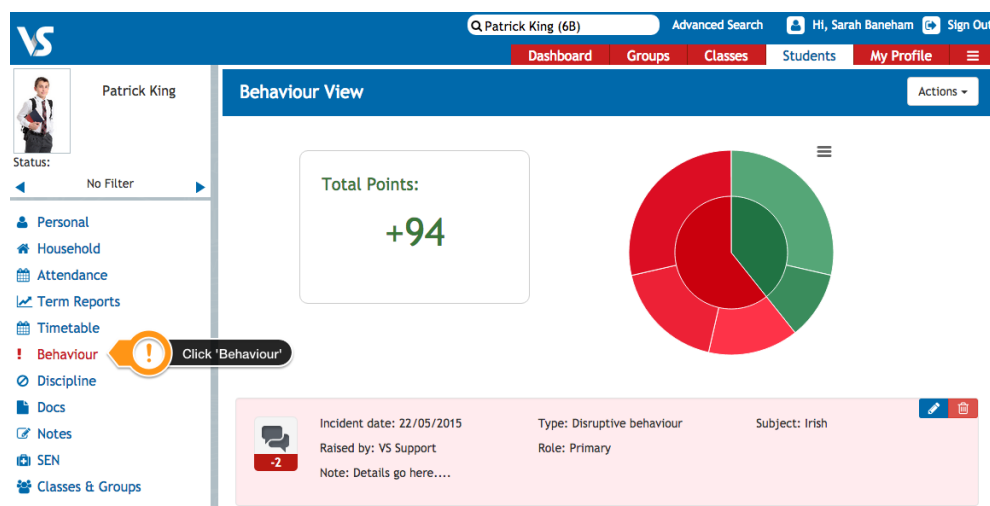


## HOW TO ASSIGN BEHAVIOUR RECORDS IN VSWARE.

**Step 1.** Visit a student's profile page and click the Behaviour menu item in the left hand menu. The behaviour page will list all existing behaviour records for the student.



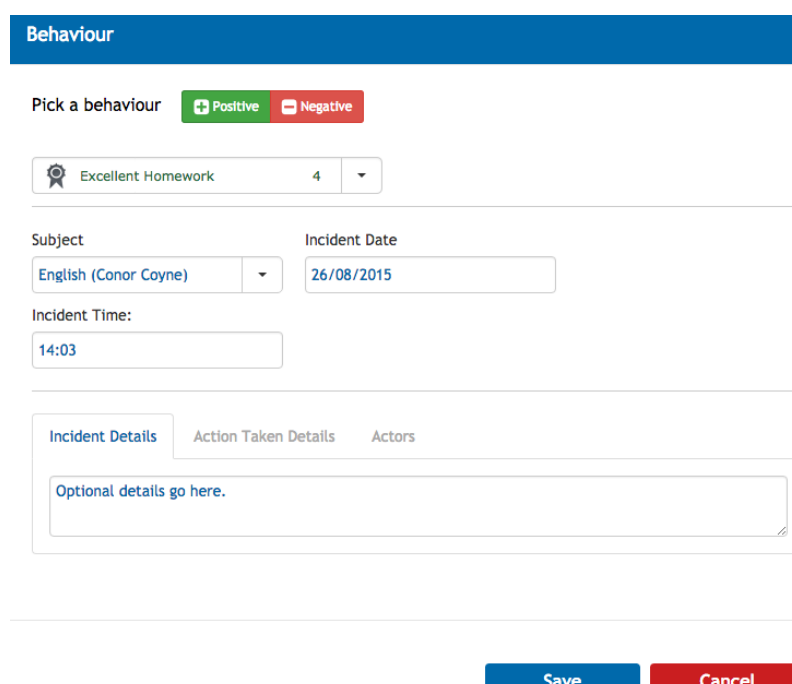
The screenshot shows the 'Behaviour View' page for a student named Patrick King. The page has a blue header with the VSware logo and navigation tabs: Dashboard, Groups, Classes, Students, and My Profile. On the left, there is a sidebar with a list of menu items: Personal, Household, Attendance, Term Reports, Timetable, Behaviour (highlighted with an orange circle and a 'Click 'Behaviour'' tooltip), Discipline, Docs, Notes, SEN, and Classes & Groups. The main content area shows 'Total Points: +94' and a donut chart. Below this, there is a table of incidents. One incident is visible: Incident date: 22/05/2015, Type: Disruptive behaviour, Subject: Irish, Raised by: VS Support, Role: Primary. A tooltip for the 'Behaviour' menu item says 'Click 'Behaviour''.

**Step 2.** From within the behaviour screen, click Actions > Add New Behaviour.



This screenshot shows the 'Behaviour View' page with a blue header. In the top right corner, there is an 'Actions' dropdown menu. Below it, a large orange arrow button with a white exclamation mark icon and the text 'Add New Behaviour' is highlighted. To the right of this button, there is a smaller button with the text 'Add New Behaviour'.

**Step 3)** A popup will appear. Select either Positive or Negative category. Next select the appropriate incident type. Select a subject, date, time, and enter some optional details. Click Save when finished.



The screenshot shows the 'Behaviour' popup form. It has a blue header with the text 'Behaviour'. Below the header, there are two buttons: '+ Positive' (green) and '- Negative' (red). Under these buttons, there is a section for 'Pick a behaviour' with a dropdown menu showing 'Excellent Homework' and a value of '4'. Below this, there are fields for 'Subject' (English (Conor Coyne)), 'Incident Date' (26/08/2015), and 'Incident Time' (14:03). At the bottom, there is a section for 'Optional details go here.' with a text area. At the very bottom, there are two buttons: 'Save' (blue) and 'Cancel' (red).