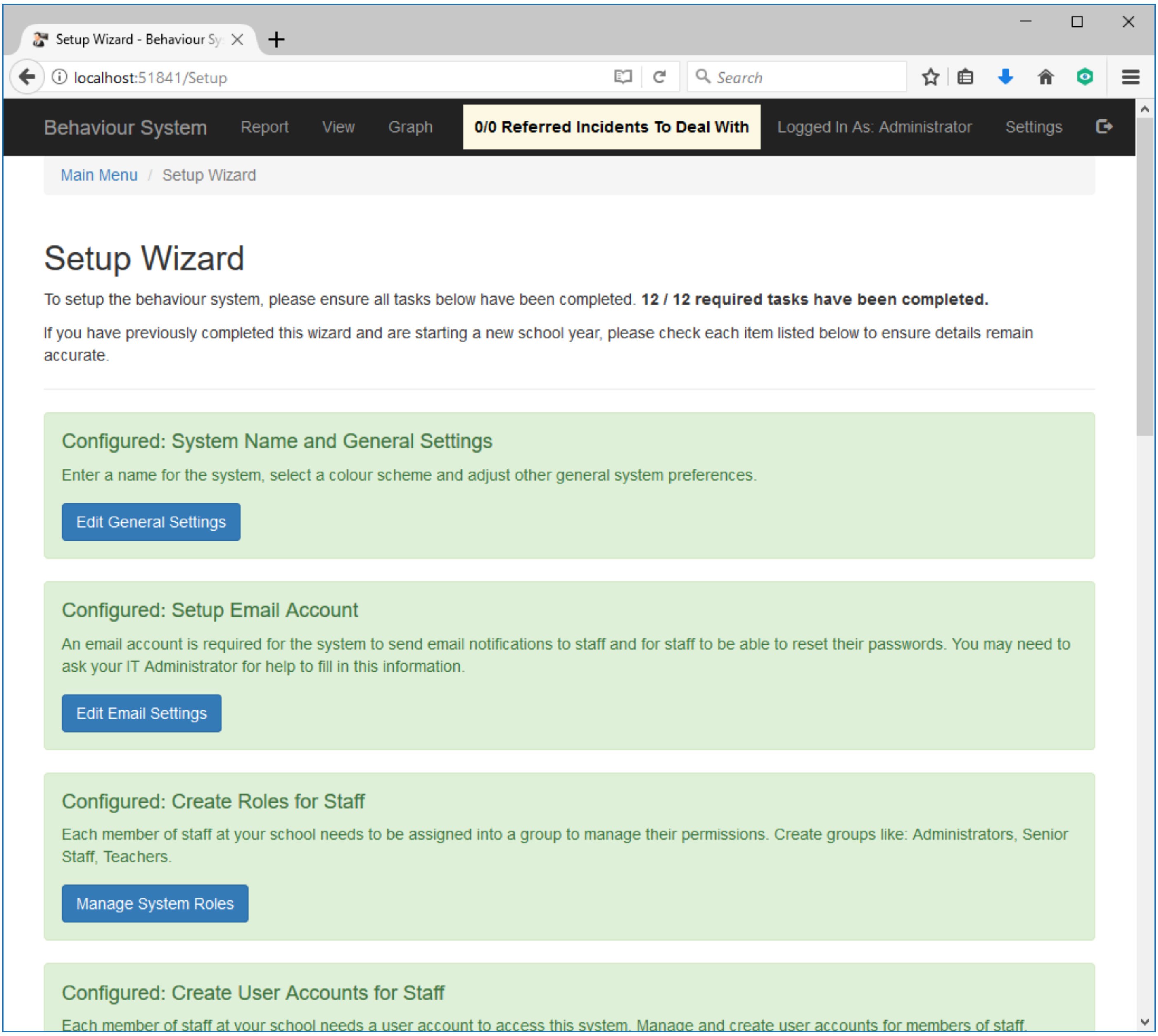


Figure 25 - The completed setup wizard.

Certain configurations might cause the last option “Overall System Check” to fail. The reason will be explained on screen. An example failure might be:

- You have specified a consequence “External Exclusion” can only be set by staff with the role “Senior Staff”, yet no staff in the system have this role. There is therefore no user in the system who can set this punishment.

The button(s) next to Overall System Check will explain this error and direct you towards the appropriate area of the system to resolve this type of configuration mistake.

Accessing the Setup Wizard After Initial Setup

As mentioned previously, we recommend at the start of a new school year you re-run the setup wizard and review all options in the system are still configured correctly, even if each step is "Green".

You can access the setup wizard by clicking "Settings" or on the "Cog" at the top right of the screen and clicking on the blue "Setup Wizard" button.

In addition, if you know the setting you want to change – you can directly jump to the appropriate screen by using one of the buttons shown below.

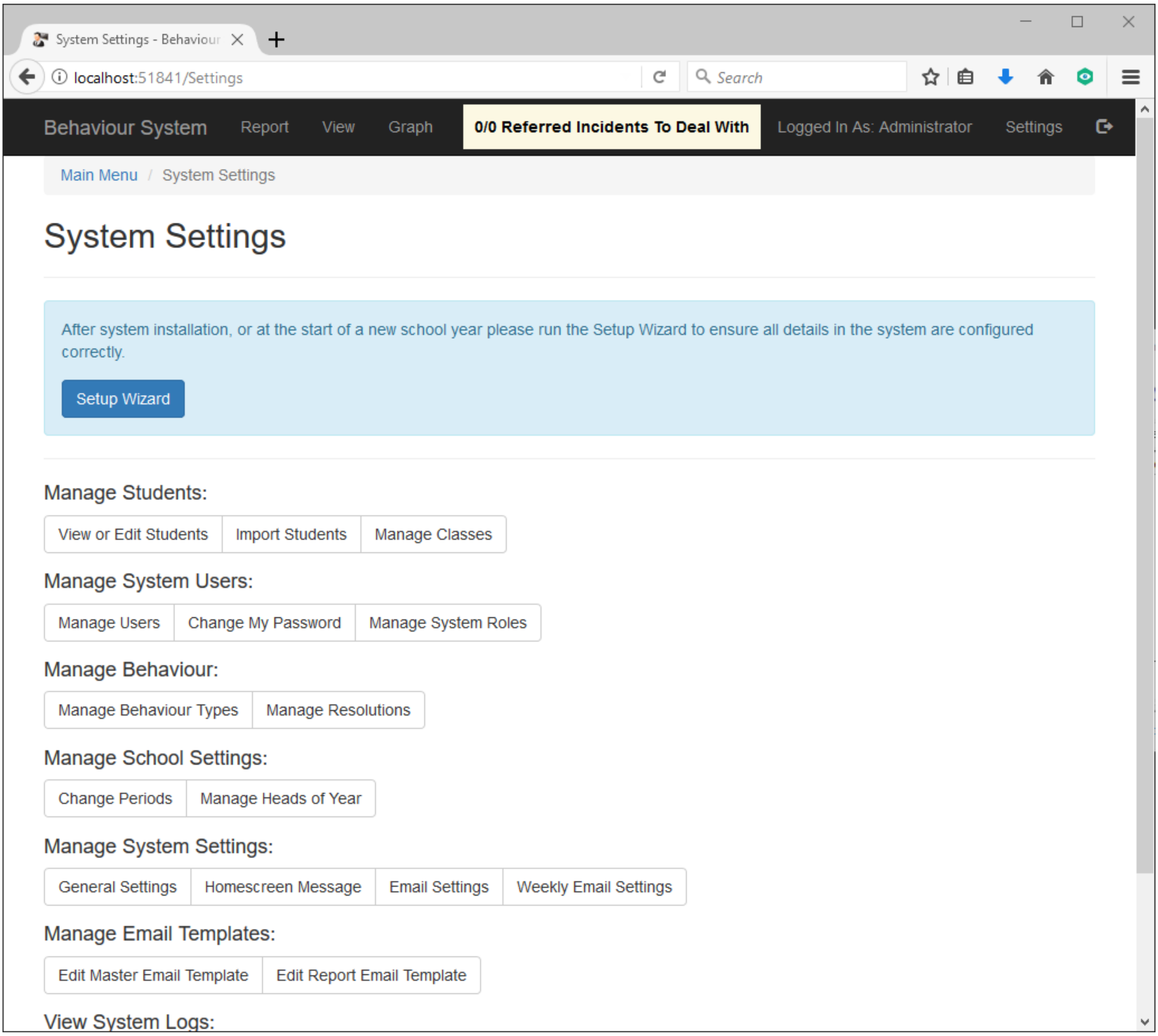


Figure 26 - Accessing the Setup Wizard or changing settings after the initial setup is complete.

