



openSIS Discipline Module Guide

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Discipline Module Navigation

List Main and Submenu items

- Add Referral
- Referral Reports
 - Referral Search
 - Behavior Report
 - Administrative Report
 - Referral Report
 - Month Wise Referral Graph
 - Decision Wise Graph
 - Behavior Wise Graph
- Setup
 - Discipline Categories
 - Default Field Values
 - Custom Field Values

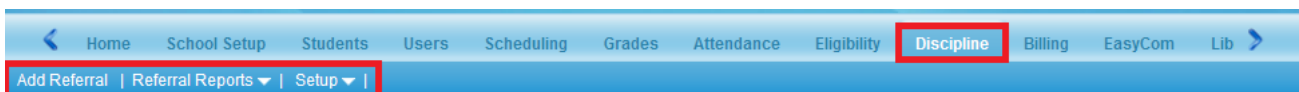


Fig 1. Sub menus under discipline menu

Discipline Module Setup

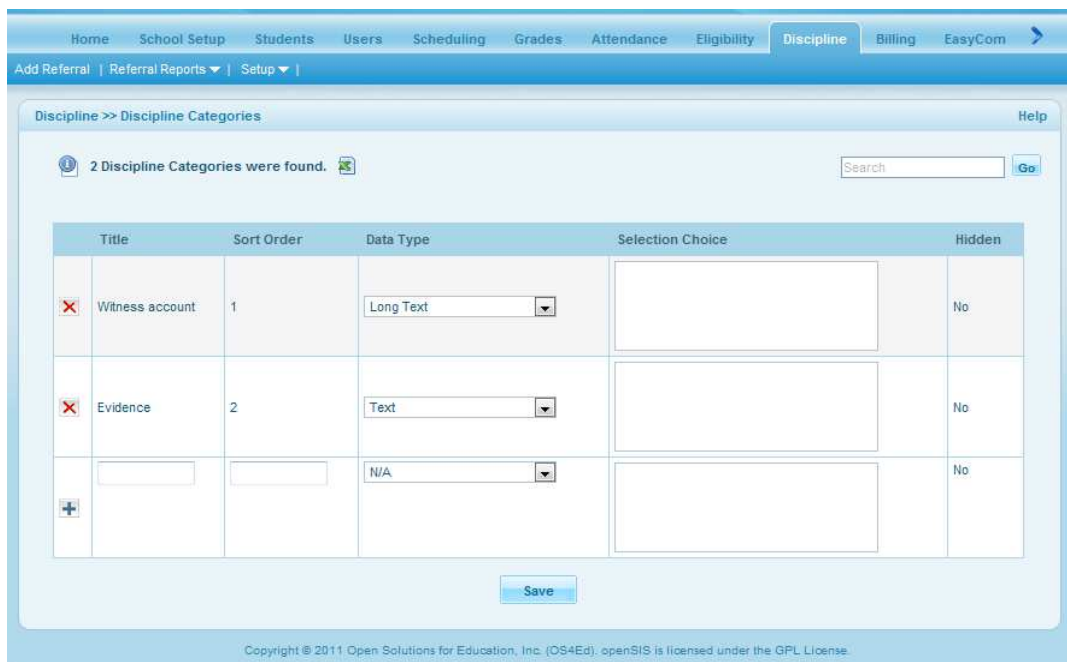
Go thru each setup menus and items inside



Fig 2A. Different sub menus under set up

Setup Discipline Categories

By default the referral form has all the necessary categories and fields needed to capture an infraction properly. If you think you need additional data entry fields, you can use this section to create the additional fields as showed below in Fig 2B.



