

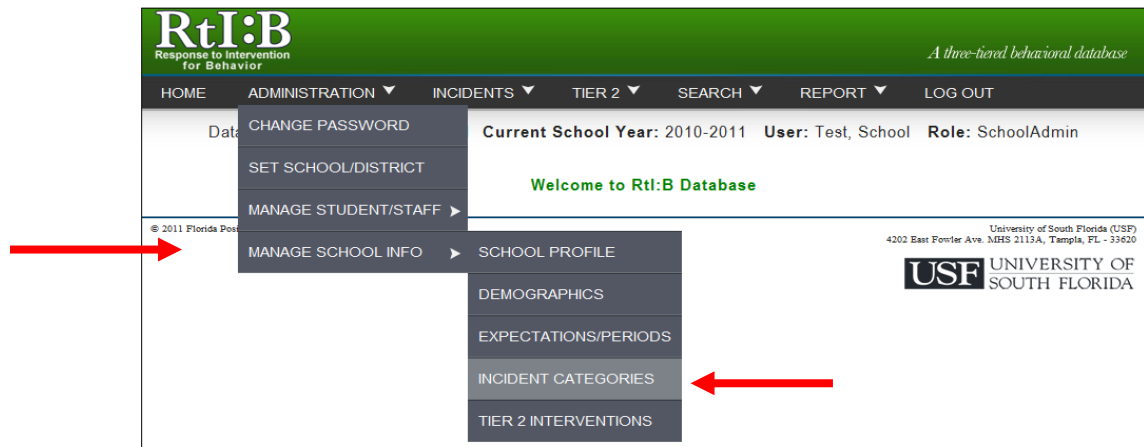
Custom Fields

Section Overview	Access Level
Add Custom Fields with drop-down menus	District Administrator School Administrator
Add custom problem behaviors and administrative decisions	Data Entry Coach

THE SHORT ANSWER: Schools and districts can add custom information to their Tier 1 incident entry options. The number of active fields is limited, and changes during the year should be avoided.

THE DETAILS:

1. After logging in, click on the “Administration” menu, “Manage School Info,” and then “Incident Categories.”



2. To add or edit a custom field, click on the button (“Add” or “View/Modify”) to the right of the field.

Manage Custom Features (School)

Schools may designate up to two custom fields, one custom “Major” problem behavior, one custom “minor” problem behavior, and two custom administrative decisions.

To edit existing custom field, please click on “View/Modify” button. To add a new custom field, click on “Add” button.

School's Custom Field 1	<input type="button" value="View/Modify"/>
School's Custom Field 2	<input type="button" value="Add"/>
Custom MAJOR Problem Behavior	<input type="button" value="View/Modify"/>
Custom MINOR Problem Behavior	<input type="button" value="View/Modify"/>
Custom Administrative Decision	<input type="button" value="Add"/>

Schools may designate up to 2 of the following:

- **General custom fields** with their own drop-down menus
- **Major** problem behaviors
- **Minor** problem behaviors
- **Administrative** decisions.
 - Each **district** may designate additional custom fields that will appear on all of their schools' incident entry screens. For more information, click [HERE](#).

ADD CUSTOM FIELDS WITH DROP DOWN MENUS

1. To **ADD** a new **CUSTOM FIELD**, type the category name into the first field and click **SAVE**.
 - a. Custom fields will appear at the bottom of screen 2 for incident entry.
 - b. Custom fields are **not required** for incident submission/entry, even if they are listed on the incident entry screen.

Manage Custom Features (School)	
<small>To edit the custom field, update textbox value and hit "Save." To discontinue the custom field, click on "Discontinue." To remove an option from the custom field's drop-down list, remove the checkmark next to the item's name. NOTE: Custom fields and drop-down list options should be considered throughout the school year - avoid making multiple changes to these options during the school year.</small>	
School's Custom Field 2	A Custom Field <input type="button" value="Save"/> <input type="button" value="Discontinue"/>
Custom Field 2 Drop-Down List Options	<input type="text"/> <input type="button" value="Add"/>

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2. To add items to the custom field's **DROP DOWN MENU**, type the name of the item into the **second** field and click **ADD**.
 - a. **If you make a mistake** while typing the category name, you can correct it by typing over the information and clicking "Save."

