

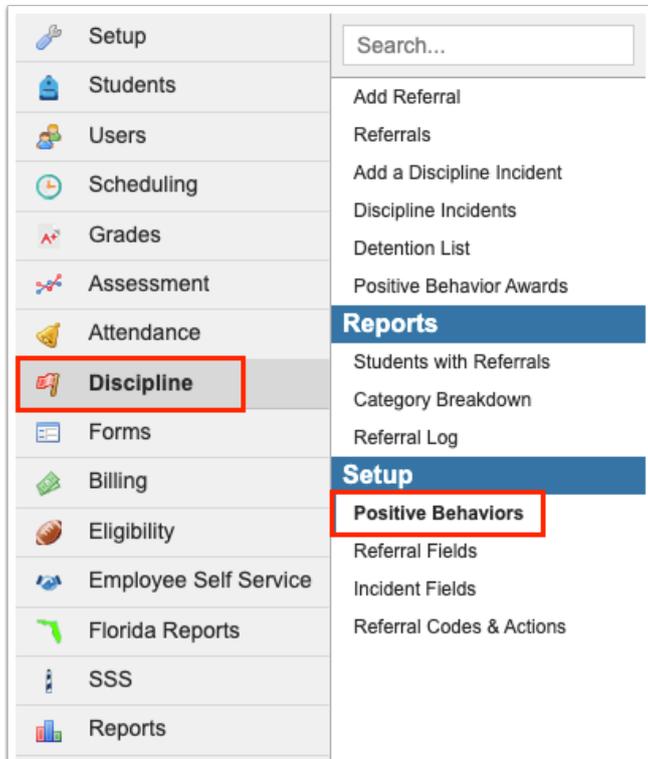
Positive Behaviors

The Positive Behavior feature in Focus allows administrators to use positive reinforcement strategies to reward good behavior. Students can earn and spend badges. Teachers and administrators are able to review the total badges earned, total badges spent, and the available balance for students. Administrators set up district wide or school badges and/or badge types before teachers can set up badges associated with the badge types.

Create & Edit Badge Awards

Focus uses the terms badge and badges for items that are awarded to students for good behavior. The district can rename these terms.

1. In the **Discipline** menu, click **Positive Behaviors**.



2. At the top of the screen in the **Name** field, enter the term the district will use instead of "Badge."

Once you click or tab out of the Name field, the Plural field will auto-populate with the plural of the name you entered. Edit the **Plural** field if needed.

Focus Elementary School Reward Program Name Plural Save

3. Click **Save**.

Adding New Badge Types

Administrators can set up badges that are awarded to students or set up badge types that act as categories. If teachers are allowed to set up badges, the teacher-created badges are associated with the administrator-created badge types.

 At least one school or district-wide badge/badge type must be setup in order to enable the Identify Badge Awards and Reward Positive Behaviors screens for teachers, in addition to being able to award badges in the mobile app or from the Seating Chart.

1. In the blank row at the top of the table, enter the **Badge Title/Type**.

Focus Elementary School Reward Program Name Plural Save

1 Records Export Filter: OFF

| Badge Title / Type | Icon | District-Wide | Start Year | End Year |
|---------------------------------------|---|-------------------------------------|----------------------|----------------------|
| <input type="text" value="Attitude"/> | Select | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Citizenship | Select  | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |

2. To select an icon for the badge, click **Select**.

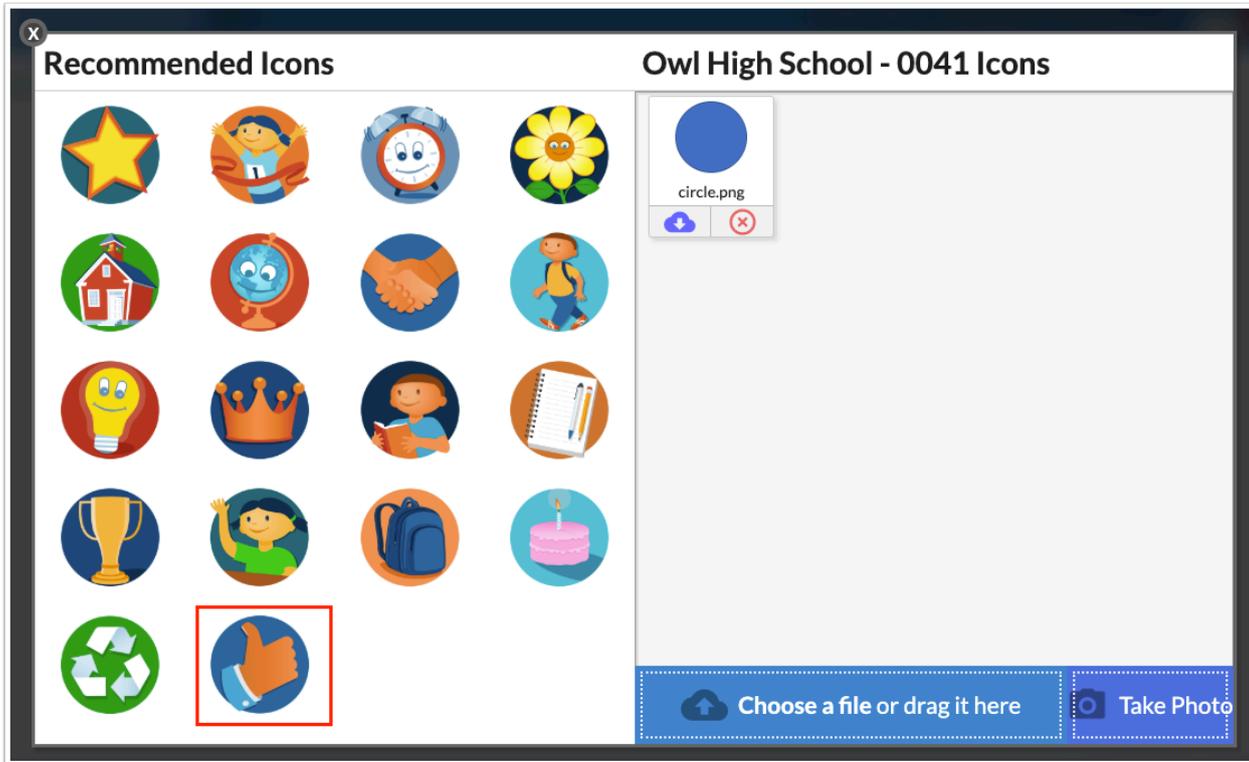
Focus Elementary School Reward Program Name Plural Save

1 Records Export Filter: OFF

| Badge Title / Type | Icon | District-Wide | Start Year | End Year |
|---------------------------------------|---|-------------------------------------|----------------------|----------------------|
| <input type="text" value="Attitude"/> | Select | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> Citizenship | Select  | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |