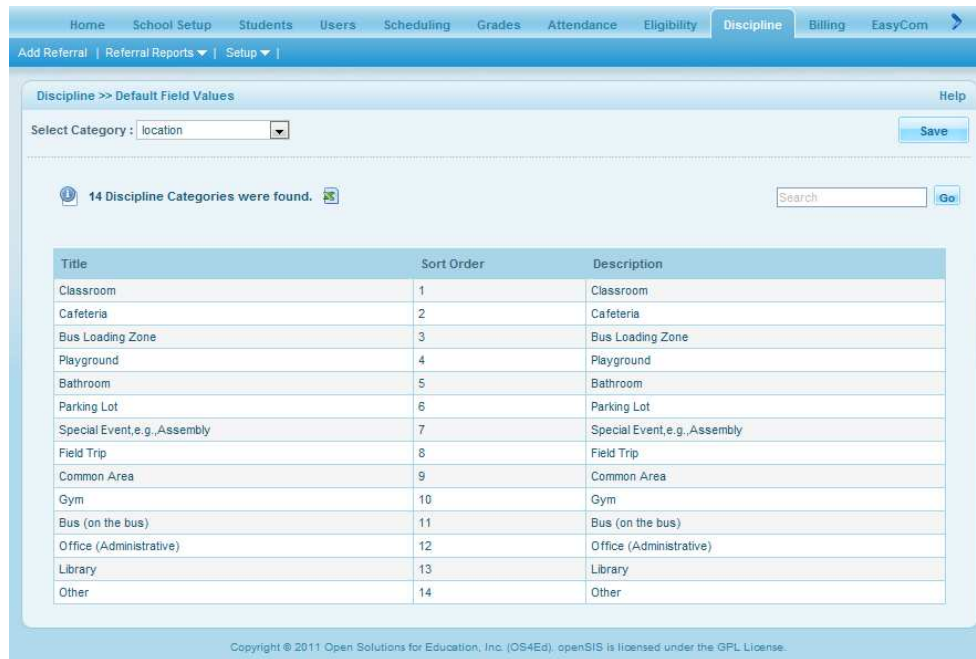
	Title	Sort Order	Data Type	Selection Choice	Hidden
<input checked="" type="checkbox"/>	Witness account	1	Long Text	<input type="text"/>	No
<input checked="" type="checkbox"/>	Evidence	2	Text	<input type="text"/>	No
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	N/A	<input type="text"/>	No

Save

Fig 2B. Discipline categories

Default Field Values

The default field values are mainly to see what values are available for the drop down items within each single select field.



Discipline >> Default Field Values

Select Category : location

14 Discipline Categories were found.

Title	Sort Order	Description
Classroom	1	Classroom
Cafeteria	2	Cafeteria
Bus Loading Zone	3	Bus Loading Zone
Playground	4	Playground
Bathroom	5	Bathroom
Parking Lot	6	Parking Lot
Special Event, e.g., Assembly	7	Special Event, e.g., Assembly
Field Trip	8	Field Trip
Common Area	9	Common Area
Gym	10	Gym
Bus (on the bus)	11	Bus (on the bus)
Office (Administrative)	12	Office (Administrative)
Library	13	Library
Other	14	Other

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Fig 2C. Default field values

Custom Field Values

If you want to add values to the pick list, use this menu option to enter the data. First select the Category and then add the value, sort order and the description. See Fig 2D for details



Discipline >> Custom Field Values

Select Category : location

1 Discipline Category was found.

Title	Sort Order	Description
<input type="checkbox"/> <input type="text" value="Laboratory"/>	15	In the lab

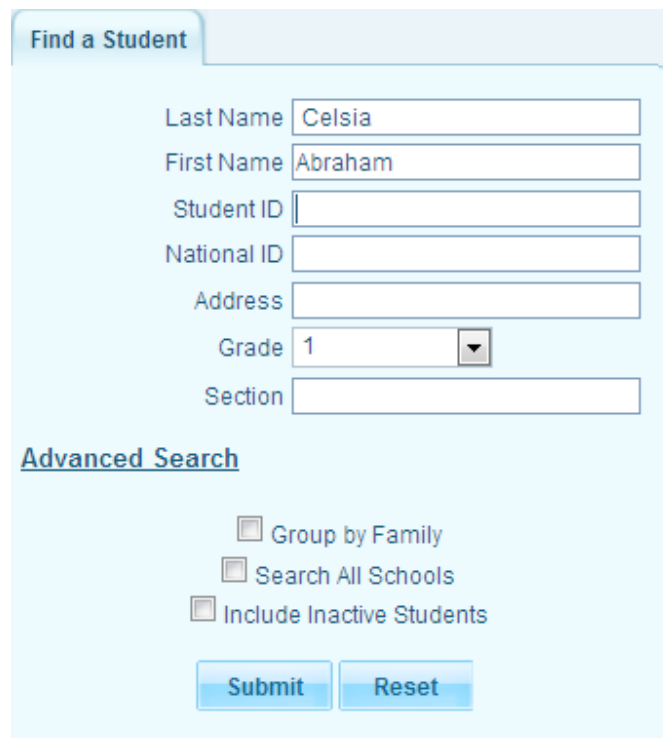
Save

Fig 2D. Custom field values

Adding Referrals

To add referrals you have to go through the following steps

- 1) Go to Discipline >> Add Referral
- 2) Find the student for whom you want to add a disciplinary action see Fig 3A.



