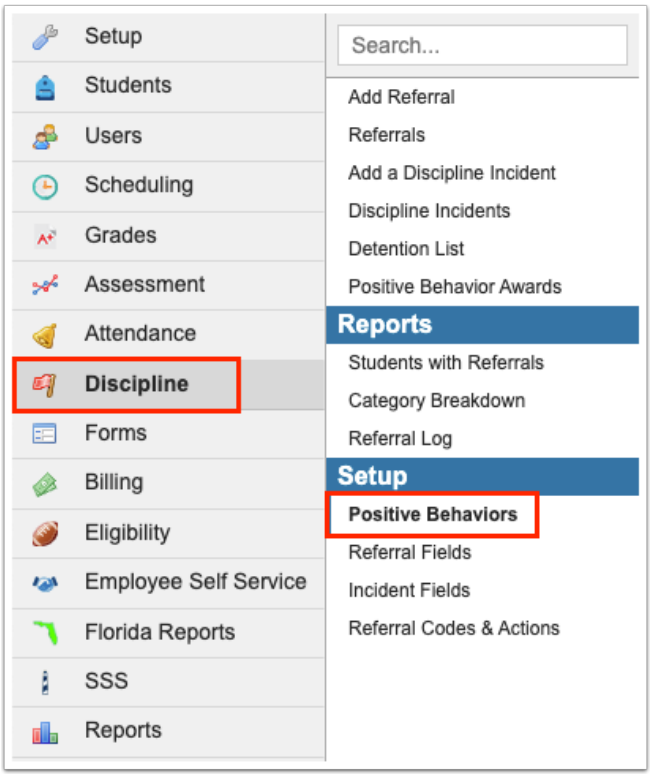
Positive Behaviors

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.

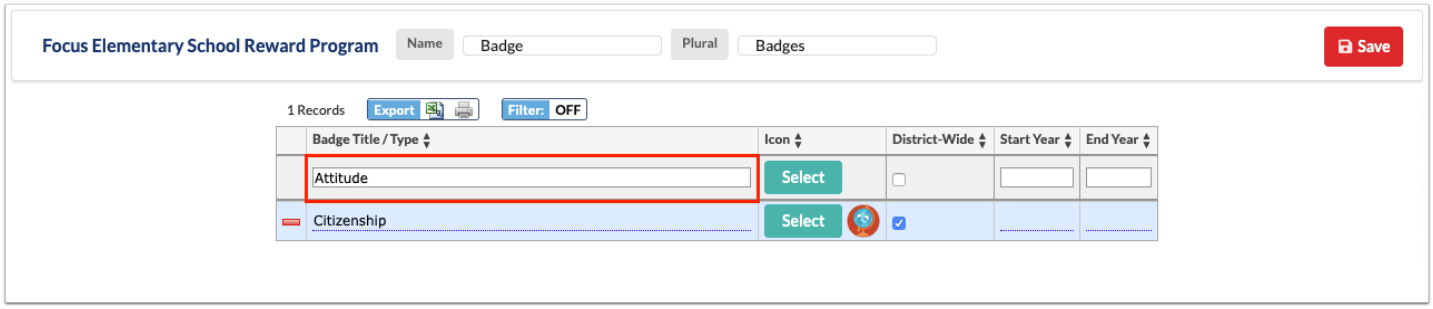
3. Click **Save**.

Adding New Badge Types

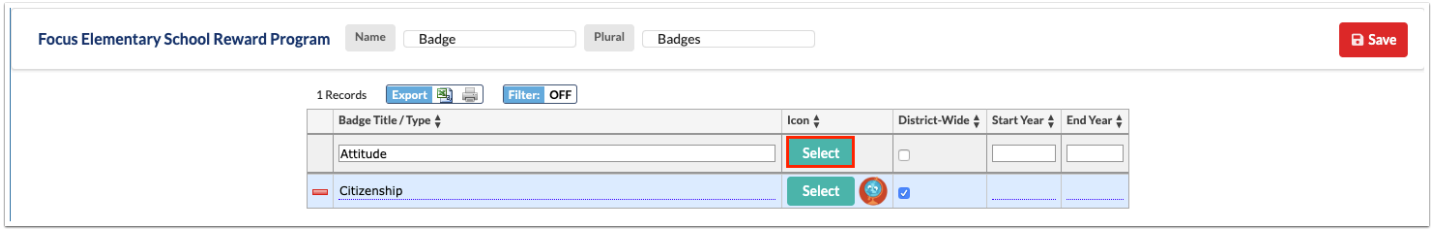
Administrators can set up badges that are awarded to students or set up badge types that act as categories. If teachers are allowed to set up badges, the teacher-created badges are associated with the administrator-created badge types.

