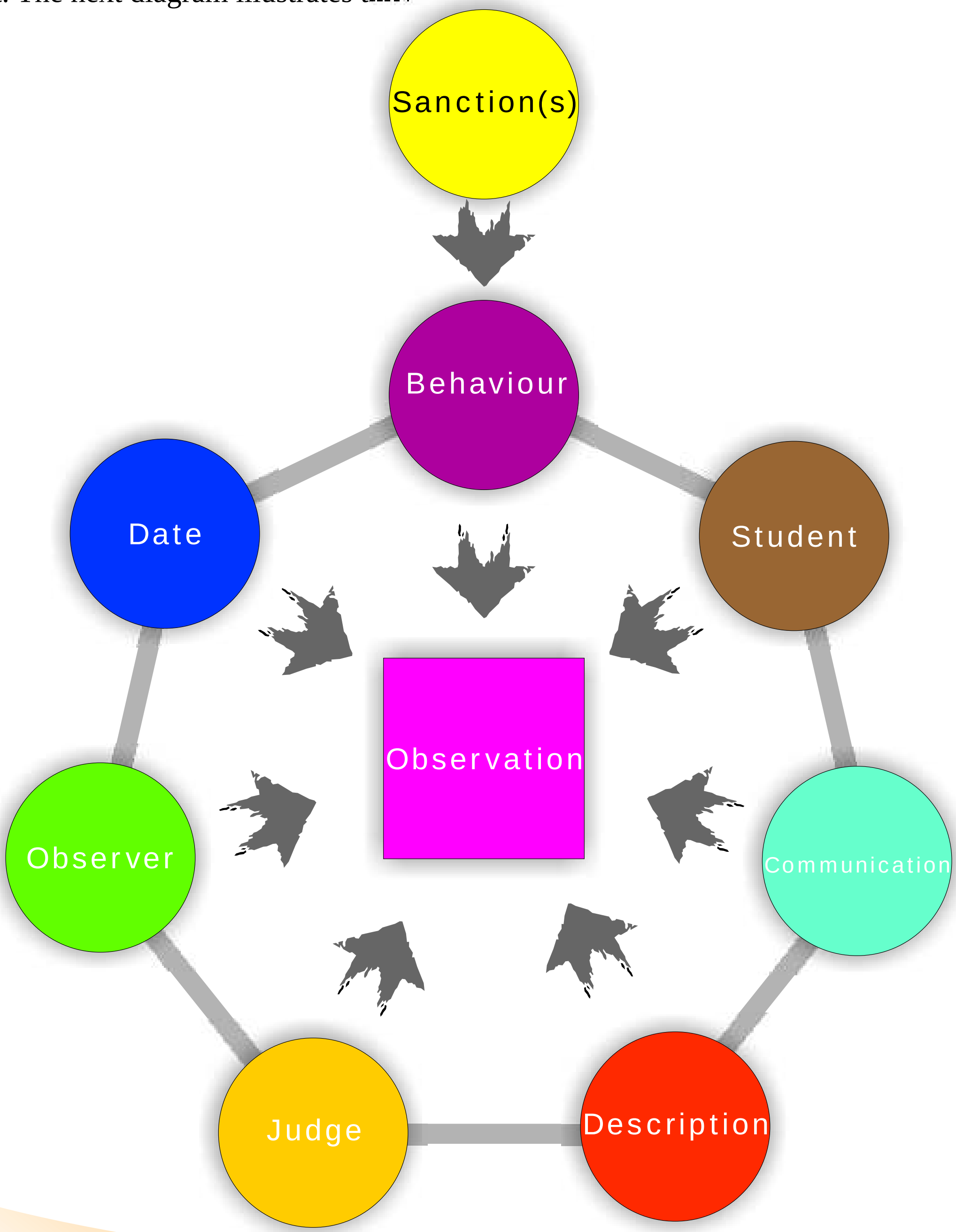
Introduction

Before you can input an observation you must have configured your team, sanctions and behaviours. In addition, if you are using Trillium to import your students, you should have imported them into the **Behaviour Profiler** before you start adding observations.

