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Nova Scotia Student Information System

Nova Scotia Public Education System

Incident Tracking - Teachers

User Guide

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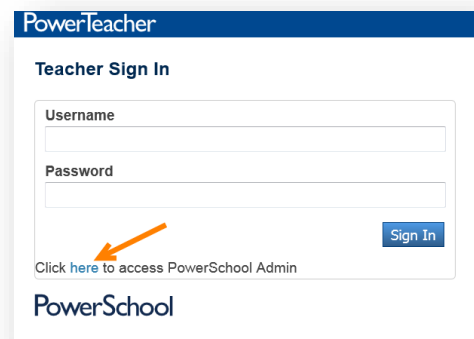
1 OVERVIEW

Teachers can create incident referrals for the students they teach in PowerTeacher and in PowerSchool Admin; and to create a referral for students they do not teach, they can access these students in PowerSchool Admin. Teachers can only view incident referrals that they have created, and will not be able to view incident referrals submitted by other staff, teachers, and administrators.

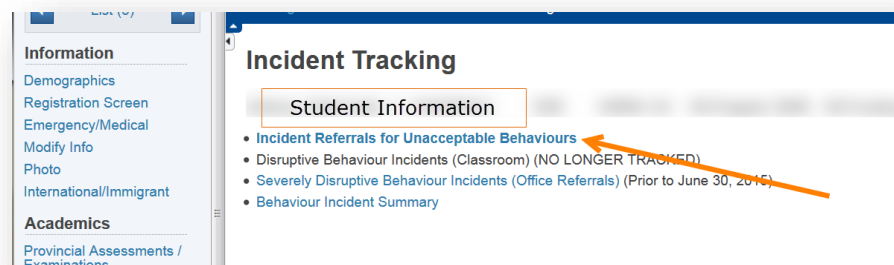
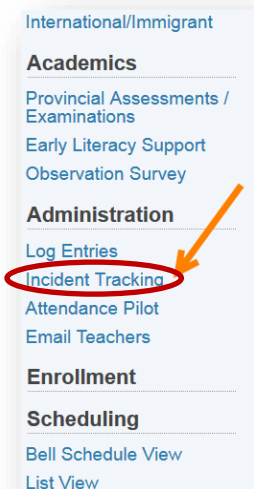
The process to create a new referral is the same, how you get to the screen though is different. **If you require that an automatic email notification be sent to your administrators, please enter the unacceptable behaviour incident in PowerSchool Admin – and not in PowerTeacher (since submitting the referral in PowerTeacher will not send out any email notifications).**

2 ACCESSING INCIDENTS AND ADDING A NEW REFERRAL IN POWERSCHOOL ADMIN

- Log out of PowerTeacher and into PowerSchool.
- Do a search for and select the student in PowerSchool.
 - Under the **Administration** section, click on **Incident Tracking**.



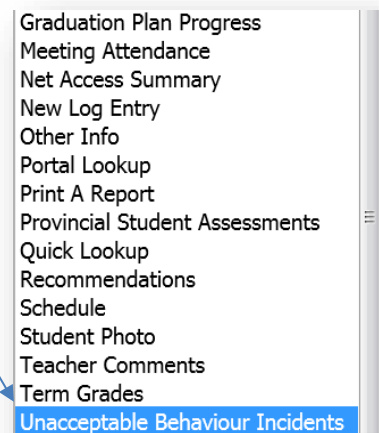
- To add a new incident, click on **Incident Referrals for Unacceptable Behaviours**.



- Select **Add New Unacceptable Behaviour Incident**.
- Add the required data into the **Incident Referral Form for Unacceptable Behaviour**.
 - **Date of Incident:** Click on the calendar icon to select the date the incident occurred.
 - **Approximate Time of Incident:** From the drop down menu, select the time of day the incident occurred.
 - **Location:** Select one or more locations where the incident took place, e.g. if a fight happened in the classroom, and during the interview, it is discovered that the student was reacting to a Facebook post about him/her. In this case you would select both **Internet/Technology Media** and **Classroom**.
 - **Did you witness the event:** Indicate if you, as the person reporting the incident, witnessed the event.
 - **Unacceptable Behaviour Incident:** From the drop down list select the type of Unacceptable Behaviour being reported.
 - **Description:** Describe the incident. The description is available for review by the appropriate school and board staff and parents.
 - **Contributing Factors:** From the drop down list, select one or more contributing factors (only if appropriate) related to the incident being recorded.
 - **Prohibited Article:** Make a selection from the drop down list, otherwise leave this set to (none)
 - **Incident Target:** Select the incident target from the drop down list.
- Click **Submit**.

3 ACCESSING INCIDENTS AND ADDING A NEW REFERRAL IN POWERTEACHER

- Log into PowerTeacher.
- Click on the student information icon for the class in which the student is enrolled.
- Click the last name of the student.
- From the **Select Screens** option, select **Unacceptable Behaviour Incident**.
- Click on **New**, to create a new referral.
- Enter the required fields into the **Incident Referral Form for Unacceptable Behaviour**.
 - **Date of Incident:** Click on the calendar icon to select the date the incident occurred.
 - **Approximate Time of Incident:** From the drop down menu, select the time of day the incident occurred.



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- **Location:** Select one or more locations where the incident took place, e.g. if a fight happened in the classroom and during the interview, it is discovered that the student was reacting to a Facebook post about him/her. In this case you would select both **Internet/Technology Media** and **Classroom**.
 - **Did you witness the event:** Indicate if you, as the person reporting the incident, witnessed the event
 - **Unacceptable Behaviour Incident:** From the drop down list select the type of Unacceptable Behaviour being reported.
 - **Description:** Describe the incident. The description is available for review by the appropriate school and board staff and parents.
Contributing Factors: From the drop down list, select one or more contributing factors (only if appropriate) related to the incident being recorded.
 - **Prohibited Article:** Select from the drop down list, otherwise leave this set to (none).
 - **Incident Target:** Select the incident target from the drop down list.
 - Click **Submit**.

Once the incident has been submitted, it is viewable but not editable by the teacher. If the teacher wishes to edit the incident, s/he must see the school administrator.