

# Behavior Referral

Last Modified on 07/15/2025 3:55 pm CDT

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Tool Search: Behavior Referral



The Behavior Referral Form allows school staff members to complete an online referral for a student behavior event and submit it to a staff member responsible for managing behavior for further action. Email notifications are sent to the email address entered on the person's Demographic record.


This article describes how to:

- Modify an existing referral or create a new one.
- Enter Incident-level referral information.
- Attach events to an incident.
- Designate participants in an event.
- Add a response to a behavior incident related to crisis intervention.
- Save a referral as a draft or submit it to the Behavior Management tool.
- Manage any files that are attached to the Behavior Referral.

A Behavior Referral is made up of two parts: [Incident Information](#), which provides the general information about the behavior incident, and [Events and Participants](#), which describes the individual events within the incident and the participants in each event. Information entered in these areas is viewable in the student's [Behavior](#) tool as described below:





Area	Where Information Displays
<b>Incident Information</b>	Viewable for all participants.
<b>Event Information</b>	Viewable for all participants in that event.
<b>Participant Information</b>	Only viewable for that participant.

 Search for a t

## Behavior Referral ☆

[Behavior](#) > [Main Tools](#) > Behavior Referral

 Save Draft
 Submit
 Delete
 New

### Incident Referral Editor

Title	Date/Time	Location	Context
Fighting	05/07/2020 2:25 PM	Classroom	

### Incident Detail Information


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

Incident ID: 401802

\*Alignment

Discipline ▾

\*Date of Incident

05/07/2020 

\*Time of Incident

02:25 PM

Title

Fighting

Context

▾

Context Description

\*Location

1: Classroom ▾

Location Description

Details

\*Notify (CTRL-click or SHIFT-click to select multiple)

Damages

\$ 0.00

### 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

Manage Files

See the [Behavior Referral Tool Rights](#) article for information on available tool rights.

# Behavior Preferences Related to Referrals

A Behavior Preference is available that **automatically notifies administrators when a referral is submitted**. Users are listed for selection when their District Assignments record has

the **Staff** checkbox marked. Individuals selected here are automatically selected in the Notify field on the Referral. Additional individuals can be selected on the Referral editor if necessary.

When a referral is submitted, a Process Alerts message and email are sent to the individuals selected in the Notify field. The email is only sent if the recipient has an email address and has Staff checkbox marked in the [Demographics](#) tool.

Save

**Behavior Preference Options**

Display Special Ed option on reports setup. Yes

Display Race and Ethnicity option on reports setup. Yes

Display Gender option on reports setup. Yes

Select Default Administrators to notify (\*CTRL-click or SHIFT-click to select multiple).

Staff, Asher  
Staff, Brian  
Staff, Collin  
Staff, Derek  
Staff, Eve  
Staff, Francie  
Staff, Genevieve

Automatically display incident on parent portal. Yes

Notify the person who enters the referral when a resolution has been assigned. Yes

Add Parent/Guardian signature line on the Behavior Detail Report. Yes

Add Administrator signature line on the Behavior Detail Report. No

Add Student signature line on the Behavior Detail Report. Yes

Require behavior approver for Behavior Response. No

Require behavior resolution before behavior incident can be set to complete. No

Lock behavior discipline incidents that have a status of Complete. No

Require participant before behavior incident can be set to complete. Yes

Require participant before behavior referral can be submitted. Yes

**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 01/24/2019

\*Time of Incident 03:54 PM

Title

Context

Context Description

\*Location

Location Description

Details

\*Notify (CTRL-click or SHIFT-click to select multiple)

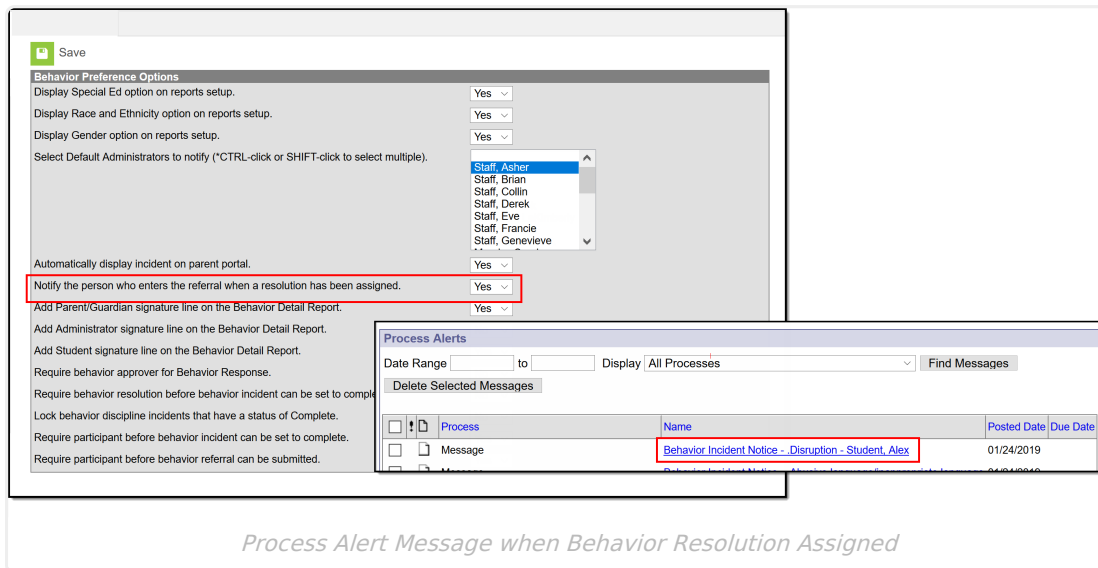
Staff, Asher  
Staff, Brian  
Staff, Collin  
Staff, Derek  
Staff, Eve  
Staff, Francie  
Staff, Genevieve  
Staff, Henry