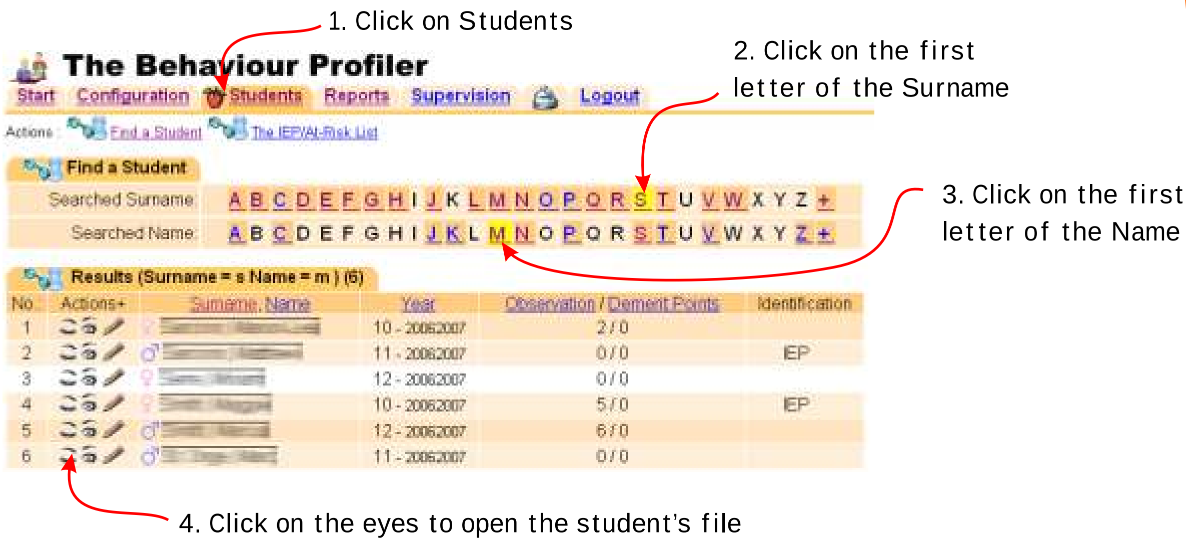
Observations Explained

One of the most powerful attributes of the **Behaviour Profiler** is its ability to track students. Every time a student is referred to the office, someone needs to input an observation. The information in an observation includes a student, an observer, a date, a description of the observed behaviour, a judge (administrator), sanctions and whether parents were informed or not. The next diagram illustrates this.

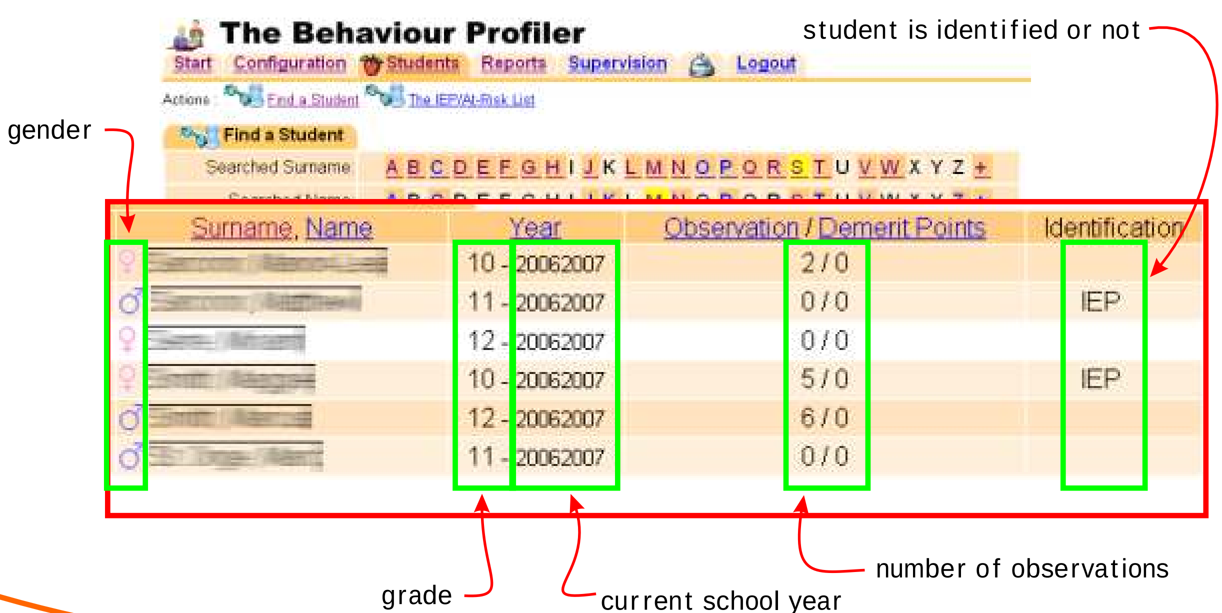


Finding a Student

To add an observation you must find the student on a list. To find a student first click on "Students", then the first letter of his or her last name, then the first letter of his or her first name. A list of students matching the search criteria will appear. Note that clicking on the + sign beside the Z is the equivalent of choosing all letters in the alphabet. The following diagram shows how to do this searching.

