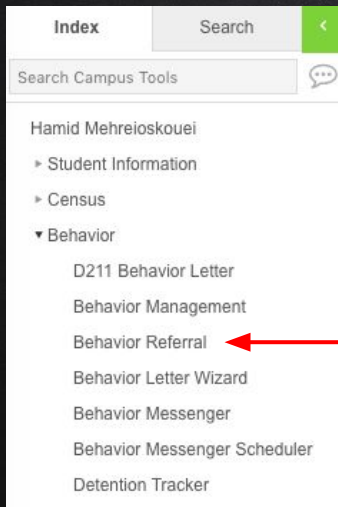
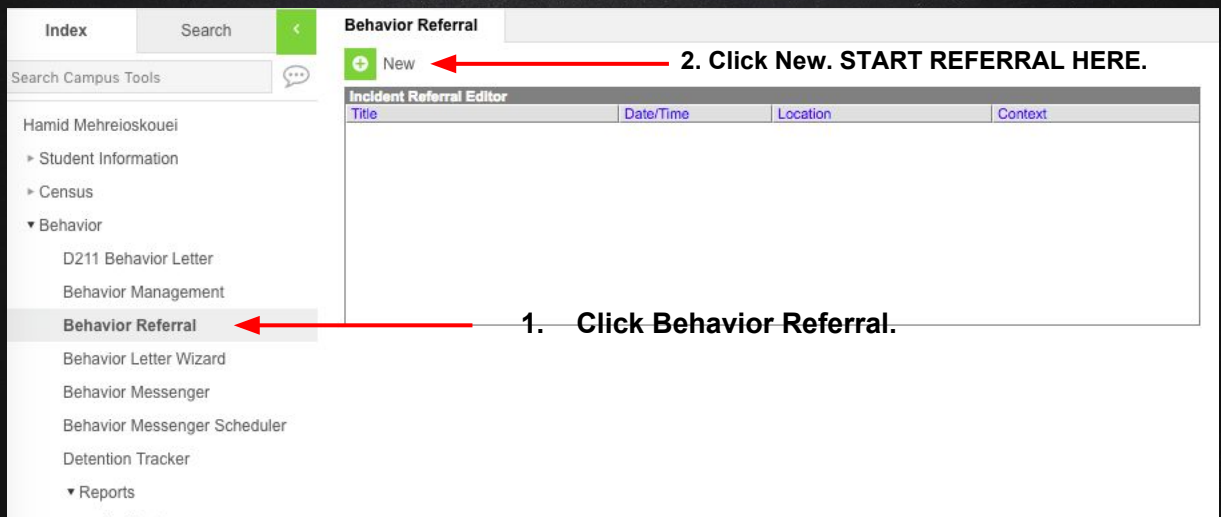


Writing Behavior Referrals in Infinite Campus



1. Log in to Infinite Campus <https://ic.d214.org>
2. Click Instruction in the top left menu
3. Click Campus Tools
4. Under the Index Tab, locate the Behavior tab
 - Click Behavior Referral

Click me!



Screen 1: Submit Incident

Complete the following boxes:

- Title: Student last name, first name, ID (i.e. Novak, John 619000)
- Date and Time of Incident
- Context
- Notify (Dean)
- Location
- Details: Please describe the incident with as many objective details as possible.

Behavior Referral

Save Draft Submit Delete New

Incident Referral Editor

Title Date/Time Location Context

Incident Detail Information

This section stores information specific to the incident and will be shared on all participants behavior tab.

*Alignment Discipline *Date of Incident 08/08/2018 *Time of Incident 10:45 PM

Title

Context

Context Description

Location

Location Description

Details

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

Add Event/Participant Add Behavior Response

You're finished!

Press **Submit** to send to Deans.

****Save Draft will NOT submit referral****

Screen 2: For Admin

Behavior Referral

Save Draft Submit Delete New

Incident Referral Editor

Title Date/Time Location Context

Incident Detail Information

This section stores information specific to the incident and will be shared on all participants behavior tab.

*Alignment Discipline *Date of Incident 08/08/2018 *Time of Incident 10:45 PM

Title Academic Dishonesty - Adam Smith

Context 3: During class

Context Description

Location 2c: On Campus: Classroom

Location Description Rm. 235

Details While administering a final exam, Adam was seen using a "cheat sheet." When he was approached, he quickly hid the "cheat sheet" in his pocket. When he was asked to take out the "cheat sheet" he refused and said, "I don't have one."

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

Add Event/Participant Add Behavior Response