



# THE BEHAVIOUR PROFILER

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Your School's Information:

Starting page :

Initial username :

Initial password :

Your technical support's email : [tech@profco.ca](mailto:tech@profco.ca)

# The Administrator's Guide



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# The User's Guide



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# 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.

## 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.**

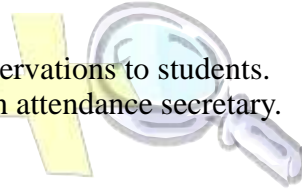
### Apply a Sanction

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.



## 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.***



SECURITY TIP: Create your own account and delete the default "admin".

## Introduction

Now that you have configured your team members profiles, you must configure the sanctions in the **Behaviour Profiler**. In this section we will use the words *sanction* and *consequence* interchangeably.

At this point, you should spend some time analyzing your Code of Life to consider which sanctions may be assigned to students for misbehaviour. Sanctions may be a simple warning to a suspension. Most schools will have anywhere from 20 to 30 sanctions. Below are examples of sanctions:

Warning	Bus: Warning	Sent Home
Detention	Detention Learning Packet	Reimbursement
Suspension	Suspension Learning Packet	Meeting: Teacher & Admin

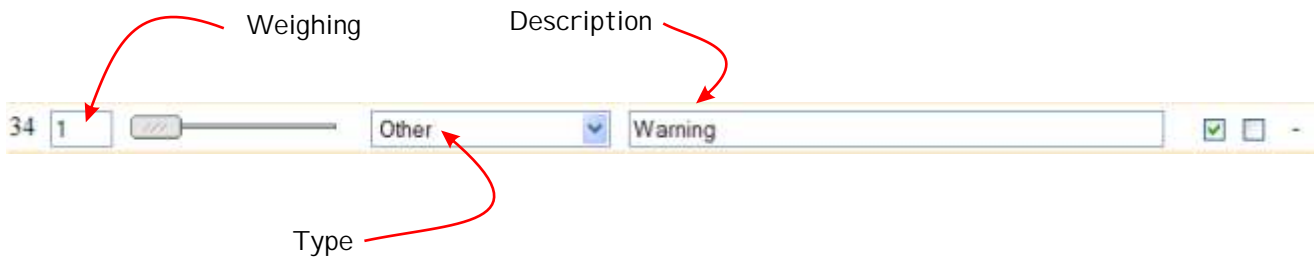
The examples above are certainly not an exhaustive list, but provide you with some ideas on what you may want to include in your system.

## Configuring a Sanction

To configure sanctions, click on **Configuration**, then **Configure Sanctions**. This is shown in the next diagram.



When configuring a sanction you need to input 3 pieces of information: a weighing (demerit point), a category or a type and a description. This is shown in the next diagram:



The weighing can be thought of as demerit points for misbehaviour. The weighing can range from 0 to 15, 0 being something that is trivial, and a 15 being something that is very serious. For example, a warning could have a weighing of 1 while a suspension could have a weighing of 10. It is important that you spend some time thinking about how you want to set up your weighing because the **Behaviour Profiler** uses weighing in many of its reports. Note that you can always go back and revise the weighing at a later date if necessary. The next diagram shows a student's profile along with its various observations and associated weighing.



The red dots represent the observations and their height on the graph represent the weighing of each incident. Weighing is calculated by adding all of the sanctions that were given for an observation.

Each sanction must be categorized in one of seven categories. Categories include Detention, Suspension, Reflection, Confiscation, IEP/At Risk Meeting, Community work and other. Note that most sanctions will fall under the Other category. The diagram on the next page depicts the 7 categories along with a brief description of each.



## Types of Consequences

A **Reflection** type of sanction is one in which you would give a student something to read. It could be a reflective piece with questions to answer. When you assign this type of consequence the **Behaviour Profiler** prompts you for a date for the work to be completed, and reminds you when it's due.

The **IEP/At-Risk Meeting, Detention and Community Work** type sanctions provide the user with a calendar to schedule meetings. The **Behaviour Profiler** tracks these meetings and reminds you if they are not complete. These 3 sanction types need to be configured further. There is a separate document which addresses this issue.



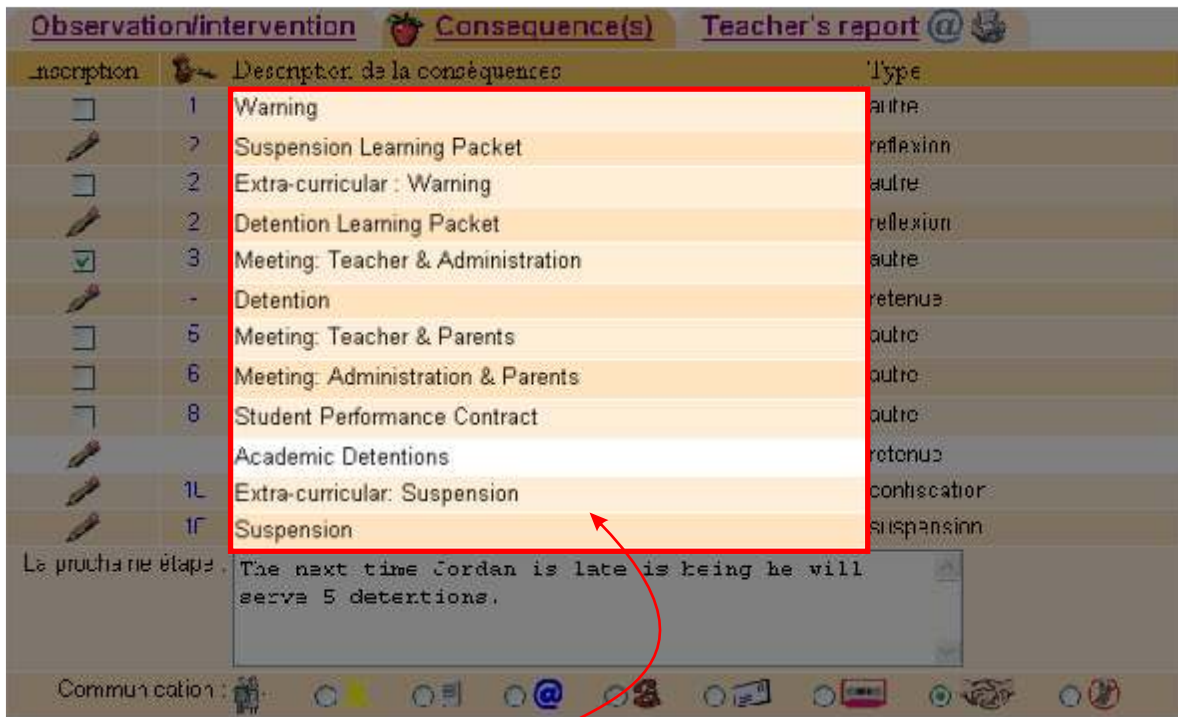
The **Confiscation** type of sanction is used when you confiscate an item. For example, you might confiscate a hat from a student who refuses to take it off in the school. When you assign a confiscation type of sanction you are prompted for a description of the item (ex: black hat with red logo) and a return date. The **Behaviour Profiler** reminds you when the item is to be returned to the student.