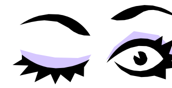


Let's take a closer look at the search results since there is much information included on the screen. At a quick glance, you can determine the gender of the student, his or her grade, the number of observations so far this year and whether the student is identified or not.



A Student's File

Let's take a moment to look at a student's file. Remember to get to this file you need to click on the eyes beside the student's name.



The student's picture with the year it was taken

The age and the grade level of the student

A graphical representation of each observation over time along with its severity. The higher the red dot the more severe the incident

The student's birthdate

An indication if the student is at-risk or identified

Observation number

Edit observation icon

Next step icon

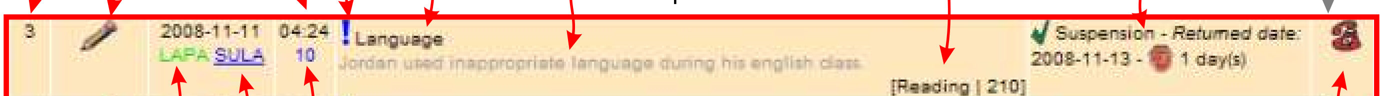
Time

Behaviour Category

Description of the incident

Type of learning activity that was happening when the incident occured

Sanctions



Number of demerit points

The first two letters of the first and last name of the observer (usually a staff member)

Date and first two letters of the first and last name of the judge (principal or vice-principal) who logged the incident

Location where incident occurred.

Communication with the parents or guardians

Adding Observations

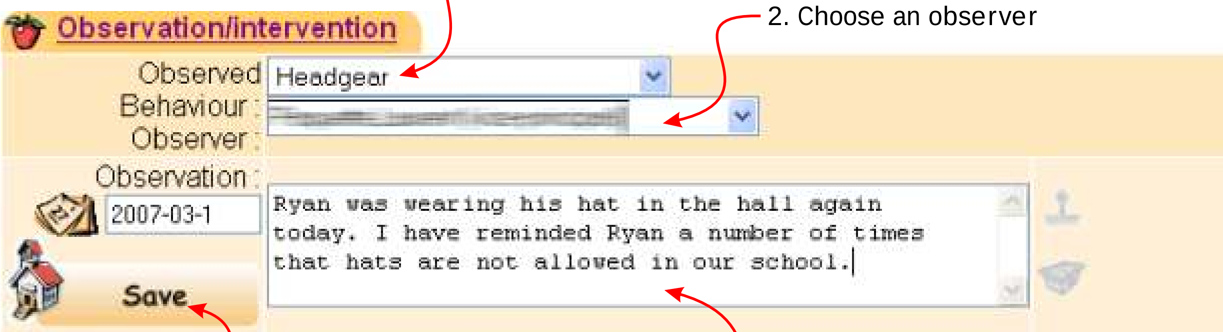
Adding an Observation

Adding an observation is done in three parts: document an observation, assign a consequence and send a report to the observer. The observer is the person who sent the student to you. For example, when a teacher sends a student to the office, that teacher is the observer. You can sometimes be both observer and judge.

When you document an observation, the first step is to choose an observed behaviour from the drop down list, then choose the observer of that behaviour; finally, document the incident. This can be accomplished in a variety of ways. Students who are sent from class could be sent out with some sort of dismissal sheet or you could have teachers email the incident to you. Once you are done entering the information click on Save. The next diagram shows the form and its associated parts.

1. Choose a behaviour

2. Choose an observer



4. Click the save button

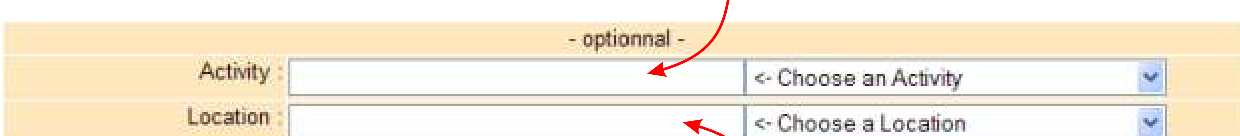
3. Provide a description of the incident

Optional Information

Below the observation form you will find an optional area where you can document the location of the incident and what type of learning was happening prior to that incident.

