**Quick Behaviour**

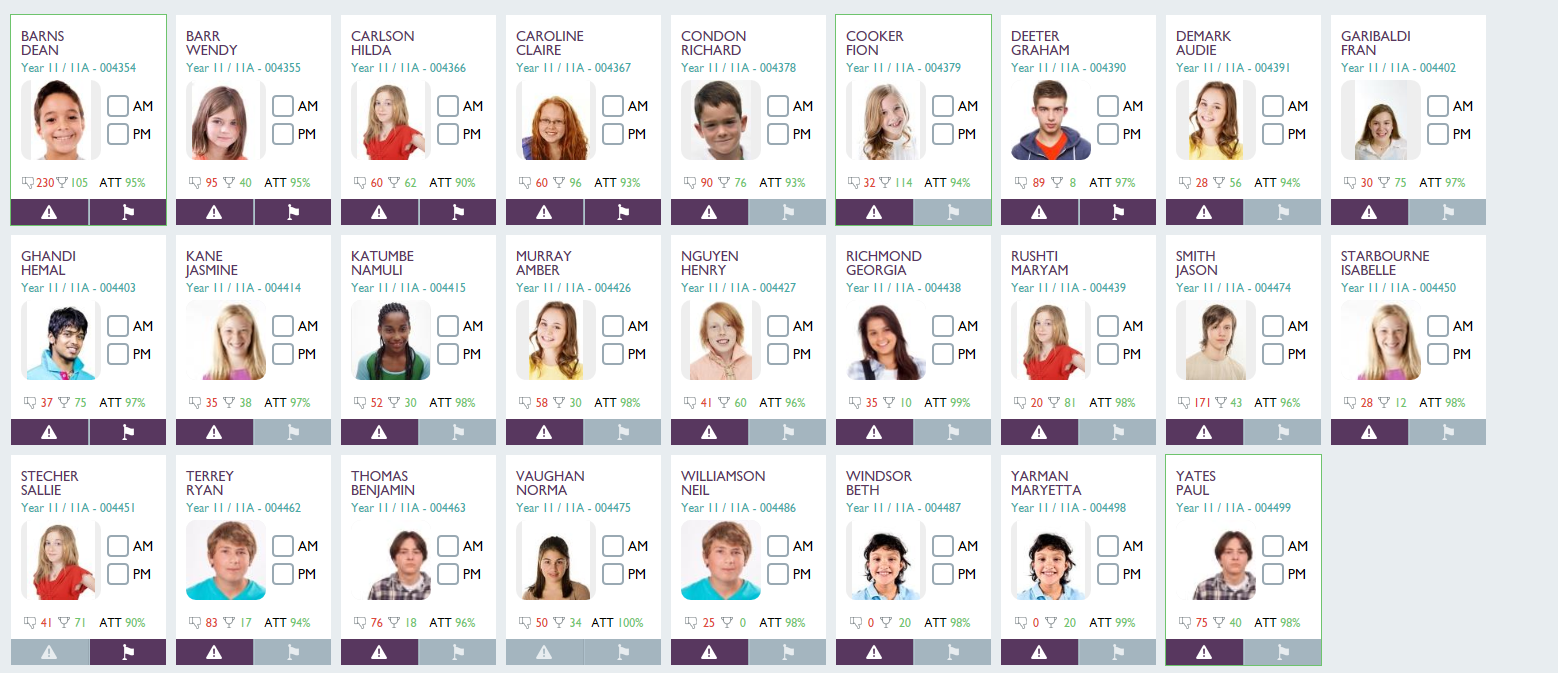
New functionality for The Scomis Desktop allows the teacher/user to input behaviour and achievement via the student registration screen.

From the student registration screen select the **‘pointed finger’** icon



**Select the student(s)**

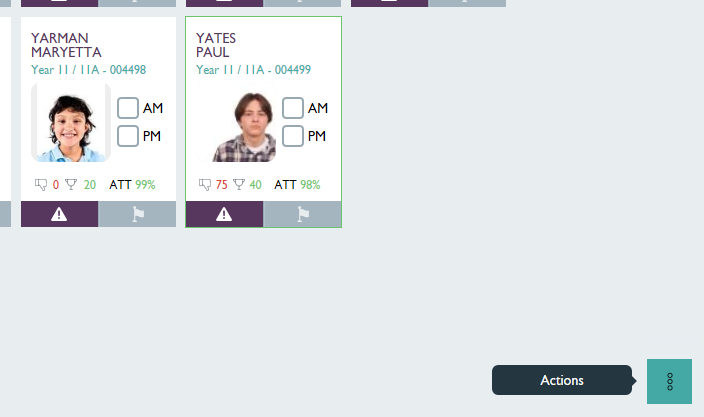
I have selected Dean Barnes, Paul Yates and Fion Cooker. The student image becomes highlighted