The **Suspension** type of sanction is used when you would suspend a student. When a student is suspended you are prompted to indicate whether it is a mandatory or discretionary suspension, and indicate a return date.

The **Other** type of Sanction is used for any consequence that does not fall into the other 6 types of consequences. Note that most consequences will fall under this category.

Configuring Sanctions

Once you have decided on a weighing value and chosen a sanction type you need to provide a short description. It is important to keep this description brief as it appears in a form every time it is assigned. Making it too long will clutter your screen. We recommend 3 or 4 words, maximum. The next diagram shows you the form, along with the various sanctions available to each behaviour.



Description of the sanction in its associated form.

Note that you can always go back and make changes to information that you input into the **Behaviour Profiler**. ***We recommend that you hit the Save button every time you finish entering a sanction.*** After entering the sanctions, you should start configuring the behaviours.



Save



Save



Save

## Introduction

The **Behaviour Profiler** allows you to assign detentions at various times of the day. For example, you could have detentions at 8:00, 12:00 and 3:30. You can assign detentions up to three weeks from the day on which you logged an observation. Once detentions are assigned, the **Behaviour Profiler** creates a list of students who need to serve detentions and reminds you daily. The list can be displayed in three different formats. In addition, the **Behaviour Profiler** keeps track of those detentions statistically. Before you assign detentions you must configure the **Behaviour Profiler**.

## Setting up Detentions Times

You need to set up detention times before you can assign them to students. To set up detention times, click on **Configuration** in the top menu, then click on **Configure Detentions**. This is shown in the next diagram.

1. Click on Configuration



2. Click on Configure Detentions

The **Behaviour Profiler** lets you assign detentions to students in up to 5 different time slots. In the following example, the school has detentions every day at 12:10, and once each week at 3:30. Note that the demerit points for each detention time differ because the Wednesday at 3:30 detentions are two hours in length, while those at 12:10 are only 20 minutes long. Once your detention times are set up, **do not forget to click on the Save button.**

Demerit Point value

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="2"/>	12:10:00
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="6"/>	03:30:00
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	00:00:00
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	00:00:00
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	00:00:00

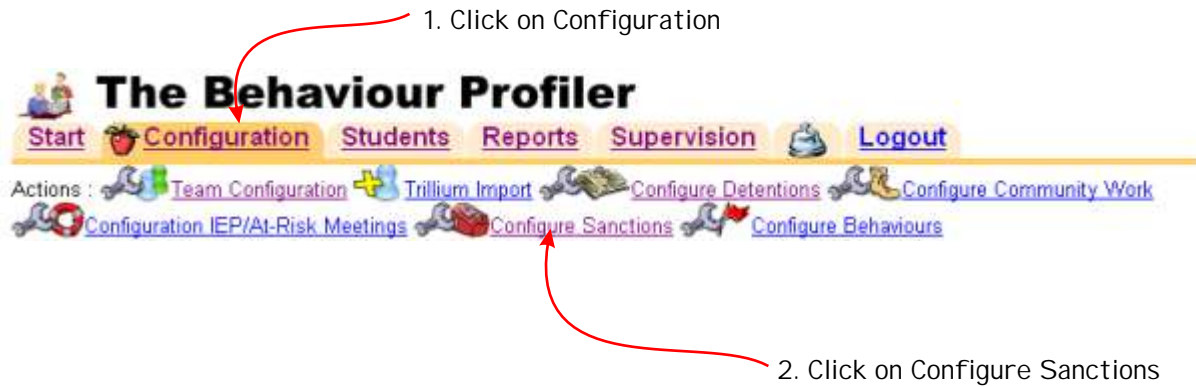
Five possible time slots

Day of the week in which you have detentions

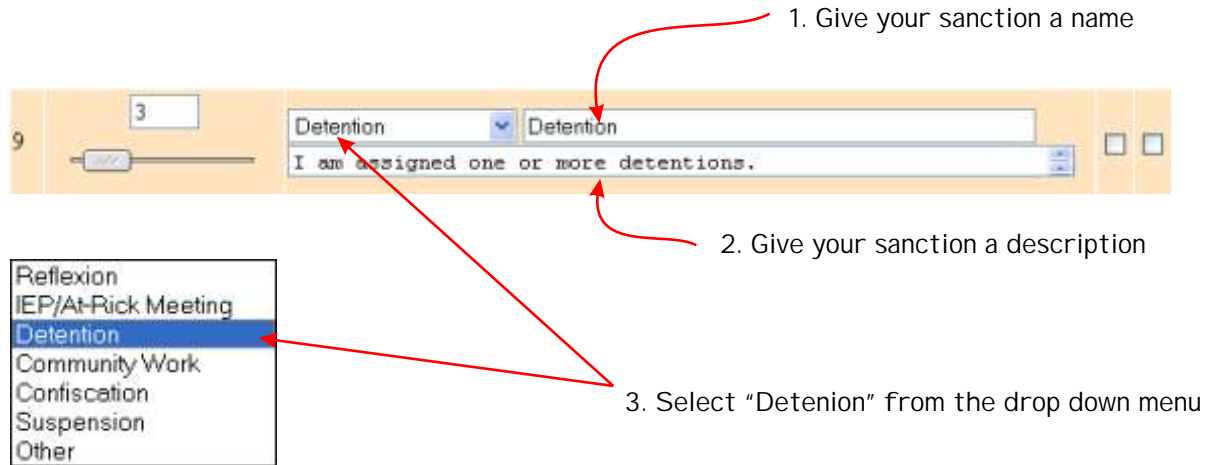
Time at which the detentions occur

## Configuring a Detention Sanction

Once the detention times are scheduled, ensure you have included a detention sanction in the sanction list before assigning a detention. If you have already done so, the next steps can be bypassed. Adding a detention sanction is accomplished by clicking on *Configuration*, then choosing *Configure Sanctions* as shown in the next diagram:



Define the sanction as *Detention* or whatever else you might want to name it, then give it a description, ensuring you choose “**Detention**” from the drop down menu. This is shown in the next diagram:



The next step involves assigning the Detention sanction to various behaviours. For instance, you might assign detentions for truancy, being late or wearing a hat in the school.