Reporting Behaviour

From the main menu, click "Report Behaviour".

- Enter any portion of the student's name.
    - Select the student from the drop-down list. Their picture will be shown if this feature is enabled.
- Select the behaviour which you are reporting: E.g. Missing PE Kit
- The event date, by default – is set to the current date. If this is wrong, click to change this.
- Select the period of the school day which the event occurred in.
- Optionally enter a comment.
- Select a desired resolution: E.g. Phone Call Home
    - If staff do not have permission to set a resolution, the word "[Referred]" is seen next to it.
    - This incident will then be sent to another member of staff to set the desired consequence.
- Optionally add a comment about the resolution to the incident.
- Click "Report Behaviour".

Certain types of behaviour (as specified by the system administrators) may additionally require a behaviour sub-category, for example: "Bullying – Physical" to be specified or victims to be recorded. These fields will appear depending on the behaviour and settings specified. In addition, for some types of behaviour, comments may be mandatory.

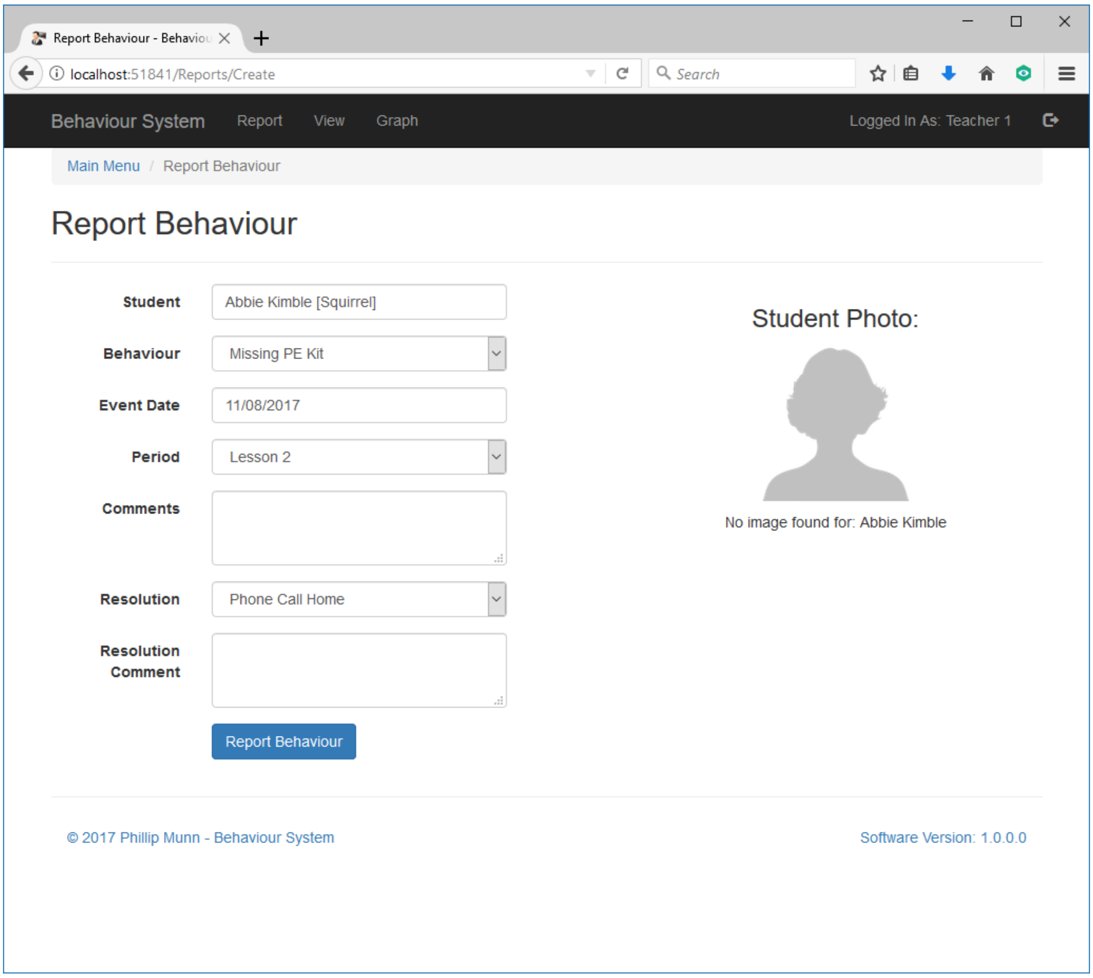


Figure 27 - Report Behaviour Screen.

Viewing Behaviour Records for a Student

From the main menu, click "View Behaviour Record".

- Enter any portion of the student's name.
    - Select the student from the drop-down list. Their picture will be shown if this feature is enabled.

Reports of behaviour will be shown in a list onscreen filtered by the current school year. To view historical data, change the school year in the drop-down menu. Only 20 records are shown at a time. You can use the arrows to navigate through pages if required.

Records can be deleted from this screen if they were created in error by clicking the "Delete" button.
To view more information about an incident, click the "Details" link next to an entry.

This screen can be printed using the "Print" button on the right-hand side.
In addition, all records for the current year can be exported by pressing the "Export to Excel" button.