There are many reasons you might want to collect this information. For example, if a student is being sent out frequently during reading activities, that student might be struggling with reading. The location of the incident can also help you pinpoint problem areas in your school. You might want to increase supervision in those areas.

What was going on prior to the incident



Where did the incident occur?

Communication Icons

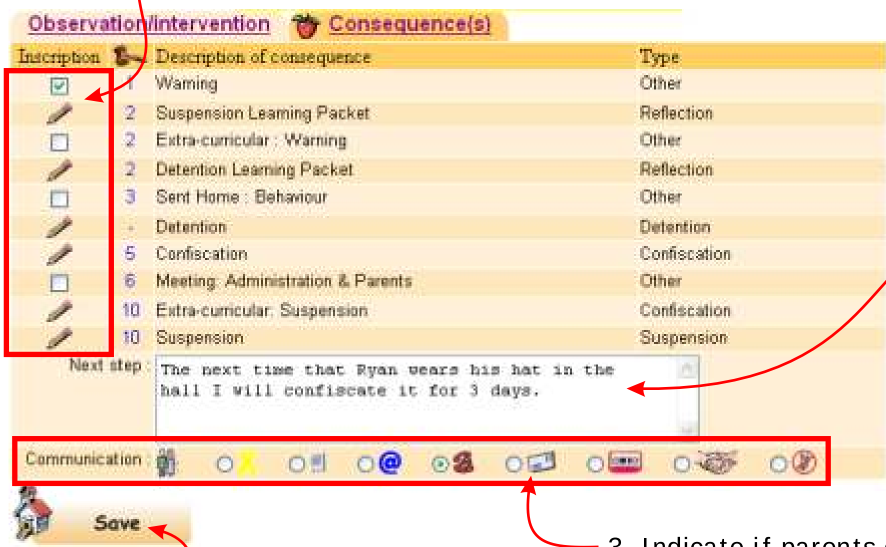
There are many ways you can communicate with parents. The **Behaviour Profiler** provides you with 8 different icons to indicate how you communicated with parents. The next diagram defines these various forms of communication.

- no communication
- sent a note with the student
- sent an email
- spoke on the phone
- sent a letter in the mail
- left a message
- a meeting with the parent
- unable to contact the parent

Notes:

The next step in logging in an observation is to choose the consequence(s). The consequences that appear on the next form are those that you have assigned to this behaviour. Once you have chosen the consequence, you plan for a next step if the behaviour reoccurs. Finally, you indicate if you communicated with the parents or not. Below you will find the Consequence(s) form along with its various components.

1. Choose the applicable consequence(s).

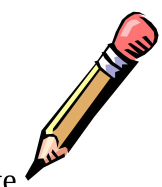


2. Plan for the next time the behaviour reoccurs.

3. Indicate if parents or guardians were contacted.

4. Click the save button

You probably noticed that some consequences have a checkmark beside them, while others have a pencil. The consequences that have a pencil beside them are those that require additional information. For example, if you choose the confiscation consequence, the **Behaviour Profiler** will open up a screen to ask for a description of the item, along with a return date for it. In addition, the **Behaviour Profiler** keeps a list of all confiscated items along with their return dates under the Report menu. The next diagram shows the confiscate form.