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**.

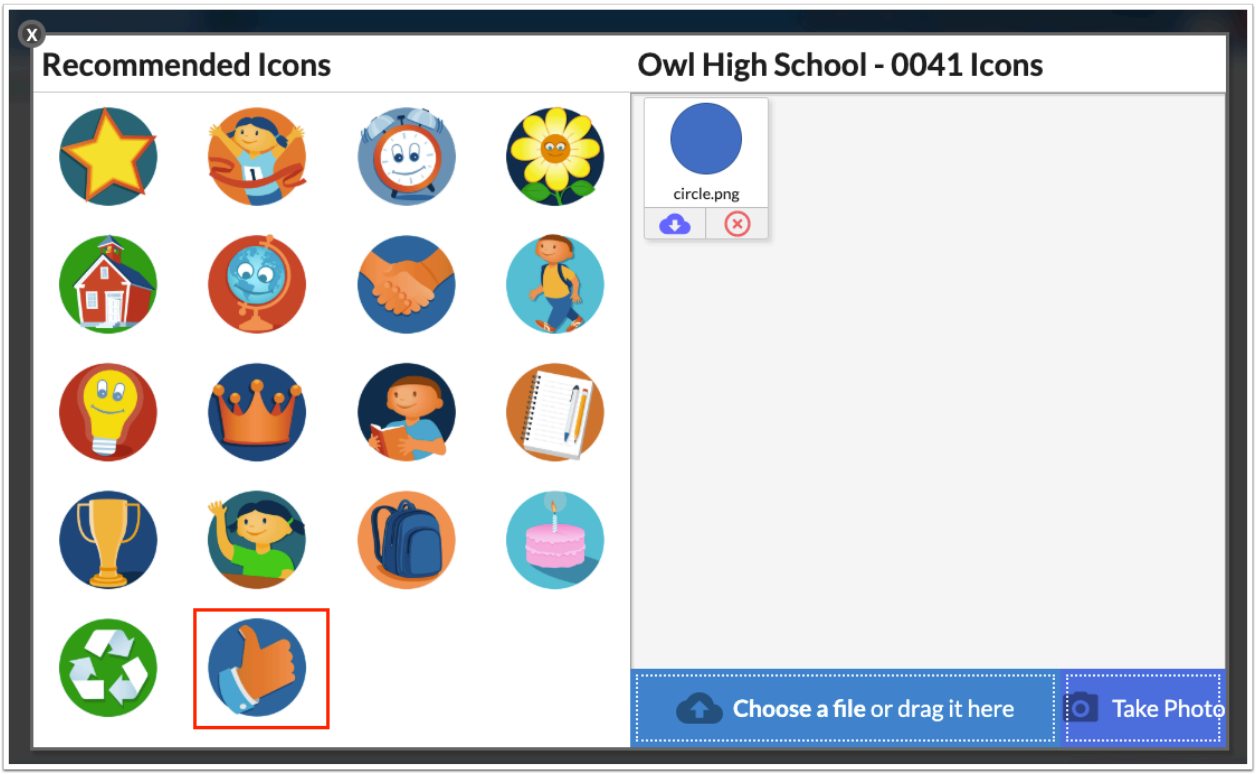


2. To select an icon for the badge, click **Select**.