\*Damages

Auto-Selection of Administrators to Notify

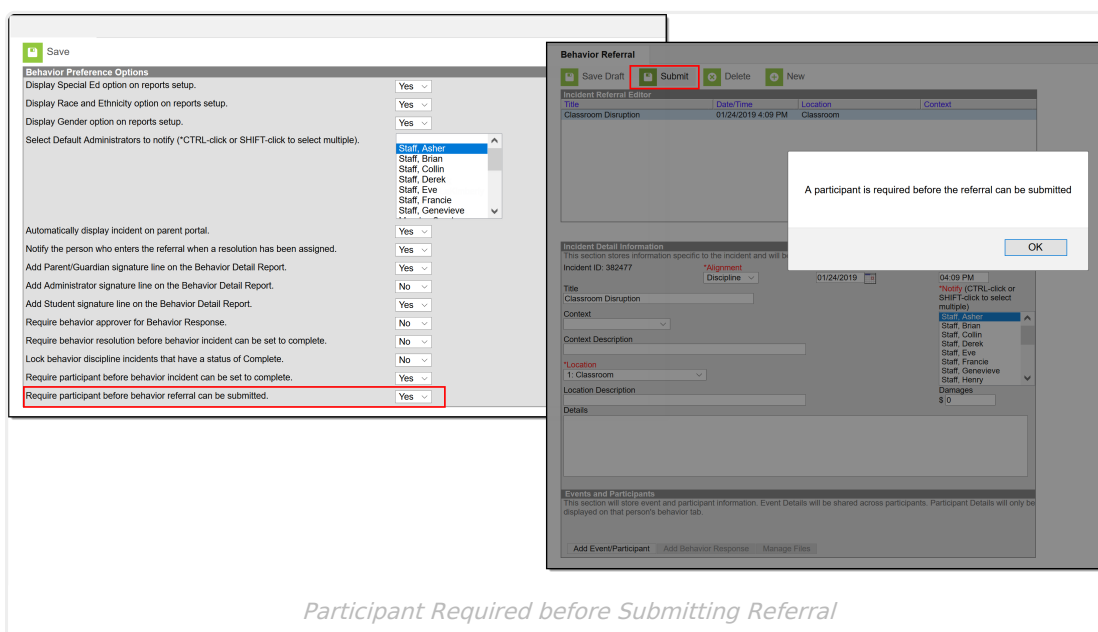
A Behavior Preference is available that **notifies the person who enters the referral when a resolution has been assigned**. When this preference is set to Yes, both a Process Alerts message and an email are sent to the person who submitted the referral. The email is only sent if the recipient has an email address and has Staff checkbox marked in the Demographics tool.

- Messages are sent **ONLY** when this preference is set to Yes.
- Only one message is sent, regardless of the amount of resolutions associated with the event.
- If an incident is marked Complete and no resolutions are entered, a message is not sent.
- If an incident moves from Complete to In-Progress and back to Complete, a message is sent (unless there are no resolutions).



A Behavior Preference is available that **requires a participant to be assigned to the behavior referral before it can be submitted**.

- When this preference is set to **Yes**, at least one person (student, staff, etc.) needs to be assigned as a participant of the event before the referral can be submitted for further processing (additional event information, assignment of resolution, etc.). When the referral is submitted and a participant has not been associated with it, a message displays indicating it cannot be submitted until a participant is assigned (see image below).
- When this preference is set to **No**, or when it is set to **Yes** and a person has been assigned as a participant, the referral can be submitted without error.



# Create a Behavior Referral

First, click **New** to open a new Referral and enter information for the incident as a whole in the Incident Detail Information.

Refer to the following Incident, Event and Resolution sections for descriptions of each field in the referral.

- Enter information in the referral as needed based on these descriptions. Fields may vary by state.
- At any point while creating a referral, clicking **Save Draft** for the referral or Event/Participant editor saves the entered information in draft status.
- Clicking **Submit** submits the referral with any entered information. The incident is no longer available in the referral tool.

A Process Inbox message is sent to the individuals selected in the **Notify** field, and the incident is available through the Behavior Management tool for the calendar selected in the Campus toolbar when entering the Referral. An email is also sent to those marked as Behavior Admins on their District Assignment record.