The form is titled "Find a Student" and contains the following fields:

- Last Name: Celsia
- First Name: Abraham
- Student ID: (empty)
- National ID: (empty)
- Address: (empty)
- Grade: 1 (dropdown menu)
- Section: (empty)

Below the search fields is an "Advanced Search" section with three checkboxes:

- ☐ Group by Family
- ☐ Search All Schools
- ☐ Include Inactive Students

At the bottom are two buttons: "Submit" and "Reset".

Fig 3A . Find a student search form

- 3) From the list, select that student shown in Fig 3B.

Student	Student ID	Alternate ID	Grade	Phone
Abraham, Celsia	1695	ABRC000501695	4	
Abraham, Cherry - Ann	1680	ABRC030801680	3	
Abraham, Kelsia	1718	ABRK010601718	5	
Abraham, Kurdelia	1669	ABRK030601669	2	
Abraham, Latisha	1731	ABRL990601731	6	
Africa, Ersia	1650	AFRE040901650	1	

Fig 3B. Student list from search result

4) Fill out the referral form and save as given in Fig 3C.

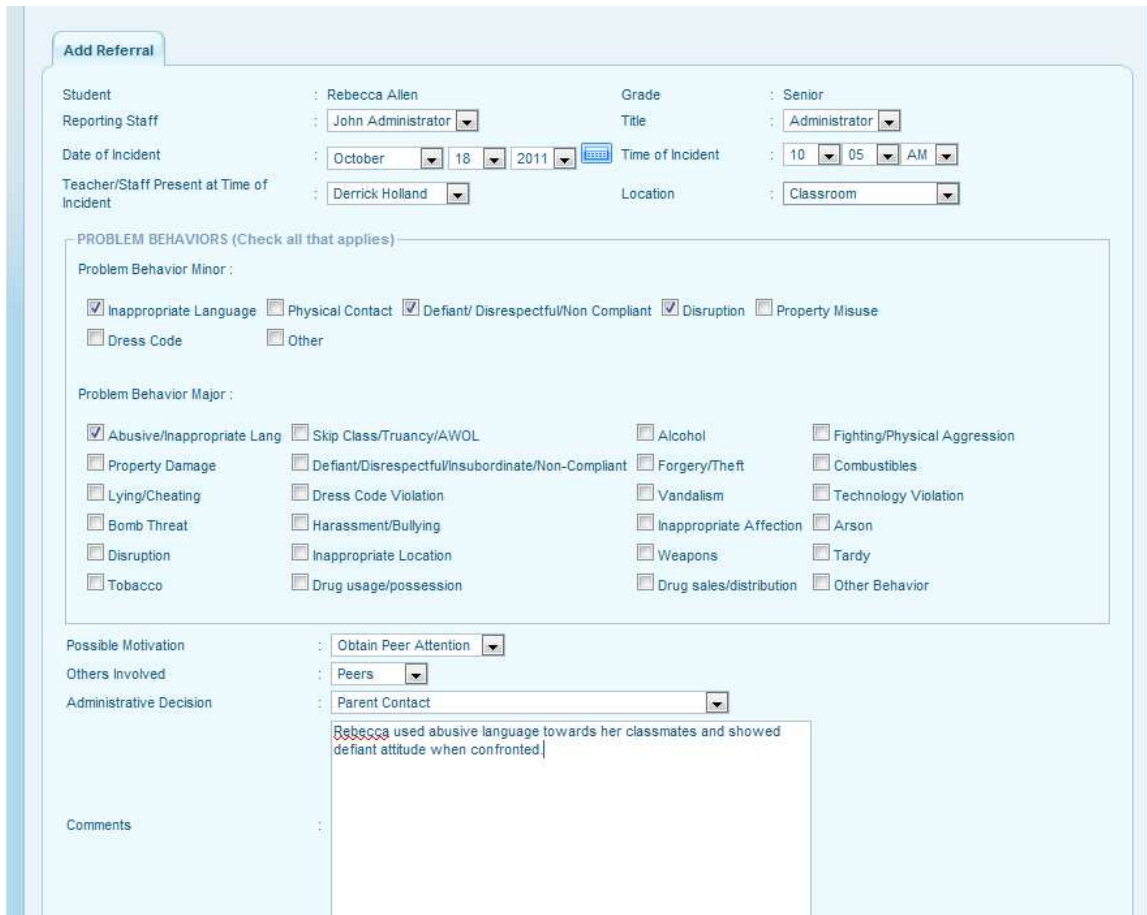


Fig 3C. Referral form.