NB: For this example

If you wish to de-select a student – click on their name once again

**Select Actions**on the right of the screen

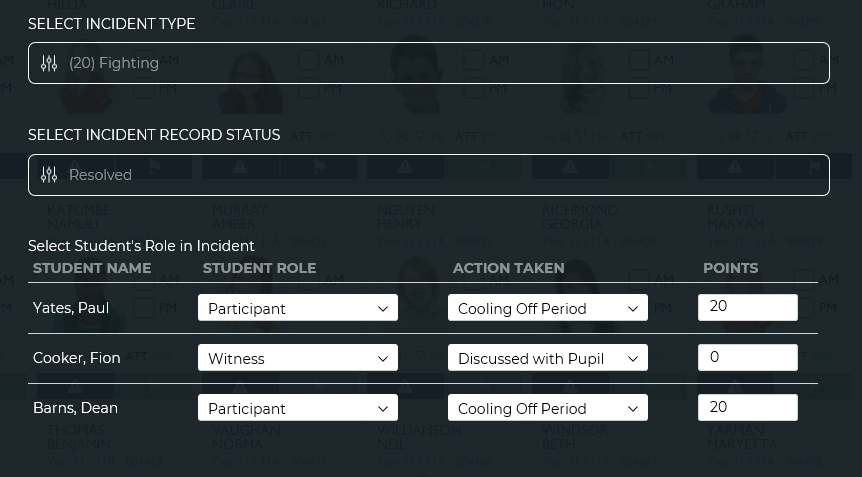


From the list select ‘**Quick Behaviour**’

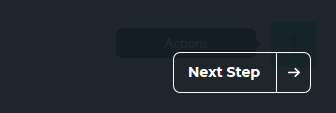


Screen displays with student(s) listed

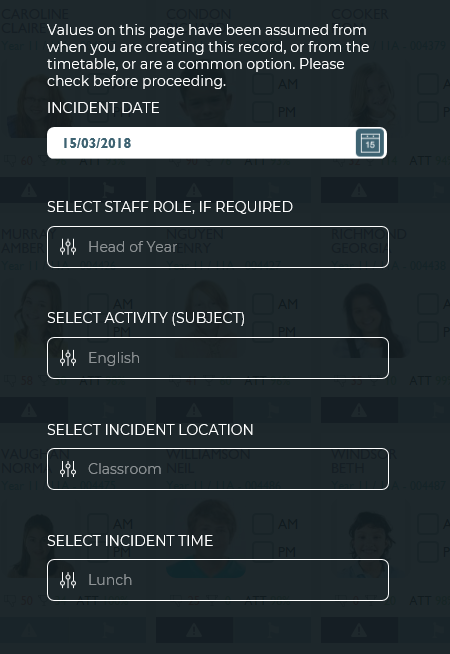
Complete the fields for **INCIDENT RECORD TYPE**, **INCIDENT RECORD STATUS STUDENT ROLE** and **ACTION TAKEN** as required from the drop-down boxes:



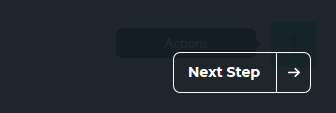
  Select **‘Next Step’** at the bottom right



