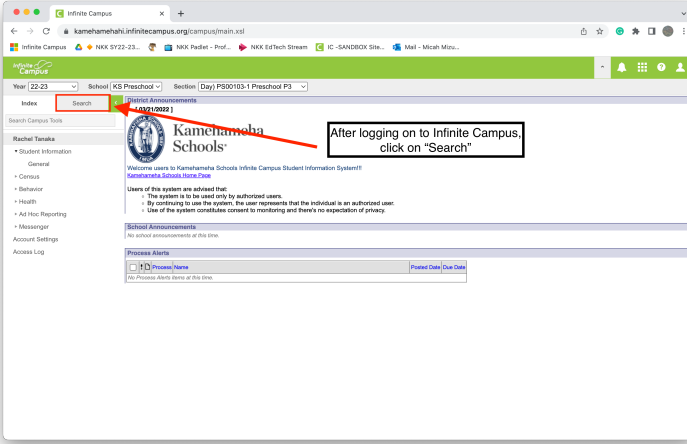
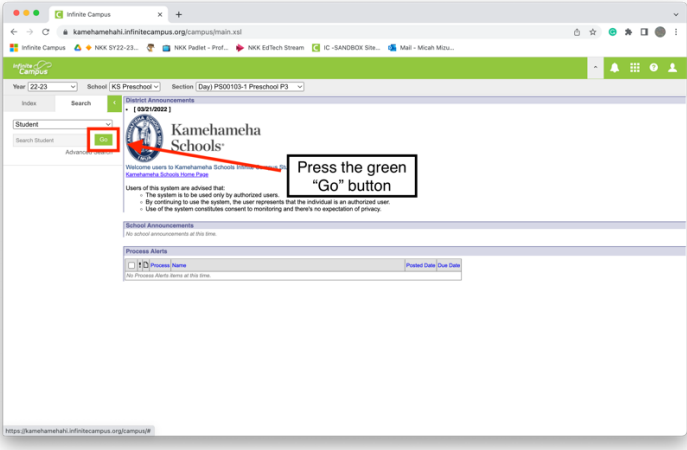
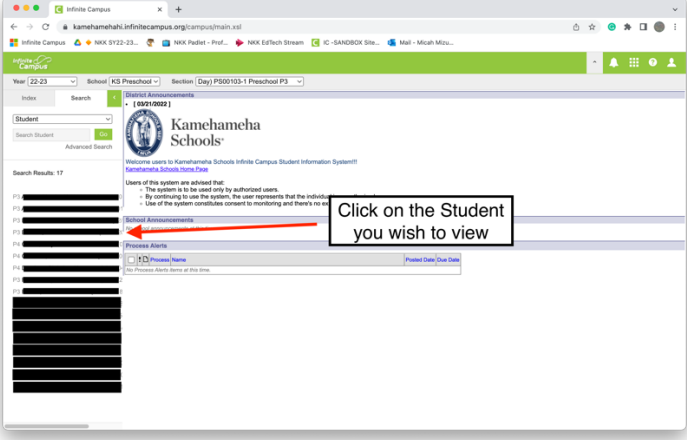




View Past Behavior Referrals and Incidents in Infinite Campus

Overview: This guide shows how to access and print out past behavior referrals and incident reports for individual haumāna.