When a referral is submitted, a Process Alerts message and email are sent to the individuals selected in the Notify field. The email is only sent if the recipient has an email address and has Staff checkbox marked in the [Demographics](#) tool.

When a resolution is entered for a referral and the incident is then marked as complete, if the preference to "Notify the person who enters the referral when a resolution has been assigned." is set to Yes, then both a Process Alerts message and email are sent to the person who submitted the referral. The email is only sent if the recipient has an email address and has the Staff checkbox marked in the Demographics tool.

- Messages are sent ONLY if the **Notify the person who enters the referral when a resolution has been assigned** is set to Yes.
- Only one message is sent, regardless of the amount of resolutions associated with the event.
- If an incident is marked Complete and no resolutions are entered, a message is not sent.
- If an incident moves from Complete to In-Progress and back to Complete, a message is sent (unless there are no resolutions).

## Incident Information

### Incident Detail Information


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

Incident ID: 323465

**\*Alignment**

Discipline ▼

**\*Date of Incident**

02/28/2014 

**\*Time of Incident**

09:58 AM

**Title**

Fighting

**Context**

1: During School Hours ▼

**Context Description**

**Location**

1: Classroom ▼

**Location Description**

**Details**

**\*Notify** (CTRL-click or SHIFT-click to select multiple)

- Staff, Anne
- Staff, Brian
- Staff, Carol
- Staff, David
- Staff, Erika
- Staff, Frederick
- Staff, Gina
- Staff, Heath

**Damages**

\$ 0.00

Behavior Referral Incident Information

Field	Description
<b>Incident ID</b>	The unique identification number assigned to the incident once the referral is saved. This field cannot be edited.
<b>Alignment</b> <i>Required</i>	Indicates if the incident is related to Discipline (Negative) or Award (Positive).
<b>Date of Incident</b> <i>Required</i>	The date the incident takes place. Defaults to the date the referral is created.
<b>Time of Incident</b> <i>Required</i>	The time the incident takes place. Defaults to the time the referral is created.
<b>Title</b>	A brief description of the incident. If no title is entered for the incident, the Event Type Name(s) populates as the incident name.
<b>Context</b>	Indication of the setting or time of day the incident took place.
<b>Context Description</b>	Additional information about the context of the incident.
<b>Location</b>	Where the incident took place.

Field	Description
<b>Location Description</b>	Additional information about the location of the incident.
<b>Notify</b> <i>Required</i>	Once the referral is submitted, a message is sent to the process inbox of the individual(s) selected. This list of individuals is populated with those staff members who have the <b>Behavior Admin</b> checkbox marked on their <a href="#">District Assignments</a> record. Also note that there is a <b>Staff</b> checkbox in the Messenger Contact Preferences on the Demographics tool. When that checkbox is marked, behavior referrals are sent to the desired messenger delivery device.  In <a href="#">Behavior Preferences</a> , select a set of users to notify of new referrals automatically.
<b>Damages</b>	The total cost of all damages that occurred as a result of the incident.
<b>Details</b>	Any additional information about the incident, including a description of what occurred.

Fields in red text indicated by an asterisk are required and must be entered before the record can be submitted. Once general incident information has been established, add **Events** to describe the individual occurrences and the **Participants** in each event.

## Delete a Behavior Referral

To delete a referral, click the **Delete** button in the action bar. The incident is removed, along with all event, participant, response and resolution information within this tool and elsewhere. Submitted referrals cannot be deleted from the Behavior Referral tool.

## Add Events and Participants to Saved Behavior Referrals





[Event Information](#) | [Participant Information](#)

### Event Information

After the incident has been created, the entry can be **Saved as Draft**, or continue with adding event and participant information.

## Behavior Referral ☆

Behavior > Main Tools > Behavior Referral

 Save Draft
  Submit
  Delete
  New

### Incident Referral Editor

Title

Fighting

Incident Detail Information

This section stores information about the incident.

Incident ID: 401802

Title

Fighting

Context

Context Description

\*Location



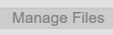
1: Classroom

Location Description

Details

Events and Participants

This section will store information about the event and participants.

### Event and Participant Details

**Event Details**

\*Event Type:

Violence Indicator ☐ Number of Unknown Victims  Number of Unknown Offenders

Number of Student Victims  Number of School Personnel Victims

☐ This event required the use of a Behavior Response

- Modified by: Unknown

**Custom Data Elements**

Month

\*Location

\*Possible Motivation

\*Others Involved

**Participant(s) Details**

**Add Participant**

Filter:  Student Name or Complete Student Number:  Search

Students  Type name here to search for participant

Save Draft Close

Event Information

Enter information about the event as described in the following table. Options may differ by state.

Field	Description
<b>Event Type</b> <i>Required</i>	The identifying code and name of the event, sorted alphabetically by name. <a href="#">Event types</a> are created in the <a href="#">Behavior Settings</a> area and can be mapped to State Event Codes. Options are dependent on the Alignment selected for the Incident; only Event Types with the same alignment are available.
<b>Demerits/Points</b>	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event. This field displays the value entered for the <a href="#">Event Type</a> .
<b>State Code</b>	The State Event Code to which the event is mapped. This information is used in report behavior events to the state. This field displays the value entered for the <a href="#">Event Type</a> .