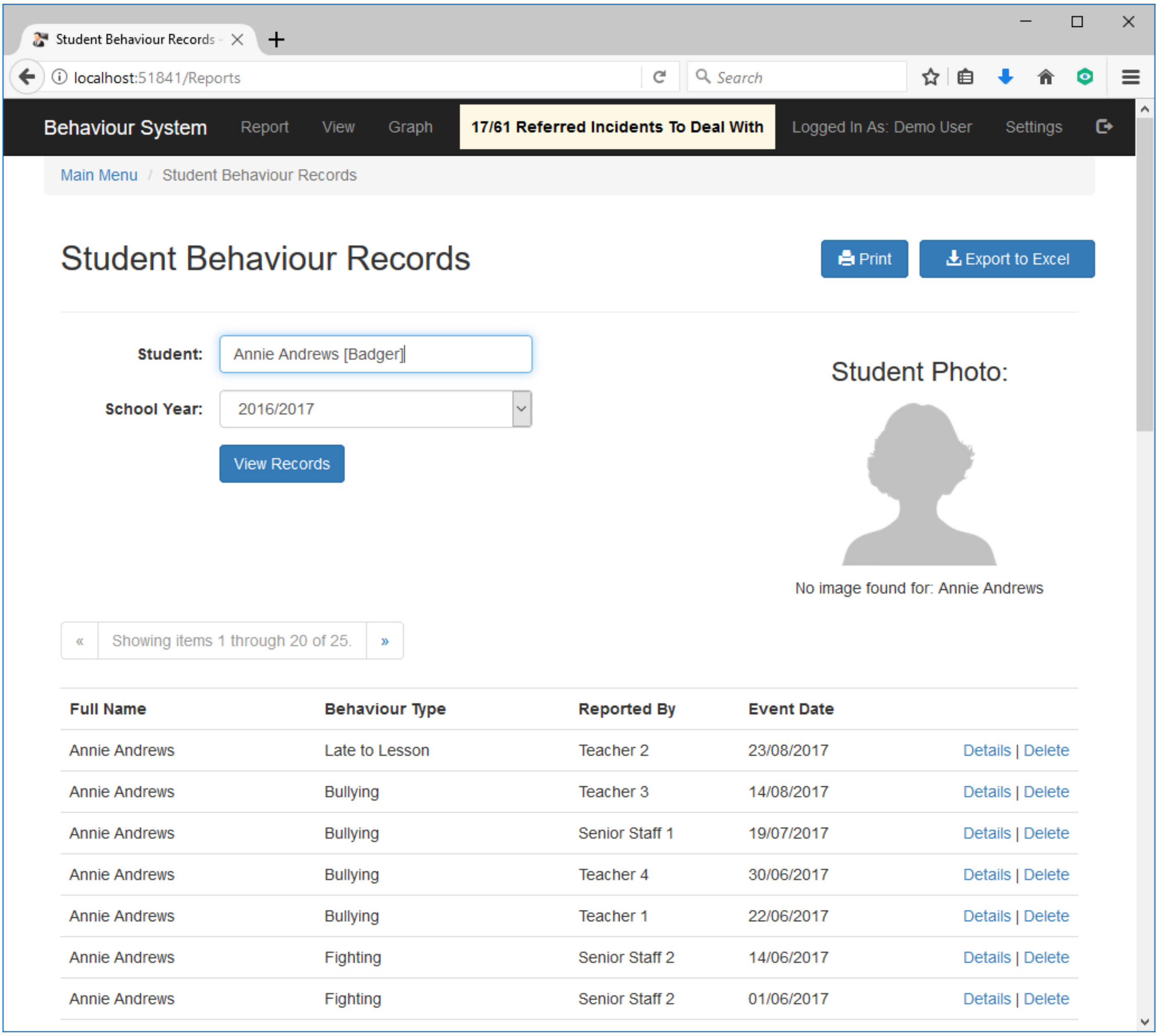


Figure 28 - Viewing behaviour for a student.

Clicking the "Details" button next to an incident shows detailed information.

This includes:

- Detailed information about the student including any custom fields.
- Victims (if applicable).
- Comments from staff on the incident.
- Actions taken (resolutions) which were used to resolve the incident.

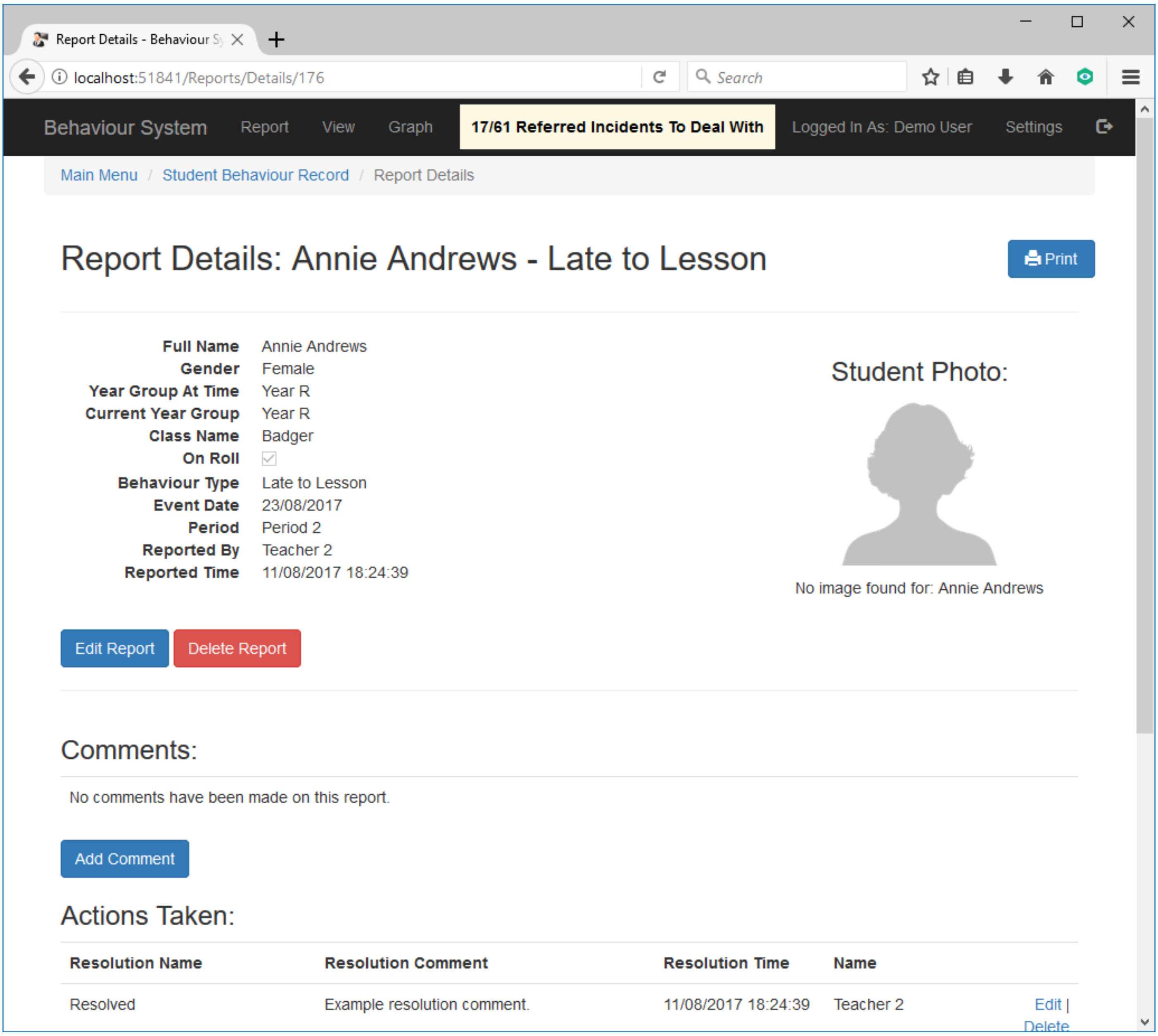


Figure 29 - Detailed information about an incident.

Referred Incidents

When a member of staff reports behaviour, but does not have permission to set the desired punishment, the word "[Referred]" is shown next to the punishment on the report screen.

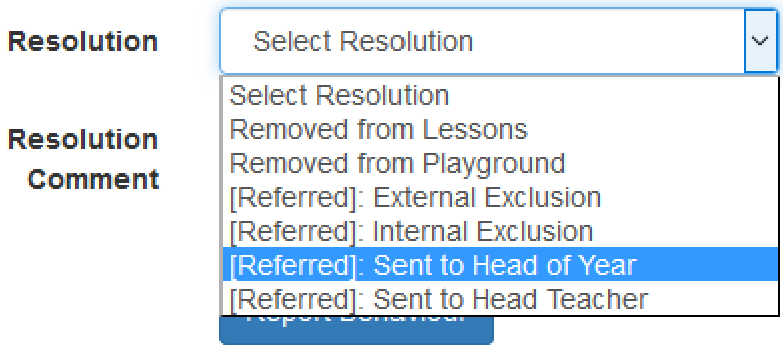


Figure 30 - An example of a Referred Incident.

When the report is created using one of these resolutions, the incident is passed to other members of staff in the system who can set this punishment. Referred incidents can be seen at the top of the screen by these members of staff by clicking the yellow notification at the top of the screen.