Referral Reports

Referral Report helps you to get a graphical and compact data view of all the referrals listed.

You can find the following reports.

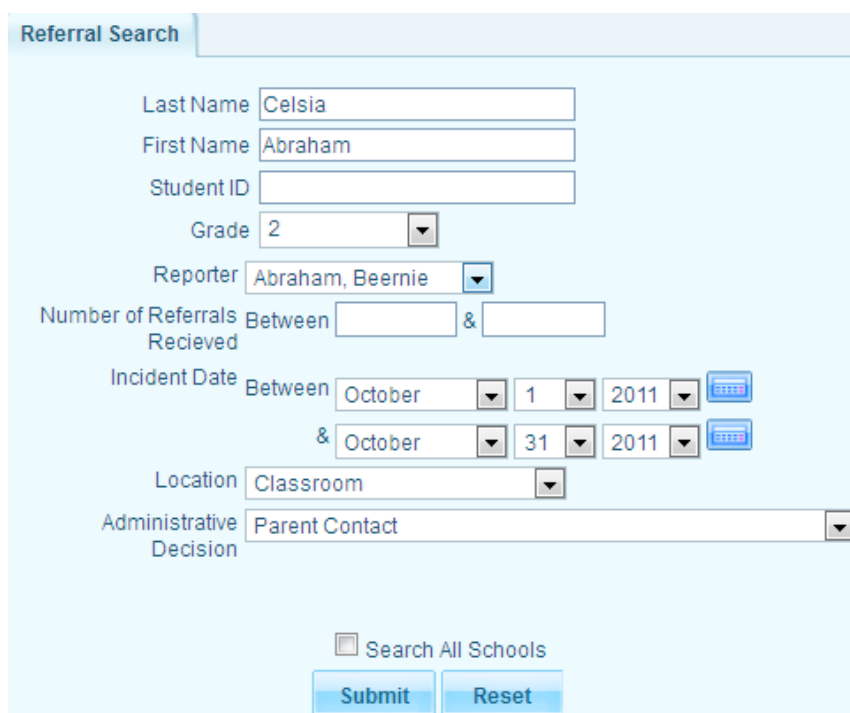
- Referral Search
- Behavior Report
- Administrative Report
- Referral Report
- Month Wise Referral Graph
- Decision Wise Graph

- Behavior Wise Graph

Referral Search

Go to Discipline >> Referral Search

You will get a referral search form see Fig 3D, to perform the search with criteria click on submit.



The form is titled "Referral Search" and contains the following fields:

- Last Name: Celsia
- First Name: Abraham
- Student ID: (empty)
- Grade: 2
- Reporter: Abraham, Beernie
- Number of Referrals Recieved: Between (empty) & (empty)
- Incident Date: Between October 1, 2011 & October 31, 2011
- Location: Classroom
- Administrative Decision: Parent Contact
- ☐ Search All Schools
- Submit button
- Reset button

Fig 3D Referral search form

Now click on the referral list to get the detail view see Fig 3D

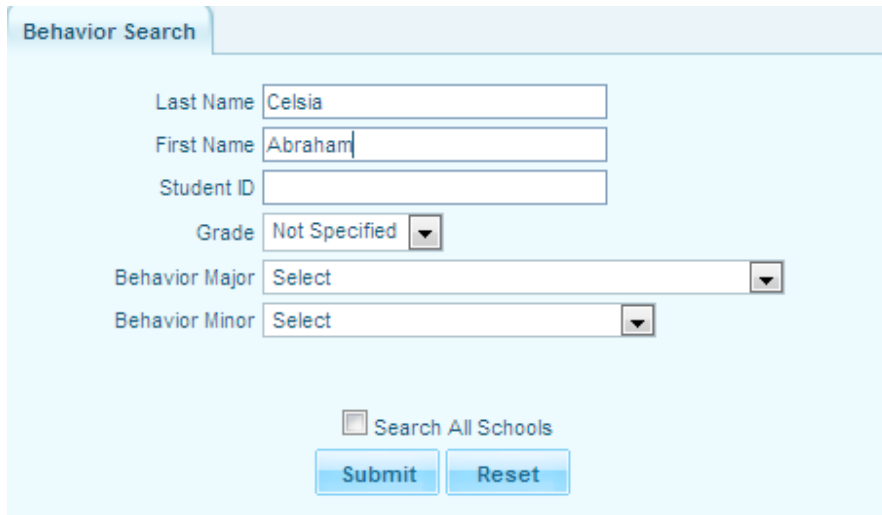
Student	Student ID	Grade	Referrals	Most Recent Referral	School
Tisadde Africa	1645	k	1	2011-09-29	Woodford Hill Primary School
Taadde Africa	1651	1	3	2011-10-19	Woodford Hill Primary School
Kurdelia Abraham	1669	2	1	2011-09-01	Woodford Hill Primary School
Cherry - Ann Abraham	1680	3	1	2011-10-19	Woodford Hill Primary School
Celsia Abraham	1695	4	1	2011-10-19	Woodford Hill Primary School
Shantel Africa	1697	4	1	2011-11-02	Woodford Hill Primary School
Sherquan Africa	1708	5	1	2011-11-01	Woodford Hill Primary School
Latisha Abraham	1731	6	1	2011-09-09	Woodford Hill Primary School

