

How to Assign Detentions

US DETENTION

Renweb – Enter Behavior Event

1. Go to Student Data > Behavior.
2. Select student name from the drop-down list.
3. Click the Add Event button to create a new event.
4. Complete the record by filling in the following fields (all of which are required):
 - a. **Date:** Date of infraction.
 - b. **Reported By:** Defaults to your name.
 - c. **Add Event** dropdown: Select the appropriate infraction type.
 - d. **Description of Event:** Enter the public-facing description of the event plus any relevant details of consequences or follow-up.
 - e. **Notes (Confidential):** This field is **not** required, but can be used for any internal notes that will not go to parents/guardians.
 - f. **Consequences:** Use the first drop-down to select the consequence and set the date beside it. The second Consequence field will be used as follow-up, if necessary, so should be left blank.
 - g. **Level:** This can be ignored as it is not being used at this time.
 - h. **Status:** Initial status is set to Open.
 - i. **Demerit/Merit:** This can be ignored as they are not being used at this time.
5. Do not email the Detention at this time. Click **Save and Exit** and the record will appear in the grid for the selected student. To edit the event, double-click it to reopen it.

6. After saving the record and reopening it, you can click the **Print** button to see what your Detention will look if it is sent out via email. This will not actually print the record.

MS DETENTION

Detention, 7th Period, Warning:

1. Log into Renweb.
2. Click “Student Data” on left side menu.
3. Click “Behavior” on drop-down below “Student Data”
4. In upper left of bigger window, select the student.
5. Click “Add Event” on bottom of screen.
6. Fill in “Date”.
7. Fill in “Reported By”.
8. Fill in “Add Event” using drop-down menu.
9. Fill in “Description of Event” by writing a complete and detailed account of issue.
10. (optional) Fill in “Notes – Confidential...” if you would like. (i.e. If student can’t serve detention until tomorrow)
11. Fill in the first date box under “Consequences” for date incident occurred.
12. Fill in the first drop-down just after the date box with appropriate choice. MOST COMMON WILL BE:
 - a. “7th Period (Academic)”
 - b. “Disciplinary detention: MS”

c. "Warning" à *(please fill out to help track warnings from teachers)*

13. (optional) Fill in second date box and drop-down for multiple consequences for a single incident.

14. Change "Status" drop-down to "Open".

15. DO NOT change anything relating to "Level" or "Demerit/Merit".

16. Check "Correspondence" and "Advisor" in bottom right of page. (this will send email to parents/guardians and advisors)

17. Click on any other faculty you wish to notify (they turn blue with each click).

18. If ready to email incident report, click "Email". (You can swap steps 18 and 19 if you prefer)

19. Click "Save and Exit".

20. Verify incident is now listed at the top of the page.