How To

use the discipline/log features of *JupiterGrades*

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**Discipline**

- Negative AND positive incidents/behaviors can be logged!
- Non-disciplinary incidents can also be logged (medical concerns, general concerns, general academic concerns, commendations, etc.)
- If the administration allows, you can customize your own discipline codes and consequences:
  - Customize the Log form by going to Setup→Discipline Codes and typing your custom discipline codes and consequences in any order.
  - If you type an underscore (_) in the consequences box, the form will allow a number to be added to that consequence (such as number of minutes of detention, or number of days of suspension, etc.).
- The Show Log option allows you to see all of your incidents on one page
  - Different colored/shaped symbols refer to different kinds of “incidents.”
  - You can view all incidents, view incidents by student, view incident by type, etc.
  - The Incidents column, immediately to the right of the students’ names, reflects the total number of incidents of whatever type is currently being viewed.
- You will get a Referral alert when you log in to JupiterGrades if someone has referred an incident to you.
  - When you visit the Log page, you will notice the new referral is in bold with a bullet, indicating that it is new.
- To log a new incident or to send a referral:
  - Click the Log tab menu option
  - Click on each student that is involved in the “incident,” or manually enter a student’s name/ID number to add him or her.
  - Input the date, period/time, and your name (or whomever is reporting the incident; you may be logging the incident for another teacher, for example)
  - Include a Description (parent and student can see) of the incident and/or Staff Notes (private, only for teachers). Both are optional.
  - Check the applicable incident from the selection on the right side of the screen (which can be completely customized), or add your own (Other).
  - Select the Severity
  - Select the Consequence(s), which also can be completely customized. If the log is just a warning, leave the Consequence section blank).
To refer the incident to an administrator, counselor, etc. or to alert a parent:

- Check the proper box that is listed below the **Staff Notes** section. You can only refer to one person at a time, so perhaps you will refer an incident to a counselor who will then refer it to an assistant principal, etc.
- JupiterGrades already knows who the proper (administrator, counselor, etc.) is for each student. So even if different students (within the same incident) have different administrators/counselors, JupiterGrades will notify the correct one.
- You do not need to “send” a referral. Just checking the proper boxes will automatically send an alert to the administrator/counselor.
- If you do not want to send a referral to anyone (and instead just want to keep the incident as a log of warnings or non-referral incidents, etc.) do not check any boxes for referrals.
- You can check **Email alert to Parent** to send a copy of the incident to the parent. You can also elect to **Post online for Parent** so that parents can see the incident in the **Behavior Log** when they log in.