# Assigning a Detention Sanction to a Behaviour

To assign the detention sanction to a behaviour click on **Configuration**, then **Configuration of Behaviours**. You should see a list of various behaviours that you would have defined in a previous session. To edit a particular behaviour you then need to click on the pencil icon beside the behaviour name. This is shown in the next diagram:

1. Click on Configuration

**The Behaviour Profiler**

Start Configuration Students Reports Supervision Logout

Actions : Team Configuration Trillium Import Configure Detentions Configure Community Work  
Configuration IEP/At-Risk Meetings Configure Sanctions Configure Behaviours

**Configure Behaviours**

No.	Action	Description
1		Bullying
2		Fighting
3		Opposition to Authority
4		Headgear
5		Clothing
6		Plagiarism
7		Drugs & Alcohol - Influence
8		Drugs & Alcohol : Possession

3. Click on the pencil tool to edit the behaviour

The behaviour along with the sanctions should appear. Choose the Detention behaviour then Save your changes by clicking the Add button. This is shown in the next diagram:

1. Select the Detention sanction

**Add a New Behaviour**

Description: Headgear

Student Expectations:  
I will remove my head gear when I am in the school.

Sanctions: (max: 40)

<input checked="" type="checkbox"/>	[1] Warning	<input checked="" type="checkbox"/>	[2] Suspension Learning Packet
<input checked="" type="checkbox"/>	[2] Extra-curricular: Warning	<input type="checkbox"/>	[2] Reimbursement
<input type="checkbox"/>	[2] Bus: Warning	<input type="checkbox"/>	[2] Apology
<input type="checkbox"/>	[2] Hold Back Report Card/Timetable	<input type="checkbox"/>	[2] Detention Learning Packet
<input checked="" type="checkbox"/>	[3] Sent Home: Behaviour	<input checked="" type="checkbox"/>	[3] Detention Administration
<input type="checkbox"/>	[3] Sent Home: Inappropriate Clothing	<input checked="" type="checkbox"/>	[3] Detention
<input type="checkbox"/>	[5] Bus: Suspension	<input type="checkbox"/>	[5] Detention Search
<input type="checkbox"/>	[5] Plagiarism: First Offence	<input type="checkbox"/>	[5] Meeting: Teacher & Parents
<input checked="" type="checkbox"/>	[5] Confiscation	<input checked="" type="checkbox"/>	[5] Meeting: Administration & Parents
<input type="checkbox"/>	[6] First Absenteeism Letter	<input checked="" type="checkbox"/>	[6] Meeting: Administration & Parents
<input type="checkbox"/>	[6] Bullying: First Offence	<input type="checkbox"/>	[7] Second Absenteeism Letter
<input type="checkbox"/>	[8] Bullying: Second Offence	<input type="checkbox"/>	[8] Plagiarism: Second Offence
<input type="checkbox"/>	[8] Student Performance Contract	<input type="checkbox"/>	[8] Academic Detentions
<input checked="" type="checkbox"/>	[10] Extra-curricular: Suspension	<input checked="" type="checkbox"/>	[10] Suspension
<input type="checkbox"/>	[10] Police Intervention	<input type="checkbox"/>	[10] Charge

2. Click the Add button to save your changes



## Introduction

Now that you've configured your team members and sanctions, you must configure behaviours.

Like sanctions, most schools will have anywhere from 20 to 30 behaviours. The best way to configure behaviours is to examine your Code of Life, then list the behaviours you encounter most often at the office. They could range from being late to class to vandalism. As you define behaviours you will attach sanctions which can be applied to them. Below is a list of behaviours that you might want to include in the **Behaviour Profiler**:

Bullying  
Fighting  
Vandalism

Opposition to Authority  
Smoking on School Board Property  
Inappropriate Use of Technology

Attendance  
Language  
Bus Report

The examples above are certainly not an exhaustive list but provide you with ideas on what you may want to include in your system.

## Configuring a Behaviour

To configure behaviours click on Configuration, then Configure Behaviours. This is shown in the next diagram.



There are two steps in defining a behaviour: the definition part and the assigning sanctions part. This is shown in the diagram on the next page.

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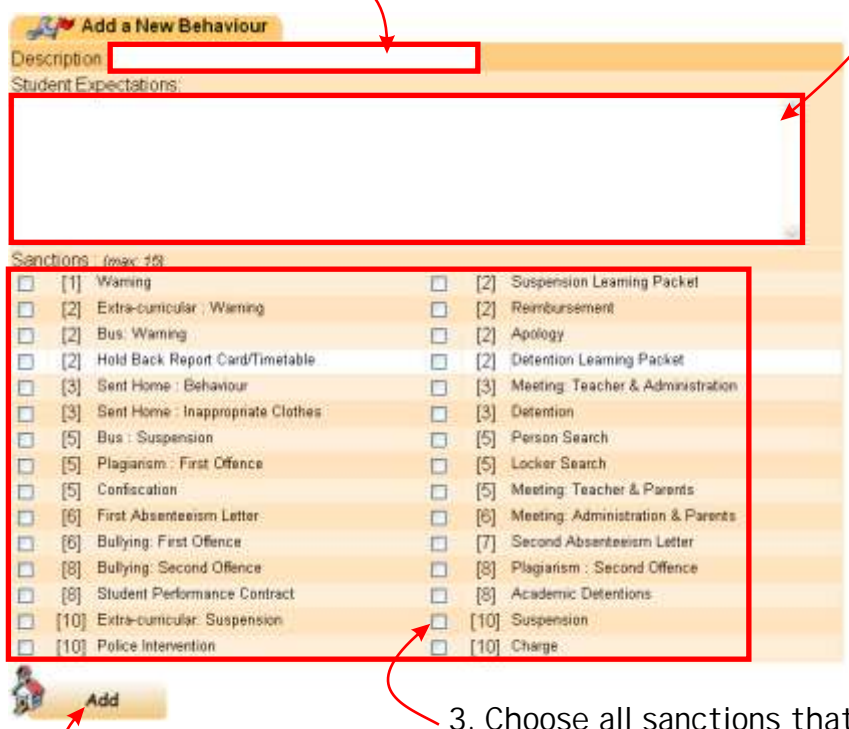


