

**AIM User Guide:  
Behavior- Creating and  
Modifying an Incident**

THIS AIM USER GUIDE EXPLAINS THE PROCESS FOR CREATING AND MODIFYING AN INCIDENT WITHIN INFINITE CAMPUS.

**NOTE:** *IT IS PREFERRED THAT ALL BEHAVIOR INCIDENTS BE ENTERED INTO INFINITE CAMPUS AS THEY OCCUR RATHER THAN WAITING UNTIL THE END OF THE YEAR. \*DISTRICTS SHOULD NOT CERTIFY THEIR BEHAVIOR DATA UNTIL THE LAST DAY OF THEIR SCHOOL YEAR HAS BEEN COMPLETED. DISTRICTS STILL NEED TO CERTIFY THEIR DATA TO THE OPI EVEN IF NO EVENTS WERE ENTERED.*

BEHAVIOR DATA COLLECTED IN THE OPI AIM/INFINITE CAMPUS STUDENT INFORMATION SYSTEM IS USED TO MEET REPORTING REQUIREMENTS FOR THE U.S. DEPT. OF EDUCATION.

# Behavior- Creating and Modifying an Incident

## AIM User Guide

An incident record is made up of two parts, the **Incident Detail Information**, which provides information about the behavior incident, and the **Events and Participants** area, which describes the individual events within the incident, the participants in each event, and the resolutions.

**NOTE:** *Incidents which take place during the reporting period that meet the following criteria must be reported:*

- An incident that results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- An incident that results in an in-school suspension, regardless of the length of time, for an enrolled student with a disability. In-school suspensions may also be entered for general ed students, however, only the incidents involving special ed students are required for federal reporting; or
- An incident involving weapons, drugs, or violence in which the perpetrator is a nonstudent (someone not enrolled in the school such as a former student who has graduated or dropped out, or someone unknown to the school).

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## Creating an Incident in Infinite Campus:

1. Select the school/calendar at the top of the screen.
2. On the **Index** tab, select **Behavior**.
3. Select **Behavior Management**.
4. Select **New**.
5. An Incident Detail Information field will appear. All areas in red are required and will automatically fill in. Make sure the information listed is correct. A Title can be added. If it is left blank, it will automatically be filled in with the Event Type you select on the next screen.
6. Select the **Add Event/Participant** button.
7. An Event and Participant Details box will appear. Select the appropriate Event Type for this incident. **NOTE: You will only use Event Type State Code (see example screen shot below), when the resolution results in one of the MT Resolution types mentioned above. If the event did not result in a MT Resolution Type, districts will use a local Event Type and a local Resolution Type.**
8. Enter in either the student's last name, first name, or Local Student Number and select **Search**.

9. Select the student's name from the list that populates. If this is the only person for this incident select **Save**. If not, fill in the information under **Add Participant** until all participants for this incident have been added.

10. Select the **Save** button. The following box is added at the bottom. The red exclamation is a notification that this incident happened while the student had an active IEP.

11. Select the **Add Resolution** tab.

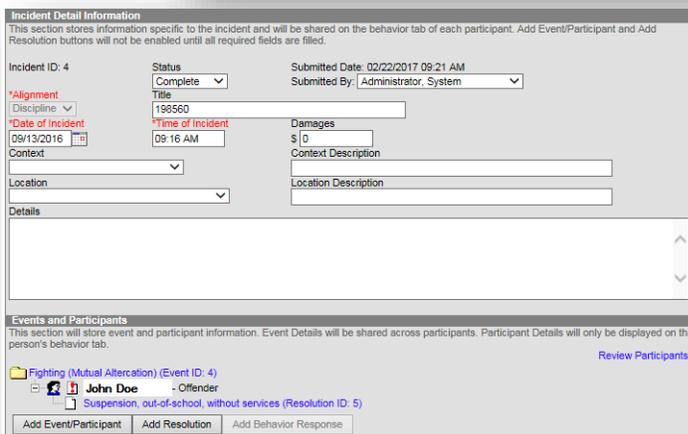
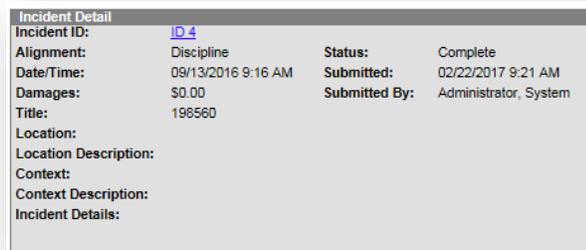
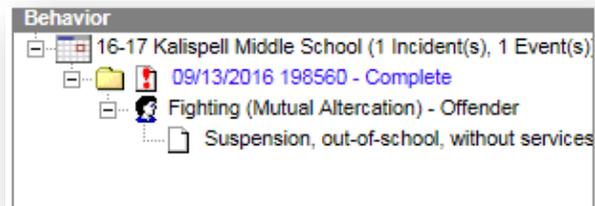
12. All information fields in red on the **Add Resolution** screen below must be filled in as well as the **Duration in School Days** box.

13. Under the *Apply To* field, check the box next to the student(s) involved in this incident and select **Save**.

14. You are returned to the **Incident Detail Information** (gray area) box. At the bottom of the screen you will see the **Event Type**, student(s) included in the event, and the **Resolution Type**. If you see all these components, under the **Status** box drop-down box select Complete. Select the **Save** button at the top of the screen. The incident moves off the Incident Management Editor into the student(s) general information area, under their **Behavior** tab.

## Making Changes to a Completed Incident:

1. Go to the **Search** tab and select Student from the search criteria box.
2. Enter the student's last name and select the **Go** button.
3. Select the student's name from the Search Results list that populates.
4. Select the **Behavior** tab and find the incident you need to edit.
5. Click on the blue hyperlink with the date of the incident.
6. Under the **Incident Detail** box in the Incident ID field, click on the blue **ID number**.
7. Edit either the **Incident Detail Information** or one of the areas in the Events and Participants box. If you used the wrong Event Type or Resolution Type, click on the blue hyperlink associated with it.
8. When you are finished with your edit, select the **Save** button which is at the bottom of the screen.
9. This automatically takes you back to the **Incident Detail Information** screen. If this incident is now corrected, under the *Status* box make sure you are still set to **Complete**.
10. Select the **Save** button at the top of the page.



For more information, contact Kristie Sears at 1-406-444-0685 or

[Submit an AIM Help Desk Ticket](#)