Field	Description
<b>Category</b>	Indicates whether the event is considered to be <i>Minor</i> , <i>Serious</i> or <i>Extreme</i> . This field displays the value entered for the <a href="#">Event Type</a> .
<b>Weapon</b>	Indicates whether a weapon was used in the event.
<b>Violence Indicator</b>	When marked, indicates the student showed extreme violence in the event.
<b>This event requires the use of a Behavior Response</b>	When marked, indicates a crisis intervention was necessary. Marking this also allows the entry of a Behavior Response to describe what that intervention was.

Additional events with distinct or repeated participants can be added to an incident. Click **Save Draft** and then **Add Event/Participant**. There is no limit to the number of events that can be added to an incident.

To modify an event, click the hyperlinked Event Type, make the desired modification and click **Save**. To delete an event from the incident, click the hyperlinked Event Type and click **Delete**. Deleting an event also removes the associated participants' roles from the incident.

## Participant Information

Participants are attached to individual events since participants may be involved in multiple events in different capacities such as a student involved in a fight who was also found in possession of drugs.

To attach a participant to an event, **Search** for at least the first two characters of the **Participant Name** or a **Student Number** (or staff number). Search results can be **Filtered** to include *Students* (active [enrollment](#)), *School Employees* (active [district assignment](#)) and *All People* (Person record in [Census](#)).

The screenshot shows a window titled "Participant(s) Details". Inside, there is a section for "Add Participant" with a "Filter" dropdown set to "Students". A search bar labeled "Participant Name:" contains the text "student". A "Search" button is to the right of the search bar. Below the search bar, a list of search results is displayed, each showing a student's name followed by their gender, grade, and age in parentheses. The results are: Abigail Student (Gender: F Grade: 09 Age: 14), Emily Student (Gender: F Grade: 11 Age: 17), Jacob Student (Gender: M Grade: 09 Age: 15), Mason Student (Gender: M Grade: 10 Age: 15), Molly Student (Gender: F Grade: 11 Age: 17), and Ryan Student (Gender: M Grade: 11 Age: 17). At the bottom of the window, there are "Save Draft" and "Close" buttons.

*Participant Name Search Results*

Student names are followed by the student's Gender, Grade and Age. School Employees includes Gender and Title. All People only includes Gender. Results include the student's middle initial and student number.

Click the participant's name to add the individual to the event. Participant details open for the individual.

Participant(s) Details

☒ Abigail M Stoesz (Gender: F Grade: 11 Age: 16 #: 825124) (Uncheck to exclude participant.)

Hide Details

Role:

Demerits

Offender

0

Injury

Injury Description

1: No Injury

Medical Service Provided:

Details:

Offense Type

Cost To Victim

\$

\*Harassment Type

Harassment Description

Add

Add Participant

Filter:

Students

Student Name or Complete Student Number:

Search

Participant Details

Enter participant details based on the following table. Options may differ by state.

Field	Description
<b>Role</b>	The way in which the individual participated in the event, as an <i>Offender</i> , a <i>Participant</i> , a <i>Victim</i> or a <i>Witness</i> . For Award incidents, the available role is <i>Recipient</i> .
<b>Demerits/Points</b>	Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event.
<b>Injury</b>	Indicates if the participant received an injury as a result of the event.
<b>Injury Description</b>	Additional information about the student's injury.

Field	Description
<b>Medical Service Provided</b>	Indicates if medical service was provided to the individual as a result of the event.
<b>Details</b>	Additional information about the individual's participation in the event.
<b>Drug Fields</b> These fields appear only when the selected event type has the <a href="#">Drug Classification</a> field selected.	
<b>Drug Type</b>	Indicates the type of drug the student had in his/her possession. This is a core set of drug types; localized options may be available.
<b>Drug Description</b>	Provides detailed information about the drug violation.
<b>Harassment Fields</b> These fields appear only when the the selected event type has the <a href="#">Harassment Classification</a> field selected.	
<b>Harassment Type</b>	Indicates the type of harassment the student performed. This list contains the types reported in the Civil Right Data Collection.
<b>Harassment Description</b>	Provides detailed information about the harassment violation.
<b>Weapons Fields</b> These fields appear only when the selected event type has the <a href="#">Weapon Classification</a> field selected.	
<b>Weapons Type</b>	Indicates the type of weapon the student had in his/her possession. This is a core set of drug types; localized options may be available.
<b>Weapons Description</b>	Provides detailed information about the weapon violation.

