

Positive Behavior Awards

The Positive Behavior Awards screen is where administrators award badges to students and spend badges. Administrators can also review the total badges earned, spent, and the available balance for students. A History is provided for each student as well, with details about the date awarded, user who awarded the badge, badge title, value, and comment.

 Focus by default uses the terms "badge" and "badges" for the items that are awarded to students for good behavior, but your district may have customized the terms used. Please note that different terms may be used on your district's Focus site.

 Administrators can award and spend badges on a teacher's behalf using the [Reward Positive Behavior](#) teacher program in the Users menu.

Viewing Badge Awards

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

The screenshot shows a navigation menu with the following items:

- Setup
- Students
- Users
- Scheduling
- Grades
- Assessment
- Attendance
- Discipline** (highlighted)
- Forms
- Billing
- Eligibility
- Employee Self Service
- Florida Reports
- SSS
- Reports

The 'Discipline' dropdown menu includes:

- Add Referral
- Referrals
- Add a Discipline Incident
- Discipline Incidents
- Detention List
- Positive Behavior Awards** (highlighted)

The 'Reports' section includes:

- Students with Referrals
- Category Breakdown
- Referral Log

The 'Setup' section includes:

- Positive Behaviors
- Referral Fields
- Incident Fields
- Referral Codes & Actions

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 student list interface with the following details:

- Year: [dropdown] Semester: [dropdown] Quarter: [dropdown] Date Range: [calendar icon] Comment Before Save:
- Page: 1 / 11 517 Records
- Buttons: Export, Filter: OFF, Mass Award: ON
- Advanced Search: Save

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	[icon]	0	0	0	\$ Amount	0	0	0	0	0
Acosta, Samantha K	00086498	KG	[icon]	0	0	0	\$ Amount	0	0	0	0	0
Acosta, Sandra	00086684	PK	[icon]	0	0	0	\$ Amount	0	0	0	0	0
Adams, Argento	00023897	03	[icon]	0	0	0	\$ Amount	0	0	0	0	0
Ages, Jennie	00077170	02	[icon]	0	0	0	\$ Amount	0	0	0	0	0
Aguilar, Pastora Monet	00077172	02	[icon]	0	0	0	\$ Amount	0	0	0	0	0
Alanis, Patty	00086637	KG	[icon]	0	0	0	\$ Amount	0	0	0	0	0
Alanis, Zoraida	00086472	KG	[icon]	0	0	0	\$ Amount	0	0	0	0	0
Alaniz, Edmund Sophia	00087779	KG	[icon]	0	0	0	\$ Amount	0	0	0	0	0
Alarcon, Henrietta	00074245	04	[icon]	0	0	0	\$ Amount	0	0	0	0	0

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

 See [Searching for Students](#) for detailed instructions on the various ways to search for students.

Search Screen Simple List

Q Student Search [More Search Options](#) 

Student Group

Include Inactive
 Previous Years
 Use Most Recent Enrollment

[Use Legacy Search](#) [Search](#)

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

 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.

Year Semester Quarter | Date Range Comment Before Save [Advanced Search](#) [+ New](#) [x 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		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 +

[Prev](#) Page: 1 / 2 [Next](#)

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**.

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

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		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Aguilar, Pastora Monet	00077172	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Arana, Crystal	00073838	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Backman, Gabriella	00074378	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Baker, Rebecca	00077250	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Boyd, Lorraine	00082136	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Caldwell, Viv	00086910	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Candelaria, Jezabel	00077179	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Cannon, Jezabel Grace	00073980	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Carlton, Evelia	00074848	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +