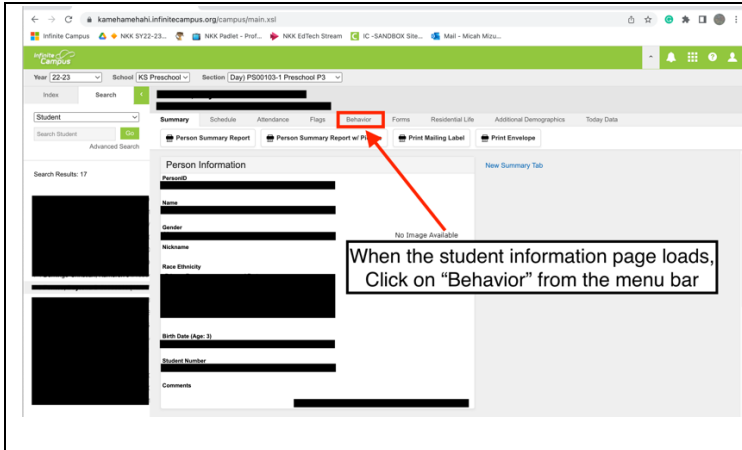
	<p>Step 1 Login to Infinite Campus (IC).</p> <p>Click on “Search” in the left-sidebar</p>
	<p>Step 2 Click on the green “Go” button</p>
	<p>Step 3 The student list will populate in the left-sidebar.</p> <p>Select the Student you wish to view.</p>

NKK staff can ask questions or request kōkua at sisops@ksbe.edu
For more resources NKK staff can go to <https://bit.ly/NKKedtechLearnTeams>





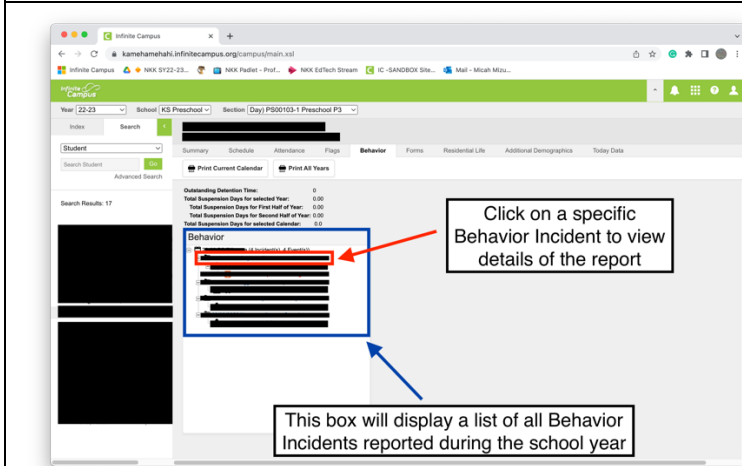
View Past Behavior Referrals and Incidents in Infinite Campus



Step 4

The student information page will load and default to "Summary"

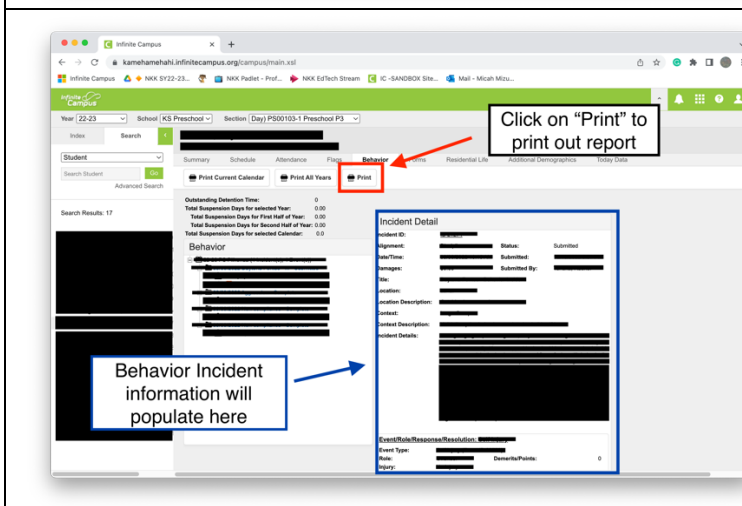
In the Student Information menu bar, click on "Behavior"



Step 5

A list of all prior Behavior Referrals and Incidents will populate on the screen.

Click on a Behavior Incident to view details of the report.