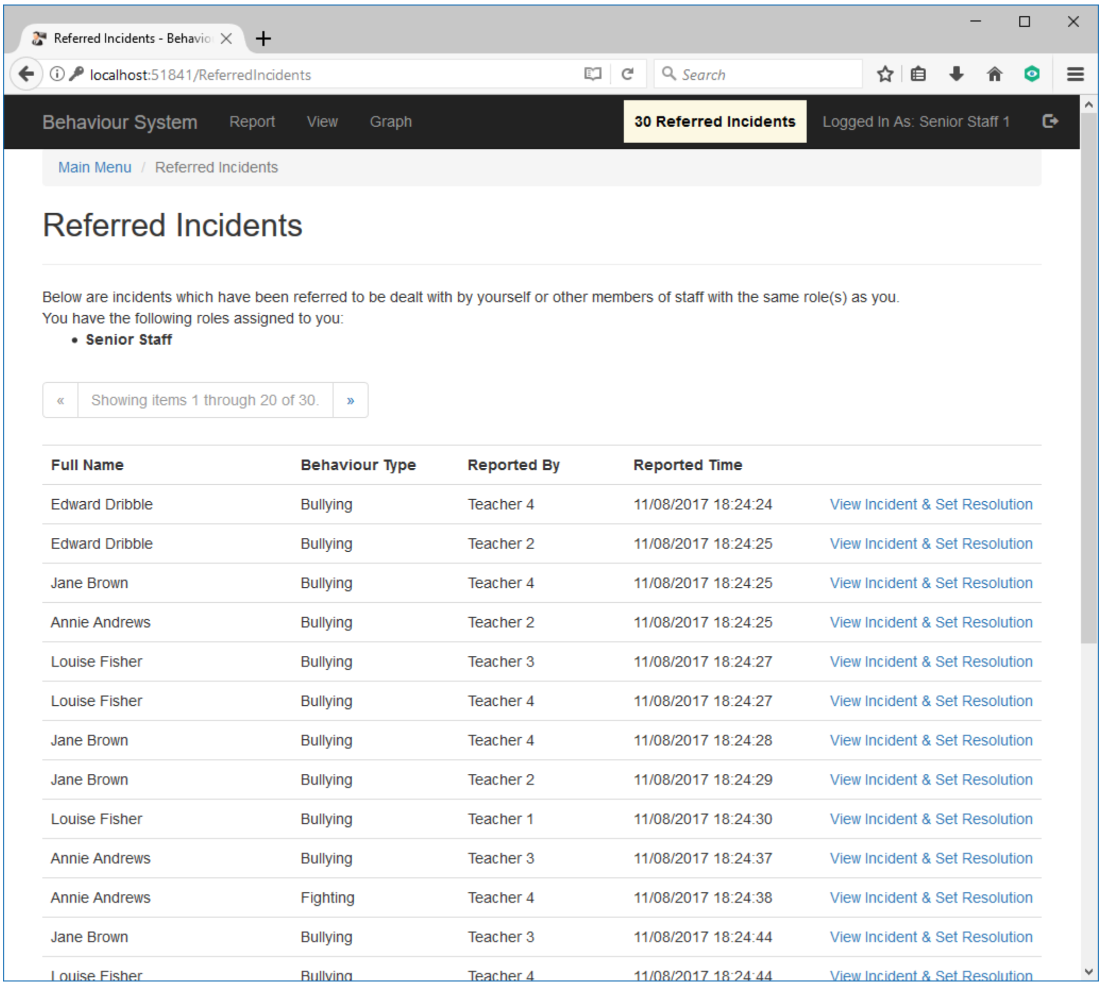


Figure 31 - Referred Incidents button showing "30 referred incidents".

To deal with an incident, click “View Incident & Set Resolution”.

When the incident appears, the comments section will show the desired consequence. Using “Add Comment”, “Add Resolution” the consequence can then be set. Once the incident has been dealt with, click “Resolve Incident”.

This will remove the incident from the referred incident list shown at the top of the screen.

Users with the Administrator role can see all referred incidents in the system, regardless of which groups of staff are required to deal with the incidents.

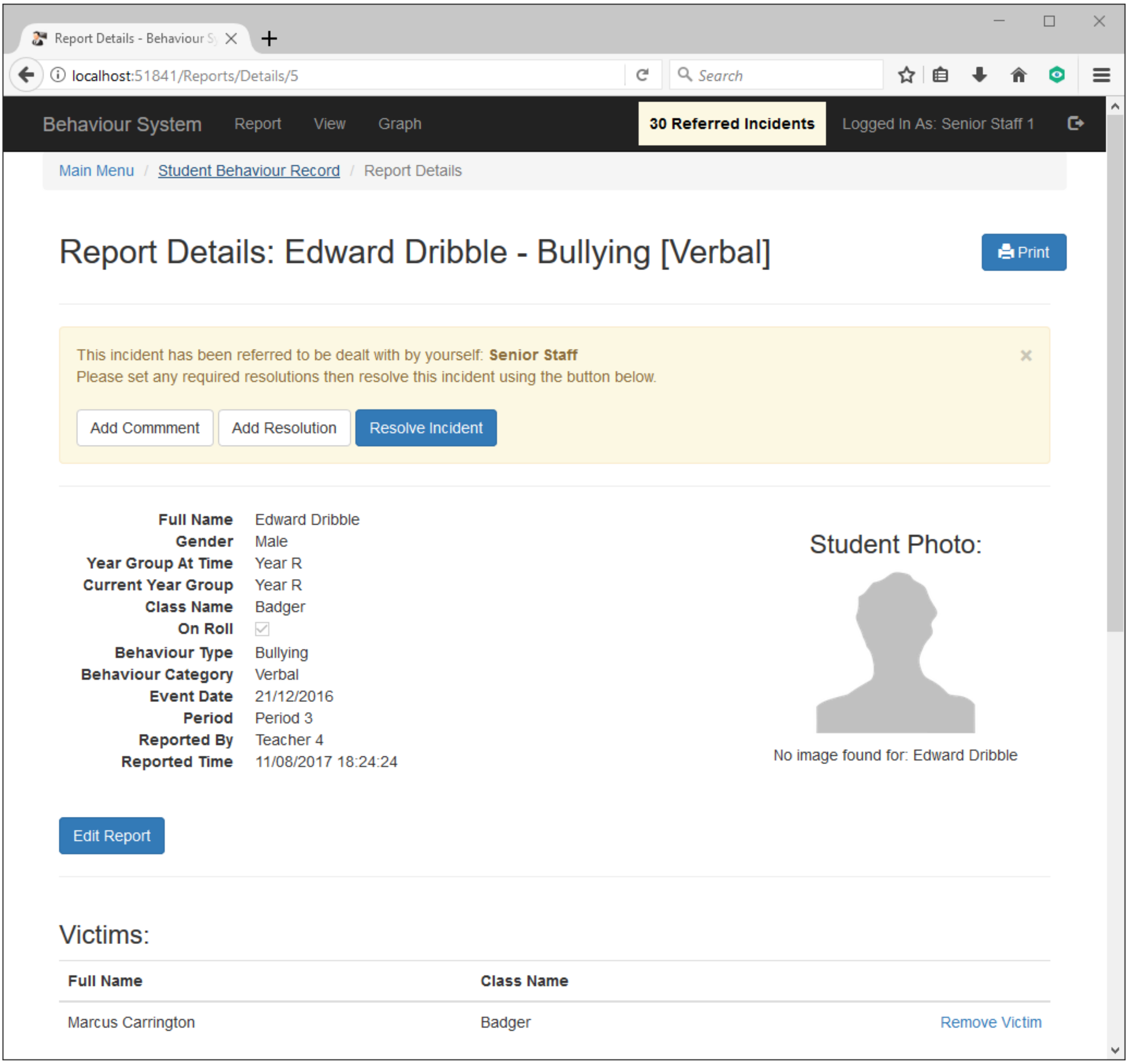


Figure 32 - Referred Incident Details

Graphing Behaviour

The system supports the creation of many different graphs to review behaviour.

At the main-menu, click the "Graph Behaviour" button.