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

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

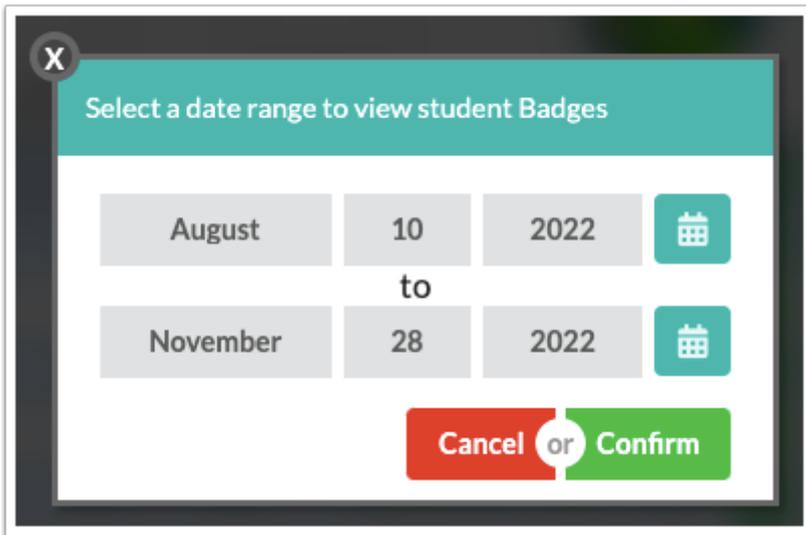
Page: 1 / 2 Next 73 Records Export Filter: OFF Mass Award: ON

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		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Aguilar, Pastora Monet	00077172	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Arana, Crystal	00073838	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Backman, Gabriella	00074378	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Baker, Rebecca	00077250	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Boyd, Lorraine	00082136	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Caldwell, Viv	00086910	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Candelaria, Jezabel	00077179	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Cannon, Jezabel Grace	00073980	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +
Carlton, Evelia	00074848	02		0	0	0	\$ Amount	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +	- 0	All +

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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**.



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

In addition to using the Advanced Search, the Filter feature can be used to filter the list and view only a particular subset of students.

Year	Semester	Quarter	Date Range	Comment Before Save	Advanced Search	New	Remove	Save			
1 Records Export Filter: ON Mass Award: ON											
+ abraham											
Name	Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	Attendance	Attitude	Citizenship	Preparedness
Abraham, Maleeya Gersy	00076383	02		0	0	0	\$ Amount	0	0	0	0

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
Prev Page: 1 / 2 Next 73 Records Export Filter: OFF Mass Award: ON										Act of Kindness	Happy Birthday	Helping Others	Met Reading Goal	Schedule Rewards
Name	Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	Act of Kindness	Happy Birthday	Helping Others	Met Reading Goal	Schedule Rewards		
							\$ Amount	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 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.

Year Semester Quarter Date Range <input type="checkbox"/> Comment Before Save										Advanced Search		+ New x Remove		Save
Prev Page: 1 / 2 Next 73 Records Export Filter: OFF Mass Award: ON										Act of Kindness	Happy Birthday	Helping Others	Met Reading Goal	Schedule Rewards
Name	Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	Act of Kindness	Happy Birthday	Helping Others	Met Reading Goal	Schedule Rewards		
							\$ Amount	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 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.

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 +	- 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.

