

# Behavior and Student Comments Overview

Updated Jul 14, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

## Overview

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For every school, tracking student behavior and performance is of utmost importance. Within Veracross schools are able to manage these scenarios by using Behavior Events and Comments. Behavior Events and Comments allow staff and faculty the ability to enter a record of a behavior or make a comment regarding a student, notify any necessary people, and historically track any records added. This also allows parents to be notified of behavior and comments.

## Behavior

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Behavior events are added on a per student basis and can be entered by staff and faculty. Behavior events specify an incident type, date and note to explain when and why this event notice has been entered (e.g. Disrespect toward a teacher, Dress code violation, etc.). An outcome type, date and note is also specified to explain what the result of the incident is and when it will take place (e.g. Detention, Call home, etc.). Incident types and outcome types can be [configured](#) by the school. Email Notifications of the behavior event can then be sent to other staff or faculty as well as the parents of the student using the [Behavior Notification Email Template](#).

## Comments

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Student Comments are added on a per-student basis and can be entered by staff and faculty. Student comments can be added for a particular class or just as a general comment (eg. Good participation, Performance concern, etc.). Teachers are also able to add multiple Student Comments at once for all the students within a class. Staff and faculty can select a comment type to explain the reason for the comment as well as enter a date and the actual comment. Email notifications of the comment can then be sent to other staff or faculty as well as the parents of the student using the [Comment Notification Email Template](#).

Each user will manage behavior and comments in different ways. The following outlines how each user can interact with behavior and comments in Veracross:

## Teachers

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Faculty can add behavior events or student comments from within the Veracross teacher portal. On the teacher portal homepage there is a link to Add a Behavior Event or Add a Student Comment. Schools can decide which Incident Types and Outcome Types can be entered by faculty. Note that this is not configured by default for the teacher portal. [Learn more about this configuration.](#)

Teachers are able to view Behavior and Student Comments for only the classes that they teach. The Notifications tab is available within a Class, as well as on the Student Profile, and allows teachers to review comments associated with the selected class. Like above, these are not enabled by default and will need to be configured.

## Advisors

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Advisors can add behavior events or student comments from within the Veracross teacher portal. On the teacher portal homepage there is a link to Add a Behavior Event or Add a Student Comment. For schools that have purchased the [Advisor Dashboard](#) functionality, Behavior and Student Comments (and much more) can be seen on the Teacher Portal homepage and the Student Profile detail screen. *Please speak with your Account Manager to learn more about this feature.* Notifications can be sent to Advisors using the notification emails on the behavior and comment templates.

## Principals/Division Heads

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Principals/Division Heads can add behavior events or student comments in Axiom. Notifications can be sent to Principals/Division Heads using the notification emails on the behavior and comment templates. Principals/Division Heads can review behavior and comments on the Student detail screen or by running a Find Behavior/Comments query on the System homepage or School Level homepage.

## Parents

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Parents can be notified of behavior and comments through the notification emails. Schools can configure these [notification emails](#).

## Students

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Students can be notified of behavior and comments through the notification emails. Schools can configure these [notification emails](#).