Fig 3E. Referral list view

Behavior Report

To get Behavior Report from the system you have to go through the following steps

Go to Discipline >> Behavior Report



The form is titled "Behavior Search" and contains the following fields:

- Last Name: Celsia
- First Name: Abraham
- Student ID: (empty)
- Grade: Not Specified (dropdown menu)
- Behavior Major: Select (dropdown menu)
- Behavior Minor: Select (dropdown menu)
- ☐ Search All Schools
- Submit button
- Reset button

Fig 3F. Behavior report search form

To perform the search click on submit see Fig 3F you will get the report list like Fig 3G.

Now to get the details of specific referral click on student.

Student	Student ID	Grade	Reporter	Incident Date	location	Problem Behavior Minor	Problem Behavior Major	Possible Motivation	Others Involved	Administrative Decision
Celsia Abraham	1695	4	Admin Administrator	2011-10-19	Classroom	Inappropriate Language	Abusive/Inappropriate Lang, Skip Class/Truancy/AWOL	Avoid Tasks/Activities	None	Parent Contact
Taadde Africa	1651	1	Admin Administrator	2011-10-19	Classroom	Inappropriate Language	Abusive/Inappropriate Lang, Property Damage, Lying/Cheating	Don't Know	None	Parent Contact

Fig 3G. Behavior report

Administrative Report

To get Administrative Report

Go to Discipline >> Administrative Report.

You will get list of administrative report to filter the result you can use select box name as 'Select Administrative Decision' see Fig 3H.

Select Administrative Decision : Parent Contact ☐ Search All Schools

Search

Student	Student ID	Grade	Reporter	Incident Date	Location	Problem Behavior Minor	Problem Behavior Major	Possible Motivation	Others Involved	Administrative Decision
Celsia Abraham	1695	4	Admin Administrator	2011-10-19	Classroom	Inappropriate Language	Abusive/Inappropriate Lang, Skip Class/Truancy/AWOL	Avoid Tasks/Activities	None	Parent Contact
Taadde Africa	1651	1	Admin Administrator	2011-10-19	Classroom	Inappropriate Language	Abusive/Inappropriate Lang, Property Damage, Lying/Cheating	Don't Know	None	Parent Contact
Tisadde Africa	1645	k	Admin Administrator	2011-09-29	Classroom		Abusive/Inappropriate Lang, Alcohol	Don't Know	None	Parent Contact

Fig 3H. Administrative report

Referral Report

To get referral report Go to Discipline >> Referral Report.

No of Referral 1

Print

Search

Student	Student ID	Grade	Referrals	Most Recent Referral	School
Tisadde Africa	1645	k	1	2011-09-29	Woodford Hill Primary School
Taadde Africa	1651	1	3	2011-10-19	Woodford Hill Primary School
Kurdellia Abraham	1669	2	1	2011-09-01	Woodford Hill Primary School
Cherry - Ann Abraham	1680	3	1	2011-10-19	Woodford Hill Primary School
Celsia Abraham	1695	4	2	2011-10-19	Woodford Hill Primary School
Shantel Africa	1697	4	1	2011-11-02	Woodford Hill Primary School
Sherquan Africa	1708	5	1	2011-11-01	Woodford Hill Primary School
Latisha Abraham	1731	6	1	2011-09-09	Woodford Hill Primary School

Fig 3I. Referral report

You will get a list of referrals here you can sort list the data with no of referral see Fig 3I..

Month Wise Referral Graph

To get a month wise report on referrals

Go to Discipline >> Month Wise Referral Graph .It show a graphical view of report see Fig 3I.