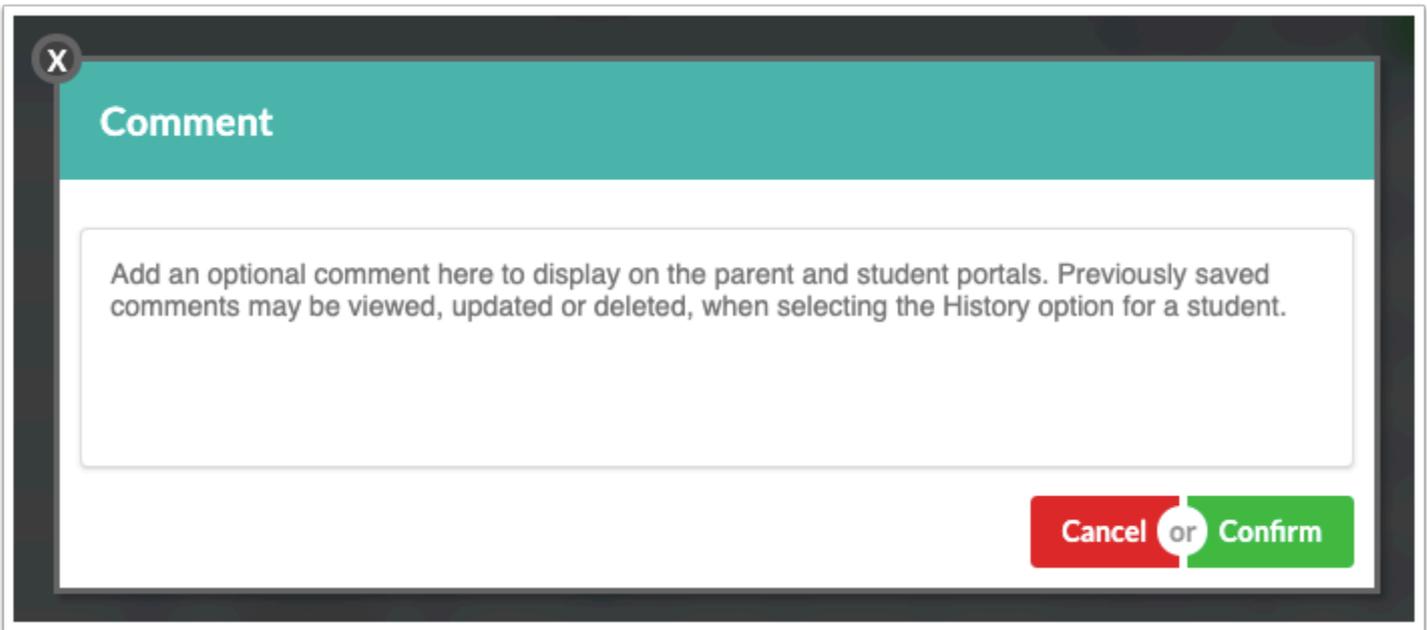
Year Semester Quarter Date Range <input checked="" type="checkbox"/> Comment Before Save										Advanced Search		New	Remove	Save
Prev Page: 1 / 2 Next 73 Records										Export	Filter: OFF	Mass Award: ON		
Name	Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	Act of Kindness	Happy 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 +	- 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 +		

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**.



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 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.

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		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 +	-- 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**.

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
Confirm

Spending Badges for a Single Student

Badges can be spent from the student's available balance. If your school has restricted which profiles have the ability to spend badges (set on the [Positive Behaviors](#) screen), you may not have access to this functionality.

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 Comment Before Save Advanced Search New Remove Save

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. If your school has restricted which profiles have the ability to spend badges (set on the [Positive Behaviors](#) screen), you may not have access to this functionality.

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

The screenshot shows the top navigation bar with 'Mass Award: ON' highlighted in a red box. Below the navigation bar is a table with 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 'Spend' column with a '\$ Amount' field and an '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					
							\$ Amount	— All	All +	— All	All +	— All	All +	— All	All +		
Ages, Jennie	00077170	02		5	1	4	\$ Amount	— 2	All +	— 0	All +	— 1	All +	— 2	All +	— 0	All +
Aguilar, Pastora Monet	00077172	02		4	0	4	\$ Amount	— 0	All +	— 1	All +	— 0	All +	— 3	All +	— 0	All +
Arana, Crystal	00073838	02		7	1	6	\$ Amount	— 4	All +	— 0	All +	— 1	All +	— 2	All +	— 0	All +
Backman, Gabriella	00074378	02		4	0	4	\$ Amount	— 0	All +	— 1	All +	— 2	All +	— 1	All +	— 0	All +