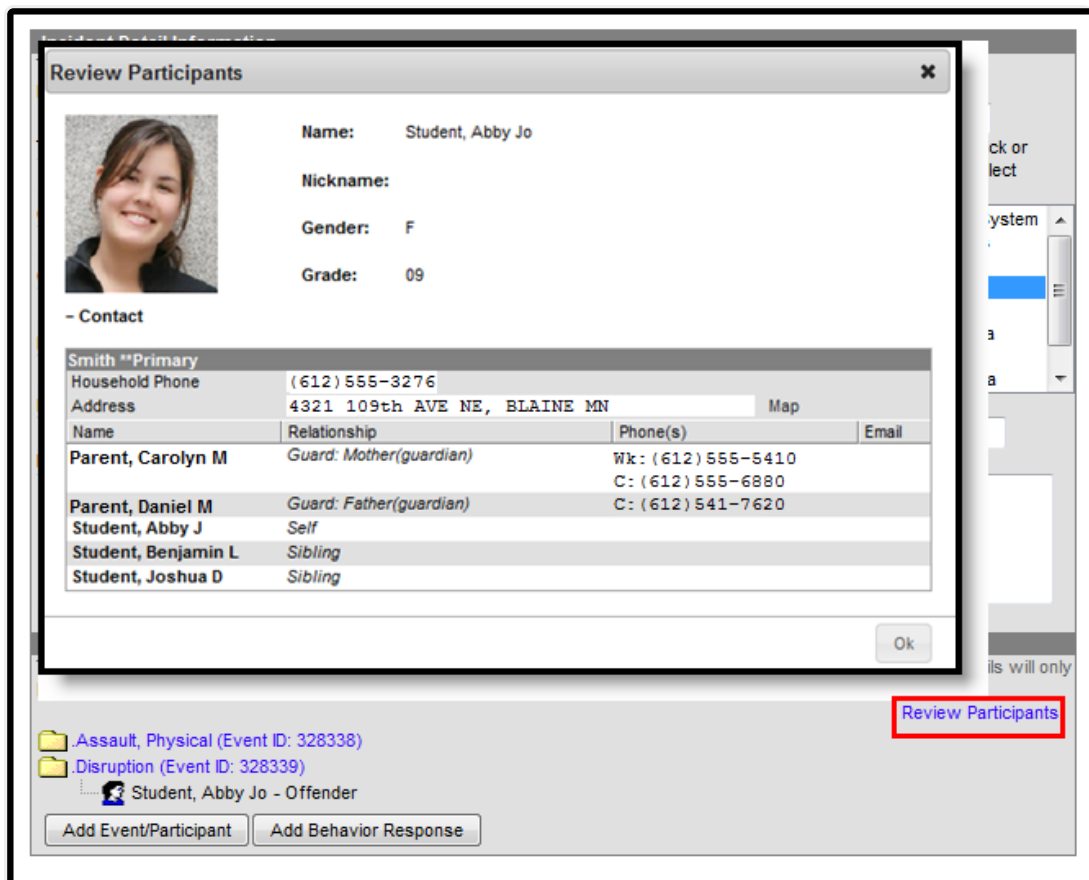
Additional participants can be added by searching for a name and selecting the participants. A participant can only be searched for and added to an event once. Participant details can be condensed by clicking the **Hide Details** button. There is no limit to the number of participants that can be added to an event.

To remove a participant, remove the check mark from the checkbox next to the participant's name. The participant is removed when the event is saved.

When adding participants to any events after the first one recorded, participants of other events in the incident is automatically be available for selection. Mark the checkbox next to the participant's name to include them in the event.

Once Event and participant details have been entered, click **Save Draft** to save the event and keep the referral in draft status. To submit a referral, click the **Submit** button on the referral. Once a referral is submitted, it cannot be modified in the Referral tool. A Process Inbox message is sent to the individuals indicated in the **Notify** field and the incident is available through the Behavior Management tool for the calendar selected in the Campus toolbar when entering the Referral.

The **Review Participants** hyperlink displays a list of all participants, basic demographic information and parent/guardian contact information.