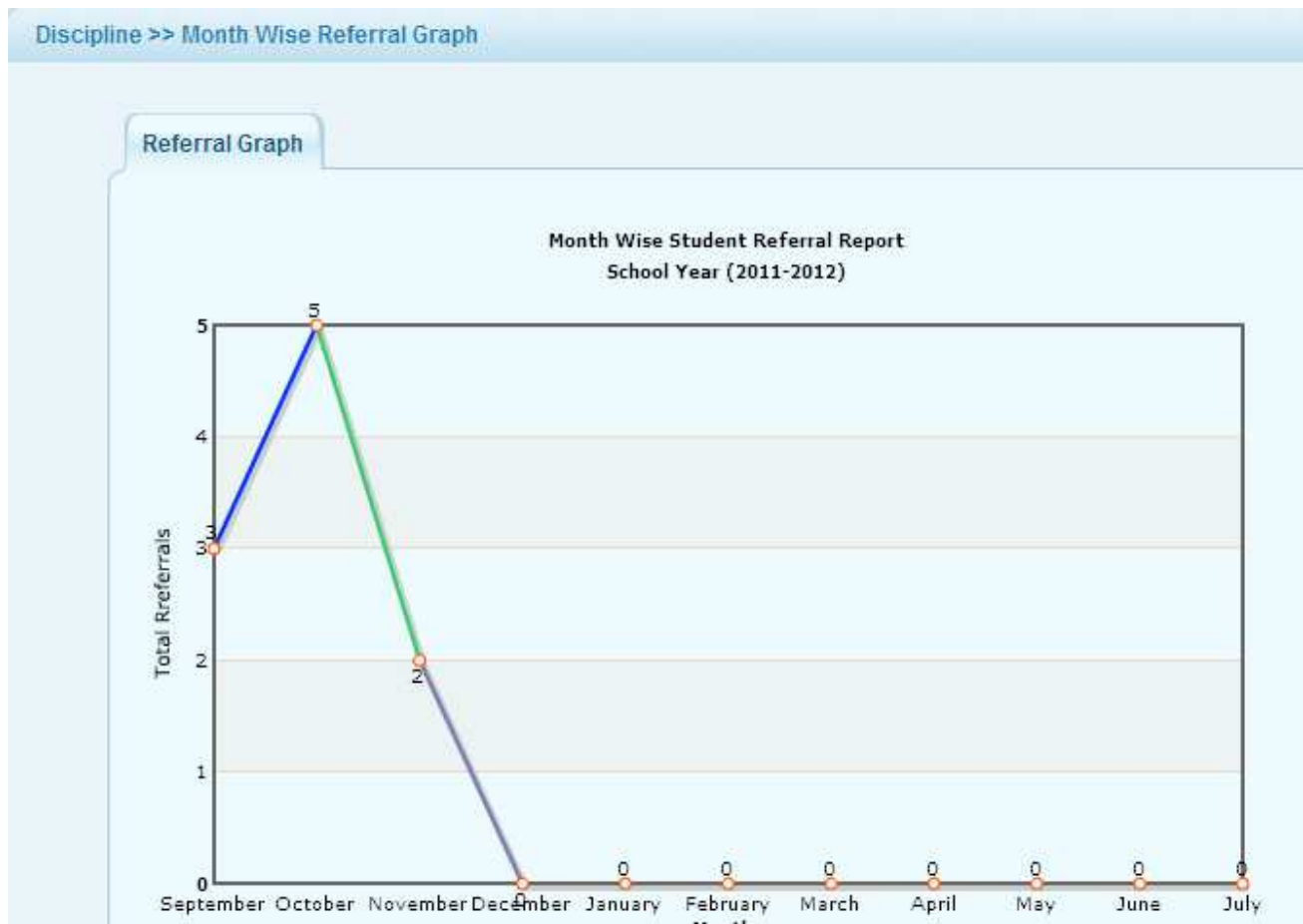


Fig 3J. Month Wise Referral Graph

Decision Wise Graph

Decision wise graph shows you the referral report on graphical view. Graph created on basis of decision taken see Fig 3K.

Different graphs are a) bar graph b) pie graph.