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

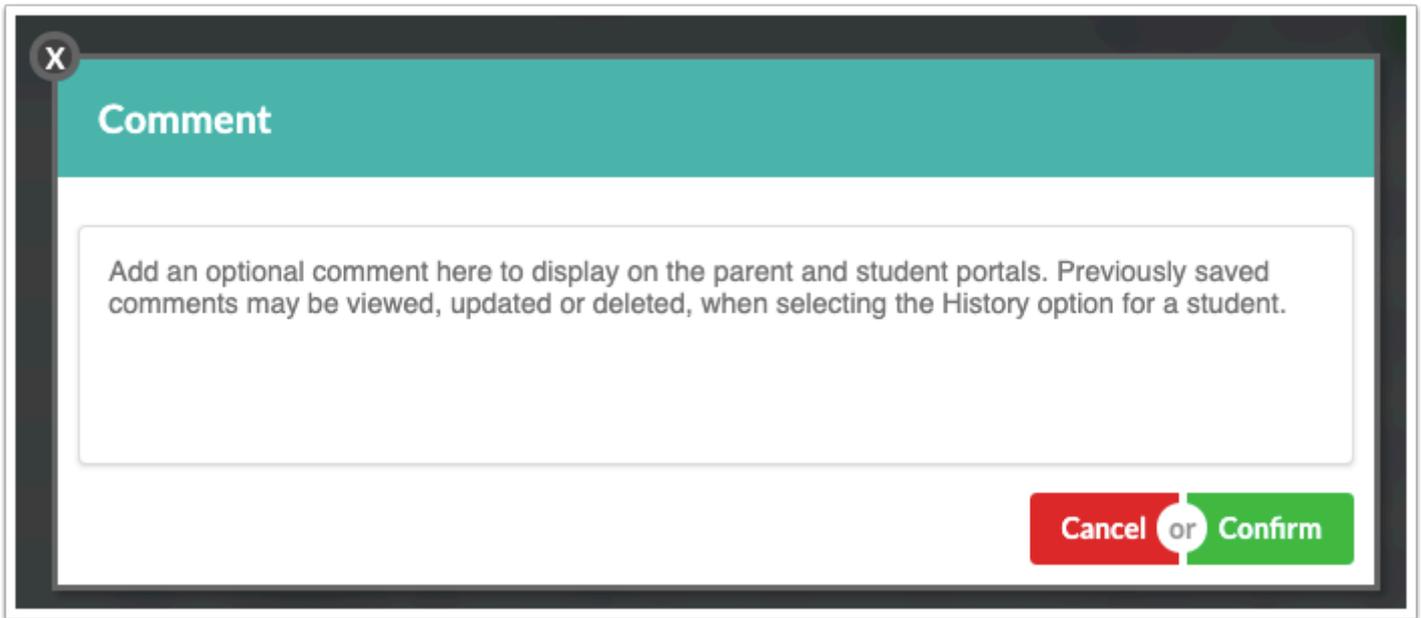
i If an amount is entered that is greater than a student's available balance, the field will auto-correct to an amount equal to the lowest available balance. For example, if a student in the list has an Available Balance of 1, and you enter 2 in the All field, the amount will auto-correct to 1.

3. Click **Save**.

The screenshot shows the same table as above, but with the 'Spend' column for the first row (Ages, Jennie) set to '1'. The 'Save' button in the top right corner is highlighted in 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					
							\$ 1	— All	All +	— All	All +	— All	All +	— All	All +		
Ages, Jennie	00077170	02		5	1	4	\$ 1	— 2	All +	— 0	All +	— 1	All +	— 2	All +	— 0	All +
Aguilar, Pastora Monet	00077172	02		4	0	4	\$ 1	— 0	All +	— 1	All +	— 0	All +	— 3	All +	— 0	All +
Arana, Crystal	00073838	02		7	1	6	\$ 1	— 4	All +	— 0	All +	— 1	All +	— 2	All +	— 0	All +
Backman, Gabriella	00074378	02		4	0	4	\$ 1	— 0	All +	— 1	All +	— 2	All +	— 1	All +	— 0	All +

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		x 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	0	0	0	0	0	0
Aguilar, Pastora Monet	00077172	02		4	0	4	\$ Amount	0	1	0	3	0	0	0	0	0	0	0
Arana, Crystal	00073838	02		7	1	6	\$ Amount	4	0	1	2	0	0	0	0	0	0	0
Backman, Gabriella	00074378	02		4	0	4	\$ Amount	0	1	2	1	0	0	0	0	0	0	0
Baker, Rebecca	00077250	02		4	0	4	\$ Amount	0	0	0	4	0	0	0	0	0	0	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.



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	mistake
	11/29/2022	Weiss, Ashley	Spend	-1	No homework coupon