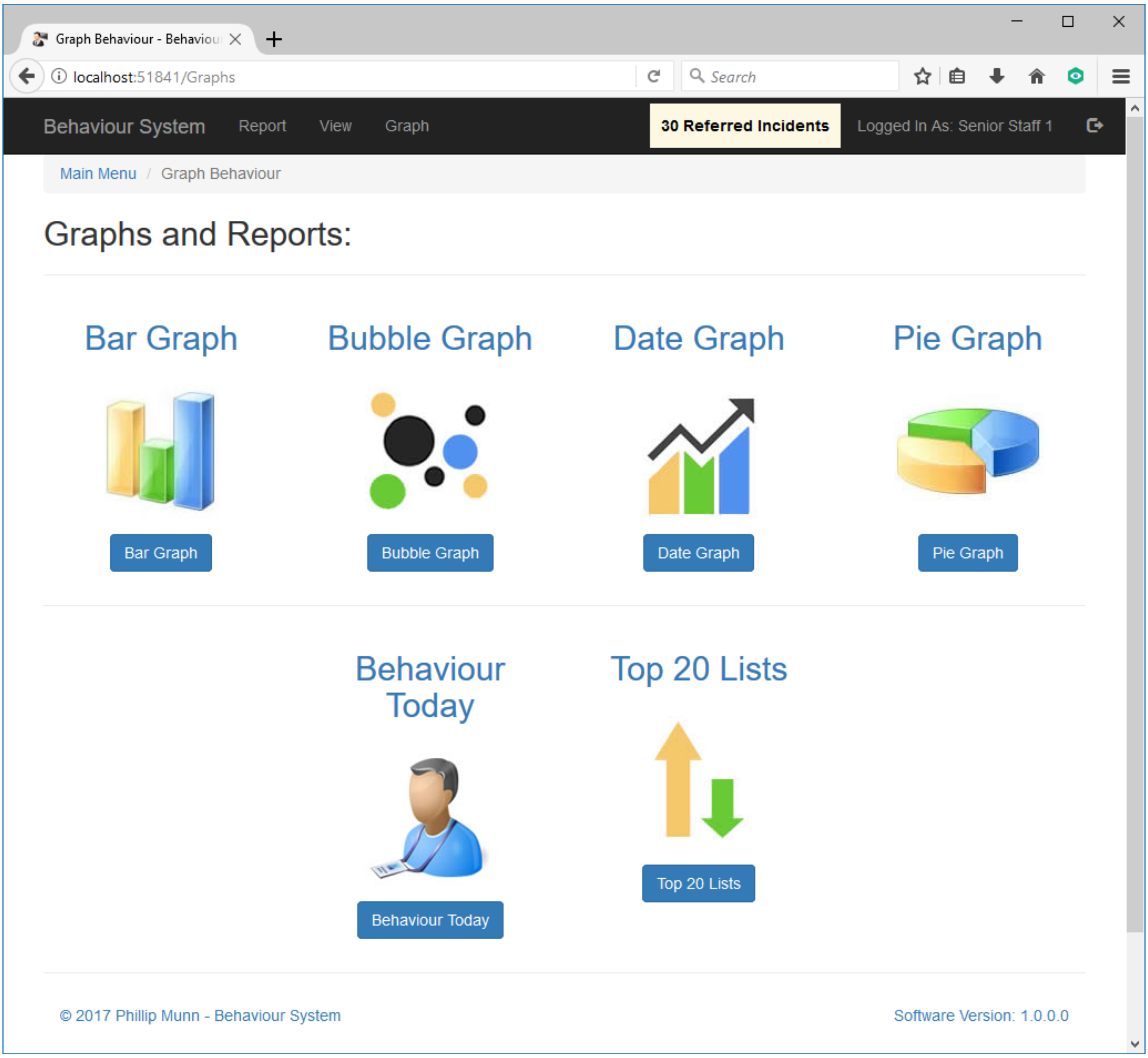


Figure 33 - The Graph Behaviour Screen.

Each graph can display slightly different information which may be useful to review behaviour. Some example graphs are shown over the next few pages. We recommend users explore the different graphs to fully understand the types of information which can be obtained.

Bubble Graph

You can click on the bubbles to view a list of the incidents which have been displayed onscreen.

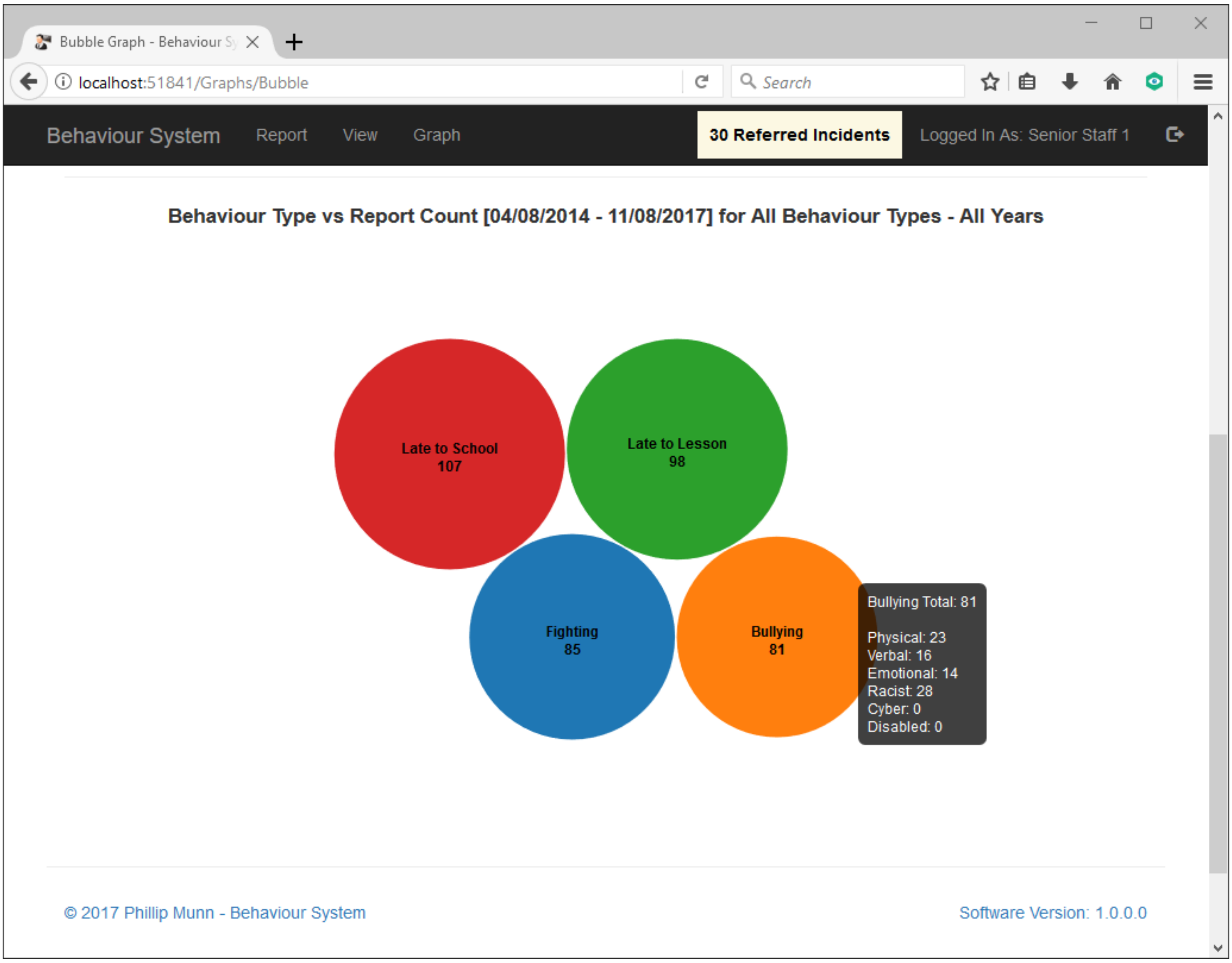


Figure 34 - Example Bubble Graph showing the number of incidents by behaviour type. Hovering the mouse over certain behaviour types can show sub-categories if they have been setup in the system.

Bar Graph

You can click on the bars to view a list of the incidents which have been displayed onscreen.

