

Clicking the Icon or the **Classroom Issue** drop down opens a blank Classroom Issue:

The screenshot shows a web application window titled 'Classroom Issues'. At the top, it displays 'Homeroom (009999-40)' and the date '6/12/2017'. The main form area is titled 'Issue Details' and contains fields for 'Type', 'Location', and 'Issue Is Resolved'. A large text area for 'Notes' is also present. Below the form are two tables: 'Students' and 'Teacher Actions'. The 'Students' table has columns for Student ID, Name, Alerts, Birth Date, Age, Grade, Counselor, Disciplinarian, and Remove. The 'Teacher Actions' table has columns for Date, Teacher Action, From Date, To Date, Start Time, End Time, Completed, Parent Contacted, Notes, and Remove. Red circles with numbers 1 through 11 point to various elements: 1 (Change button), 2 (Classroom Issues title), 3 (Type dropdown), 4 (Location dropdown), 5 (Notes text area), 6 (Add student button), 7 (Student Name), 8 (Add action button), 9 (Teacher Action dropdown), 10 (Notes in table), and 11 (Save button).

To Complete a Classroom Issue:

1. Choose Date
2. Select Class
3. Choose Type from List
4. Pick Location from List
5. Enter Issue Details
6. Click + to add student(s)
7. Select student(s)
8. Click + to add Action(s)
9. Select Actions from List
10. Enter Detailed Notes
11. Save

A Complete entry may look like this:

The screenshot shows a completed entry in the 'Classroom Issues' system. The title bar shows 'Photography 4 (00070...)' and 'Date: 5/8/2017'. The 'Issue Details' section shows 'Type: 105', 'Location: 16', and 'Status: Assigned'. The 'Notes' field contains the text: 'student continued to curse at me, the teacher, during the class when students were to be reading chapter 1.' The 'Students' table shows one student: '005009508 Know, Ida'. The 'Teacher Actions' table shows one action: 'Student/Teacher Conversation' with a note: 'spoke with student about not using profanity within the classroom. Next outburst may result speaking with your mother and possibly a lunch detention'. Red circles with numbers 1 through 11 highlight the same elements as in the blank form screenshot.