1. Provide a description of the confiscated item.

2. Choose a return date

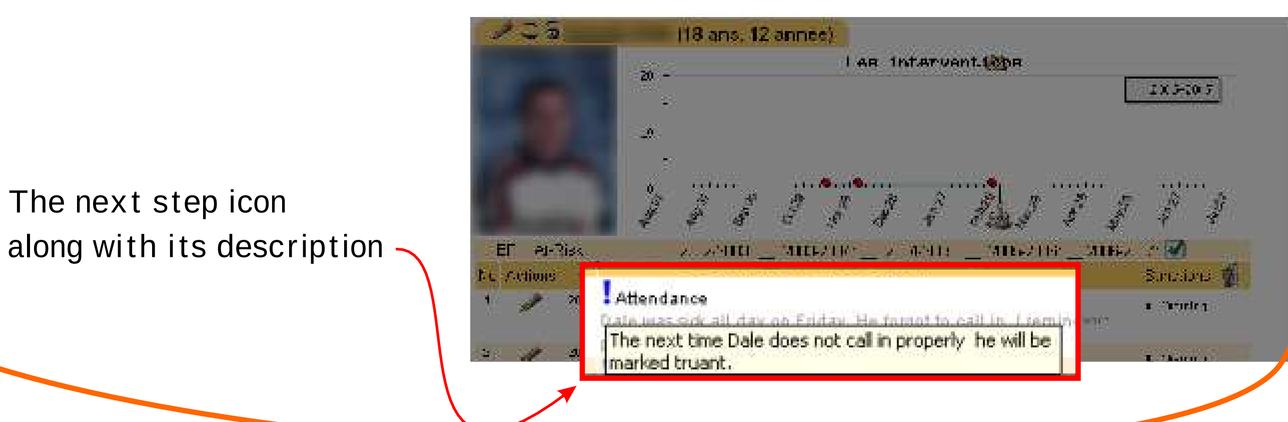
3. Save your information

Sending the Report

The last step in logging an observation is sending the report to the observer. You can first preview your observation by clicking Teacher's Report. Then you can click on one the @ signs to send the report electronically to one or multiple users. Finally you can click on the printer icon to print it on paper. The next diagram shows the preview report form along with its various components.

The Next Step

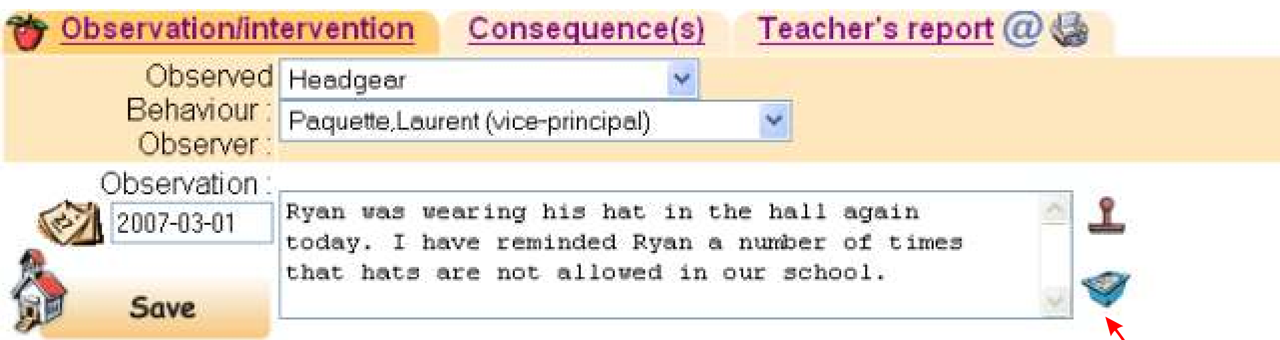
The report contains a lot of information. You probably notice that one piece of information is missing though: the next step. We feel that this information should not be shared with staff. It should be information that is kept between the student and the administration. Note that when you log in a next step you will see a blue exclamation mark beside the observation description. If you move your mouse over that exclamation mark, the next step text will appear. This is shown in the diagram below:



Deleting an Observation

You may sometimes want to delete an observation. If you have the proper permission set (see document on assigning team member for discussion on permissions) you can delete observations.

To delete an observation, find the student for whom you need to delete an observation. Then, click on the pencil beside the observation you want to delete, click on the blue recycling box and choose Yes from the confirmation screen. This is shown in the next diagram.

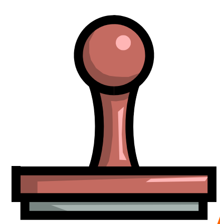


1. Find the observation you want to delete and click on the blue recycling box.

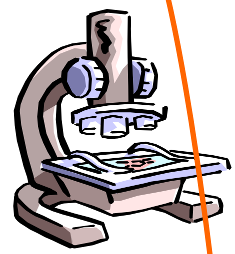
2. Choose Yes from the confirmation screen.

Cloning an Observation

Above the recycling there is a stamp icon. This is used when you are entering the same observation for a number of students. For example, your attendance secretary might be assigning detentions for a numbers of students. Instead of rewriting the same observation over and over again she could use the clone function to copy the observation from one student to the next.