*Review Participant Details*

## Add a Behavior Response

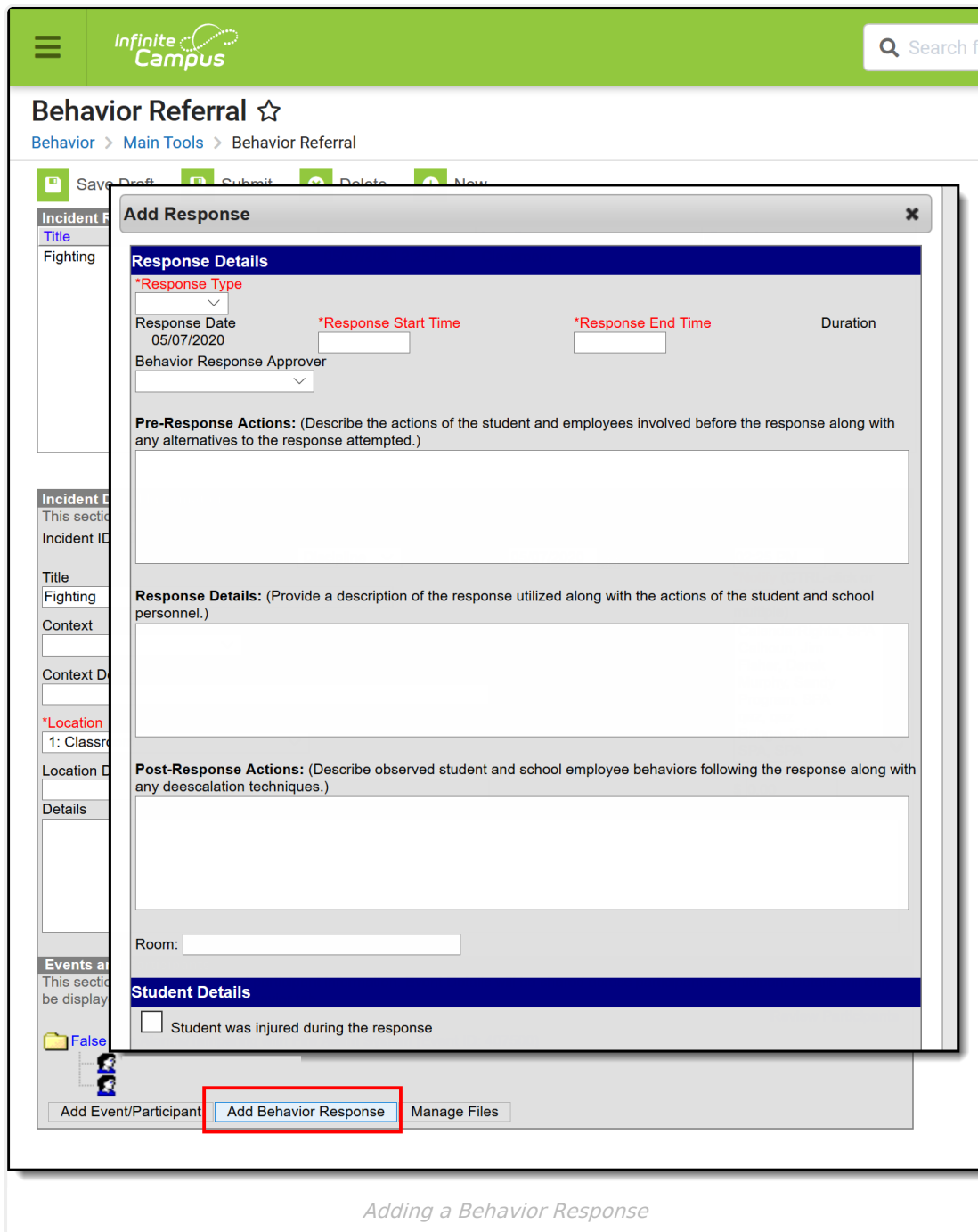
A Behavior Response is added to an event when a staff person needs to administer a restraint on the student, following recommended training and guidelines. This option is available for selection when:

- The incident alignment is a discipline event.
- At least one [Response Type](#) has been created.
- At least one [Behavior Event](#) has been created.

- At least one participant has been added to the event.

In addition, the following also needs to be completed before adding a behavior response:

- At least one staff person at the school building needs to be designated as a **Behavior Response Approver** on their [District Assignment](#) record (optional).
- At least one staff person at the school building needs to have an active Crisis Intervention Credential (optional).
- [Response Types](#) need to be created in the [Behavior Admin](#) toolset.



The screenshot displays the 'Behavior Referral' interface with an 'Add Response' modal open. The modal contains the following sections:

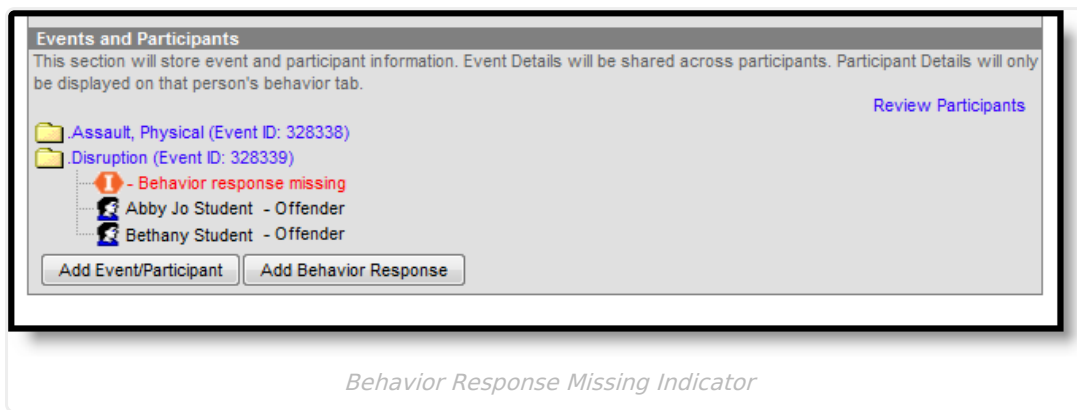
- Response Details:**
  - \*Response Type: [Dropdown]
  - Response Date: 05/07/2020
  - \*Response Start Time: [Input]
  - \*Response End Time: [Input]
  - Duration: [Input]
  - Behavior Response Approver: [Dropdown]
- Pre-Response Actions:** (Describe the actions of the student and employees involved before the response along with any alternatives to the response attempted.) [Text Area]
- Response Details:** (Provide a description of the response utilized along with the actions of the student and school personnel.) [Text Area]
- Post-Response Actions:** (Describe observed student and school employee behaviors following the response along with any deescalation techniques.) [Text Area]
- Room: [Input]
- Student Details:**
  - ☐ Student was injured during the response

At the bottom of the modal, there are three buttons: 'Add Event/Participant', 'Add Behavior Response' (highlighted with a red box), and 'Manage Files'.