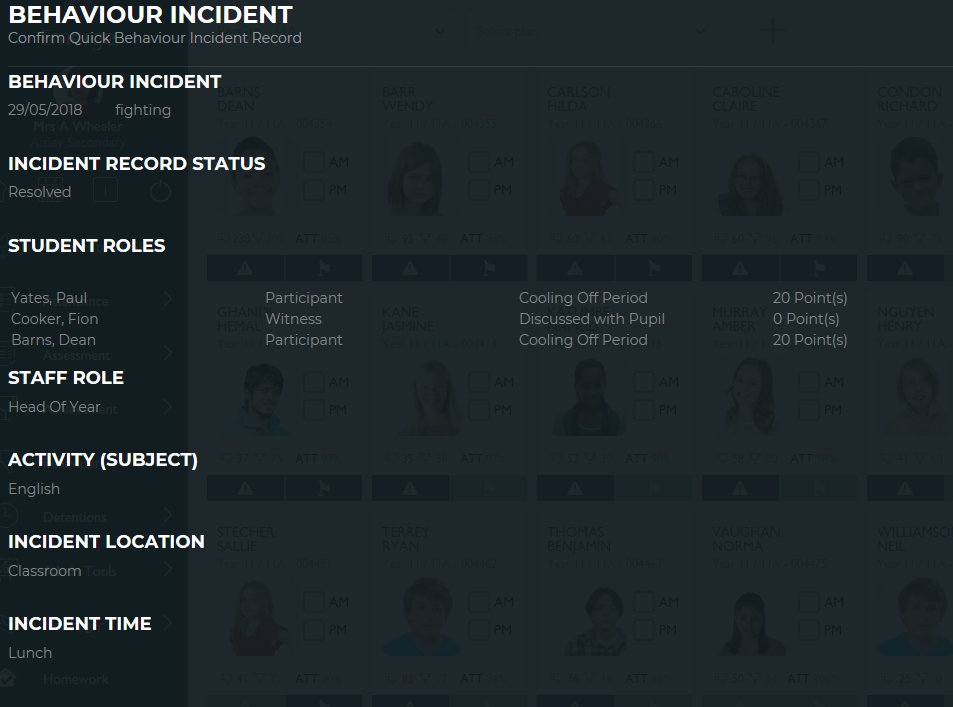
 Fill in the **Incident Date**, **Staff Role**, **Activity**, **Incident Location** and **Incident Time**



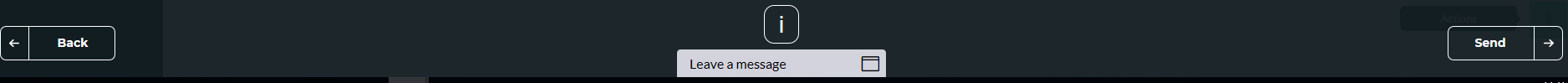
  Select **‘Next Step’** at the bottom right



The **Behaviour Incident** then displays

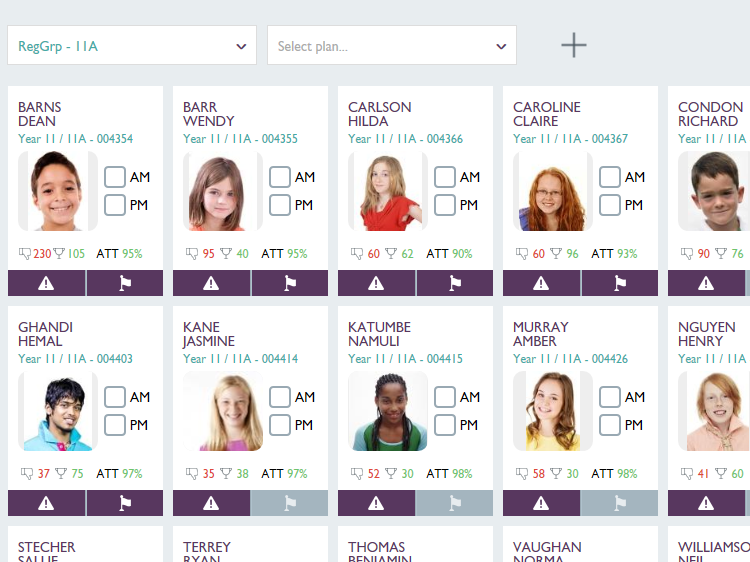


NB. At this point you have two options: **Back** (if you wish to make a change) or **Send** (to confirm and write data back to SIMS)

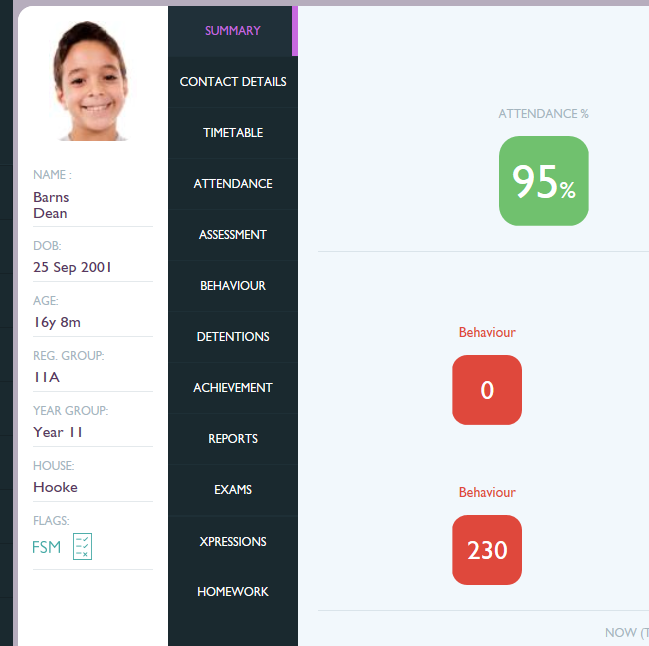


Select **‘x’** to get back to the Student registration screen

**Double click** on the **Student Name** in the registration screen, i.e. Dean Barnes



Select ‘**Behaviour**’