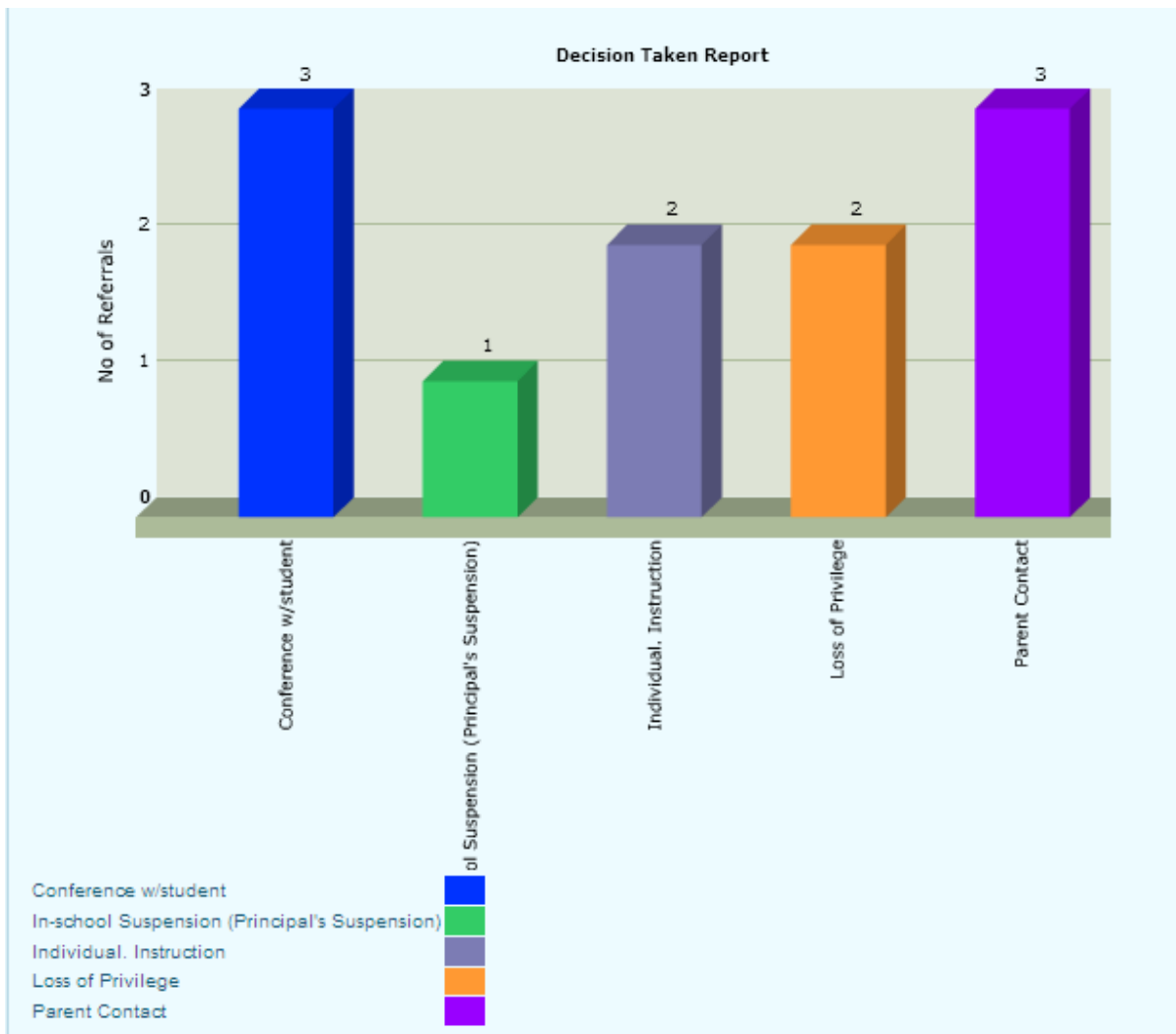


Fig 3K. Decision wise graph

Behavior Wise Graph

Behavior wise graph shows you the referral report on graphical view. Graph created on basis of 'problem behaviors see Fig 3L..

Different graphs are a) behavior major(bar) b) behavior major(pie) c) behavior minor(bar) d) behavior minor(pie).

