

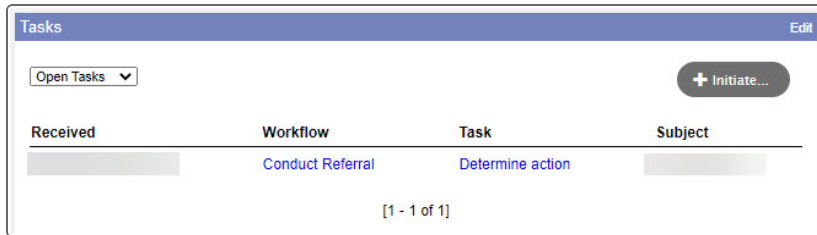
## Initiate a Conduct workflow

On your homepage in the Tasks widget, you can manage the conduct tasks you are responsible for, including entering a conduct incident.

To enter a conduct incident, the workflow takes you to the Conduct Incident wizard. This three-step process allows teachers to choose the Conduct Referral workflow, enter the details regarding the incident, and complete the referral.

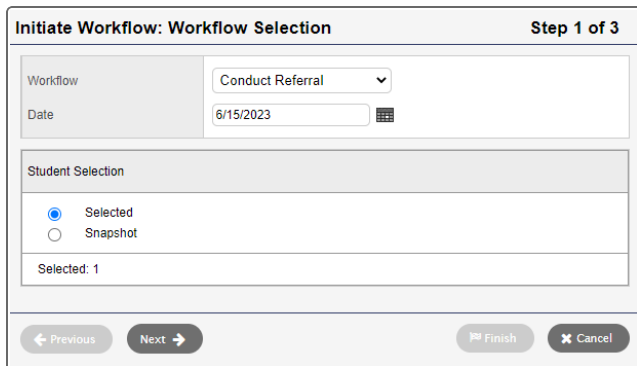
### Notes:

- This is the only conduct method that allows a teacher to select students who are not registered in their own classes.
- If the **Tasks** area does not appear on your homepage, click **Set Preferences** in the navigation bar at the top of the page. Click the **Home** tab, and select the **Tasks** checkbox.

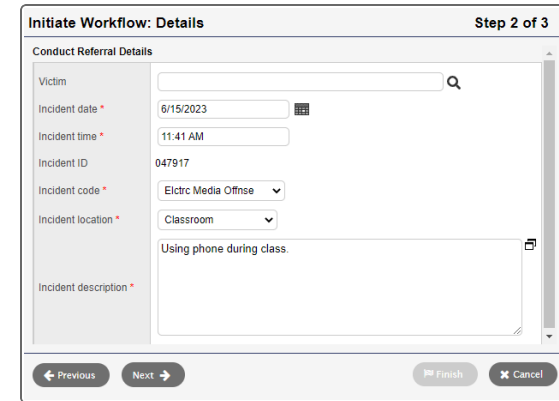


### To enter a new conduct incident:

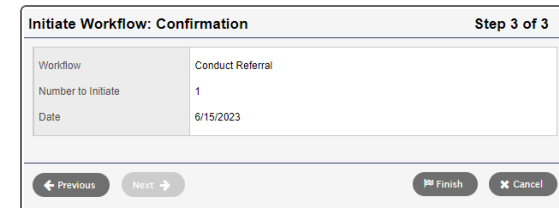
1. On the homepage, in the **Tasks** widget, click **Initiate**. The Initiate Workflow wizard displays Step 1.



2. At the **Workflow** drop-down, select **Conduct Referral**. This will allow you to report a new conduct incident.
3. Type the date of incident or click to select the date.
4. At **Student Selection**, select one of the following:
  - **Selected**: To select one or more students from the student pick list.
  - **Snapshot**: To select a snapshot of students from the snapshot pick list.
5. Click **Next**. The wizard displays Step 2.



6. The fields you see in the pop-up may differ, depending on your district's requirements. Enter information in the fields.
7. Click **Next**. The wizard displays Step 3.