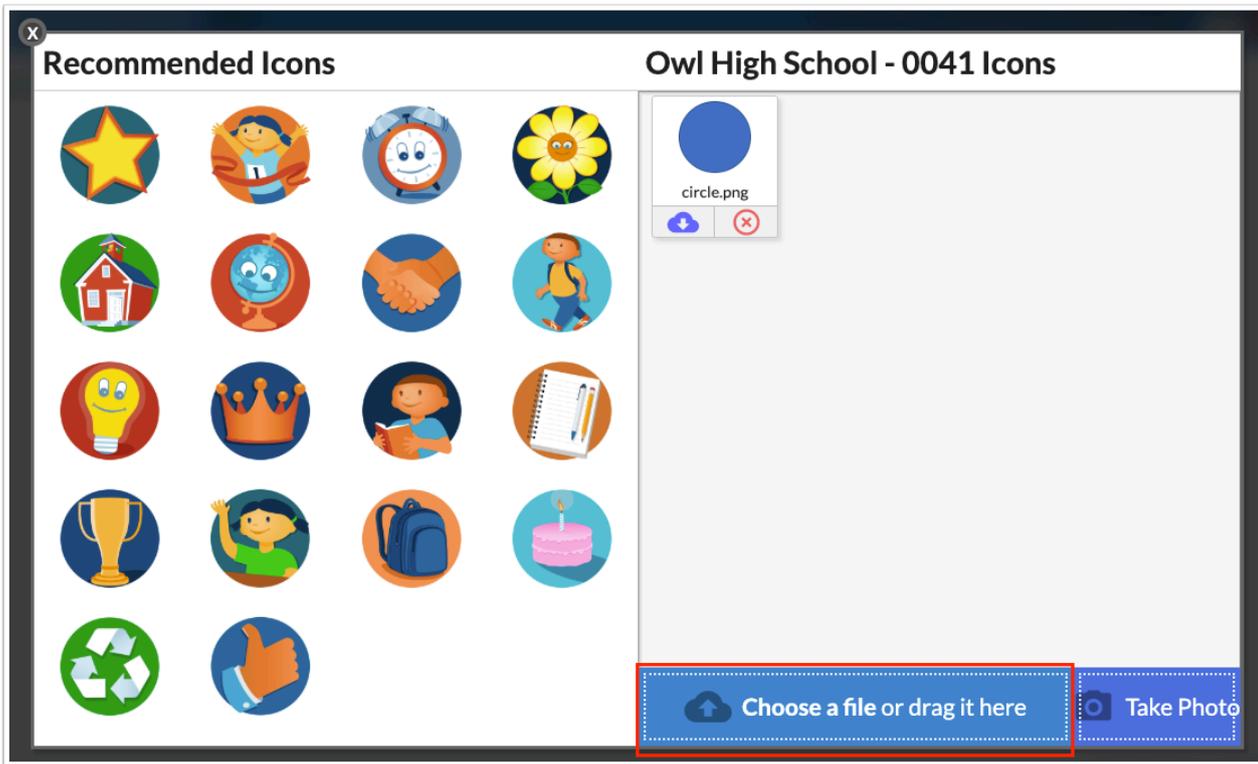
i Badges can be saved without selecting an icon, if desired. The star icon will be used for badges saved without an icon.

3. To use a recommended icon, click the icon on the left side of the screen.

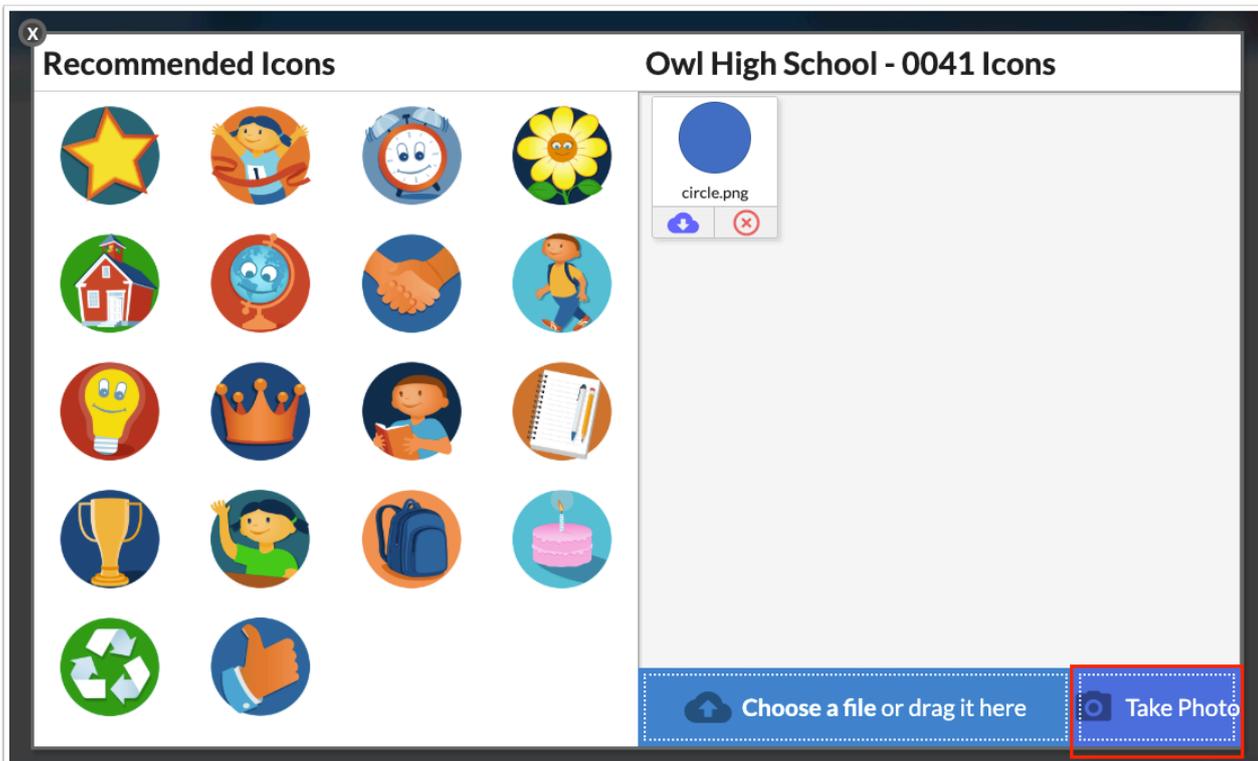


4. To upload an icon from your computer, click **Choose a file** and select the file, or drag the file from your computer into the blank area.

i Any icons administrators at your school have previously uploaded will be available on the right side of the screen.