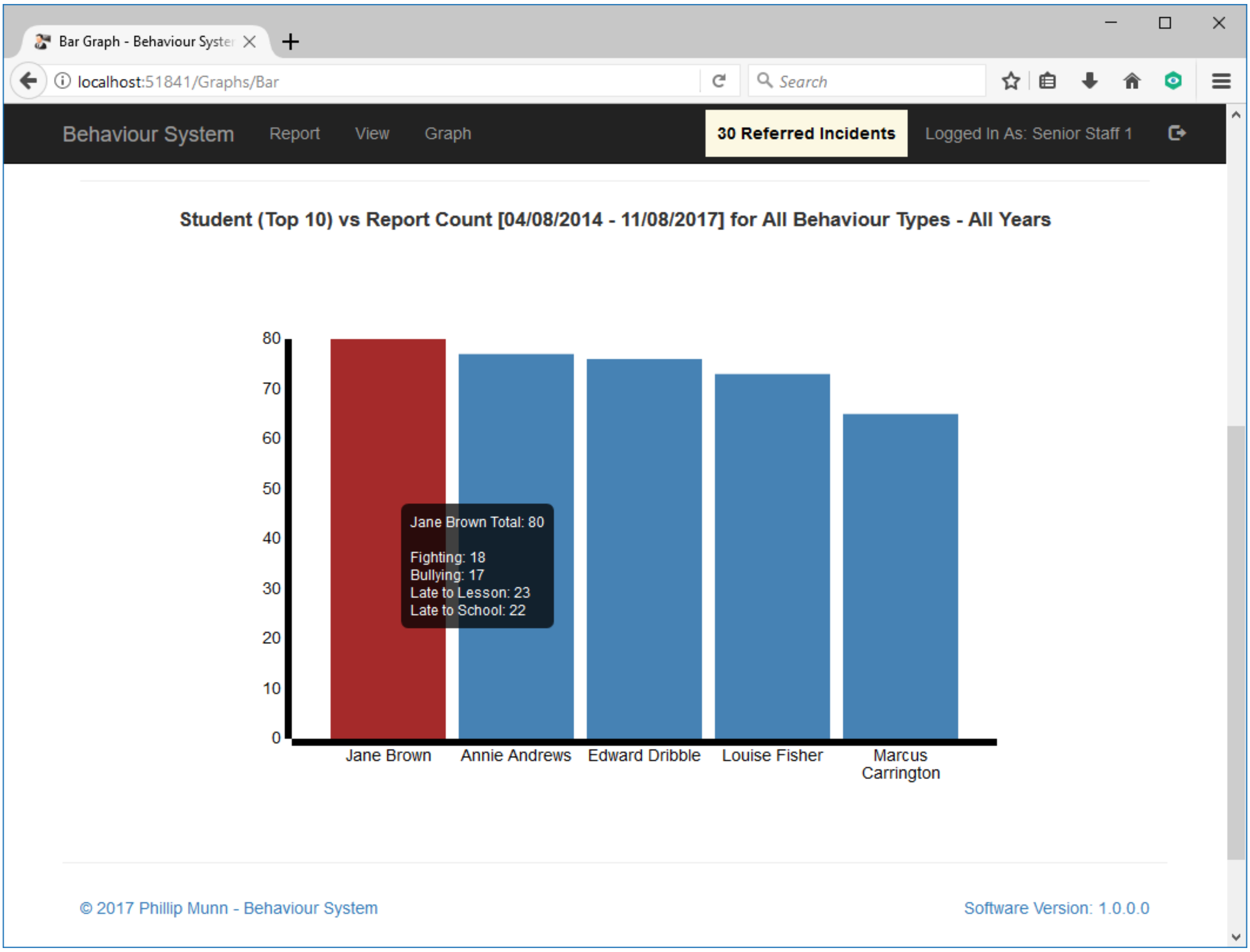


Figure 35 - Bar Graph showing the most reported students over a period of time and the number of times they were reported for each incident.

Date Graph

You can click on any of the cells to view a list of the incidents which have occurred on that particular day.

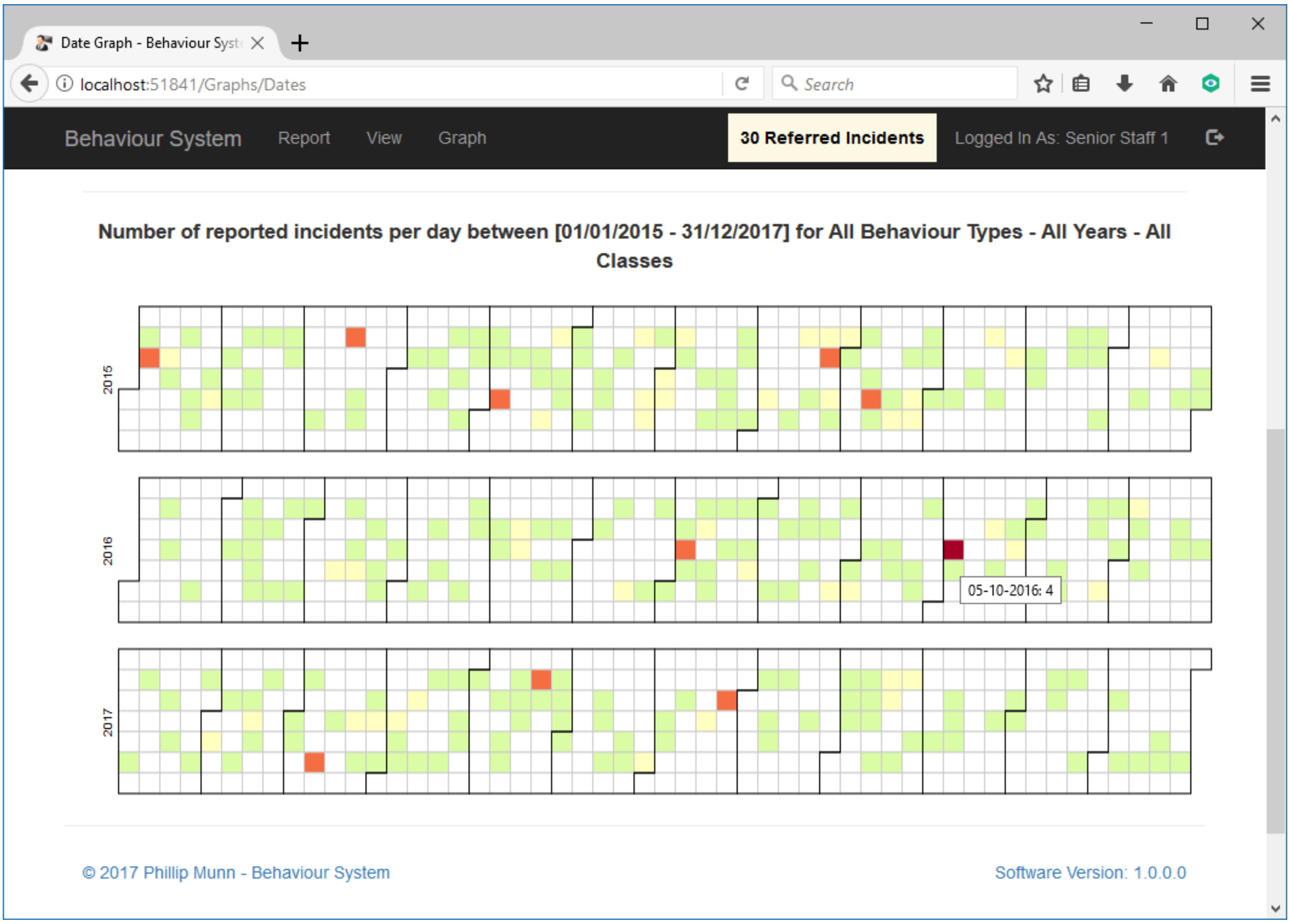


Figure 36 - Each box in this graph represents a day. Boxes with a darker red colour are days where more incidents were reported in the system. Hover over each day using the mouse to see the number of incidents recorded each day.

Manually Adding or Editing Students

Rather than exporting all your students to an excel document and importing them into the system, the system allows you to edit or create students manually.

Whilst logged in with an Administrator role, at the main-menu, click the “Settings” or “Settings Cog” button at the top right of the screen.

Click “View or Edit Students” from the list of options onscreen.

- To add a new student to the system, click “Add New Student”. Fill in the students details onscreen and then click “Add Student”. The new student is created.
- To edit an existing student, click the “Edit Student” button on the right-hand side next to the student.
    - If the student has left the school, untick the “On Roll” checkbox.

You can search for a student by typing in any part of the student’s name in the search box at the top of the screen and clicking “Search by Name”. Alternatively, use the navigation controls to view the pages of students.