8. Confirm the information, including the **Number to initiate** (the number of students to be referred), and then click **Finish**. The workflow now appears in the **Tasks** area for a conduct manager to review.


### Add actions to a conduct incident from Conduct tab

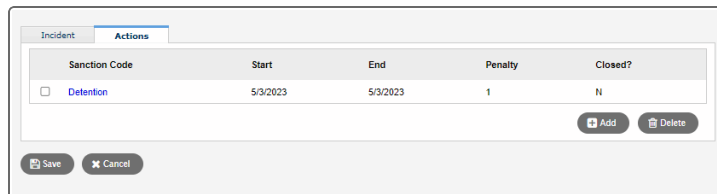
After the specifics of a conduct incident have been added, you might determine an action the student or school must take to rectify that incident.

Use the incident record to track these actions, and if and when the student or school completes them.

**Note:** Each conduct incident can have more than one action.


#### To enter actions for an incident:

1. Log on to the School view.
2. Do one of the following:
  - Click the **Conduct** tab. Click the **Office Input** side-tab. At the **Date** field, click  to select a date. Click the student's name in the appropriate row.
  - Click the **Conduct** tab. Click the **Incident History** side-tab. Click the student's name for the appropriate incident date. The Incident page appears.
3. At the top of the page, click the **Actions** sub-tab.

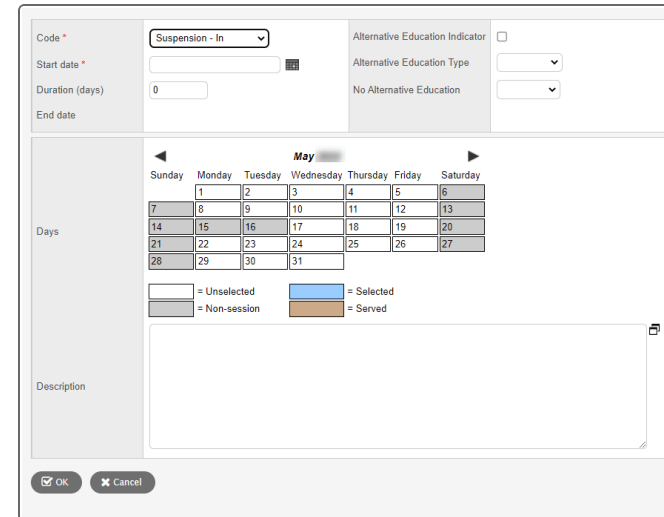


Sanction Code	Start	End	Penalty	Closed?
<input type="checkbox"/> Detention	5/3/2023	5/3/2023	1	N

Any conduct actions that have been entered for this incident appear.


4. Click **Add**. The Student Conduct Action pop-up appears.
5. Click  to select the appropriate code for the action. The fields in the pop-up change depending on the code you select.
6. Make a selection in the **Code** field.
7. If you selected a detention code, the pop-up updates.
  - a. If you selected a detention code, the pop-up updates.
    - i. In the calendar, click a rectangle representing the first day of the student's detention. The rectangle turns blue, and the **Start date**, **No. of detentions**, and **End date** fields are automatically populated. Repeat as needed.

- ii. Click **OK**.
  - iii. Type a **Description**, if desired.
- b. If you selected a suspension code, the pop-up updates.



- i. In the calendar, click a rectangle representing the first day of the student's suspension. The rectangle turns blue, and the **Start date**, **Duration (days)**, and **End date** fields are automatically populated. Repeat as needed.

**Note:** To deselect a day, click the rectangle again. It turns white.

- ii. Type a **Description**, if desired.
  - iii. If this student receives Special Education services, additional fields appear. Indicate whether the student will receive alternate education while serving the suspension, and any other information required.
  - iv. Click **OK**.
- c. If you selected a code other than **detention** or **suspension** (such as **Apology**, **Loss of Course Credit**, or **Letter**), the pop-up updates as follows.
- i. Type a date, or click  to select a **Start date**.
  - ii. If the action has been completed, select the **Is action closed** checkbox.
  - iii. Type a **Description**, if desired.
  - iv. Click **OK**.