Manage Custom Features (School)	
<small>To edit the custom field, update textbox value and hit "Save." To discontinue the custom field, click on "Discontinue." To remove an option from the custom field's drop-down list, remove the checkmark next to the item's name. NOTE: Custom fields and drop-down list options should be considered throughout the school year - avoid making multiple changes to these options during the school year.</small>	
School's Custom Field 1	A Custom Field <input type="button" value="Save"/> <input type="button" value="Discontinue"/>
Custom Field 1 Drop-Down List Options	Bus #6 <input type="button" value="Add"/>

3. The drop-down menu item you just added will automatically display in a list below the fields with a check mark to indicate that it is active.

- a. You can add up to 50 items to the drop-down menu, but it's recommended that you limit the items to a much smaller number to make the data entry process easier for your users.
 - i. You can make drop-down menu items inactive at any time by removing their checkmark.
 - 1. **If you make a mistake** typing the name of an item for the drop-down menu, make the item "inactive" by taking away its check mark. You can enter the item correctly and "Add" it to the list – only the items with checkmarks will appear on the drop-down menu.

Manage Custom Features (School)

To edit the custom field, update textbox value and hit "Save." To discontinue the custom field, click on "Discontinue." To remove an option from the custom field's drop-down list, remove the checkmark next to the item's name.
NOTE: Custom fields and drop-down list options should be considered throughout the school year - avoid making multiple changes to these options during the school year.

School's Custom Field 1	A Custom Field	Save	Discontinue
Custom Field 1 Drop-Down List Options		Add	

Active	
<input type="checkbox"/>	1312
<input type="checkbox"/>	1852
<input type="checkbox"/>	2618
<input type="checkbox"/>	3487
<input type="checkbox"/>	4296
<input type="checkbox"/>	5
<input checked="" type="checkbox"/>	Bus #6
<input checked="" type="checkbox"/>	Bus 1
<input checked="" type="checkbox"/>	Bus 2
<input checked="" type="checkbox"/>	Bus 3

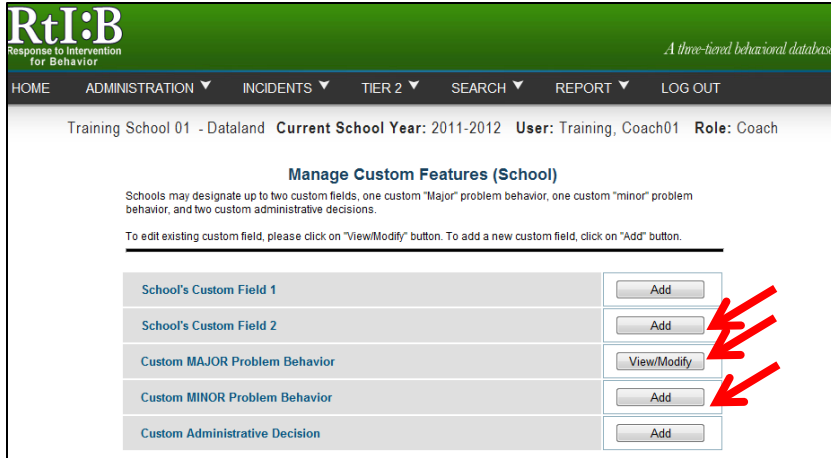
Your custom field will appear towards the bottom of screen 2 in Incident Entry:

- 4. To **REMOVE A CUSTOM FIELD** from your school, click **DISCONTINUE** next to the category title. The change will be immediately reversed if you change your mind by clicking "Continue."
 - a. **NOTE:** Avoid making multiple changes to your school's custom fields during a school year, as the changes will clutter your Tier 1 graphs.

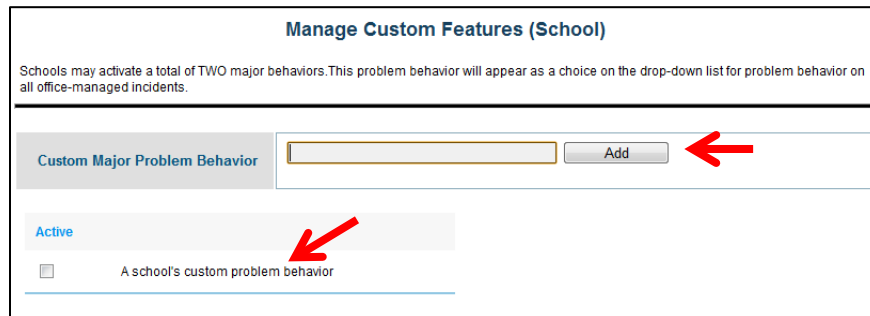
TIP: If your school would like to track incidents by bus number, they'll need to use one of their custom fields to record the information. Click [HERE](#) to see how it's done.

