Preferences (Behavior) [.2124 - .2211]

Last Modified on 10/22/2022 10:48 am CDT
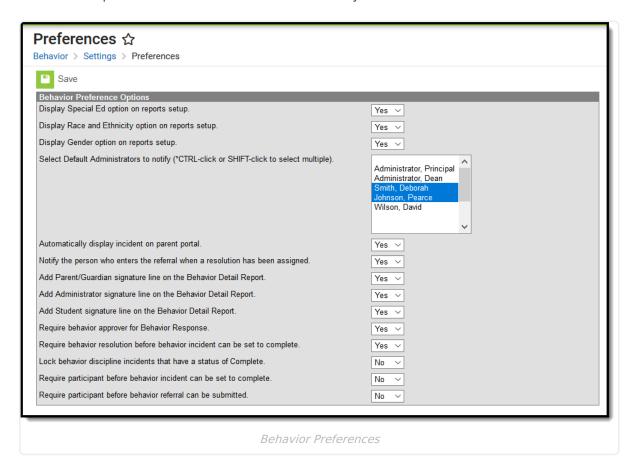
> You are viewing a previous version of this article. See Preferences (Behavior) for the most current information.

Preference Options

Classic View: *Behavior > Admin > Preferences*

Search Terms: *Behavior Preferences, Preferences*

The Behavior Preferences tab allows users to set preferences for what participant information is included in reports and which users are automatically notified of submitted referrals.

Behavior Preferences

Preference Options

Option	Description
Display Special Ed Option on reports setup	Setting this option to **Yes** adds a **Special Ed** option to the Display area of the Event, Resolution and Removal report editors. When selected, this report display option includes an indication of whether the student has an active, locked IEP at the time of the Incident in the report.

Option	Description
Display Race and Ethnicity option on reports setup	Setting this option to **Yes** adds a **Race/Ethnicity** option to the Display area of the Event, Resolution and Removal report editors. When selected, this report display option includes an indication of the participant's Race/Ethnicity in the report.
Display Gender option on reports setup	Setting this option to **Yes** adds a **Gender** option to the Display area of the Event , Resolution and Removal report editors. When selected, this report display option includes an indication of the participant's gender in the report.
Select Default Administrators to notify (CTRL-click or SHIFT-click to select multiple	Individuals listed are those who have **Behavior Admin** selected on their District Assignments. Selecting individuals causes them to be selected by default in the **Notify** section of the Behavior Referral. Default selections can be modified in the Referral.

A process alert is sent, and the user also receives an email when the **Staff** checkbox marked on the **Personal Contact Information** section on their Demographics record. |
Automatically display incident on parent portal	Setting this option to **Yes** makes the **Display on Portal** checkbox marked automatically for all participants.
Notify the person who enters the referral when a resolution has been assigned.	Setting this option to **Yes** notifies the individual who submitted the referral when a resolution is assigned to a participant. A process alert is sent, and the user also receives an email when the **Staff** checkbox marked on the **Personal Contact Information** section on their Demographics record.
Add Parent/Guardian signature line on the Behavior Detail Report	Setting this option to **Yes** adds a Parent/Guardian signature line to the Behavior Detail Report.
Add Administrator signature line on the Behavior Detail Report	Setting this option to **Yes** adds an Administrator signature line to the Behavior Detail Report.
Add Student signature line on the Behavior Detail Report	Setting this option to **Yes** adds a Student signature line to the Behavior Detail Report.
Require Behavior Approver for Behavior Response	Setting this option to **Yes** requires a Behavior Approver to be selected when entering a Behavior Response.

Option	Description
Require Behavior Resolution before Behavior Incident can be set to complete	Setting this option to **Yes** requires a resolution be assigned to a behavior incident before that incident can be marked as complete. This allows behavior and attendance to remain in sync.
Lock Behavior Discipline Incidents that have a Status of Complete	Setting this option to **Yes** locks all behavior discipline incidents (does not affect behavior award incidents) that are marked complete.An additional tool right is required to unlock and edit completed incidents.
Require Participant before Behavior Incident can be set to Complete	Setting this option to **Yes** requires a participant to be associated with the Behavior Incident before it can be marked as complete.
Require Participant before Behavior Referral can be submitted	Setting this option to **Yes** requires a participant to be associated with the Behavior Referral before it can be submitted.