3sysACADEMIC

Behaviour Management

User Guide

CONTENTS

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Introduction

Welcome to the *3sysACADEMIC Behaviour Management User Guide*.

The **Behaviour Management** module enables you to record incidents of positive, negative or neutral behaviour and related notes for individual pupils or groups. Having a module dedicated to recording Behaviour items keeps rewards and sanctions separate from other event records, making them easier to identify, track and review.

This chapter discusses the following:

CHAPTER 1

About the Behaviour Management Module

The **Behaviour Management** module enables you to record incidents of positive, negative or neutral behaviour and related notes for individual pupils or groups. Having a module dedicated to recording Behaviour items keeps rewards and sanctions separate from other event records, making them easier to identify, track and review.

Once recorded, rewards and sanctions appear on student records. They are summarised on the **Behaviour** tab of the Pupil Dashboard and via a number of desktop widgets.

For more information, see:

» "Setting up Behaviour Event Types" on page 8.

» "Adding Behaviour Records" on page 14.

» "Maintaining Behaviour Records" on page 20.

» "Reporting on Behaviour Records" on page 24.

Behaviour Management Access Permission Settings

System Administrators use profile settings to give users access to the Behaviour Management module. The levels of access available are:

» 'No Access' - Users cannot access the Behaviour Management module.

» 'Read' - Users can only view Behaviour Management module records.

» 'Read / Edit' - Users can view and make changes to Behaviour records.

» 'Read / Edit / Create' - Users can view and change Behaviour records and add their own.

» 'Read / Edit / Create / Delete' - Users can view, change, add and remove Behaviour records.

Note: These settings only apply to users logged in to 3sysACADEMIC. They do not affect record access in passFINANCE / schoolADMIN (PASS).

For more information about configuring 3sysACADEMIC settings, System Administrators should see the *3sysACADEMIC Setup User Guide*. This is available from our Customer Centre.
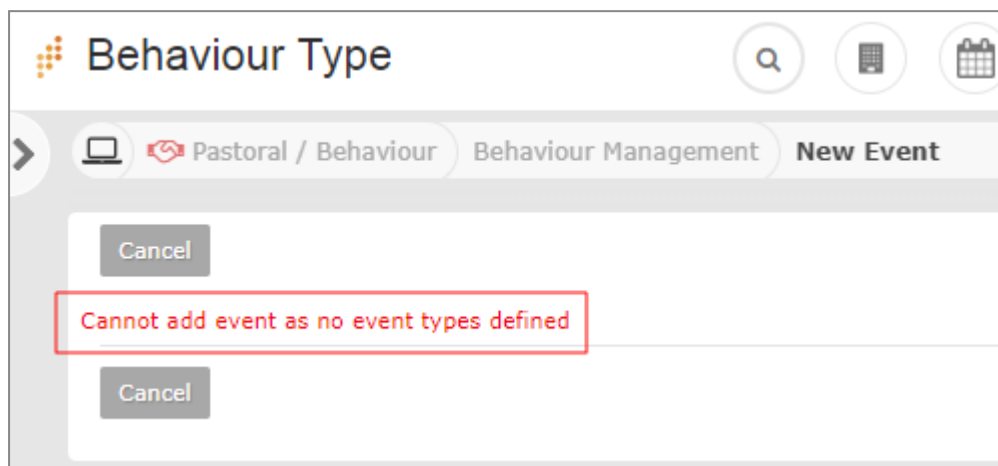
Setting up Behaviour Event Types

This chapter discusses the following:

CHAPTER 2

Setting up Behaviour Event Types

Behaviour records must be associated with event types. If you try to add Behaviour Management records without configuring event types, an error message appears.

The Behaviour Management and Pupil Events modules share a list of types created in passFINANCE / schoolADMIN (PASS). Once created, relevant types are configured for use in the 3sysACADEMIC Behaviour Management module. To do this, they must be set as 'negative', 'positive' or 'neutral'.

> **Note:** Event types configured for the Behaviour Management module are no longer available for use in the 3sysACADEMIC Pupil Events

For more information, see:

- » "Creating Event Types" on the facing page.
- » "Adding Categories to Event Types" on page 10.
- » "Configuring Behaviour Management Event Types" on page 11.
- » "Amending Behaviour Type Settings" on page 12.

Creating Event Types

HOW TO CREATE EVENT TYPES

1. In passFINANCE / schoolADMIN (PASS), go to **Academic > Pupil Events and Attendance > Event Maintenance > Event Type Maintenance**.

   The **Event Type Listing** screen appears.

   > **Note:** You can also edit and delete existing event types from this screen.

2. Click ⊕.

   The **Event Type Maintenance** screen appears.