5. To take a photo with your webcam, click **Take Photo** and follow the prompts to take a photo.



The selected icon is displayed in the Icon column.

Focus Elementary School Reward Program Name Plural Save

1 Records Export Filter: OFF

| Badge Title / Type | Icon | District-Wide | Start Year | End Year |
|--------------------|---------------------|-------------------------------------|------------|----------|
| Attitude | Select | <input type="checkbox"/> | | |
| Citizenship | Select | <input checked="" type="checkbox"/> | | |

6. If the badge will be used at all district schools, select **District-Wide**. If it will only be used at the school you are currently logged in to, do not select the check box.

Focus Elementary School Reward Program Name Plural Save

1 Records Export Filter: OFF

| Badge Title / Type | Icon | District-Wide | Start Year | End Year |
|--------------------|---------------------|-------------------------------------|------------|----------|
| Attitude | Select | <input type="checkbox"/> | | |
| Citizenship | Select | <input checked="" type="checkbox"/> | | |

7. To restrict when the badge can be awarded to students, enter a **Start Year** and/or **End Year**.

Enter the syear for the start year or end year, e.g. 2021.

8. Press **Enter** to add the row.

9. Click **Save**.

Focus Elementary School Reward Program Name Plural Save

2 Records Export Filter: OFF

| Badge Title / Type | Icon | District-Wide | Start Year | End Year |
|----------------------|---------------------|-------------------------------------|------------|----------|
| <input type="text"/> | Select | <input type="checkbox"/> | | |
| Attitude | Select | <input checked="" type="checkbox"/> | | |
| Citizenship | Select | <input checked="" type="checkbox"/> | | |

Editing a Badge/Badge Type

When a badge/badge type title or icon is edited, any badges that have already been awarded will be updated with the new title or icon.

The Start Year and End Year can be used to restrict when a badge can be awarded to students. It is recommended to set the End Year on a badge rather than delete a badge if it

has been awarded to students. Badges awarded to students prior to setting a Start Year or End Year are still counted in the student's earned badges.

1. To edit the title of an existing badge/badge type, click the **Badge Title/Type** field and make the change.
2. To edit the icon for an existing badge/badge type, click **Select** and choose a new system icon, upload a file, or take a photo with your webcam.
3. Select or deselect the **District-Wide** check box as needed.

i If the District-Wide check box is deselected and teachers from other schools have already created and awarded badges associated with this badge type, the awarded badges and badge history will be unaffected and the teacher's associated badge can still be awarded, but the badge type will be blank on the teacher's Identify Badge Behaviors screen. The teacher can select a different badge type for the badge.

4. Enter a **Start Year** and/or **End Year** to restrict when a badge can be awarded to students.
5. Click **Save**.

Focus Elementary School Reward Program Name: Badge Plural: Badges Save

2 Records Export Filter: OFF

| Badge Title / Type | Icon | District-Wide | Start Year | End Year |
|--------------------------------|---|-------------------------------------|----------------------|----------------------|
| <input type="text"/> | Select | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| Positive attitude | Select  | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |
| Citizenship | Select  | <input checked="" type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Deleting a Badge/Badge Type

! It is recommended to set the End Year on a badge rather than delete it if it has been awarded to students. See the **Editing a Badge/Badge Type** section for details.

i When a badge/badge type is deleted, it can no longer be awarded to students. Teacher-created badges linked to a deleted badge type are also deleted. Deleted

badges that have been earned by students still display in the student's earned totals and History detail in Positive Behavior Awards.

1. Click the red minus sign next to the badge/badge title to delete.

Focus Elementary School Reward Program Name Badge Plural Badges Save

2 Records Export Filter: OFF

| Badge Title / Type | Icon | District-Wide | Start Year | End Year |
|--------------------|--------|-------------------------------------|------------|----------|
| | Select | <input type="checkbox"/> | | |
| Attitude | Select | <input checked="" type="checkbox"/> | | |
| Citizenship | Select | <input checked="" type="checkbox"/> | | |

2. In the confirmation message, click **OK**.

livedemo.focusschoolsoftware.com says
Are you sure you want to delete this record?

Cancel OK

The row is grayed out to indicate it will be deleted.

3. Click **Save** to complete deletion.

Focus Elementary School Reward Program Name Badge Plural Badges Save

2 Records Export Filter: OFF

| Badge Title / Type | Icon | District-Wide | Start Year | End Year |
|--------------------|--------|-------------------------------------|------------|----------|
| | Select | <input type="checkbox"/> | | |
| Attitude | Select | <input checked="" type="checkbox"/> | | |
| Citizenship | Select | <input checked="" type="checkbox"/> | | |

View, Reward & Spend Badges

The Positive Behavior Rewards screen allows school administrators to award the badges to students as well as see how many badges have been earned, spent and the students' available balances. There is also a History tab that provides details on who awarded the

badge, the badge type, when it was awarded and the value associated with the badge. If Comments were entered when the badge was awarded, these will display as well.

Viewing Badge Awards

1. In the **Discipline** menu, click **Positive Behavior Awards**.

All the students at the school selected at the top-right of the screen are listed.

2. To refine the list of students, click **Advanced Search** at the top of the screen.

The screenshot shows the 'Positive Behavior Awards' interface. At the top, there are filters for Year, Semester, Quarter, Date Range, and a 'Comment Before Save' checkbox. An 'Advanced Search' button is highlighted in red. Below the filters, there are options for 'Export', 'Filter: OFF', and 'Mass Award: ON'. The main table lists students with columns for Name, Student ID, Grade, History, Total Earned, Spent, Available Balance, and Spend. To the right of the table are icons for various award types: Act of Kindness, Happy Birthday, Helping Others, Met Reading Goal, and Schedule Rewards. Each award type has a corresponding column in the table with a '\$ Amount' and a '+ - All' button.

| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards |
|------------------------|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|----------------|------------------|------------------|
| Acosta, Jerry | 00081751 | 01 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Acosta, Samantha K | 00086498 | KG | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Acosta, Sandra | 00086684 | PK | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Adams, Argento | 00023897 | 03 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Ages, Jennie | 00077170 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Aguilar, Pastora Monet | 00077172 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Alanis, Patty | 00086637 | KG | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Alanis, Zoraida | 00086472 | KG | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Alaniz, Edmund Sophia | 00087779 | KG | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Alarcon, Henrietta | 00074245 | 04 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |

3. In the Search Screen, enter search criteria to locate the student or group of students and click **Search**.

The screenshot shows the 'Search Screen' with a 'Simple List' view. There is a 'Student Search' section with a text input field for the student name, a dropdown menu for 'Student Group' (set to 'N/A'), and a checkbox for 'Include Inactive Students'. Below the search fields is a 'More Search Options' link. At the bottom of the search section are 'Search' and 'Reset' buttons.