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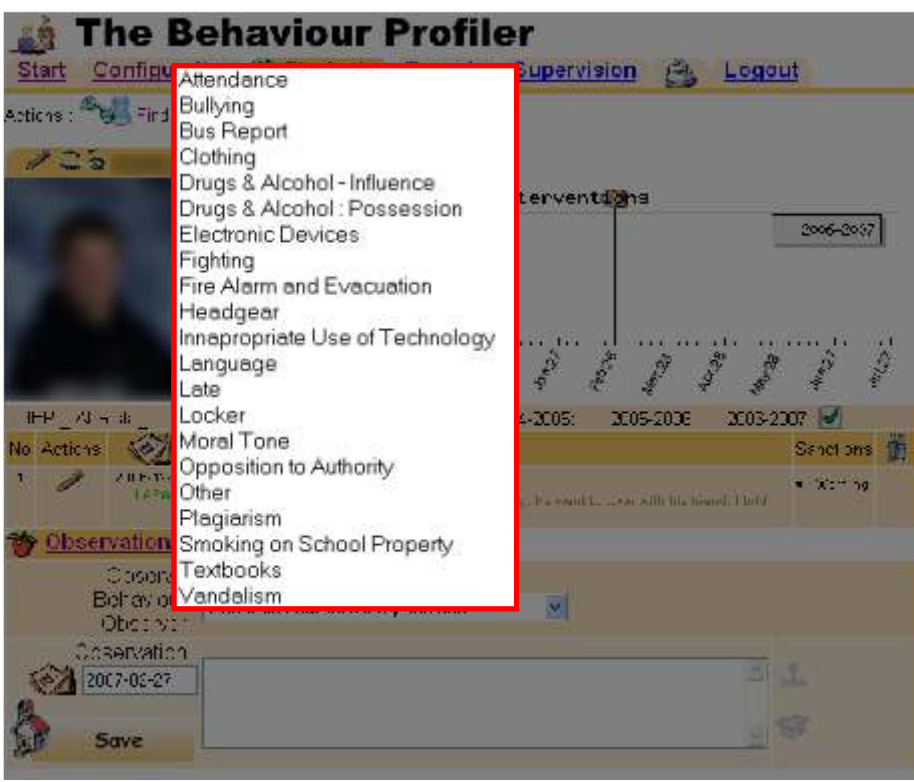
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- 1. Provide a short description
- 2. Provide the student expectations

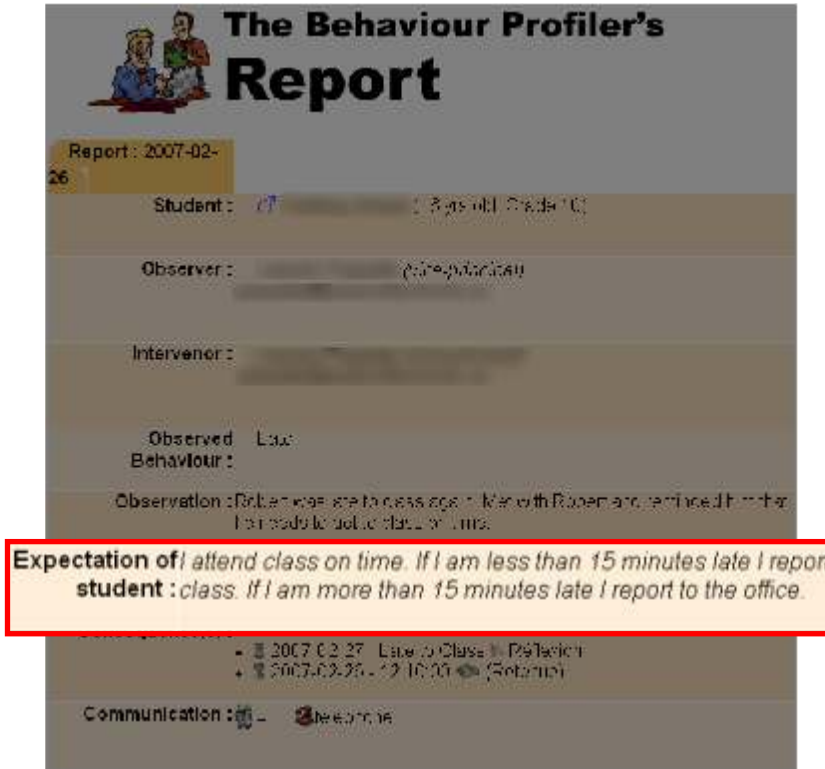


- 3. Choose all sanctions that apply
- 4. Click Add to save the new behaviour

As for sanctions, the description should be brief since it appears in a drop down menu. This is shown in the next diagram.



It is important that you provide a student expectation description because it is included in each staff report. This is shown in the next diagram.



The last step in creating a new behaviour is to attach sanctions to it. For example, the truancy behaviour could have the following sanctions attached to it:

- Warning
- Detention
- Detention Learning Packet
- Suspension
- Suspension Learning Packet

