

# Compassionate Discipline

## Learner Behaviour Reports



<http://prod.cdschool.co.za>

Please note that Chrome is the CDS preferred browser on  
pc, tablet and smart phone.

# Content

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**Tip: Set a web bookmark for <http://prod.cdschool.co.za> to return to CDS web page.**

# CDS Main Page

The screenshot displays the CDS Main Page interface, which is organized into three main dashboard sections, each highlighted by a yellow callout box with an arrow pointing to the corresponding area:

- Learner Dashboard:** This section is titled "LEARNER DASHBOARD: TEST LEARNER 1 IN GRADE 2" and includes the subtext "AWARD AND DEMERIT POINTS CALCULATED FROM 01 JANUARY 2017 - 29 DECEMBER 2016". It features a list of actions on the left: "New character award", "New demerit", "View Learner Report", "View previous reports", "Update learner", and "Send parent letter". On the right, there are three summary bars for "Character Awards", "Crisis points", and "Penalty points".
- Teacher Dashboard:** This section is titled "MARGARETHA MAUER DASHBOARD". It includes a list of actions on the left: "View reminders", "Mass homework demerit", "Mass late demerit", "New learner", "Grade Reports", "Look up CD Topics", and "CDS Manuals". On the right, there is a form for "New Reminder" with a "Due date" dropdown set to "29", a "Description" text area, and a "New Reminder" button.
- School Dashboard:** This section is titled "KDD DASHBOARD" and features three summary cards: "Learner rewards due" with a count of 0, "Parent meetings due" with a count of 0, and "Incomplete plans" with a count of 1. Each card has a "View" button and a corresponding icon (trophy, group of people, and clipboard).

# 1. Purpose of behaviour report

**The purpose of the behaviour report is to view a learner's behaviour over a period of time with award and demerit statistics. Current reports as well as historical reports are available on CDS.**

**Educators should give consistent feedback on learner behaviour to influence better learner decision making. If you have allocated awards and demerits consistently, you have achieved a big part of your educational responsibility.**

**When learner's limits are exceeded, it is indicated on the report. We can then identify behavioural patterns which will lead us to suggest specific help or correction for learner. Only behaviour which exceeds limits should be addressed to improve or get recognition.**

# 2. View Learner Report

## Step 2.1: Select “View Behaviour Report” Menu Option

### LEARNER DASHBOARD: TEST LEARNER IN GRADE 5

AWARD AND DEMERIT POINTS CALCULATED FROM 30 DECEMBER 2016 - 31 DECEMBER 2016

The dashboard features a vertical menu on the left with four options: 'New character award', 'New demerit', 'View Behaviour Report' (highlighted with a mouse cursor), and 'Send parent'. A purple notification box in the center states: 'Penalty limit of 2 has been reached: Please schedule action plan meeting with parents.' To the right, there are four trackers: 'Character Awards' with a value of 1, 'Crisis points' with a value of 0, 'Penalty points' with a value of 2, and 'Correction points: Irresponsibility' with a value of 4. A tooltip for the 'Send parent' button reads: 'View learner behaviour report which contains award and demerit totals'.

Category	Value
Character Awards	1
Crisis points	0
Penalty points	2
Correction points: Irresponsibility	4

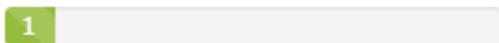
# Step 2.2: CDS displays report (1 of 2)

Learner's award and demerit points are shown for the current period. Limit exceeded warning is shown where limits are exceeded. Individual awards are listed.

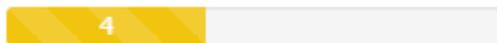
## TEST LEARNER IN GRADE 5

AWARD AND DISCIPLINE POINTS CALCULATED FROM 30 DECEMBER 2016 - 31 DECEMBER 2016

### Character Awards

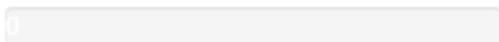


### Correction Count: Irresponsibility



Penalty limit of 2 has been reached: Please schedule action plan meeting with parents.

### Crisis Count



### Penalty Count



## CHARACTER AWARDS

Date	Teacher	Character Awards	Note
30 Dec 11:11	Margaretha Mauer	Patience - Learner shows good self control during slow situations	Learner waited patiently for 1.5 hours for his turn.

# Step 2.3: CDS displays report (2 of 2)

Learners demerit entries are shown individually.

## DEMERITS

Date	Teacher	Misbehaviour Category	Misbehaviour	Note	Correction point	Penalty point	Crisis point
30 Dec 11:56	Margaretha Mauer	Misbehaviour towards others	Learner hurts any adult or child physically with or without an object used as a weapon.	Learner kicked John on the shin and it left a wound that was bleeding. Parent Letter: Apology and admission of guilt - misbehaviour towards others sent on 30-12-2016 and signed slip returned on 30-12-2016	0	1	0
30 Dec 12:53	Margaretha Mauer	Irresponsibility	Learners homework is not up to standard (taking into account the childs past performance, not compared to other learners work but his or her own ability) or not quite finished.	Learners did not complete Afrikaans essay as instructed. They have to complete essay by tomorrow with 200 additional words.	2	0	0

# 3. Download report

Select “Download Report” button to download report.

