Introduction

The first step in setting up the **Behaviour Profiler** to a functional state is setting up your team. Your team should include all of the staff members in your school (teachers, educational assistants, secretaries, etc.) We suggest that everyone who is in contact with students at your school be part of the team. The reason you want to include everyone in your school on the team is that everyone can observe improper behaviour which in turn may be reported to the office. In addition, we believe that all staff have to work together to address misbehaviour.

Setting up Your Team

To access the Team Configuration area in the **Behaviour Profiler**, click on Configuration and then on Team Configuration. This is shown in the next diagram:

1. Click on Configuration

2. Click on Team Configuration

When setting up your team you need to include 4 pieces of information for each member: Surname, Name, Email Address and Title (teacher, custodian, etc.) Note that the email address field is optional, but if you want to be able to send behaviour incident reports using electronic mail to your staff, you will need to include this piece of information. Do not forget to click on the Save button when you are done entering your team members. Technology being what it is, I would recommend that you save after every 5th entry to ensure that you do not lose data. The diagram below is the form used to enter team members with each field highlighted.

Surname
Name
Email Address
Title
Activate switch

For most staff, with the exception of the administrative team, the only switch you want to activate is the second last one as shown in the previous diagram. In most schools only the administrative team are given login names and passwords to the **Behaviour Profiler**. The diagram on the next page explains each permission switch.

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Permission Icons

Below you will find the list of permission icons along with a name for each. It is important for you to understand how these permissions work with the **Behaviour Profiler**.

	Configure Team
	Supervise Team
	Global View
	Apply a Sanction
	Add an Observation
	Modify/Delete a Sanction
	Receive a Report
	Activate a Team Member
	Delete a Team Member

Permissions Explained

We will now take a moment to look at each permission in more detail. Make sure you spend some time understanding all permissions because some of them work in conjunction with others. As a quick rule of thumb, administrators should be given all permissions while staff who are permitted to log in should be given restricted access.

Configure Team

A user who has the **Configure Team** permission enabled has access to the Team Configuration menu. In addition, if that user has the **Global View** permission enabled, that user will be able to see everyone's password. If you do not have the **Global View** permission enabled you will see ***** for passwords. For example, you might want to have a secretary enter all of your team members, but you probably would not want her to be able to see your password. So you would give her the **Configure Team** permission without giving her the **Global View** permission.

Supervise Team

A user who has the **Supervise Team** permission enabled has access to the Supervision menu. The Supervision menu gives the user as well as team members tools which are used to analyze school wide data. As a rule of thumb, only administration should have this permission enabled to prevent team members from seeing each other's profiles.
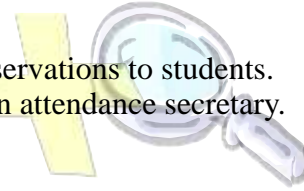
Global View

A user who has the **Global View** permission enabled can see information relating to the school as a whole. A user who does not have the **Global View** permission can only see his or her own observations. For example, if you have an attendance secretary who assigns detentions to truant students, you might want to give her access to adding a consequence without enabling her to see all observations. ***We recommend that only administrators have access to this permission***.

Apply a Sanction

A user who has the **Apply a Sanction** permission enabled has permission to assign detentions, community work or even set up an At-Risk meeting with the resource teacher.

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Add an Observation

A user who has the **Add an Observation** permission enabled can add observations to students. In most schools these users include the principal, the vice-principal and an attendance secretary.

Modify/Delete a Sanction

A user who has the **Modify/Delete** permission enabled can erase or modify an observation from a student. If the user also has the **Global View** permission enabled that user can erase or modify an observation from any student including someone else's observation. ***Be careful to whom you assign this permission***.

Receive a Report

A user who has the **Receive a Report** permission enabled receives a daily report of all observations logged during that day. A user with **Global View** permission enabled will receive all observations logged in by everyone that day. A user who does not have this permission enabled will only receive his or her own observations in that report. On a day for which there are no observations, for example, on a Saturday, no reports are sent to anyone. We recommend that reports be sent to the Athletic Director, to the Arts Director and to the Music Director so that they are informed of which students are struggling. Remember the main goal of the **Behaviour Profiler** is to help students who are struggling through better communication. Note that a user does not have to log in to receive reports.

Activate a Team Member

The **Activate Team Member** permission must be enabled for all team members to see that member in the observation list. Note that someone who only has this permission enabled cannot log in to the system since he or she would not be able to do anything. In order to be able to login a user must have at least one more permission enabled. In most schools, teachers do not login the **Behaviour Profiler**, its use is restricted to the administrative team.

Delete a Team Member

The **Delete a Team Member** permission is not yet functional. It is eventually going to be used to delete a team member from the system. ***We recommend that you leave this permission checked off.***

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