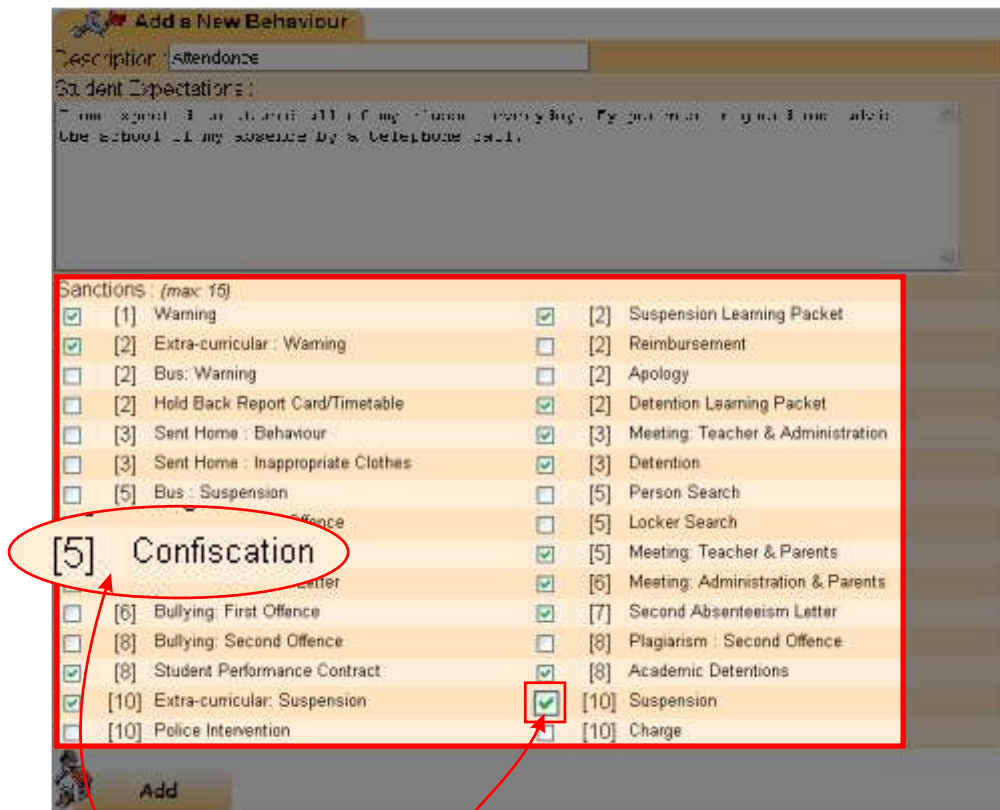
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You can assign *a maximum of 15 sanctions* to each behaviour. To select a sanction, click on the checkbox beside it. The number beside the sanction is the weighing value you assigned to it when it was defined. Note that you can edit any behaviour by adding or removing a sanction from it. The next diagram depicts the sanction assignment section of the **Add Behaviour** form.



A sanction along with its weighing value.

Click on each check box to assign a sanction to the current behaviour. You can assign a maximum of 15 sanctions to each behaviour.

Once you are finished defining a behaviour, **do not forget to click the Add button to save your work.**



Add

# TOP SECRET Behaviour

The TOP SECRET behaviour can be used by an administrator who has the *Supervisor Permission* assigned.

The type of observation that you would put in the TOP SECRET behaviour is one that is sensitive. We recommend keeping this information separately and not in the Behaviour Profiler but if you wish to use it is available.

Note that TOP SECRET behaviours cannot be emailed to staff.

The diagram below shows the steps in setting up the TOP SECRET behaviour.

1. Make sure you have Supervision Rights.

2. Click on Configure Behaviours

**The Behaviour Profiler**

Start Configuration Students Reports Supervision Logout

Actions: Team Configuration Trilium Import Configure Detention Configure Community Work Configuration IEP/At-Risk Meetings Configure Sanctions Configure Behaviours Clean database

**Add a New Behaviour**

Description:

Student Expectations:

Sanctions: (max: 15)

<input type="checkbox"/> [1] Warning	<input type="checkbox"/> [2] Suspension Learning Packet
<input type="checkbox"/> [2] Extra-curricular : Warning	<input type="checkbox"/> [2] Reimbursement
<input type="checkbox"/> [2] Bus : Warning	<input type="checkbox"/> [2] Apology
<input type="checkbox"/> [2] Hold Back Report Card/Timetable	<input type="checkbox"/> [2] Detention Learning Packet
<input type="checkbox"/> [3] Sent Home - Behaviour	<input type="checkbox"/> [3] Meeting: Teacher & Administration
<input type="checkbox"/> [3] Sent Home - inappropriate Clothes	<input type="checkbox"/> [3] Detention
<input type="checkbox"/> [5] Bus : Suspension	<input type="checkbox"/> [5] Person Search
<input type="checkbox"/> [5] Plagiarism : First Offence	<input type="checkbox"/> [5] Locker Search
<input type="checkbox"/> [5] Confiscation	<input type="checkbox"/> [5] Meeting: Teacher & Parents
<input type="checkbox"/> [6] First Absenteeism Letter	<input type="checkbox"/> [6] Meeting: Administration & Parents
<input type="checkbox"/> [6] Bullying: First Offence	<input type="checkbox"/> [7] Second Absenteeism Letter
<input type="checkbox"/> [8] Bullying: Second Offence	<input type="checkbox"/> [8] Plagiarism : Second Offence
<input type="checkbox"/> [8] Student Performance Contract	<input type="checkbox"/> [8] Academic Detentions
<input type="checkbox"/> [8] Retention	<input type="checkbox"/> [10] Extra-curricular: Suspension
<input type="checkbox"/> [10] Suspension	<input type="checkbox"/> [10] Police Intervention
<input type="checkbox"/> [10] Charge: smoking	