The screenshot shows a user interface for a student report. At the top, there are two buttons: 'Download report' (highlighted in yellow) and 'Action Plan' (purple). Below these is a blue header for 'TEST LEARNER IN GRADE 5' with a subtitle 'AWARD AND DISCIPLINE POINTS CALCULATED FROM 30 DECEMBER 2016 - 31 DECEMBER 2016'. The main content area displays four metrics: 'Character Awards' (1), 'Crisis Count' (0), 'Penalty Count' (2), and 'Correction Count: Irresponsibility' (4). A purple warning box on the right states: 'Penalty limit of 2 has been reached: Please schedule action plan meeting with parents.'

**Download report**   **Action Plan**

## TEST LEARNER IN GRADE 5

AWARD AND DISCIPLINE POINTS CALCULATED FROM 30 DECEMBER 2016 - 31 DECEMBER 2016

<b>Character Awards</b> 1	<b>Correction Count: Irresponsibility</b> 4
<b>Crisis Count</b> 0	
<b>Penalty Count</b> 2	

Penalty limit of 2 has been reached: Please schedule action plan meeting with parents.

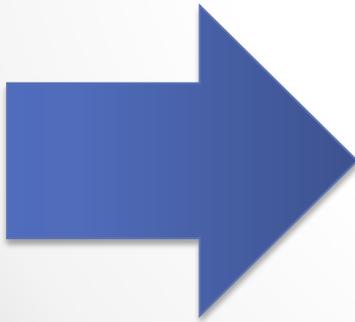
# Step 3.2: Open report

Tip: File name is

“Behaviour\_Report\_learner\_date.  
pdf”



Behaviour\_Report\_....pdf ^



## *CD School letterhead*

### Behaviour Report for Test Learner in grade 5

Award and demerit points calculated from 30 December 2016 - 31 December 2016

**Penalty limit of 2 has been reached: Please schedule action plan meeting with parents.**

Character Awards 1  
Crisis points 0  
Penalty points 2  
Correction points Irresponsibility: 4

#### Character award list

Date	Teacher	Character type	Definition	Note
30 Dec	Margaretha Mauer	Patience	Learner shows good self control during slow situations	Learner waited patiently for 1.5 hours for his turn.

#### Demerit List

Date	Teacher	Misbehaviour Category	Misbehaviour	Note	Correc tion	Penalt y	Crisis
30 Dec	Margaretha Mauer	Misbehaviour towards others	Learner hurts any adult or child physically with or without an object used as a weapon.	Learner kicked John on the shin and it left a wound that was bleeding.	0	1	0
30 Dec	Margaretha Mauer	Irresponsibility	Learners homework is not up to standard (taking into account the childs past performance, not compared to other learners work but his or her own ability) or not quite finished.	Learners did not complete Afrikaans essay as instructed. They have to complete essay by tomorrow with 200 additional words.	2	0	0
30 Dec	Margaretha Mauer	Irresponsibility	Learners homework is not up to standard (taking into account the childs past performance, not compared to other learners work but his or her own ability) or not quite finished.	Leerders se Afrikaanse opstelle moes vandag voltooi wees. Moet oor twee dae ingehandig word met 200 addisionele woorde.	2	0	0
31 Dec	Margaretha Mauer	Misbehaviour towards others	Learner spreads lies about anyone.	Learner lied about Jane.	0	1	0

# 4. Print and Save Report

Right click and use popup menu to print or save report.

*CD School letterhead*

**Behaviour Report for Test Learner in grade 5**  
Award and demerit points calculated from 30 December 2016 - 31 December 2016

**Penalty limit of 2 has been reached: Please schedule action plan meeting with parents.**

Character Awards 1  
Crisis points 0  
Penalty points 2  
Correction points Irresponsibility: 4

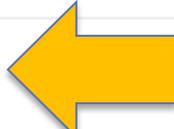
**Character award list**

Date	Teacher	Character type	Definition	Note
30 Dec	Margaretha Mauer	Patience	Learner shows good self control during slow situations	Learner waited patiently for 1.5 hours for his turn.

