

## **How to create and submit a behavior referral using Infinite Campus**

The following steps will assist you in using behavior referrals within Infinite Campus.

1. Log into Infinite Campus with your district supplied Infinite Campus credentials.
2. Navigate to the Campus Tools side of Infinite Campus.
3. Under the Behavior section of the dynamic navigation click Behavior Referral.
4. Click New.
5. Under alignment select Discipline or Award. This will determine what kind of Behavior Referral (positive or negative) is being submitted.
6. Select the correct date and time of the incident. Make sure you use the time of the incident and not the time you are submitting the behavior referral.
7. Select who you would like to notify in regards to the incident.
8. Using the drop down box entitled "Context", select when the event transpired.
9. Using the drop down box entitled "Location", select where the event transpired.
10. In the details box, give a vague description of the event that transpired. Do not use student names in this area.
  - a. Example: Two students, one female and one male, had a verbal argument in the hallway outside of my classroom and had to be separated.
11. Click Add Event/Participant.
12. Using the "Event Type" drop down box, select what type of event you are submitting a behavior referral on.

13. In the search box, type in the last name of the student you are submitting a behavior referral on and select them. Determine if they are the offender, participant, victim or witness using the "Role" drop down box. Using the "Injury" drop down box, report if an injury was sustained. See below for an example of the details.

- a. Using the example from above: Billy was shouting vulgarities at a female student in the hallway and was nose to nose with the female student causing a disturbance among the students.

14. You would then search for the other participant in the incident, fill out all the same information as in step 13 and then complete the details section, see below for an example.

- a. Using the example for above: Laura was shouting vulgarities at a male student in the hallway and was nose to nose with the male student causing a disturbance among the students.

15. Once all participants, offenders, witnesses, and victims have been added to an event, click Save Draft.

16. Click Submit to send the Behavior Referral to those you selected to notify in step 7.

+ Please read steps 13 and 14 carefully as you want to make sure that you are using student names appropriately. When you are writing about a particular student, only use their name because you do not want another students name to appear in their portal. Going back to the example, you don't want Laura's name in Billy's portal and vice versa.