**TOP SECRET** : When selected, only members with supervision rights will be able to see and use this behaviour.

Save

3. Select TOP SECRET behaviour



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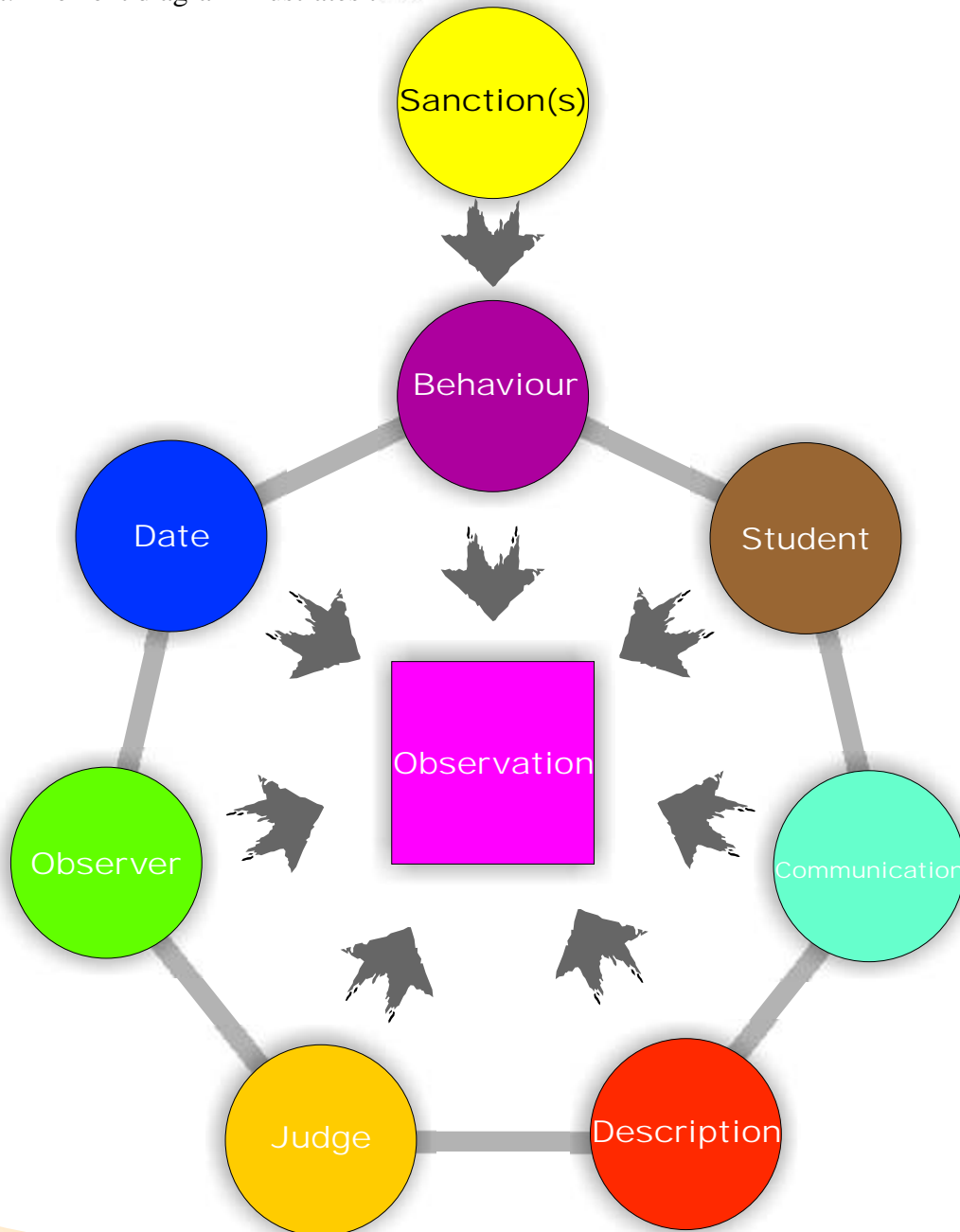
# Table Of Content

## 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.

1. Click on Students

2. Click on the first letter of the Surname

3. Click on the first letter of the Name

4. Click on the eyes to open the student's file

No.	Actions+	Surname, Name	Year	Observation / Demerit Points	Identification
1			10 - 20062007	2 / 0	
2			11 - 20062007	0 / 0	IEP
3			12 - 20062007	0 / 0	
4			10 - 20062007	5 / 0	IEP
5			12 - 20062007	6 / 0	
6			11 - 20062007	0 / 0	

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.

gender

student is identified or not

Surname, Name	Year	Observation / Demerit Points	Identification
	10 - 20062007	2 / 0	
	11 - 20062007	0 / 0	IEP
	12 - 20062007	0 / 0	
	10 - 20062007	5 / 0	IEP
	12 - 20062007	6 / 0	
	11 - 20062007	0 / 0	

grade

current school year

number of observations

# 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



Adding Observations

Observation number

Edit observation icon

Next step icon

Time

Behaviour Category

Type of learning activity that was happening when the incident occurred

Description of the incident

Sanctions

3		2008-11-11	04:24	Language	Jordan used inappropriate language during his english class.	Suspension - Returned date: 2008-11-13 - 1 day(s)
---	--	------------	-------	----------	--	---

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 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.

The screenshot shows a web form titled "Observation/intervention". It contains several fields and a button:

- Observed Behaviour:** A dropdown menu with "Headgear" selected. Callout: "1. Choose a behaviour".
- Observer:** A dropdown menu. Callout: "2. Choose an observer".
- Observation:** A text area containing the text: "Ryan was wearing his hat in the hall in the hall again today. I have reminded Ryan a number of times that hats are not allowed in our school." Callout: "3. Provide a description of the incident".
- Save:** A button with a house icon. Callout: "4. Click the save button".

## 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.






The screenshot shows an optional section of the form:

- Activity:** A dropdown menu with "<- Choose an Activity" selected. Callout: "What was going on prior to the incident".
- Location:** A dropdown menu with "<- Choose a Location" selected. Callout: "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:

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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.

Preview Report      Email Report to one user      Email Report to multiple users      Print Report

The screenshot shows a web interface for a 'Teacher's report'. At the top, there are four icons: a magnifying glass (labeled 'Preview Report'), an '@' symbol (labeled 'Email Report to one user'), another '@' symbol (labeled 'Email Report to multiple users'), and a printer icon (labeled 'Print Report'). Below these icons is a yellow bar with the text 'Teacher's report'. The main content area is titled 'The Behaviour Profiler Report' and contains the following information:

- Report : 2009-01-12
- Student : [redacted] (17 yrs old, Grade 12)
- Observer : [redacted]
- Intervenor : [redacted]
- Observed Behaviour : Late
- Observation : [redacted] was late to his period 1 (TCJ3CE/4CE) class this morning. He claims that he got a ride in late.
- Expectation of student : I attend class on time. If I am less than 15 minutes late I report to my class. If I am more than 15 minutes late I report to the office.
- Consequence(s) : • Warning
- Communication : [redacted] = none