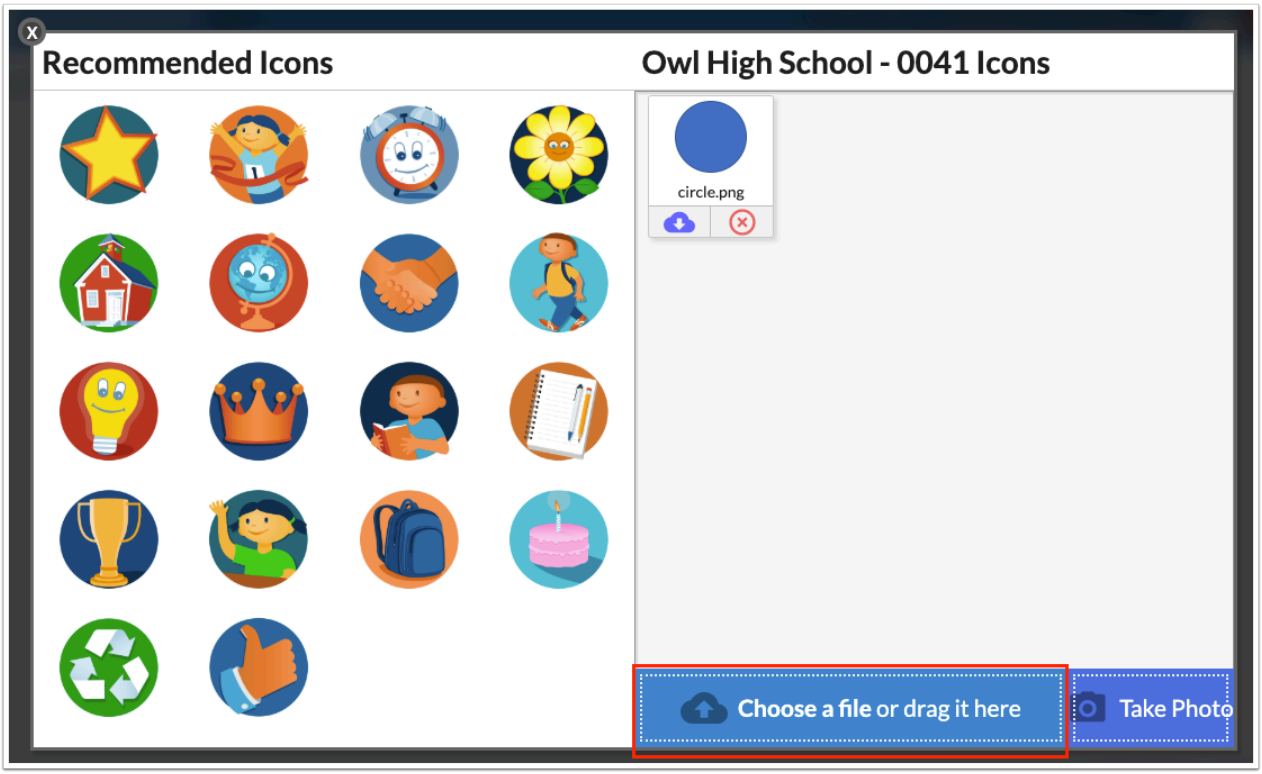
Badges can be saved without selecting an icon, if desired. The star icon will be used for badges saved without an icon.