The screen now only displays the students returned in the search.

i The **New** and **Remove** buttons at the top of the screen are used to conduct a new search or remove the search criteria and return to the full list of students.

| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards |
|------------------------|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|----------------|------------------|------------------|
| Ages, Jennie | 00077170 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Aguilar, Pastora Monet | 00077172 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Arana, Crystal | 00073838 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Backman, Gabriella | 00074378 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Baker, Rebecca | 00077250 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Boyd, Lorraine | 00082136 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Caldwell, Viv | 00086910 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Candelaria, Jezabel | 00077179 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Cannon, Jezabel Grace | 00073980 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Carlton, Evelia | 00074848 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |

The Year option at the top-left of the screen is automatically selected, displaying the badge data from the start of the school year to date.

4. To view badge data from the beginning of the semester to date, click **Semester**. To view badge data from the beginning of the quarter to date, click **Quarter**.

| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards |
|------------------------|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|----------------|------------------|------------------|
| Ages, Jennie | 00077170 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Aguilar, Pastora Monet | 00077172 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Arana, Crystal | 00073838 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Backman, Gabriella | 00074378 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Baker, Rebecca | 00077250 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Boyd, Lorraine | 00082136 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Caldwell, Viv | 00086910 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Candelaria, Jezabel | 00077179 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Cannon, Jezabel Grace | 00073980 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |
| Carlton, Evelia | 00074848 | 02 | | 0 | 0 | 0 | \$ Amount | 0 | 0 | 0 | 0 | 0 |

5. To view a custom date range, click **Date Range**.

| Year | | Semester | Quarter | Date Range | <input checked="" type="checkbox"/> Comment Before Save | Advanced Search | | + New | ✕ Remove | Save | | |
|------------------------|------------|-------------|---------|--------------|---|-------------------|----------------|-----------------|----------------|----------------|------------------|------------------|
| Prev | | Page: 1 / 2 | Next | 73 Records | Export | Filter: OFF | Mass Award: ON | | | | | |
| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spent | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards |
| Ages, Jennie | 00077170 | 02 | | 0 | 0 | 0 | \$ Amount | - 0 + | - 0 + | - 0 + | - 0 + | - 0 + |
| Aguilar, Pastora Monet | 00077172 | 02 | | 0 | 0 | 0 | \$ Amount | - 0 + | - 0 + | - 0 + | - 0 + | - 0 + |
| Arana, Crystal | 00073838 | 02 | | 0 | 0 | 0 | \$ Amount | - 0 + | - 0 + | - 0 + | - 0 + | - 0 + |
| Backman, Gabriella | 00074378 | 02 | | 0 | 0 | 0 | \$ Amount | - 0 + | - 0 + | - 0 + | - 0 + | - 0 + |
| Baker, Rebecca | 00077250 | 02 | | 0 | 0 | 0 | \$ Amount | - 0 + | - 0 + | - 0 + | - 0 + | - 0 + |
| Boyd, Lorraine | 00082136 | 02 | | 0 | 0 | 0 | \$ Amount | - 0 + | - 0 + | - 0 + | - 0 + | - 0 + |
| Caldwell, Viv | 00086910 | 02 | | 0 | 0 | 0 | \$ Amount | - 0 + | - 0 + | - 0 + | - 0 + | - 0 + |
| Candelaria, Jezabel | 00077179 | 02 | | 0 | 0 | 0 | \$ Amount | - 0 + | - 0 + | - 0 + | - 0 + | - 0 + |
| Cannon, Jezabel Grace | 00073980 | 02 | | 0 | 0 | 0 | \$ Amount | - 0 + | - 0 + | - 0 + | - 0 + | - 0 + |
| Carlton, Evelia | 00074848 | 02 | | 0 | 0 | 0 | \$ Amount | - 0 + | - 0 + | - 0 + | - 0 + | - 0 + |

6. In the pop-up window, enter the date range by selecting the month, day, and year from each pull-down or click the calendar icons to select the dates from the calendar.

7. Click **Confirm**.

✕
Select a date range to view student Badges

August

10

2022

📅

to

November

28

2022

📅

Cancel

or

Confirm

The Total Earned, Spent, Available Balance, and individual badge columns are updated to reflect the selected time period.

In each badge column, the student's total number of awarded badges for that badge/badge-type is displayed. This includes teacher-created badges that are linked to the badge-type that were awarded to the student.

| Year Semester Quarter Date Range <input type="checkbox"/> Comment Before Save | | | | | | | | | | Advanced Search | | + New x Remove | | Save | |
|---|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|-----------------|------------------|------------------|--|------|--|
| 73 Records | | | | | | | | | | Export | Filter: OFF | Mass Award: ON | | | |
| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards | | | |
| | | | | | | | \$ All | - All All + | - All All + | - All All + | - All All + | - All All + | | | |
| Ages, Jennie | 00077170 | 02 | | 3 | 0 | 3 | \$ Amount | 2 + | 0 + | 1 + | 0 + | 0 + | | | |
| Aguilar, Pastora Monet | 00077172 | 02 | | 3 | 0 | 3 | \$ Amount | 0 + | 1 + | 0 + | 2 + | 0 + | | | |
| Arana, Crystal | 00073838 | 02 | | 6 | 1 | 5 | \$ Amount | 4 + | 0 + | 1 + | 1 + | 0 + | | | |
| Backman, Gabriella | 00074378 | 02 | | 3 | 0 | 3 | \$ Amount | 0 + | 1 + | 2 + | 0 + | 0 + | | | |
| Baker, Rebecca | 00077250 | 02 | | 3 | 0 | 3 | \$ Amount | 0 + | 0 + | 0 + | 3 + | 0 + | | | |
| Boyd, Lorraine | 00082136 | 02 | | 0 | 0 | 0 | \$ Amount | 0 + | 0 + | 0 + | 0 + | 0 + | | | |
| Caldwell, Viv | 00086910 | 02 | | 4 | 2 | 2 | \$ Amount | 1 + | 1 + | 0 + | 2 + | 0 + | | | |
| Candelaria, Jezabel | 00077179 | 02 | | 0 | 0 | 0 | \$ Amount | 0 + | 0 + | 0 + | 0 + | 0 + | | | |
| Cannon, Jezabel Grace | 00073980 | 02 | | 4 | 0 | 4 | \$ Amount | 1 + | 1 + | 1 + | 1 + | 0 + | | | |
| Carlton, Evelia | 00074848 | 02 | | 0 | 0 | 0 | \$ Amount | 0 + | 0 + | 0 + | 0 + | 0 + | | | |

The **History** column displays the dates awarded, who awarded the badge, the badge title, badge value and any associated comments. Badges can be deleted from the student's History.