The Behaviour Profiler is a [ProfCO inc.](#) creation - © 2007

## 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:

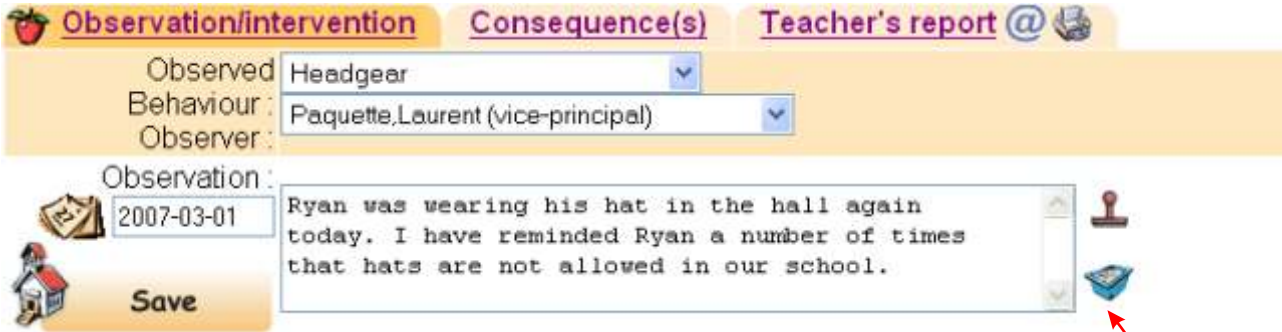
The next step icon along with its description

The screenshot shows a student's profile page. At the top, it says '118 ans, 12 années'. Below that is a photo of a student and a graph. At the bottom, there is a table with columns for 'EF', 'Pi-Tests', and 'Actions'. A tooltip is visible over a blue exclamation mark icon, containing the text: 'Attendance Dale was sick all day on Friday. He forgot to call in. I am sorry. The next time Dale does not call in properly he will be marked truant.'

## 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.



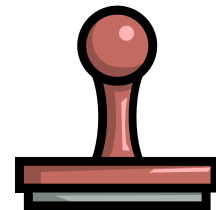
1. Find the observation you want to delete and click on the blue recycling box.



2. Choose Yes from the confirmation screen.

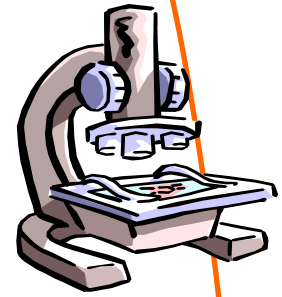
## Cloning an Observation

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.

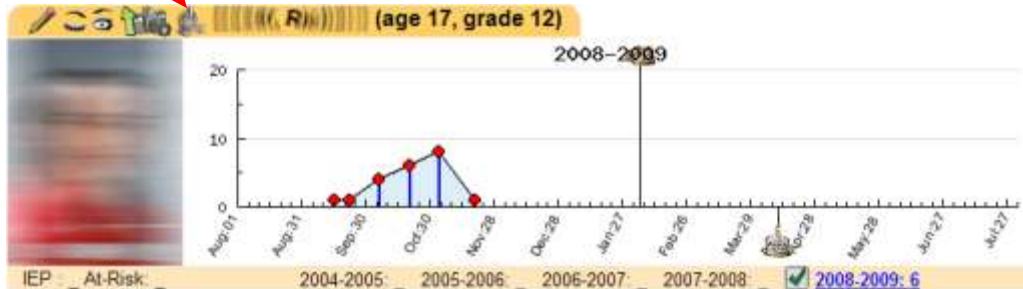


# The Microscope

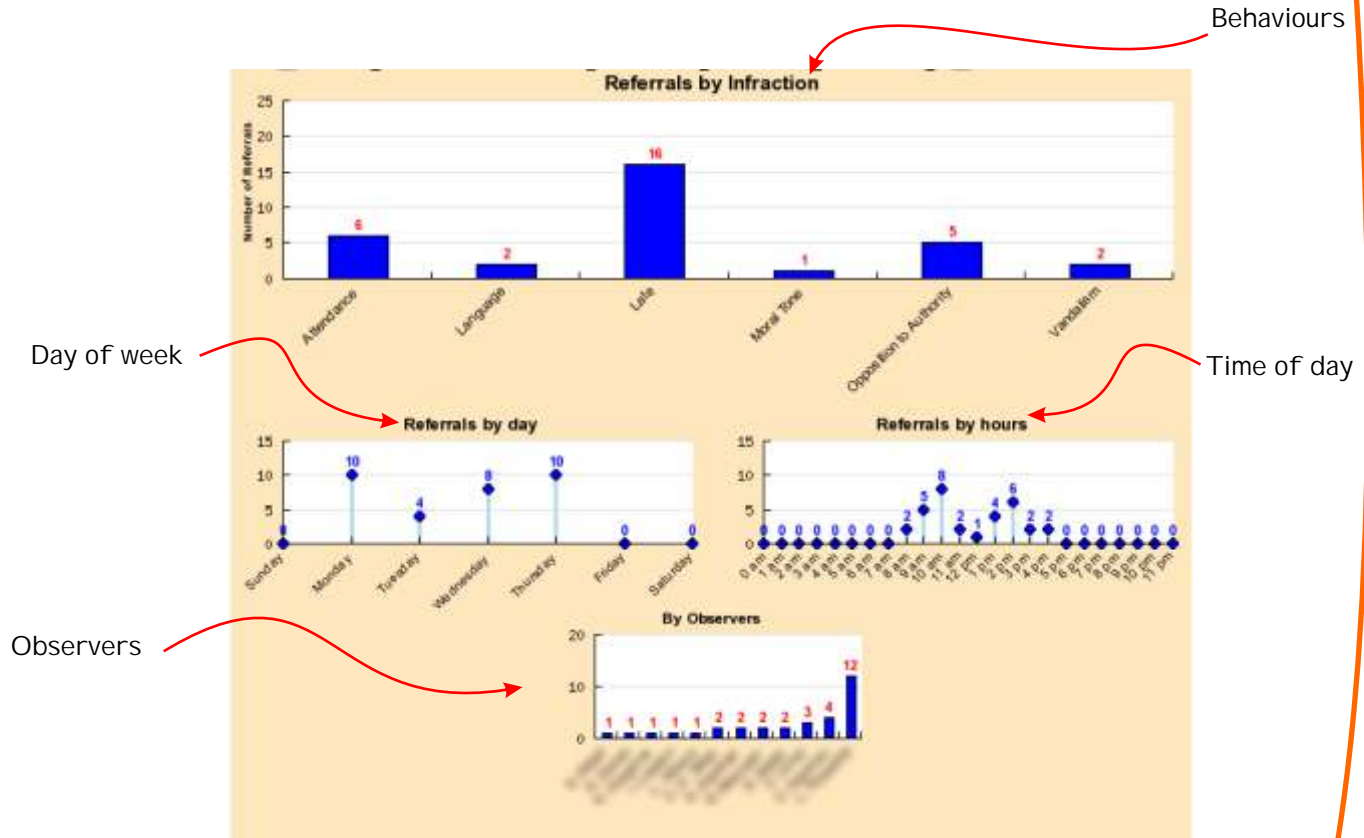
Once a student has 4 or more observations, the microscope icon appears beside the students' name.