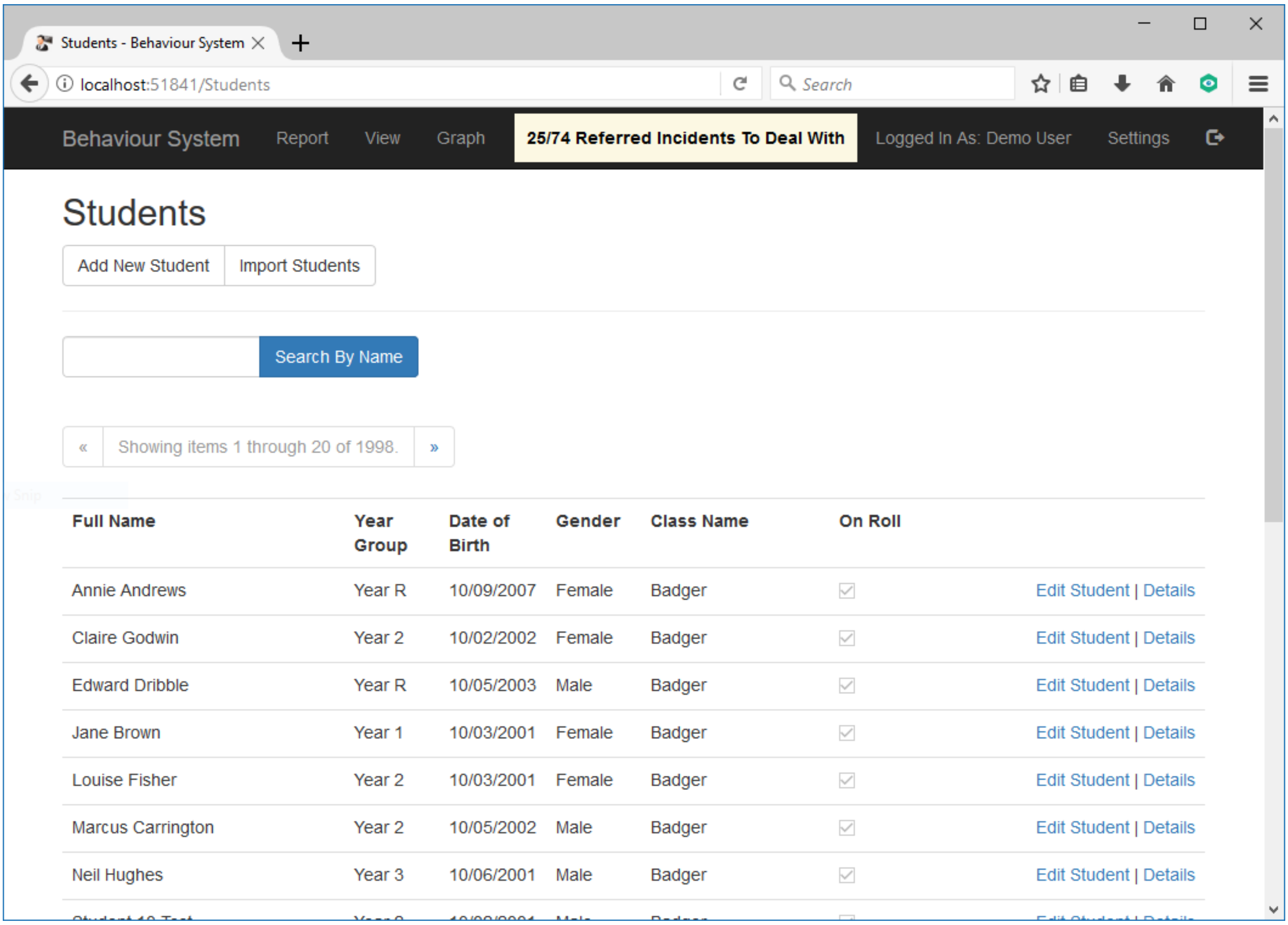


Figure 37 - Managing students in the system.

Staff Noticeboard

As described earlier in this document, the staff noticeboard allows any user of the system to leave a message on the homepage of the system which can be seen by all other users.

This functionality can be enabled/disabled by:

- Whilst logged in with an Administrator role, at the main-menu, click the “Settings” or “Settings Cog” button at the top right of the screen.
- Click “General Settings” from the list of options onscreen.
- Enable or disable the option “Enable Staff Noticeboard?” and click “Save Settings”.

With the feature enabled, staff can click “Add Item to Noticeboard” on the home screen and enter a message to be shown. Staff can also choose how long the notice should be shown for. By default, each message is shown for 7 days before being removed, but this can be customised for each message. Staff can edit their own notices or delete their own notices by using the links shown to the right of the message. An Administrator can edit or delete any notice in the system.

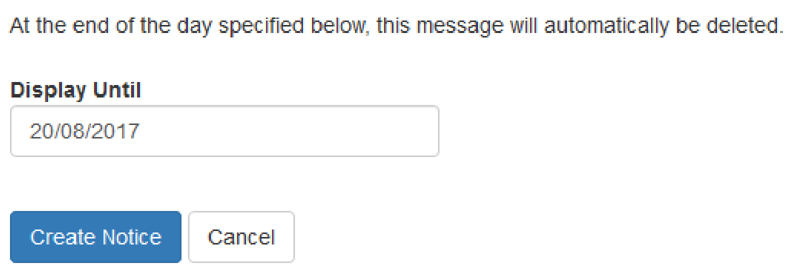


Figure 38 - The display until option when creating a notice.

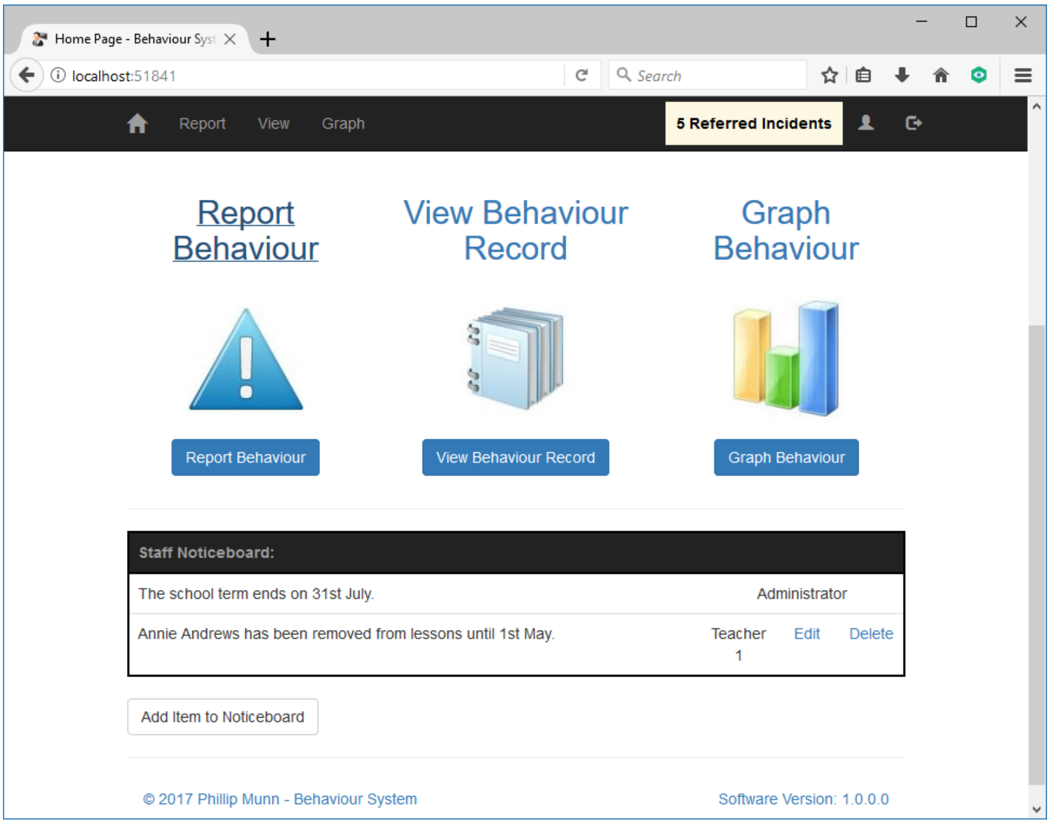


Figure 39 - The staff noticeboard shown on the home screen.

Home screen Message

If you want to display important information to all staff on the main menu of the system, but only allow users with the Administrator role to set these messages you can use the home screen message functionality. You can use both the Staff Noticeboard and this feature at the same time if you choose.

This functionality can be accessed by:

- Whilst logged in with an Administrator role, at the main-menu, click the “Settings” or “Settings Cog” button at the top right of the screen.
- Click “Homescreen Message” from the list of options onscreen.

Enter a message and click “Save”. To edit this message in future, you can click the “pencil” next to the message on the main menu which will bring you to this same screen. To remove or disable the message, delete the text and press “Save”. The section will then disappear from the main menu.