The **Total Earned** column displays the total number of badges the student has earned, including both teacher and administrator awarded badges.

The **Spent** column displays the total number of badges the student has spent, including both administrator and teacher spent badges.

The **Available Balance** displays the balance that is available for the student to spend.

The Badge Columns displays the total number of badges awarded to the student for each specific badge displayed.

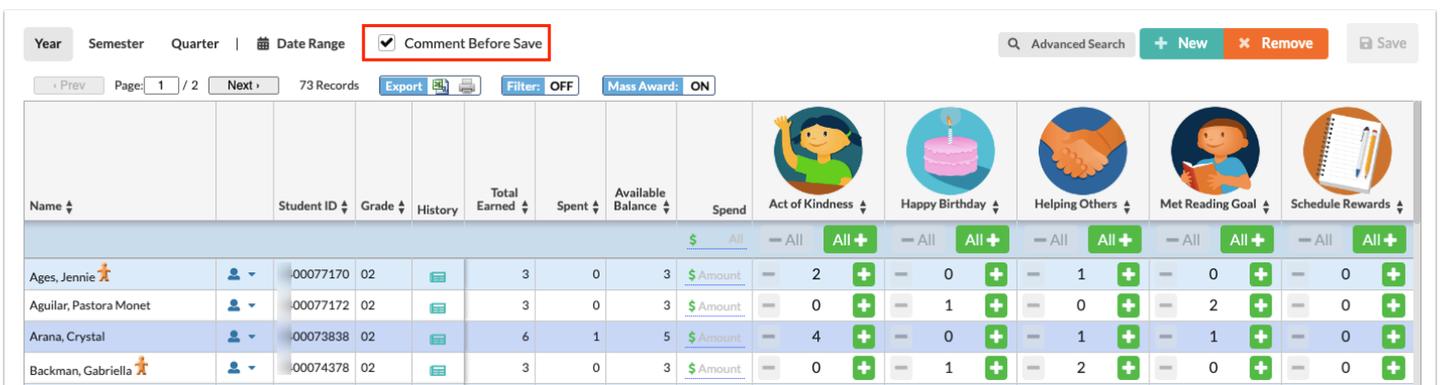
| Year Semester Quarter Date Range <input type="checkbox"/> Comment Before Save | | | | | | | | | | Advanced Search | | + New x Remove | | Save | |
|---|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|-----------------|------------------|------------------|--|------|--|
| 73 Records | | | | | | | | | | Export | Filter: OFF | Mass Award: ON | | | |
| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards | | | |
| | | | | | | | \$ All | - All All + | - All All + | - All All + | - All All + | - All All + | | | |
| Ages, Jennie | 00077170 | 02 | | 3 | 0 | 3 | \$ Amount | 2 + | 0 + | 1 + | 0 + | 0 + | | | |
| Aguilar, Pastora Monet | 00077172 | 02 | | 3 | 0 | 3 | \$ Amount | 0 + | 1 + | 0 + | 2 + | 0 + | | | |
| Arana, Crystal | 00073838 | 02 | | 6 | 1 | 5 | \$ Amount | 4 + | 0 + | 1 + | 1 + | 0 + | | | |
| Backman, Gabriella | 00074378 | 02 | | 3 | 0 | 3 | \$ Amount | 0 + | 1 + | 2 + | 0 + | 0 + | | | |
| Baker, Rebecca | 00077250 | 02 | | 3 | 0 | 3 | \$ Amount | 0 + | 0 + | 0 + | 3 + | 0 + | | | |
| Boyd, Lorraine | 00082136 | 02 | | 0 | 0 | 0 | \$ Amount | 0 + | 0 + | 0 + | 0 + | 0 + | | | |
| Caldwell, Viv | 00086910 | 02 | | 4 | 2 | 2 | \$ Amount | 1 + | 1 + | 0 + | 2 + | 0 + | | | |
| Candelaria, Jezabel | 00077179 | 02 | | 0 | 0 | 0 | \$ Amount | 0 + | 0 + | 0 + | 0 + | 0 + | | | |
| Cannon, Jezabel Grace | 00073980 | 02 | | 4 | 0 | 4 | \$ Amount | 1 + | 1 + | 1 + | 1 + | 0 + | | | |
| Carlton, Evelia | 00074848 | 02 | | 0 | 0 | 0 | \$ Amount | 0 + | 0 + | 0 + | 0 + | 0 + | | | |

Awarding Badges to Students

Badges can be awarded for an individual student or for all students in the displayed list.

Awarding a Badge to a Single Student

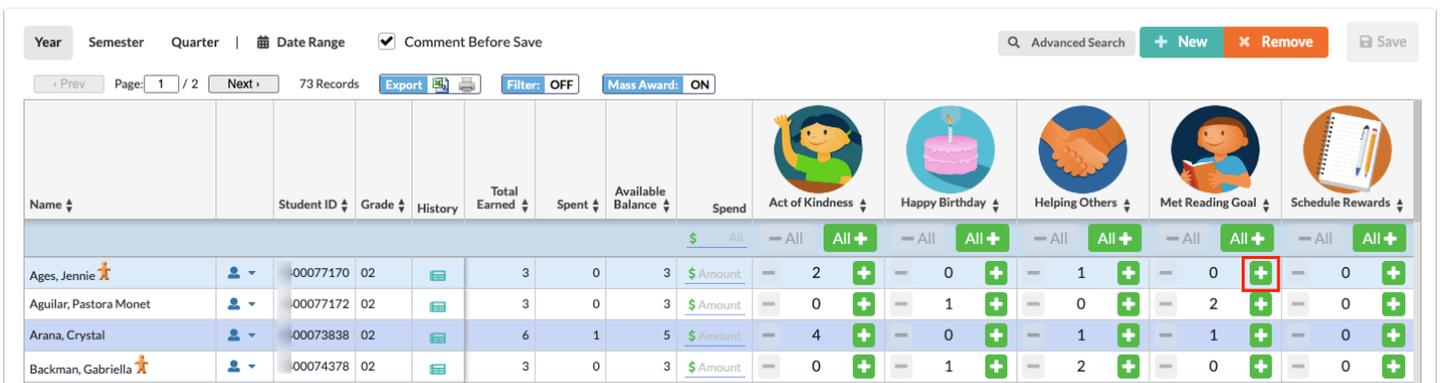
1. At the top of the screen, deselect the **Comment Before Save** check box if you do not want to be prompted to enter a comment when adding or spending a badge.



