

Entering a Discipline Referral via Gradebook

<ol style="list-style-type: none"> 1. Teacher Access and open gradebook student is listed 2. Select Other Access 3. Discipline 																			
<ol style="list-style-type: none"> 4. A list of students for current class will appear 5. Either Highlight the student or Lookup student and click search. 6. Once the student's name has been found, highlight and then click select. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>MI</th> <th>Referrals</th> <th>Status</th> <th>Gender</th> </tr> </thead> <tbody> <tr> <td>Olivia</td> <td>Austin McLean</td> <td>B</td> <td>0</td> <td>Active</td> <td>Female</td> </tr> <tr> <td>Malley</td> <td>Isaac</td> <td>S</td> <td>0</td> <td>Active</td> <td>Female</td> </tr> </tbody> </table>	First Name	Last Name	MI	Referrals	Status	Gender	Olivia	Austin McLean	B	0	Active	Female	Malley	Isaac	S	0	Active	Female
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Olivia	Austin McLean	B	0	Active	Female														
Malley	Isaac	S	0	Active	Female														
<ol style="list-style-type: none"> 7. Click Add to enter a new offense. 	<p>There are no Discipline Referrals for <i>Olivia Austin McLean</i>.</p> <p>Total Referrals: 0</p>																		
<ol style="list-style-type: none"> 8. School and Officer is already setup based on your campus. 9. Select from the dropdown the location of the incident 10. Verify Date of Offense 11. Verify Time of Offense 12. Attach any documentation, if applicable 13. Save (which submits the referral to the Discipline Officer) 	<p>Grade: <input type="text"/></p> <p>School: <input type="text"/> 13 <input type="button" value="Save"/></p> <p>Officer: <input type="text"/> <input type="button" value="Back"/></p> <p>Offense: <input type="text"/> 12 <input type="button" value="Attach (0)"/></p> <p>Location: <input type="text"/></p> <p>Bus: <input type="text"/></p> <p>10 Date of Offense: <input type="text"/> May 28 2019 Tue, May 28 2019</p> <p>11 Time of Offense: <input type="text"/> 1 : 53 PM <input type="checkbox"/> Parent Notified</p> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: right;">Entered: 05/28/19 at 1:53 PM</p>																		
<ol style="list-style-type: none"> 14. A copy of the referral will be displayed. 15. Click the Back button to go back to the gradebook or Home to Homepage of your Gradebook. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Offense</th> <th>Location</th> <th>Officer</th> <th>Parent Notified</th> </tr> </thead> <tbody> <tr> <td>05/28/19 Teacher Referral</td> <td>ON CAMPUS</td> <td>Lynn Walker Referred on: 05/28/19</td> <td>No</td> </tr> </tbody> </table> <p>Total Referrals: 1</p>	Offense	Location	Officer	Parent Notified	05/28/19 Teacher Referral	ON CAMPUS	Lynn Walker Referred on: 05/28/19	No										
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