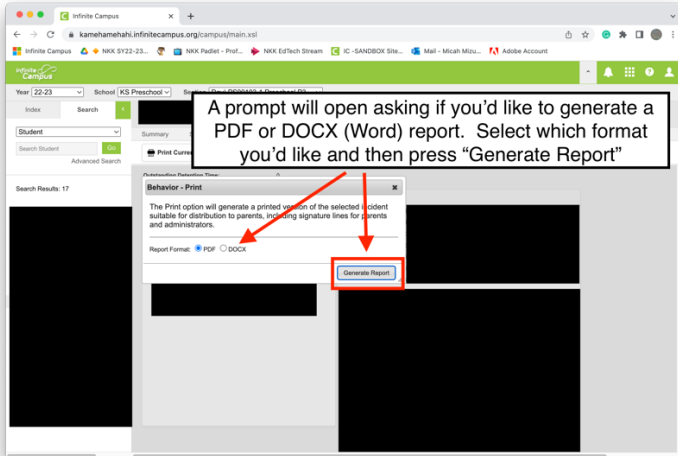
Step 6

Details of the incident selected will populate the screen.

In the menu bar, click on "Print" to generate a report.



View Past Behavior Referrals and Incidents in Infinite Campus



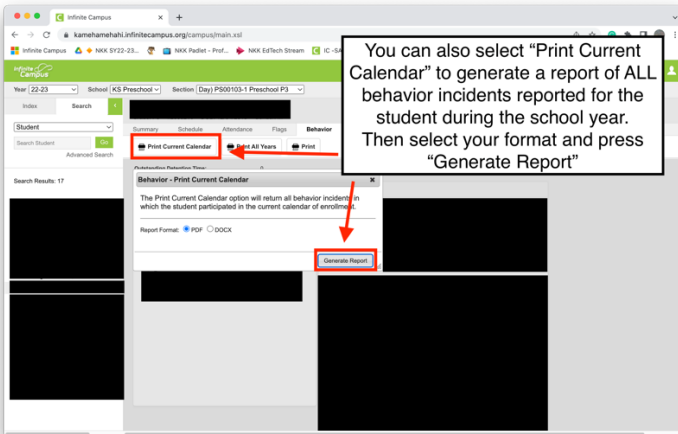
Step 7

A small prompt will open.

You can select to generate a .PDF or .DOCX (MS Word) report.

Select which format to download then press **"Generate Report"**

The report will download to your computer.



* Step 6 & 7 (All Reports)

If you wish to print out Behavior Referral and Incident reports for the entire year, you can select **"Print Current Calendar"** to generate a report of ALL incidents from the current school year for that student.

A small prompt will open.

You can select to generate a .PDF or .DOCX (MS Word) report.

Select which format to download then press **"Generate Report"**

The report will download to your computer.





View Past Behavior Referrals and Incidents in Infinite Campus

Behavior Detail Report			Page 1 of 2
Name: ██████████		Grade: ██████████	
22-23 ██████████	Total Demerits: 0		Total Points: 0
Date: ██████████	Time: ██████████		
Submitted By: ██████████			
Alignment: ██████████	Damages: ██████████		
Location: ██████████	Location Description: ██████████		
Context: ██████████	Context Description: ██████████		
Incident Details: ██████████			
██████████			
██████████			
██████████			
██████████			
Event: ██████████	Role: ██████████	Demerits/Points: 0	
Injury: ██████████	Injury Description: ██████████		
Medical Service Provided: ██████████			
Participant Details: ██████████			
Date: ██████████	Time: ██████████		
Submitted By: ██████████			
Alignment: ██████████	Damages: ██████████		
Location: ██████████	Location Description: ██████████		
Context: ██████████	Context Description: ██████████		
Incident Details: ██████████			
██████████			
██████████			
██████████			
██████████			
██████████			

Step 8
When you locate your downloaded report, you will see the same information from Infinite Campus in a .PDF or DOCX. File which should look similar to the example on the left.

Multiple reports will appear if you selected the “Print Current Calendar” option.