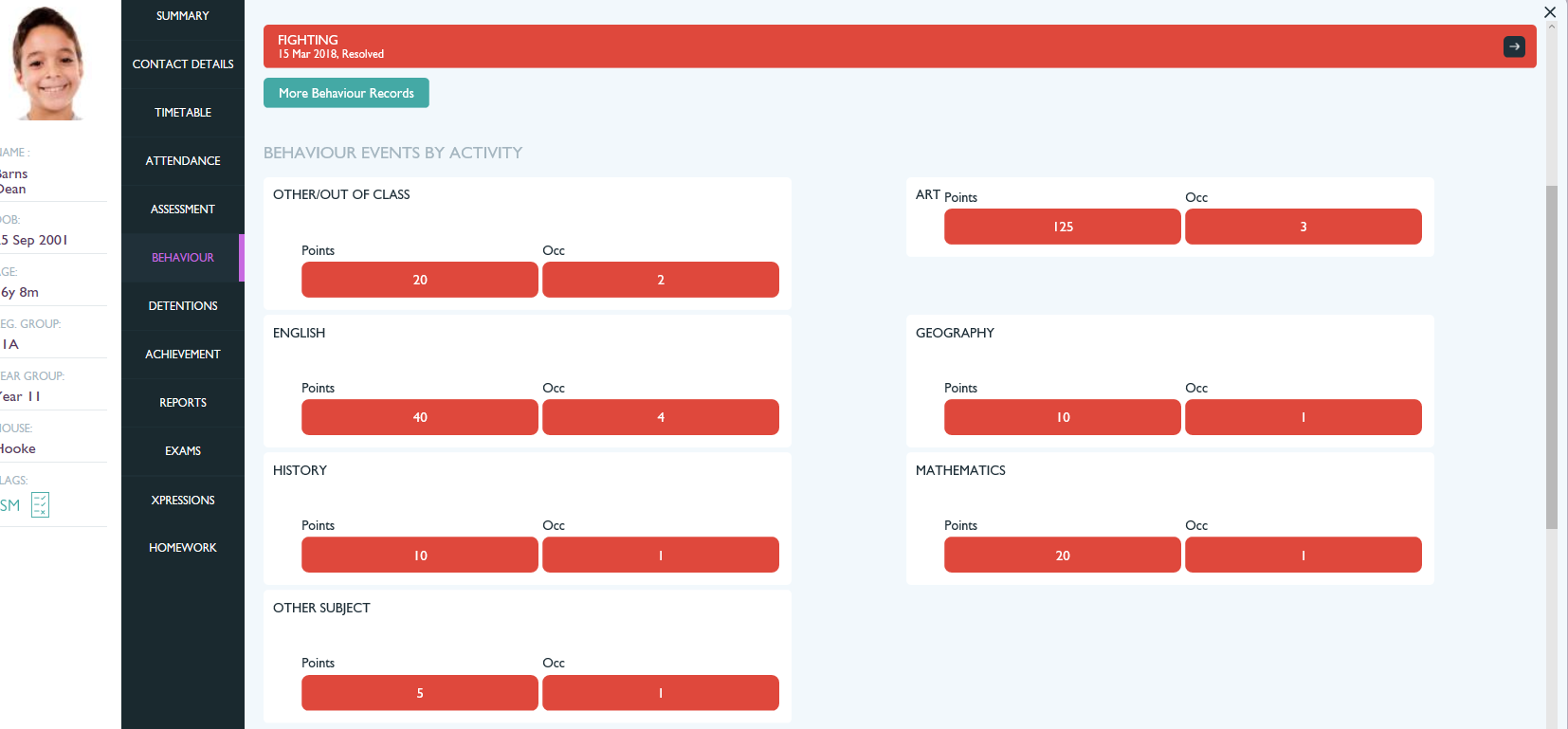


The Behaviour Incident for the **15th March 2018** is clearly displayed

Selecting the white arrow in the black box will provide more details



To view more information use the **scroll down bar**



Use the X button to return to the Behaviour Summary record for Dean Barnes or select the **Home** icon to return you to the Student Registration screen