The screenshot shows the top of the awarding interface. At the top, there are navigation tabs for Year, Semester, and Quarter, followed by a Date Range selector and a checked checkbox labeled "Comment Before Save". To the right are buttons for "Advanced Search", "New", "Remove", and "Save". Below this is a summary bar showing "Page: 1 / 2", "Next", "73 Records", "Export", "Filter: OFF", and "Mass Award: ON". The main table has columns for Name, Student ID, Grade, History, Total Earned, Spent, Available Balance, Spend, and five badge categories: Act of Kindness, Happy Birthday, Helping Others, Met Reading Goal, and Schedule Rewards. Each badge category has a minus icon, an "All" button, and a plus icon. The "Comment Before Save" checkbox is highlighted with a red box.

| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards |
|------------------------|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|----------------|------------------|------------------|
| Ages, Jennie | 00077170 | 02 | | 3 | 0 | 3 | \$ Amount | - 2 + | - 0 + | - 1 + | - 0 + | - 0 + |
| Aguilar, Pastora Monet | 00077172 | 02 | | 3 | 0 | 3 | \$ Amount | - 0 + | - 1 + | - 0 + | - 2 + | - 0 + |
| Arana, Crystal | 00073838 | 02 | | 6 | 1 | 5 | \$ Amount | - 4 + | - 0 + | - 1 + | - 1 + | - 0 + |
| Backman, Gabriella | 00074378 | 02 | | 3 | 0 | 3 | \$ Amount | - 0 + | - 1 + | - 2 + | - 0 + | - 0 + |

2. Next to the student, click the green + icon in the column of the badge you want to award.



The screenshot shows the same awarding interface as the previous one, but with the "Comment Before Save" checkbox unchecked. In the table, the "Met Reading Goal" badge count for Jennie Ages has increased from 0 to 1, and the plus icon in that cell is highlighted with a red box.

| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards |
|------------------------|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|----------------|------------------|------------------|
| Ages, Jennie | 00077170 | 02 | | 3 | 0 | 3 | \$ Amount | - 2 + | - 0 + | - 1 + | - 1 + | - 0 + |
| Aguilar, Pastora Monet | 00077172 | 02 | | 3 | 0 | 3 | \$ Amount | - 0 + | - 1 + | - 0 + | - 2 + | - 0 + |
| Arana, Crystal | 00073838 | 02 | | 6 | 1 | 5 | \$ Amount | - 4 + | - 0 + | - 1 + | - 1 + | - 0 + |
| Backman, Gabriella | 00074378 | 02 | | 3 | 0 | 3 | \$ Amount | - 0 + | - 1 + | - 2 + | - 0 + | - 0 + |

The badge count increases by 1. The red minus icon is enabled, which can be clicked if the badge was awarded by mistake.

3. Click **Save**.

| Year Semester Quarter Date Range <input checked="" type="checkbox"/> Comment Before Save | | | | | | | | | | Advanced Search | | New | Remove | Save | |
|--|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|-----------------|------------------|------------------|--------|------|--|
| Prev Page: 1 / 2 Next 73 Records | | | | | | | | | | Export | Filter: OFF | Mass Award: ON | | | |
| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards | | | |
| | | | | | | | \$ All | - All All + | - All All + | - All All + | - All All + | - All All + | | | |
| Ages, Jennie | 00077170 | 02 | | 3 | 0 | 3 | \$ Amount | - 2 + | - 0 + | - 1 + | - 1 + | - 0 + | | | |
| Aguilar, Pastora Monet | 00077172 | 02 | | 3 | 0 | 3 | \$ Amount | - 0 + | - 1 + | - 0 + | - 2 + | - 0 + | | | |
| Arana, Crystal | 00073838 | 02 | | 6 | 1 | 5 | \$ Amount | - 4 + | - 0 + | - 1 + | - 1 + | - 0 + | | | |
| Backman, Gabriella | 00074378 | 02 | | 3 | 0 | 3 | \$ Amount | - 0 + | - 1 + | - 2 + | - 0 + | - 0 + | | | |

4. If the Comment Before Save option is enabled, enter an optional comment in the pop-up window and click **Confirm**.

X

Comment

Add an optional comment here to display on the parent and student portals. Previously saved comments may be viewed, updated or deleted, when selecting the History option for a student.

Cancel
or Confirm

Awarding a Badge to All Students in the List

1. Ensure the **Mass Award** option at the top of the screen is enabled (displays ON).

| Year Semester Quarter Date Range <input checked="" type="checkbox"/> Comment Before Save | | | | | | | | | | Advanced Search | | New | Remove | Save | |
|--|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|-----------------|------------------|------------------|--------|------|--|
| Prev Page: 1 / 2 Next 73 Records | | | | | | | | | | Export | Filter: OFF | Mass Award: ON | | | |
| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards | | | |
| | | | | | | | \$ All | - All All + | - All All + | - All All + | - All All + | - All All + | | | |
| Ages, Jennie | 00077170 | 02 | | 4 | 0 | 4 | \$ Amount | - 2 + | - 0 + | - 1 + | - 1 + | - 0 + | | | |
| Aguilar, Pastora Monet | 00077172 | 02 | | 3 | 0 | 3 | \$ Amount | - 0 + | - 1 + | - 0 + | - 2 + | - 0 + | | | |
| Arana, Crystal | 00073838 | 02 | | 6 | 1 | 5 | \$ Amount | - 4 + | - 0 + | - 1 + | - 1 + | - 0 + | | | |
| Backman, Gabriella | 00074378 | 02 | | 3 | 0 | 3 | \$ Amount | - 0 + | - 1 + | - 2 + | - 0 + | - 0 + | | | |

2. Click the green **All +** icon at the top of the badge column.

| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards |
|---|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|----------------|------------------|------------------|
| \$ All - All All + - All All + - All All + - All All + | | | | | | | | | | | | |
| Ages, Jennie | 00077170 | 02 | | 4 | 0 | 4 | \$ Amount | 2 + | 0 + | 1 + | 1 + | 0 + |
| Aguilar, Pastora Monet | 00077172 | 02 | | 3 | 0 | 3 | \$ Amount | 0 + | 1 + | 0 + | 2 + | 0 + |
| Arana, Crystal | 00073838 | 02 | | 6 | 1 | 5 | \$ Amount | 4 + | 0 + | 1 + | 1 + | 0 + |
| Backman, Gabriella | 00074378 | 02 | | 3 | 0 | 3 | \$ Amount | 0 + | 1 + | 2 + | 0 + | 0 + |

The badge count increases by 1 for each student in the list. The red minus icon is enabled next to each student, which can be clicked if the badge was awarded to the student by mistake. The **- All** icon is also enabled, which can be clicked to remove the badge from all students in the list.