3. Complete the relevant fields.

4. Click 💾 to save your changes.

5. (Optional) Subdivide your event type into categories. For more information, see "Adding Categories to Event Types" on the next page.

Adding Categories to Event Types

HOW TO ADD CATEGORIES TO EVENT TYPES

1. In passFINANCE / schoolADMIN (PASS), go to **Academic > Pupil Events and Attendance > Event Maintenance > Event Category Maintenance**.

   The **Event Category Listing** screen appears.

   > **Note:** You can also edit and delete existing event categories from this screen.

2. Click ⊕.

   The **Event Type Maintenance** screen appears.

3. Complete the relevant fields.

4. Click 💾 to save your changes.

Configuring Behaviour Management Event Types

HOW TO CONFIGURE BEHAVIOUR MANAGEMENT EVENT TYPES

1. In 3sysACADEMIC, go to **Pastoral / Behaviour > Behaviour Management > Behaviour Configuration > Behaviour Type**.

   The **Behaviour Type** screen appears.

2. Use the **Behaviour type** drop list to select 'Undefined' and click **Search**.

   A list of behaviour types appears.

3. To set all types as 'negative', do ONE of the following:
   - » To mark ALL the types shown as 'negative', tick the check box in the **Negative** column header.
   - » To mark specific types 'negative', in the **Negative** column, tick the check box alongside each relevant record.

4. To set types as 'positive', do ONE of the following:
   - » To mark ALL the types shown as 'positive', tick the check box in the **Positive** column header.
   - » To mark specific types 'positive', in the **Positive** column, tick the check box alongside each relevant record.

5. To set types as 'neutral', do ONE of the following:
   - » To mark ALL the types shown as 'neutral', tick the check box in the **Neutral** column header.
   - » To mark specific types 'neutral', in the **Neutral** column, tick the check box alongside each relevant record.

   Your changes are saved automatically.

Amending Behaviour Type Settings

HOW TO AMEND BEHAVIOUR TYPE SETTINGS

1. Go to **Pastoral / Behaviour > Behaviour Management > Behaviour Configuration > Behaviour Type**.

    The **Behaviour Type** screen appears.

2. Use the search fields at the top of the screen to find the type that you would like to amend and click **Search**.

    > **Note:** Options in the Behaviour type drop list include: 'All defined' (All types set as 'negative', 'positive' or 'neutral'), 'Negative' (All types set as 'negative'), 'Positive' (All types set as 'positive'), 'Neutral' (All types set as 'neutral') and 'Undefined' (Types that are not set as 'negative', 'positive' or 'neutral').

3. To set types as 'negative', do ONE of the following:
    »   To mark ALL the types shown as 'negative', tick the check box in the **Negative** column header.
    »   To mark specific types 'negative', in the **Negative** column, tick the check box alongside each relevant record.

4. To set types as 'positive', do ONE of the following:
    »   To mark ALL the types shown as 'positive', tick the check box in the **Positive** column header.
    »   To mark specific types 'positive', in the **Positive** column, tick the check box alongside each relevant record.

5. To set types as 'neutral', do ONE of the following:
    »   To mark ALL the types shown as 'neutral', tick the check box in the **Neutral** column header.
    »   To mark specific types 'neutral', in the **Neutral** column, tick the check box alongside each relevant record.

    Your changes are saved automatically.

Adding Behaviour Records

This chapter discusses the following:

CHAPTER 3

Adding Behaviour Records

Behaviour records can be added for instances of positive, negative and neutral behaviour and can include related notes for individual pupils or groups.

HOW TO ADD A BEHAVIOUR MANAGEMENT RECORD

1. Go to **Pastoral / Behaviour > Behaviour Management > Behaviour**.

   The **Behaviour Events** screen appears.

2. Click **Add**.

   The **Add Behaviour Event** screen appears briefly, then the **Search** dialog.

3. Use the **Search** dialog to select the pupil(s) to be rewarded or sanctioned.

   More details...

   a. Click **Search**.

      The **Search** dialog appears.

   b. At the top of the dialog, enter your search criteria.

» **To Search for a Group of Pupils** - From the first drop list, select the group type you want, e.g. 'Form', 'Subject Set' or 'Pupil Custom Group', and from the second drop list, select the person's specific group, e.g. 'Form 10A', 'Lower Sixth', 'Ski Trip 2019' etc. Your selection in the first drop list alters the options available in the second drop list.

Example: In the example below, 'Form' has been selected in the first drop list. Consequently, a list of forms in the school appears in the second drop list.

» **To Search by Pupil Name** - Use the first drop list to select 'Pupil Name', then type all or part of the pupil's name into the second field OR leave the second field empty to retrieve a complete list of all pupils.

