

iBehavior Website and iPhone Application

User Manual 5/27/10

Introduction:

You may use the **iBehavior Website and iPhone Application** together or you may use either independently. Although you may begin with either the iPhone application or the website, it is recommended that you begin with the website as it will be easier to input or import your students and classes and then synchronize them seamlessly over the network.

Website:

lbehavior.iunderstand.com

Sign up:

by entering your First Name, Last Name, Email address (which will be your User Login), Password and select whether you are a teacher, administrator, or parent. Make sure to enter your email address and that of your administrator if you would like to email student behavior reports.

Your Profile:

Go to the **Tools** page and click on **My Profile**.

Add a class:

by clicking the Add Class button in the upper right. Enter the name of the class, the semester and year, and choose whether it is an Elementary or Secondary class. Click Submit.

You may add more classes or continue by adding students.

Add students:

There are several ways to add new students. You can add students individually from inside your recently created class or from the **Students** page by clicking on Add New Student. But the easiest way to Add Multiple Students is to **Import Students** from the **Tools** page.

Import Students:

You can import students from an Excel spreadsheet .xls or a .csv file. Click on the **Tools** page. Click the **Import Students** button. You can click on the **Download Template** link to download a template already formatted to import into iBehavior.

Regardless of how you enter your students, the Student ID is a required field. Also make sure to enter a parent/guardian email address if you would like to email student reports to the parent/guardian.

Assign Students to Class:

Once you have added or imported your students, you can assign them to a class or several classes from the button on the **Students** page.

Documenting behavior:

You are ready to document student behavior. The **Classes** page is your homepage. Click on classes, click on one of the classes you created.

There are two ways to document individual student behavior. From within each class, you can utilize one of the “**Quick click**” buttons to enter **Positive** or **Negative** behavior. Simply click on the **Green** button with the “+” or the **Red** button with the “-”.

If you would like to enter more detailed information, click on the **Student’s Name** to the left.

iPhone Application:

Add Classes:

The home screen of your **iBehavior** iPhone application is your classes page. To begin, select **Add** in the upper right hand corner of the **Classes** screen.

Select the box next to **Class Name:** and enter the name of your first class.

Select the box next to **Semester/Year:** and enter the semester or school year.

Select the box next to **Class Type:**, a scroll wheel will appear and select whether the class is an **Elementary** or **Secondary** school class. Select **Done** when finished.

You can continue to add classes or you can begin to add students.

Add Students:

Select the **Students** page from the bottom of the screen.

Select the **Add** button on the top right of the screen.

Select the **First Last** button and enter the student's First and Last name in the boxes that appear. You must select **Save** in the upper right hand corner.

You must enter the **Student's ID** number in the **Student ID:** box in order to add a student.

Adding the **Parent's email address** is necessary if you would like to email the student's report to the parents.

The rest of the student information, including adding a photo of the student is optional.

Tools:

My Profile:

Enter your **email address** and your **Administrator's Email Address** in order to be able to email reports to the parents and the administration.

Enter your Classroom Management Plan:

To enter your **Classroom Management Plan**, select **Tools** in the bottom right hand corner. Select **Edit Classroom Plan**. Here you can edit your **Rules** and your **Consequences**. Be sure to select **Update** when you are finished.

Select the **Back** button in the upper left to return to the **Tools** page.

Message Templates:

Enter your **Message Header, Greeting, and Message Footer**, for **Parents** and **Administrators**, to send reports.