

# Add a Behaviour Incident via a Register

## Prerequisite Knowledge

This training guide assumes that behaviour has been configured in PARS; this is required before behaviour incidents can be added. The **Create a new behaviour structure in PARS** or the **Import the behaviour structure from SIMS** guides cover the configuration for behaviour in PARS.

## Adding Behaviour Incidents

First you need to select the pupils who will receive the behaviour incident. Go to:

**Main menu > Behaviour > Add a behaviour incident**

A student selector window will open. Select the student(s) you want to give the behaviour incident to then click **Accept**.

The behaviour entry window will now appear. You first need to select a category, which is the area of behaviour you are dealing with e.g. Attendance & Punctuality, or Equipment & Uniform.

Now select the **Ground**. This is what the pupil has done. The list of grounds will change depending on the **Category** you selected. Next select the **Outcome**. This is what you are going to do in response to the pupils' actions. The list of **Outcomes** may also change depending on the **Category** selected.

Category:	Equipment & Uniform	▼
Ground:	incorrect uniform	▼
Outcome:	C1 verbal warning	▼

PARS will automatically fill in the date. You should enter the details of the **Location** and **Period** that the behaviour incident took place. If you do not record the correct period, PARS will not be able to determine which subject the behaviour incident took place in.

You may want to add further information regarding the behaviour incident. To do this, click on the **Comments** tab at the top of the window. Three textboxes will be available. Use the top textbox (**Grounds comment**) to record any additional information.

Once you have entered all of the information about the behaviour incident, click the **Accept** button at the bottom of the window to save the behaviour incident.