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

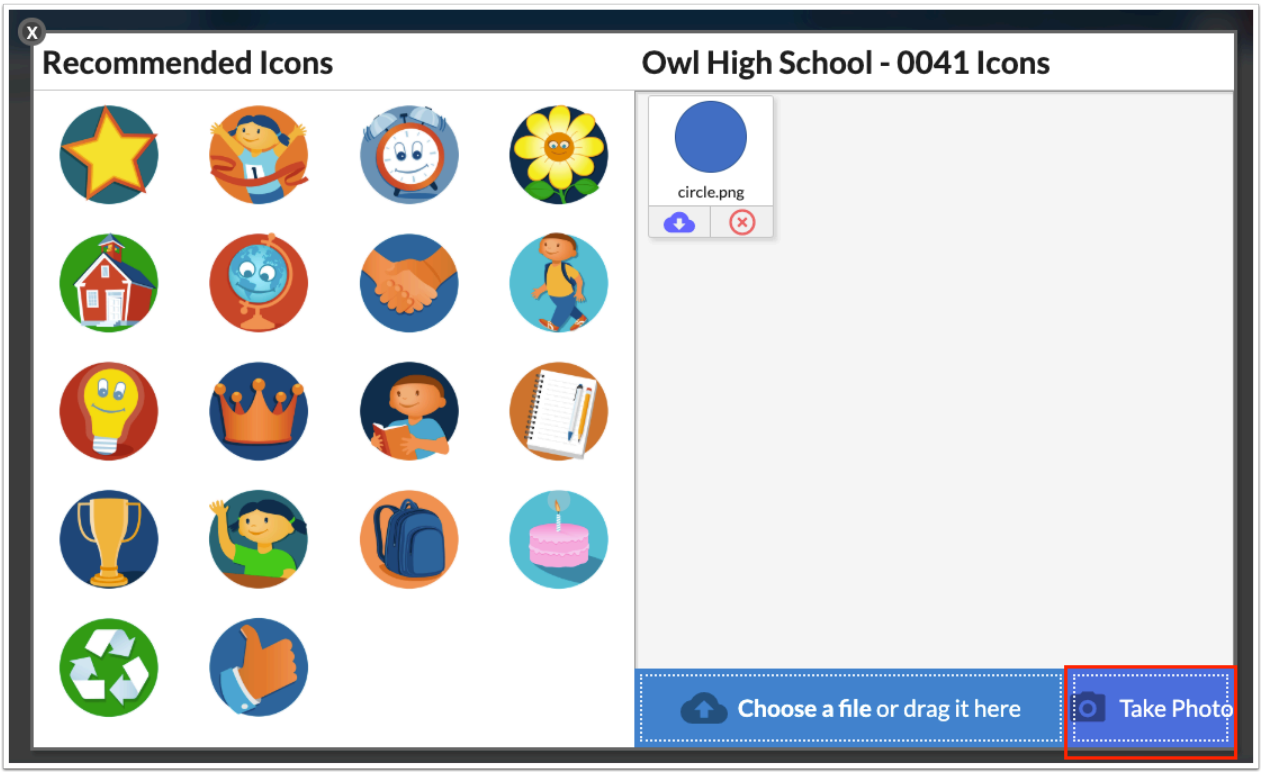


4. To upload an icon from your computer, click **Choose a file** and select the file, or drag the file from your computer into the blank area.

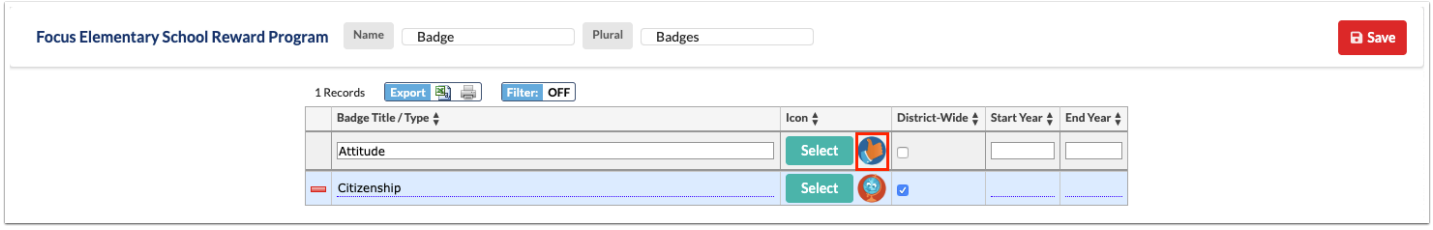
Any icons administrators at your school have previously uploaded will be available on the right side of the screen.