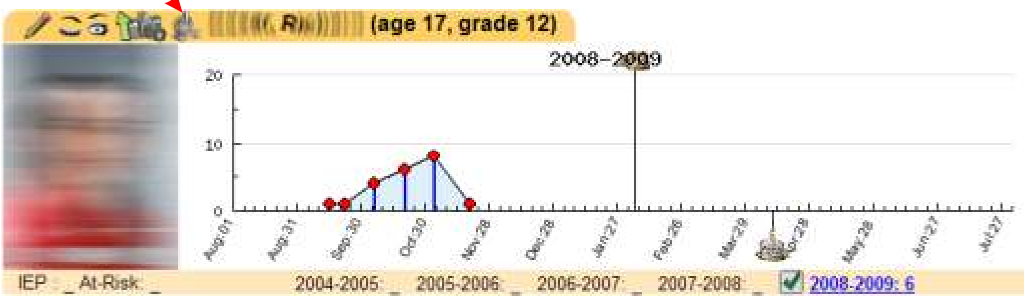


The Microscope



Once a student has 4 or more observations, the microscope icon appears beside the students' name.

Click on the microscope to see a graphical representation of the students' data



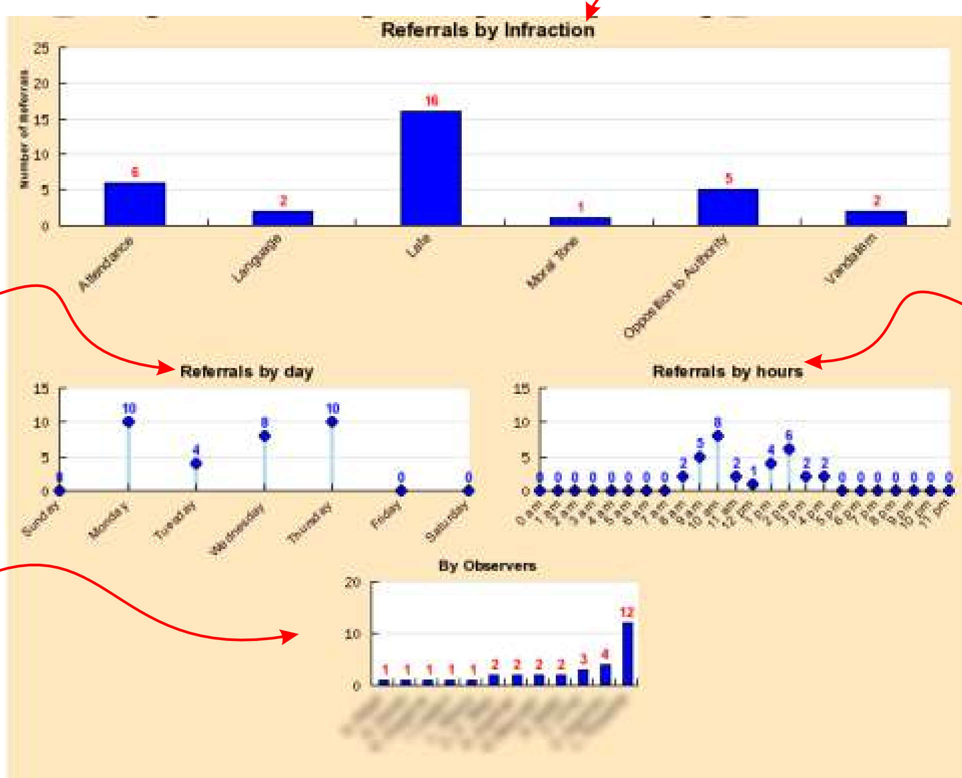
When you click on the microscope icon, the Behaviour Profiler displays the data for that student in graphical form. This is shown in the example below.

Behaviours

Day of week

Time of day

Observers



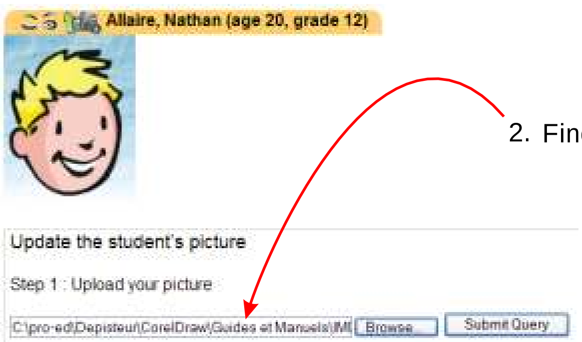
Photos

A student’s photograph can be uploaded to the Behaviour Profiler by clicking on the camera beside the eyes.

Browse to the location of the picture on your computer and select it. You can then resize and crop the picture to fit your needs prior to uploading it to the Behaviour Profiler. ***Note that the Behaviour Profiler only accepts jpg and gif format which are less then 1MB in size.***

1. Click on the camera icon.

2. Find the file location on your computer.



3. Crop and resize the picture to fit your needs.

4. Upload the picture to the Behaviour Profiler.