**Demerit List**

Date	Teacher	Misbehaviour Category	Misbehaviour	Note	Correc tion	Penalt y	Crisis
30 Dec	Margaretha Mauer	Misbehaviour towards others	Learner hurts any adult or child physically with or without an object used as a weapon.	Learner kicked John on the shin and it left a wound that was bleeding.	0	1	0
30 Dec	Margaretha Mauer	Irresponsibility	Learners homework is not up to standard (taking into account the childs past performance, not compared to other learners work but his or her own ability) or not quite finished.	Learners did not complete Afrikaans essay as instructed. They have to complete essay by tomorrow with 200 additional words.	2	0	0
30 Dec	Margaretha Mauer	Irresponsibility	Learners homework is not up to standard (taking into account the childs past performance, not compared to other learners work but his or her own ability) or not quite finished.	Leerders se Afrikaanse opstelle moes vandag voltooi wees. Moet oor twee dae ingehandig word met 200 addisionele woorde.	2	0	0
31 Dec	Margaretha Mauer	Misbehaviour towards others	Learner spreads lies about anyone.	Learner lied about Jane.	0	1	0

Back  
Forward  
Reload

Save as...   
Print...  
Translate to English  
View page source  
View page info

Rotate clockwise  
Rotate counterclockwise

Inspect element

# 5. View Previous Learner Reports

## Step 5.1: Select “View Learner Report” Menu Option

**LEARNER DASHBOARD: TEST LEARNER 1 IN GRADE 2**  
AWARD AND DEMERIT POINTS CALCULATED FROM 07 DECEMBER 2016 - 31 DECEMBER 2016

**New character award**

**New demerit**

**View Behaviour Report**

**View previous reports**

**Send parent letter**

**Character Awards**

0

**Crisis points**

0

**Penalty points**

0

**Correction points: Attention seeking**

3

**Correction points: Irresponsibility**

2

*Note: A tooltip "View learners' historic reports" is visible over the "View previous reports" button.*

# 5.2: View previous report list

Select “Report” button for applicable period.

PREVIOUS REPORTS - 31 DECEMBER 2016	
	Period
<a href="#">Report</a>	06 January 2015 - 06 January 2015
<a href="#">Report</a>	07 January 2015 - 04 February 2015
<a href="#">Report</a>	05 February 2015 - 24 February 2016
<a href="#">Report</a>	25 February 2016 - 14 April 2016
<a href="#">Report</a>	14 April 2016 - 07 June 2016

# 5.3: View previous report (1 of 3)

[Download report](#)

## TEST LEARNER 1 IN GRADE 2

AWARD AND DISCIPLINE POINTS CALCULATED FROM 14 APRIL 2016 - 31 DECEMBER 2016

**Character Awards**

0

**Crisis Count**

1

**Correction Count: Irresponsibility**

1

**Penalty Count**

0

### CHARACTER AWARDS

Date	Teacher	Character Awards	Note
24 Feb 07:38	Margaretha Mauer	Accepting - Learner	asdf

# 5.4: View previous report (2 of 3)

## DEMERITS

Date	Teacher	Misbehaviour Category	Misbehaviour	Note	Correction point	Penalty point	Crisis point
24 Feb 07:17	Margaretha Mauer	Abnormal Behaviour	Learner has an illegal and potentially dangerous item in possession at the school. This includes any weapon or object that can be used as a weapon or looks or sounds like a weapon.	asdf	0	0	1
24 Feb 07:26	Margaretha Mauer	Irresponsibility	Learners homework is not up to standard (taking into account the childs past performance, not compared to other learners work but his or her own ability) or not quite finished.	asdf	1	0	0
07 Jun 07:17	Margaretha Mauer	Abnormal Behaviour	Learner is unable to physically sit still, or can not master something in class which is repeatedly explained or gets bad marks for a test or assignmen despite his/hers best attempt.	asdf	0	0	1

# 5.5: View previous report (3 of 3)

## MEETING ATTENDEES 07 JUNE 2016

**Principal: Mnr Botha**

**Mother / Guardian: Test mother 1**

**Others participating in meeting asdf**

**Main problem causing the learner behaviour according to exceeded limits.**

asdf

**Solution / punishment in accordance with main problem**

Loses the priviledge of choosing task option, e.g. teacher chooses 1 of 4 essay topics for the learner for a period of time

**Solution / Punishment note**

asdf

**Responsible person to execute solution / punishment**

ASDF

**Due date**

2016-06-07

**Has plan been executed?**

Plan successfully executed and learner behaviour is unchanged.

**Did learner's attitude show improvement, worsened or stayed the same?**

Loses the priviledge of choosing task option, e.g. teacher chooses 1 of 4 essay topics for the learner for a period of timeLoses the priviledge of choosing task option, e.g. teacher chooses 1 of 4 essay topics for the learner for a period of timeLoses the

# 5.7: Download report

Download report



## TEST LEARNER 1 IN GRADE 2

AWARD AND DISCIPLINE POINTS CALCULATED FROM 14 APRIL 2016 - 31 DECEMBER 2016

Character Awards

0

Crisis Count

1

Correction Count: Irresponsibility

1

Penalty Count

0

### CHARACTER AWARDS

Date	Teacher	Character Awards	Note
24 Feb 07:38	Margaretha Mauer	Accepting - Learner	asdf

# If you encounter a problem:

**Select “Report Problem” link and fill out the problem form.**

**A consultant will contact you to resolve the issue.**

[About CDS](#)

[Report Problem](#)

[Request new password](#)