*Adding a Behavior Response*

If a Behavior Incident has been marked to include a Behavior Response but it has not been entered, the Event and Participant editor displays an orange icon indicating the behavior response

information is missing.



## Behavior Response Editor

Field	Description
<b>Response Details</b>	
<b>Response Type</b>  <i>Required</i>	Indicates the type of response that was given. These options are based on the active Response Types entered in the Behavior Admin tool.
<b>Response Date</b>  <i>Required</i>	Entered date reflects when the response occurred. This date automatically displays the date the incident occurred and cannot be modified.
<b>Response Start Time</b>  <i>Required</i>	Entered time (in HH:MM format) indicates when the staff person began administering the response. The start time of the response must be after the start time of the behavior incident.
<b>Response End Time</b>  <i>Required</i>	Entered time (in HH:MM format) indicates when the staff person stopped administering the response. The end time of the response must be after the start time of the response.
<b>Duration</b>	This field auto-calculates based on the entered start and end time.
<b>Behavior Response Approver</b>	Indicates the person authorizing the use of the response. This field populates with staff members who have the <b>Behavior Response Approver</b> checkbox marked on their <a href="#">District Assignment</a> record.
<b>Pre-Response Actions</b>	Text entered here describes the actions performed by the staff and student before the response was administered.


Field	Description
<b>Response Details</b>	Text entered here describes the details of the response.
<b>Post-Response Actions</b>	Text entered here describes the actions performed by the staff and student after the response was administered.
<b>Room</b>	Indicates where the response occurred.
<b>Student Details</b>	
<b>Student was injured from the response</b>	If the student assigned to the event was injured as part of the response, mark this checkbox.
<b>Describe any injuries to the student</b> <i>Required</i>	When the above checkbox is marked, this comment field displays. Details entered here should reflect the injuries the student experienced.
<b>Apply To</b> <i>Required</i>	Indicates the student who received the behavior response. If more than one student is involved in the event, only one student can be selected on the response editor.
<b>Guardian Contacted</b>	Indicates the student's parent/guardian was contacted as a result of the response. When marked, the following four fields displays: <ul style="list-style-type: none"> <li>• Date</li> <li>• Time</li> <li>• Contact</li> <li>• Details</li> </ul>
<b>Date</b>	Entered date reflects when the guardian was contacted. This field defaults to the current date. Dates are entered in <i>mmddyy</i> format, but can be modified by clicking the calendar icon.
<b>Time</b>	Entered time reflects when the guardian was contacted. Time is entered in HH:MM format.
<b>Contact</b>	Indicates the name of the guardian who was contacted.
<b>Details</b>	Provides a description of what was discussed when the guardian was contacted.
<b>Participant Details</b>	
<b>Name</b>	Displays the name of the staff person involved in the response, as determined by the name selected in the Behavior Response Approver field.

Field	Description
<b>Role</b>	<p>Select the type of position the staff person had in the response.</p> <ul style="list-style-type: none"> <li>• PL: Primary/Lead</li> <li>• SC: Secondary</li> <li>• OB: Observer</li> </ul>
<b>Participant was injured during the response</b>	<p>If the staff person was injured, mark this checkbox.</p>
<b>Describe any injuries to the participant</b> <i>Required</i>	<p>When the above checkbox is marked, this comment field displays. Details entered here should reflect the injuries the staff person experienced.</p>
<b>Add Participant</b>	<p>Enter the start or all of another person's name, and search, to add that individual to the response.</p> <ul style="list-style-type: none"> <li>• Use the Filter options to search only for the selected type of person - Students (other persons who have an enrollment record), School Employees (persons who have a district assignment record, or All People (persons who have a Campus Census record).</li> <li>• Enter the name of the participant (or part of the name) into the search field and click the Search button. Matching results display in a dropdown list of the search results. Choose the appropriate person.</li> <li>• Complete the addition of the participant by selecting the Role and indicating whether the person was injured (defined above).</li> <li>• Add additional participants as needed.</li> </ul> <p>If another student is added as a participant, make sure that student is added to the event as a witness or other participant. This way, that student has a behavior event on their behavior tool and the school can track any injuries or other results of the event accordingly.</p> <p>In some situations, the Participant may be another student who is not involved in the incident, but is observing the response/seclusion in order to meet a district requirement.</p>

## Manage Files Attached to Behavior Events and Participants

Images, documents, videos, etc. can be associated with a particular student involved in a behavior event, or associated with a particular behavior event. The district MUST be using [Campus Digital Repository](#) in order to use this feature.