3. Click **Save**.

| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards |
|---|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|----------------|------------------|------------------|
| \$ All - All All + - All All + - All All + - All All + | | | | | | | | | | | | |
| Ages, Jennie | 00077170 | 02 | | 4 | 0 | 4 | \$ Amount | 2 + | 0 + | 1 + | 2 + | 0 + |
| Aguilar, Pastora Monet | 00077172 | 02 | | 3 | 0 | 3 | \$ Amount | 0 + | 1 + | 0 + | 3 + | 0 + |
| Arana, Crystal | 00073838 | 02 | | 6 | 1 | 5 | \$ Amount | 4 + | 0 + | 1 + | 2 + | 0 + |
| Backman, Gabriella | 00074378 | 02 | | 3 | 0 | 3 | \$ Amount | 0 + | 1 + | 2 + | 1 + | 0 + |

4. If the Comment Before Save option is enabled, enter an optional comment in the pop-up window and click **Confirm**.

Comment

Add an optional comment here to display on the parent and student portals. Previously saved comments may be viewed, updated or deleted, when selecting the History option for a student.

Cancel or Confirm

Spend Badges

Badges can be spent on a variety of intrinsic and extrinsic rewards such as a school-wide or grade-level pizza party, dance, etc.

Spending Badges for a Single Student

Badges can be spent from the student's available balance.

1. Next to the student, enter the amount to spend in the **Spend** column.

i If an amount is entered that is greater than the student's available balance, the amount will auto-correct to equal the student's available balance.

2. Click **Save**.

| Year Semester Quarter Date Range <input checked="" type="checkbox"/> Comment Before Save | | | | | | | | | | Advanced Search | | New | Remove | Save | |
|--|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|-----------------|------------------|------------------|----------------|------|--|
| + Prev Page: 1 / 2 Next > 73 Records | | | | | | | | | | Export | | Filter: OFF | Mass Award: ON | | |
| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards | | | |
| | | | | | | | \$ All | - All All + | - All All + | - All All + | - All All + | - All All + | | | |
| Ages, Jennie | 00077170 | 02 | | 5 | 0 | 5 | \$ 1 | - 2 + | - 0 + | - 1 + | - 2 + | - 0 + | | | |
| Aguilar, Pastora Monet | 00077172 | 02 | | 4 | 0 | 4 | \$ Amount | - 0 + | - 1 + | - 0 + | - 3 + | - 0 + | | | |
| Arana, Crystal | 00073838 | 02 | | 7 | 1 | 6 | \$ Amount | - 4 + | - 0 + | - 1 + | - 2 + | - 0 + | | | |
| Backman, Gabriella | 00074378 | 02 | | 4 | 0 | 4 | \$ Amount | - 0 + | - 1 + | - 2 + | - 1 + | - 0 + | | | |

3. If the Comment Before Save option is enabled, enter an optional comment in the pop-up window and click **Confirm**.

X

Comment

Add an optional comment here to display on the parent and student portals. Previously saved comments may be viewed, updated or deleted, when selecting the History option for a student.

Cancel
or
Confirm

Spending Badges for All Students in the List

Badges can be spent from each student's available balance.

1. Ensure the **Mass Award** option at the top of the screen is enabled (displays ON).

Year Semester Quarter | Date Range Comment Before Save Advanced Search New Remove Save

Prev Page: 1 / 2 Next 73 Records Export Filter: OFF Mass Award: ON

| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards |
|------------------------|------------|-------|---------|--------------|-------|-------------------|-----------|-----------------|----------------|----------------|------------------|------------------|
| | | | | | | | \$ All | - All All + | - All All + | - All All + | - All All + | - All All + |
| Ages, Jennie | 00077170 | 02 | | 5 | 1 | 4 | \$ Amount | - 2 + | - 0 + | - 1 + | - 2 + | - 0 + |
| Aguilar, Pastora Monet | 00077172 | 02 | | 4 | 0 | 4 | \$ Amount | - 0 + | - 1 + | - 0 + | - 3 + | - 0 + |
| Arana, Crystal | 00073838 | 02 | | 7 | 1 | 6 | \$ Amount | - 4 + | - 0 + | - 1 + | - 2 + | - 0 + |
| Backman, Gabriella | 00074378 | 02 | | 4 | 0 | 4 | \$ Amount | - 0 + | - 1 + | - 2 + | - 1 + | - 0 + |

2. Enter the amount to spend in the **All** field at the top of the Spend column.

i If an amount is entered that is greater than a student's available balance, the field will auto-correct to an amount equal to the lowest available balance. For example, if a student in the list has an Available Balance of 1, and you enter 2 in the All field, the amount will auto-correct to 1.

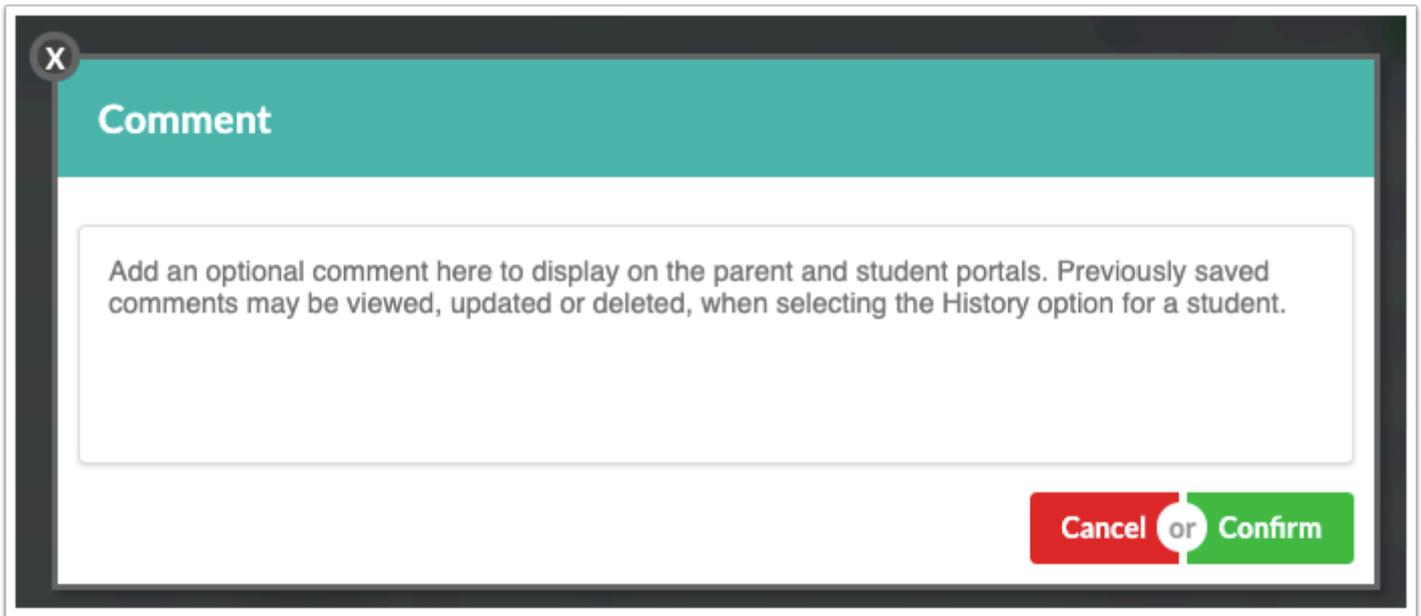
3. Click **Save**.