ADDING CUSTOM PROBLEM BEHAVIORS AND ADMINISTRATIVE DECISIONS

- 1. To **ADD** a custom problem behavior or administrative decision, select the category you're adding to from the main Custom Fields page. The button to select the category will say "Add" if you've never added a custom item to that category, or it will say "View/Modify" if you've added a prior custom item(s).

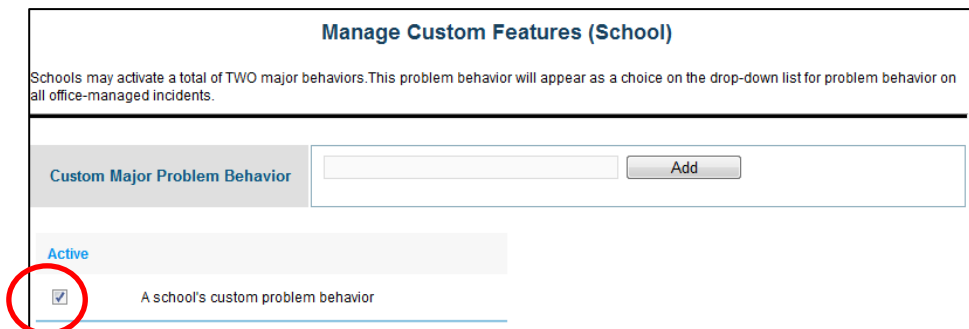


2. Type the name into the data entry field and click “**Add.**” The custom item will appear below the data entry field.



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3. Confirm your custom problem behavior or administrative decision in the list below the data entry field, and **add a checkmark to the item** when you're ready for it to appear as a choice for problem behavior or administrative decision. You'll be asked to confirm your decision, and then your choice will take effect immediately.



- a. Custom majors only appear on the problem behavior drop-down menu for MAJOR incidents.
- b. Custom minors only appear on the problem behavior drop-down menu for MINOR incidents.
- c. Custom administrative decisions appear as a selection for **all** incident types.

INCIDENT DETAIL

Location*

Context
The general activity taking place at the start of the incident

Problem behavior*

Others participating*
Individuals who were actively involved in the incident

Possible motivation
Your best guess about why the student engaged in this behavior

Bus Number

Expectation violated

Additional information
Brief narrative regarding circumstances or incident

Abusive Language
Aggression/Fighting
Disrespect
Disruption
Dress Code
Forgery/Theft
Gang Affiliation/Display
Harassment/Teasing
Inappropriate Display Affection
Lying/Cheating
Major Other
Phys. Contact
Possession/ Use of combustibles
Property Damage < \$1000
Property Misuse
Sch1PBMajor1
Sch1PBMajor2
Tardy
Technology Violation

Major Incident Submission - Part III

After reviewing and/or updating the incident summary, record the disciplinary decision/action that was taken in regards to this incident. You may record multiple decisions per incident.

DECISION INFORMATION

Admin decision

Other comment

Apology
Bus Suspension
Conference with Parent
Contract (earn privilege)
Corporal Punishment
Curriculum Change
Custom Admin Decision
Detention
Expulsion
In-School Suspension
Instructional Change
Lose class privilege
Other - Major
Out-of-School Suspension
Parent Shadowing/Report
Peer Court
Peer Mediation
Phone Parent
Problem solving
Re-Teach, Practice Expectation
Referral to Law Enforcement
Restitution
Restraint
Sat. School
Schedule Change
Seclusion
Time in Office
Work Detail

4. To **remove** old custom problem behaviors or administrative decisions, remove the checkmark from the item (picture below).
 - a. Avoid making multiple changes to custom categories during the school year, as this will impact your school's reports.
 - b. Please note that you cannot delete any of the items on the list regardless if it is inactive. If you misspell an entry you must enter it again, you cannot edit the incorrect entry.

Manage Custom Features (School)

Schools may activate a total of TWO major behaviors. This problem behavior will appear as a choice on the drop-down list for problem behavior on all office-managed incidents.

Custom Major Problem Behavior

Active

<input type="checkbox"/>	IDA
<input checked="" type="checkbox"/>	Sch1PBMajor1
<input checked="" type="checkbox"/>	Sch1PBMajor2

Inactive/Historical field

Active/Current fields

Note: The procedure for setting up a district-level custom field, problem behaviors, or administrative decision is similar to the procedure for school-level fields. Click [HERE](#) to jump to the section of the guide for District Administrators.