Search for a tool or stud

## Behavior Referral ☆

Behavior > Main Tools > Behavior Referral

 Save Draft
  Submit
  Delete
  New

### Incident Referral Editor

Title	Date/Time	Location	Context
Fighting	05/07/2020 2:25 PM	Classroom	

### Manage Files

Choose Files

#### Document List

FILE NAME	STATUS	DATE ATTACHED	ATTACHED BY	SIZE
Drag files here to upload				

Max File Size: 1 MB


☐ I consent to be bound by the Terms and Conditions of the Acceptable Use Policies of both the [District](#) and [Infinite Campus](#).




Save Close

### Events a

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.

[Review Participants](#)

 [False Fire Alarms/Tampering with Fire Alarm System \(Event ID: 407500\)](#)

 Add Event/Participant
  Add Behavior Response
  Manage Files

Manage Files for Behavior Events and Participants of a Behavior Event

Digital Repository settings must be enabled to display the Manage Files button:

- Mark the **Behavior** checkbox on the [Digital Repository Preferences](#) tool.
- Mark which Behavior tools (Behavior Management, Behavior Referral, Student Information General) allow files to be uploaded on the [Digital Repository Behavior](#) tool.

See the [File Types](#) article for information on which types of files can be uploaded.

Also, uploaded files cannot exceed the total max file size selected in Campus Digital Repository. There is no limit to the number of files that can be uploaded.

# Attach Files to an Event/Participant

1. Select the desired Incident from the **Incident Referral Editor**.
2. In the **Events and Participants** section, click the **Manage Files** button. A **Manage Files** modal displays.
3. Click the **Choose Files** button in the upper left-hand corner. Files can also be dragged from a user's desktop to the **Drag Files to be Uploaded** space.
4. Locate the file to upload following the standard file upload procedures of your computer. Once located and selected to upload, the file displays in the **Document List**. If more than one file need to be added, locate all at one time.
5. Enter a **Description** of the file, if desired.
6. Determine if the file should be associated with the event and the student, or just the event. This needs to be selected for each file that is uploaded.
  - Select the **event** by marking the radio button next to the event name. **This must be selected in order to attach the file:** files must be associated with an event, but may be associated with students or other participants.
  - Select the **student(s)** by marking the checkbox. This does not need to be selected.
7. Mark the **Terms and Conditions** checkbox. This is a required selection for any file that is uploaded.
8. Click the **Save** button when finished. The file is uploaded and paperclips display next to the event and/or the participant names. Only one paperclip displays regardless of the number of files that are uploaded.

The screenshot shows the 'Events and Participants' section of the Infinite Campus interface. This section is highlighted with a red rectangular box. Inside the box, there is a header 'Events and Participants' followed by a descriptive paragraph: '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.' Below this text is a list of events. The first event is 'Assault (Event ID: 359566)' with a paperclip icon next to it. Below the list are three buttons: 'Add Event/Participant', 'Add Behavior Response', and 'Manage Files'. The 'Manage Files' button is the one mentioned in the instructions. Above the red box, there are fields for 'Location Description', 'Details', and 'Damages' (showing '\$ 0.00'). A dropdown menu at the top right shows 'Sundberg, Lori'.

*File Attached to Event and Student*

## View Uploaded Files

From the Events and Participants editor, click the **Event** name. The files that are associated with that event display in an **Event Files** section in the **Event Details** section. Click the link for the file to view it.

Save Draft Submit Delete New

Incident Referral Editor

Title	Date/Time	Location	Context
Assault	06/20/2016 8:56 AM		

Event and Participant Details

**Event Details**

\*Event Type: 3.3: Assault  
 Event ID: 359566  
 Demerits: 0

Violence Indicator  
☐ This event required the use of a Behavior Response

**Event Files**

Files	Description
Police Report File 2.pdf	
Police Report.pdf	

**Custom Data Elements**

Month  
 \*Location: OfCamp: Off Campus  
 Possible Motivation: ObPrA: Obtain Peer Attention  
 \*Others Involved: Peer: Peer

**Participant(s) Details**

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.

Review Participants

Assault (Event ID: 359566) Andrew - Offender

Add Event/Participant Add Behavior Response Manage Files

[View Uploaded Files](#)

If files were associated with a participant, those files are also viewable here in the Participant Details section in a Participant Files section. If more than one student is associated with the event, and the file was associated with multiple participants, each participant displays a separate Participant Files section.

If the participants are students, files can also be viewed with proper tool rights from the [Student Behavior](#) tool (if Digital Repository preferences for that are turned on).

## Manage Attached Files

Use the Manage Files button to make any necessary changes with the uploaded files:

- Click the X next to the file name to remove the file completely. The file is removed once the Save button is chosen (the status column changes from Attached to Remove on Save).

- Click the X next to the file to set the file to be deleted. The file status changes to *Remove on Save* and the file is deleted upon saving.
- Re-select the X button of a file to negate the *Remove on Save* delete command, and have the file remain.
- Remove the checkbox selection for alignment with a participant.
- Upload more files for the selected event.
- Modify the description of the file as needed.

Save any changes that were made before exiting the Manage Files modal.

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