Year Semester Quarter | Date Range Comment Before Save Advanced Search New Remove Save

Prev Page: 1 / 2 Next 73 Records Export Filter: OFF Mass Award: ON

| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards |
|------------------------|------------|-------|---------|--------------|-------|-------------------|-------|-----------------|----------------|----------------|------------------|------------------|
| | | | | | | | \$ 1 | - All All + | - All All + | - All All + | - All All + | - All All + |
| Ages, Jennie | 00077170 | 02 | | 5 | 1 | 4 | \$ 1 | - 2 + | - 0 + | - 1 + | - 2 + | - 0 + |
| Aguilar, Pastora Monet | 00077172 | 02 | | 4 | 0 | 4 | \$ 1 | - 0 + | - 1 + | - 0 + | - 3 + | - 0 + |
| Arana, Crystal | 00073838 | 02 | | 7 | 1 | 6 | \$ 1 | - 4 + | - 0 + | - 1 + | - 2 + | - 0 + |
| Backman, Gabriella | 00074378 | 02 | | 4 | 0 | 4 | \$ 1 | - 0 + | - 1 + | - 2 + | - 1 + | - 0 + |

4. If the Comment Before Save option is enabled, enter an optional comment in the pop-up window and click **Confirm**.



Viewing and Editing a Student's History

The History window displays the student's badge history, including the dates awarded, user who awarded the badge, badge title, value, and comments. Badges can be deleted from a student in the History.

1. Click the icon in the **History** column next to the student.

| Year | | Semester | Quarter | Date Range | <input checked="" type="checkbox"/> Comment Before Save | Advanced Search | | + New | ✖ Remove | Save | | |
|------------------------|-------------|----------|------------|--------------|---|-------------------|----------------|-----------------|----------------|----------------|------------------|------------------|
| Prev | Page: 1 / 2 | Next | 73 Records | | Export | Filter: OFF | Mass Award: ON | | | | | |
| Name | Student ID | Grade | History | Total Earned | Spent | Available Balance | Spend | Act of Kindness | Happy Birthday | Helping Others | Met Reading Goal | Schedule Rewards |
| Ages, Jennie | 00077170 | 02 | | 5 | 1 | 4 | \$ Amount | 2 + | 0 + | 1 + | 2 + | 0 + |
| Aguilar, Pastora Monet | 00077172 | 02 | | 4 | 0 | 4 | \$ Amount | 0 + | 1 + | 0 + | 3 + | 0 + |
| Arana, Crystal | 00073838 | 02 | | 7 | 1 | 6 | \$ Amount | 4 + | 0 + | 1 + | 2 + | 0 + |
| Backman, Gabriella | 00074378 | 02 | | 4 | 0 | 4 | \$ Amount | 0 + | 1 + | 2 + | 1 + | 0 + |
| Baker, Rebecca | 00077250 | 02 | | 4 | 0 | 4 | \$ Amount | 0 + | 0 + | 0 + | 4 + | 0 + |

The History includes a row for each time badges were awarded to the student or spent. The date, user, badge title, value, and comment are displayed.

Backman, Gabriella

Export Filter: OFF Save

| | Date ▲▼ | User ▲▼ | Badge ▲▼ | Value ▲▼ | Comment ▲▼ |
|--|------------|---------------|------------------|----------|--------------------------------|
| | 11/29/2022 | Weiss, Ashley | Happy Birthday | 1 | |
| | 11/29/2022 | Weiss, Ashley | Helping Others | 2 | Helped two students with an as |
| | 11/29/2022 | Weiss, Ashley | Met Reading Goal | 1 | |
| | 11/29/2022 | Weiss, Ashley | Spend | -1 | |

2. Edit the **Value** or **Comment** for a row as needed, and click **Save**.

Backman, Gabriella

Export Filter: OFF Save

| | Date ▲▼ | User ▲▼ | Badge ▲▼ | Value ▲▼ | Comment ▲▼ |
|--|------------|---------------|------------------|----------|--------------------------------|
| | 11/29/2022 | Weiss, Ashley | Happy Birthday | 1 | |
| | 11/29/2022 | Weiss, Ashley | Helping Others | 2 | Helped two students with an as |
| | 11/29/2022 | Weiss, Ashley | Met Reading Goal | 1 | |
| | 11/29/2022 | Weiss, Ashley | Spend | -1 | No homework coupon |

3. To delete badges awarded or spent, click the red minus sign to the left of the row.

Deleting a "spend" line will add the spent badges back into the student's available balance.

Backman, Gabriella

Export Filter: OFF Save

| | Date | User | Badge | Value | Comment |
|--|------------|---------------|------------------|-------|--------------------------------|
| | 11/29/2022 | Weiss, Ashley | Happy Birthday | 1 | |
| | 11/29/2022 | Weiss, Ashley | Helping Others | 2 | Helped two students with an as |
| | 11/29/2022 | Weiss, Ashley | Met Reading Goal | 1 | |
| | 11/29/2022 | Weiss, Ashley | Spend | -1 | No homework coupon |

4. If the Comment Before Save option is enabled, enter an optional comment in the pop-up window and click **Confirm**.

Comment

Please add a deletion comment, then click 'Confirm' to delete this transaction.

Cancel or Confirm

The row is highlighted in red to indicate it was deleted.

5. Click the **X** to close the pop-up window.

ide

Backman, Gabriella

Export Filter: OFF

| | Date ▲▼ | User ▲▼ | Badge ▲▼ | Value ▲▼ | Comment ▲▼ |
|--|------------|---------------|------------------|----------|--------------------------------|
| | 11/29/2022 | Weiss, Ashley | Happy Birthday | 1 | |
| | 11/29/2022 | Weiss, Ashley | Helping Others | 2 | Helped two students with an as |
| | 11/29/2022 | Weiss, Ashley | Met Reading Goal | 1 | mistake |
| | 11/29/2022 | Weiss, Ashley | Spend | -1 | No homework coupon |

Activity

- Setup 3 Badge Types.
- Assign 4 badges to individual students with comments.
- Assign a badge to All students.
- Spend badges for 3 students.