Example: In the example below, the user is searching for pupils by name using the key word 'Smith'.

c. Click **Search**.

A list of available pupils appears in the top half of the dialog.

d. Do ONE of the following:

» To select ALL the pupils in the list, tick the check box in the header row.

» To select specific individuals, tick the check box on the left-hand side of each relevant name.

e. Click **Select**.

The selected pupils appear on the **Pupils** tab in the bottom half of the screen.

f. (Optional) To remove any erroneous pupils, tick the check box next to their name and click **Remove**.

g. Click **OK**.

You are returned to the previous page with the selected pupil(s) added to the relevant field.

The **Add Behaviour Event** screen appears with the pupil name(s) added to the **Name** field.

> **Note:** To change the selected pupil(s), click **Search** to reopen the **Search** dialog.

4. Complete the relevant fields with details of the reward / sanction.

> **Note:** Please note that the fields shown depend upon the event type selected, so your screen may differ from the example shown above.

5. Click **Save**.

   The **Behaviour Events** screen reappears with the new Behaviour Management record added to the grid.

Maintaining Behaviour Records

This chapter discusses the following:

CHAPTER 4

Maintaining Behaviour Records

If you have the required permission settings, you can view, edit and delete Behaviour Management records.

For details, see:

» "Viewing Behaviour Management Records" below.
» "Editing Behaviour Management Records" on the facing page.
» "Deleting Behaviour Management Records" on page 22.

Viewing Behaviour Management Records

HOW TO VIEW A BEHAVIOUR MANAGEMENT RECORD

1. Go to **Pastoral / Behaviour > Behaviour Management > Behaviour**.

   The **Behaviour Events** screen appears.

2. (Optional) Use the search fields at the top of the screen to find the record(s) that you would like to view.

3. In the **Actions** column, click [🔍] alongside the record that you would like to view.

   The relevant **Behaviour Details** screen appears.

4. (Optional) Do ONE of the following:

   » To make changes to this record, click **Edit**. See "Editing Behaviour Management Records" on the facing page.
   » To remove this record, click **Delete**. See "Deleting Behaviour Management Records" on page 22.
   » To return to the **Behaviour Events** screen, click **Search**.

Editing Behaviour Management Records

HOW TO EDIT A BEHAVIOUR MANAGEMENT RECORD

1. Go to **Pastoral / Behaviour > Behaviour Management > Behaviour**.

   The **Behaviour Events** screen appears.

2. (Optional) Use the search fields at the top of the screen to find the record(s) that you would like to change.

3. In the **Actions** column, click ![pencil icon] alongside the record that you would like to amend.

   The relevant **Behaviour Details** screen appears.

4. Make your changes.

   > **Note:** You cannot change the student name or behaviour type.

5. Click **Save**.

   The **Behaviour Events** screen reappears and your changes are saved.

Deleting Behaviour Management Records

HOW TO DELETE A BEHAVIOUR MANAGEMENT RECORD

1. Go to **Pastoral / Behaviour > Behaviour Management > Behaviour**.

   The **Behaviour Events** screen appears.

2. (Optional) Use the search fields at the top of the screen to find the record that you would like to remove.

3. In the **Actions** column, click alongside the record that you would like to delete.

   The relevant **Confirm Delete Behaviour Event** screen appears.

4. Click **Delete**.

   The **Behaviour Events** screen reappears and the record is removed from the list.

CHAPTER 5

Reporting on Behaviour Records

This chapter discusses the following:

Reporting on Behaviour Records

There are a number of ways to view summaries of Behaviour Management record data.

Pupil Dashboard

To view a summary of a specific pupil's rewards and sanctions, click on their name anywhere in the software to go to their Pupil Dashboard. On the **Behaviour** tab, you can use the drop lists to filter the records by week, term or year and by 'All', 'Negative', 'Positive' or 'Neutral', as required. You can also click 'Add Behaviour' to create a new Behaviour Management record for this pupil.

Desktop Widgets

There are four Behaviour Widgets available, providing different data summaries:

» 'Behaviour - My form'.
» 'Behaviour - My house'.
» 'Behaviour - My section'.
» 'Behaviour - All'.

You can use the drop lists to filter the records by week, term or year and by 'All', 'Negative', 'Positive' or 'Neutral', as required. To add a Behaviour Management record from a widget, click **Add Behaviour**.

> **Note:** For more information about how System Administrators can manage widgets, home pages and desktops, see the *3sysACADEMIC Setup User Guide*, available from the Customer Centre.

ODBC Views

For information about reporting on Behaviour records via ODBC view, see the ODBC spreadsheet.

MS Excel Export

Click ![excel icon] above the **Behaviour Events** grid to export the data to an Excel spreadsheet.