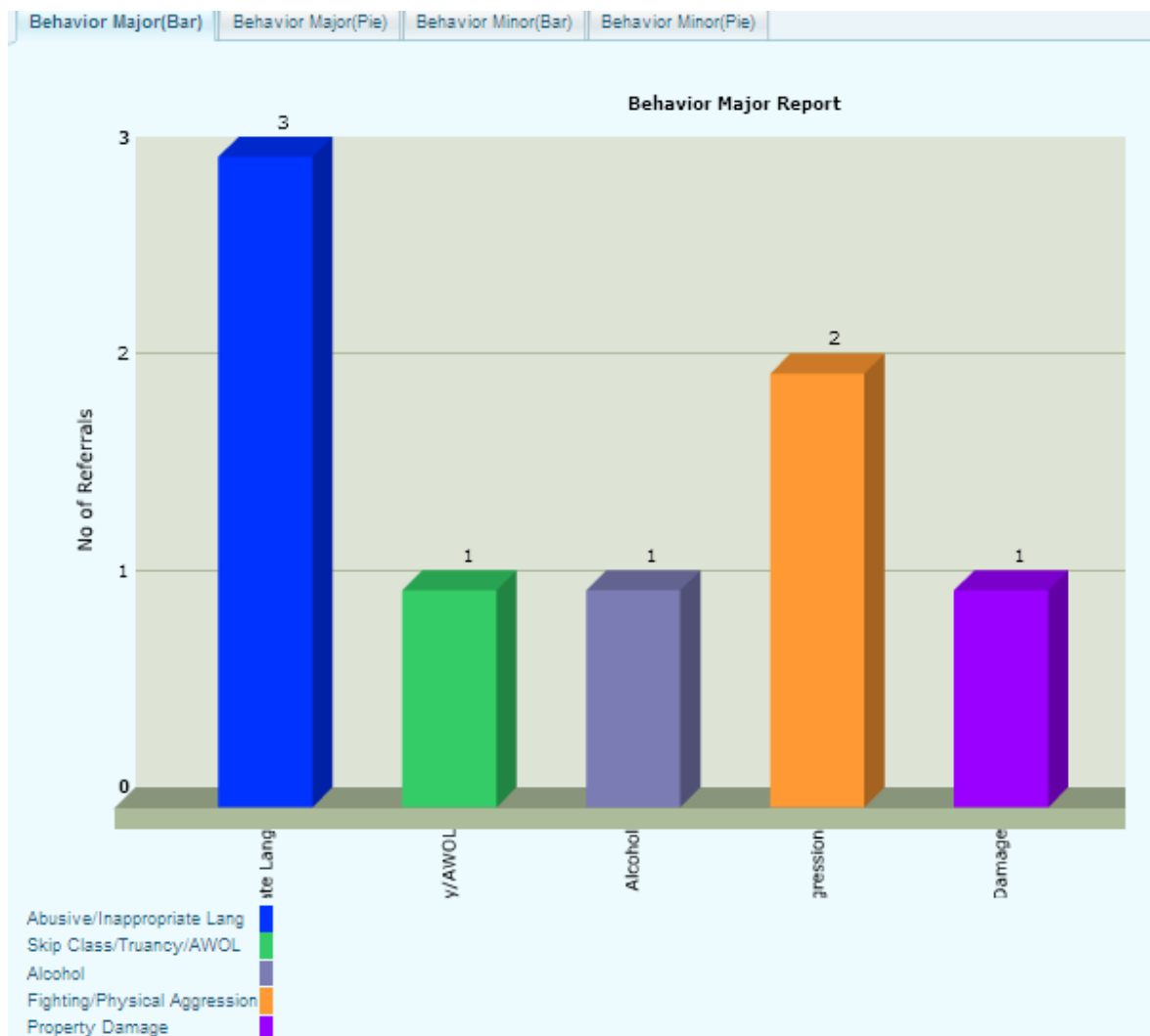


Fig 3L. Behavior Wise Graph



User View

If any user logs in with proper user id and password he will find message on the dashboard if any referral is reported see Fig 4.

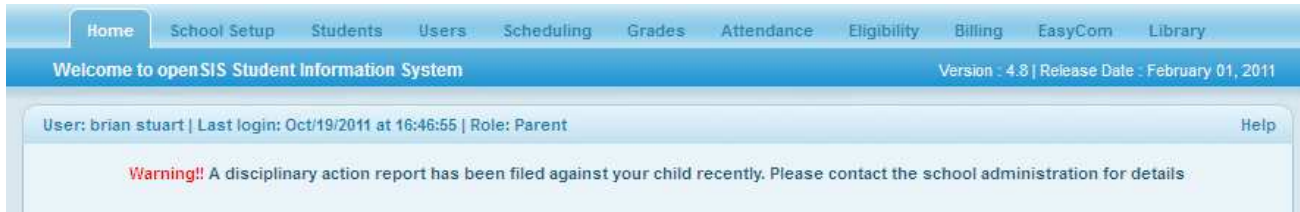


Fig 4 User alert