

Online Tutorial: Adding a Discipline Alert

Step 1: From the start page, search for the student or browse students to find him/her.

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
K 1 2 3 4 5 6 7 8 9 10 11 12 M FALL

Administration

- District Specific
- Fee Transactions
- Log Entries
- Lunch
- Lunch Transactions
- Net Access
- SEOP Review
- Incidents

Step 2: In the left navigation bar, select “Log Entries” under the “Administration” heading.

Step 3: At the top of the page, click “Edit Discipline Alert.”

[Edit Discipline Alert](#)



Step 4: Enter the appropriate text into the text box.

Discipline Alert Text

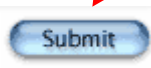
Michael had his polo shirt untucked. This was his first offense.

Step 5: Choose the date you’d like the alert to expire.

Alert Expires (date)

09/30/09 (0/0/0 to never expire)

Step 6: Click the “Submit” button.



Step 7: If you’d like to read your discipline alert, click the icon.