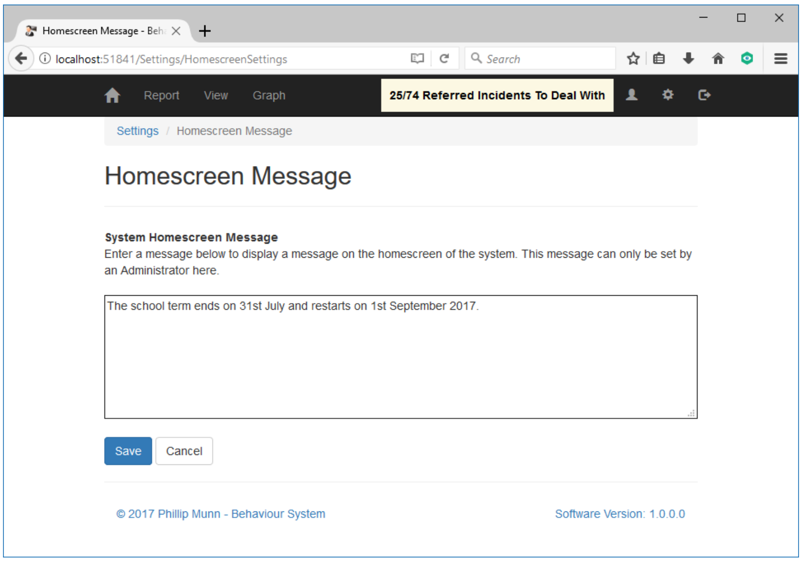


Figure 40 - Setting a message which will be shown on the main menu of the system.

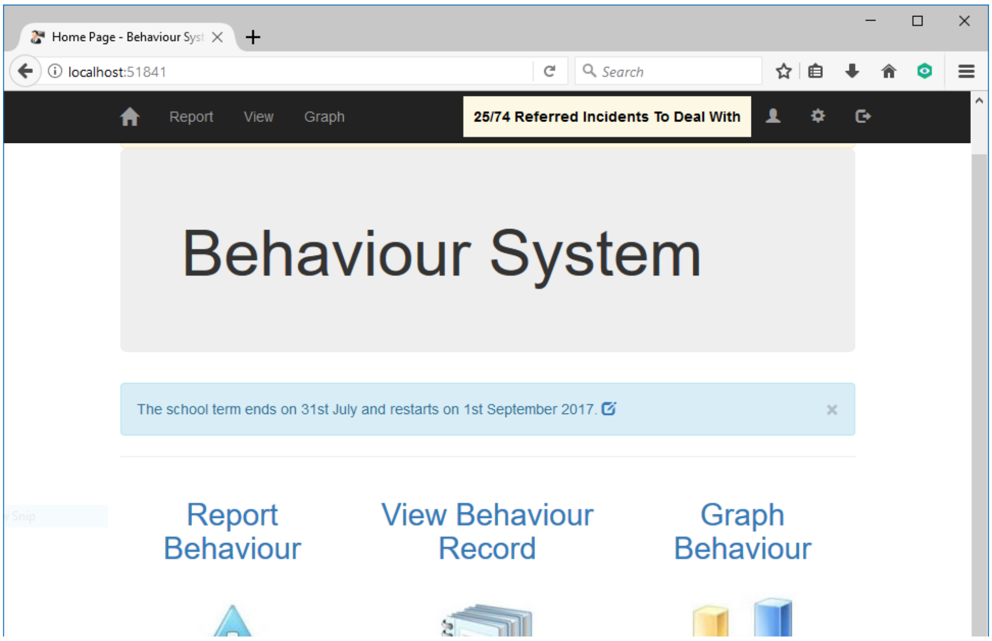


Figure 41 - An example message shown on the front page of the system.

Historical Records

To comply with your schools GDPR requirements and to prevent the number of records held in the system from becoming increasingly bigger, it is also possible to delete historical data in one of two ways.

Option 1: Anonymise the records of students who have been marked "off-roll" so they can no longer be identified but their behaviour records remain for statistical purposes. You can continue to graph them.

Option 2: Delete the records of students who have been marked "off-roll".

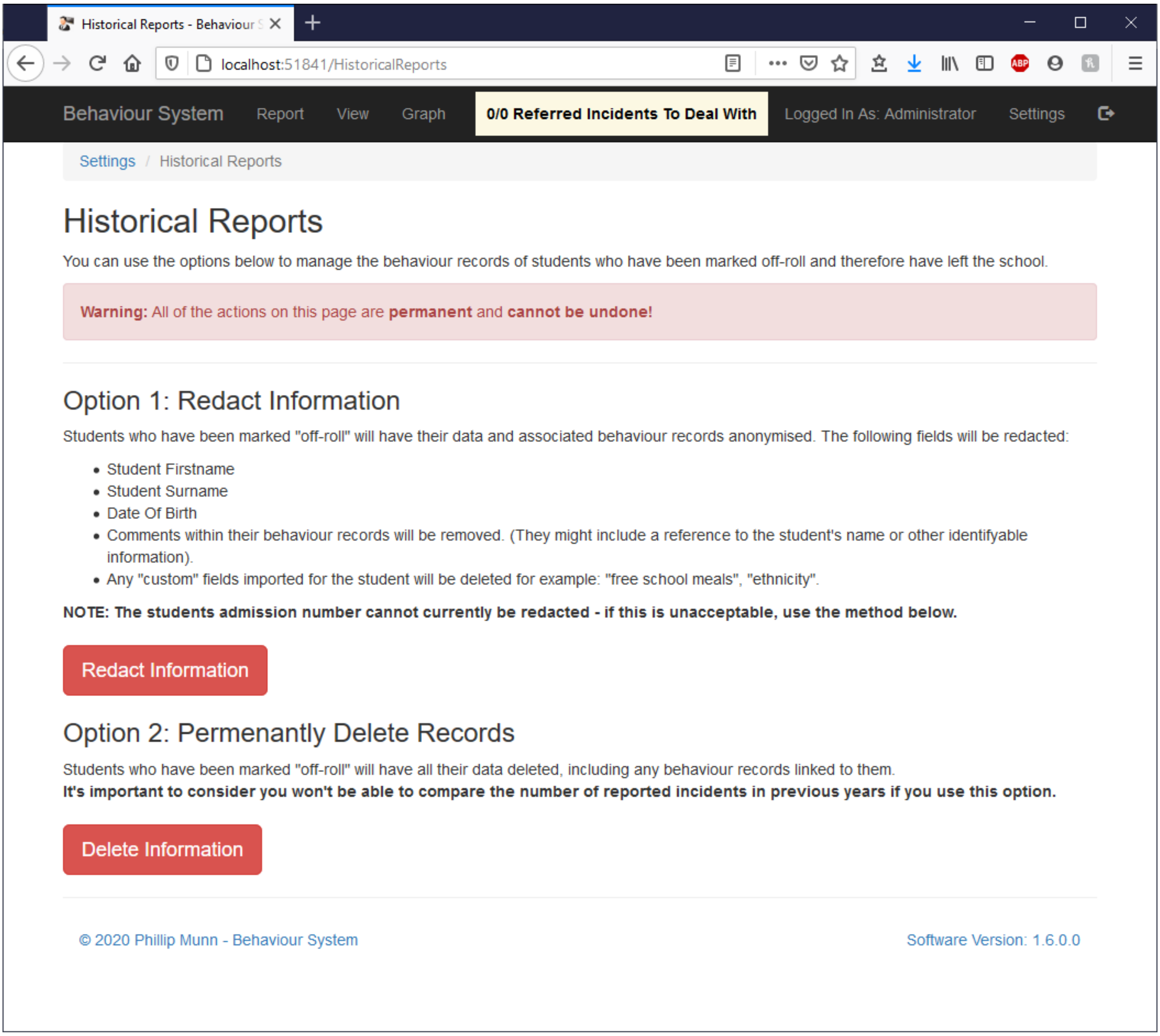


Figure 42 – Historical Report screen.

Questions or Support

For assistance with this system, please email: support@behavioursystem.co.uk

An effort will be made to reply to all enquiries within 48 hours.

http://behavioursystem.co.uk/