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.



Adding Observations



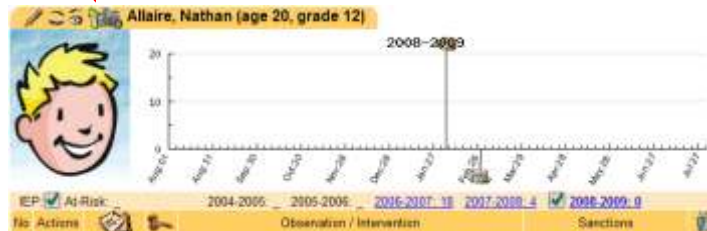
# Photos

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 than 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.

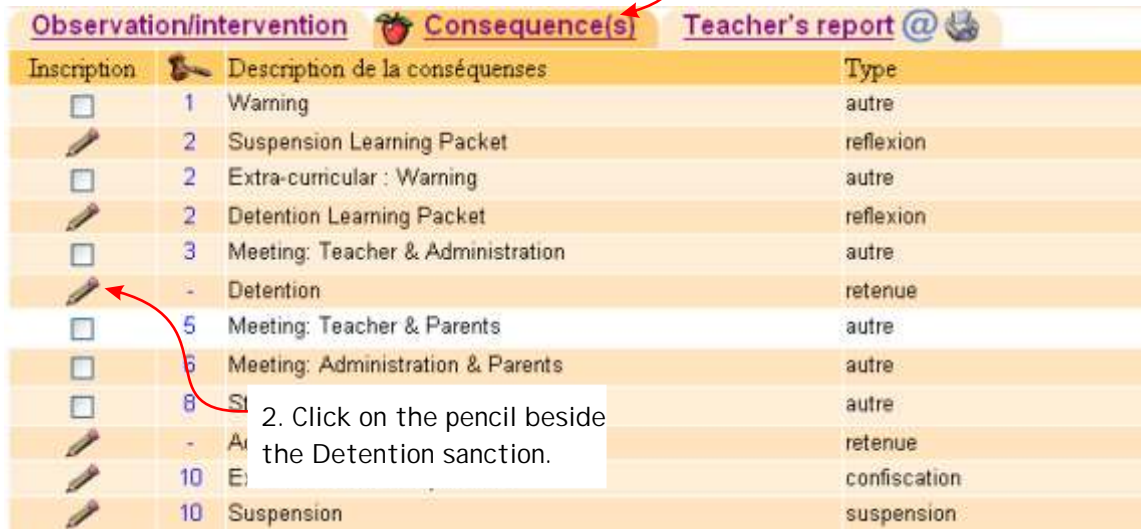


## Assigning a Detention to a Student

Now that you have defined your detention times, created your detention sanction and assigned it to a behaviour, you can now assign detentions to students.

To assign a detention to a student, you must first log in the observation for which a detention could be warranted. For example, in my school being truant could warrant a detention. Once you have logged in the observation, click on **Consequence(s)**, then click on the pencil beside the Detention sanction. This is shown in the next diagram.

1. Once you have logged in an observation, click on Consequence(s)



Inscription	Description de la conséquences	Type
<input type="checkbox"/>	1 Warning	autre
	2 Suspension Learning Packet	reflexion
<input type="checkbox"/>	2 Extra-curricular : Warning	autre
	2 Detention Learning Packet	reflexion
<input type="checkbox"/>	3 Meeting: Teacher & Administration	autre
	- Detention	retenue
<input type="checkbox"/>	5 Meeting: Teacher & Parents	autre
<input type="checkbox"/>	6 Meeting: Administration & Parents	autre
<input type="checkbox"/>	8 S	autre
	- A	retenue
	10 E	confiscation
	10 Suspension	suspension

2. Click on the pencil beside the Detention sanction.

A screen with a calendar should appear. In that screen you can log in detentions by clicking on the appropriate date and detention time.

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In the example below, the student has a detention at lunch that had been defined in another observation. That is why you see an open book under one of the dates. Therefore, you would have to assign the detention in a slot where there is no open book.



I can only assign detentions on the dates and times where there is a checkbox available.

Once you are done assigning the detention(s) click on Save

The student already has a detention assigned on this date

## Tracking Detentions

The *Behaviour Profiler* keeps track of detentions for your school. To see a list of students who have detentions today, click on **Reports**.

Click on Reports to see a list of students who have detentions on a particular day

The next diagram shows the detention list screen and its components.

Another interesting way to display students who have detentions is to use their photographs. In a larger school where the teacher might not know everyone, a picture of the student might be very useful. The detention list using pictures is shown below.

The screenshot displays a software interface for managing detentions. At the top left, it says "Detention report (2007-2-21)". Below this is a grid of student photos. Each photo has a label below it, such as "1 LAPA", "2 LAPA", etc., and a pair of eyes icon. To the right of the photos is a cartoon character. Further right is a calendar for February 2007, with the 21st highlighted. Below the calendar is a "Today" section with a list of times and checkboxes, and a signature field.

# Assigning Detentions

## Missed Detentions

It is inevitable that students will forget about their detentions. When students are absent from their detention I usually see them right away. I assign them a second detention and move the missed detention to the next day. To do this quickly, I go to the detention report, click on the set of eyes beside the student and edit the observation and sanction. Using this method to change a detention from one day to the next is as simple as five clicks.

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 The eyes (edit)



Names of students who have detentions along with their grade and gender

Status of the detention: unknown, served or absent

The date for which the list is displayed

Annotations in the screenshot:

- Initials of the person who assigned each detention (pointing to the 'Actions' column)
- Time at which the detention occurs (pointing to the time selection dropdowns)
- Detention list format (pointing to the table structure)
- Number of students who need to complete a detention (pointing to the 'Z' in the calendar)

You can display the list of students who are serving detentions in three different formats. The format used in the previous diagram is the one I would use if I had access to the **Behaviour Profiler** in the detention room. I would take attendance on the computer and save the changes right away. The diagram on the next page is the format that I use when a teacher does detention duty for me. I print out the list and the teacher asks the students who are present to sign the page.

This format is designed for printing and manual signing by students.