



User Guide – Using the Log

New Logs:

BehaviourSmart/log/new/edit

New Log

Student

Date of Log

 

Recorded By

Log

Action

Action Date

 

Actioned By

Action

Smart Plan

☐ Add this log to the Student's Smart Plan?

Save

History

The log can be used to record any positive or notable behaviour. If an individual has had a great day, we might use the log feature to record it. If an individual was involved in an incident that didn't require a full detailed incident report, the log can be useful.

First, select 'Log' from the main menu.

Select the name of the person whose behaviour you're recording from the drop-down list.

Select the date and time of the log.

Now select your name from the recorded by drop-down list.

Complete the log and select save, you can choose if this information should be added to the Smart Plan.

The key people in your service will receive an email, letting them know that a log has been recorded.

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They follow the link in the email to record an action.

The initial log and the action can be added to the individual's smart plan by clicking the box.

Once an action has been completed, the person who initially completed the log will receive an email letting them know that an action has been added.

They follow the link in the email to view the action.

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No Logs available