

Managing Behavior in Infinite Campus

The following steps will guide you through the process of managing behavior incidents in Infinite Campus. You will have the ability to complete four tasks when managing behavior incidents in Infinite Campus. You will be able to review participants in a behavior incident, review details of the behavior incident, add events/participants to the behavior incident, and finally add resolutions to behavior incidents.

Getting Started

1. Log into Infinite Campus with your district supplied Infinite Campus credentials.
2. Make sure that you are in the Campus Tools side of Infinite Campus.
3. Under the Behavior section of the dynamic navigation click Behavior Management.
4. Click on the Incident you wish to work on within the Incident Management Editor.

Reviewing Participants

1. Clicking on Review Participants, it appears in blue in the bottom right area of the Incident Detail Information window, will display pictures and basic information of the participants.
2. Click on +Contact under the student's picture will display primary household contact information.

Review Details of the Behavior Incident

1. Clicking on the Behavior Incident underneath Participant Details, it appears in blue in the bottom left area in the Incident Detail Information window, will open a Event and Participant Details pop up window.
2. You have the ability to change the Event Type by using the drop down box.
3. You can check the box next to Display on Portal so that the parents and student/s have access to view the behavior incident via the parent/student portal.
4. Clicking the Show Details button will display what the teacher has written about the student or students. You do have the ability to edit what the teacher has written about a student in this area.

Adding Events or Participants

1. If while investigating a behavior incident you discover that another student has played a role in the incident you may add them to the existing behavior incident by clicking Add Event/Participant.
2. Once Add Event/Participant has been clicked, the Event and Participant Details pop up window will be displayed. Note – This is the same pop up window from when you reviewed the details of the behavior incident above.
3. Select an Event Type.
4. Type the last name of the student you wish to add to the behavior event and click search.
5. Select the student you wish to add.

6. Fill out the necessary information for the participant details window.
7. Click Save.

Adding Resolutions

1. Click Add Resolution at the bottom of the Incident Detail Information window.
2. Select a Resolution Type using the drop down box.
3. Select a Resolution Assign Date. Depending on the resolution you will want to fill out the Resolution Start Time, End Date, End Time, and Duration in School Days.
4. Select your name from the Behavior Admin Staff Name.
5. Type any pertinent information you wish to include in the details box.
6. Complete the Discipline Modified and Referred for Alternative Education drop down boxes as needed.
7. Check the box next to the name of the student you wish to apply the resolution to.
8. Click Save.