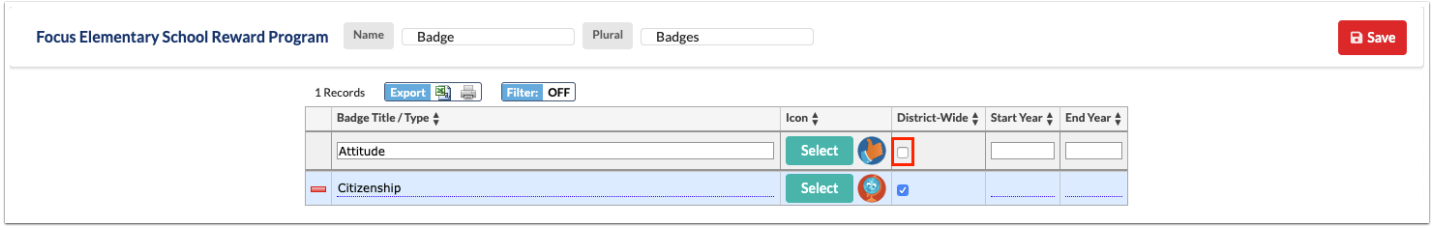
5. To take a photo with your webcam, click **Take Photo** and follow the prompts to take a photo.



The selected icon is displayed in the Icon column.



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.

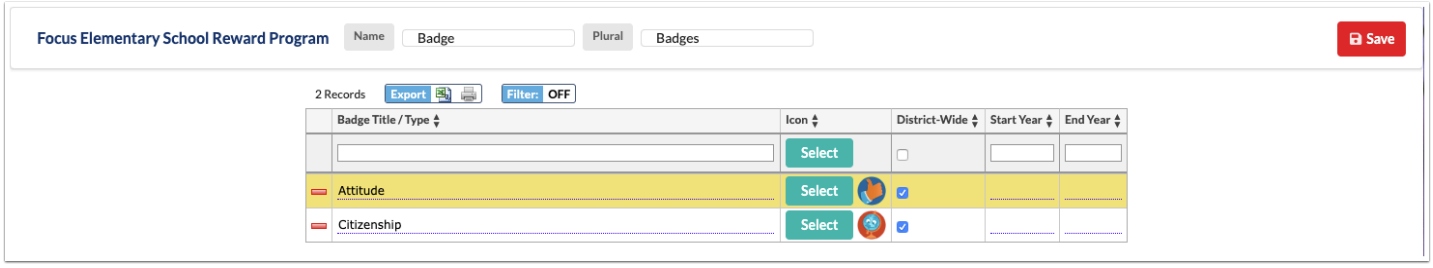


7. To restrict when the badge can be awarded to students, enter a **Start Year** and/or **End Year**.

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

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

9. Click **Save**.



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.

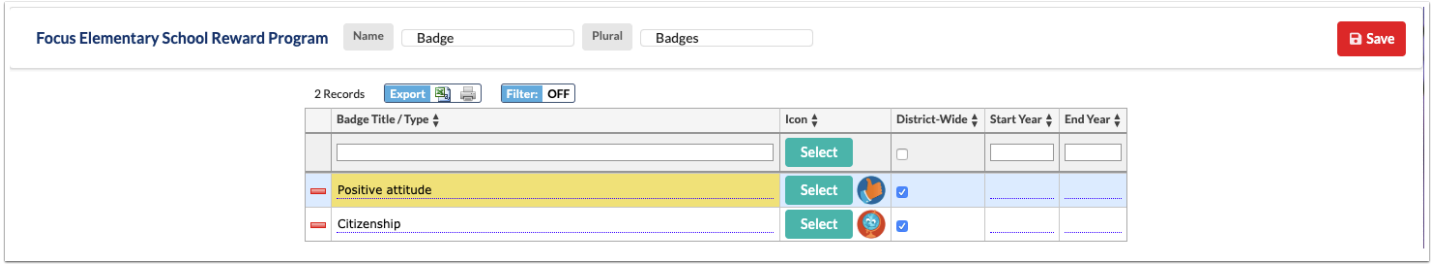
2. To edit the icon for an existing badge/badge type, click **Select** and choose a new system icon, upload a file, or take a photo with your webcam.

3. Select or deselect the **District-Wide** check box as needed.

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**.



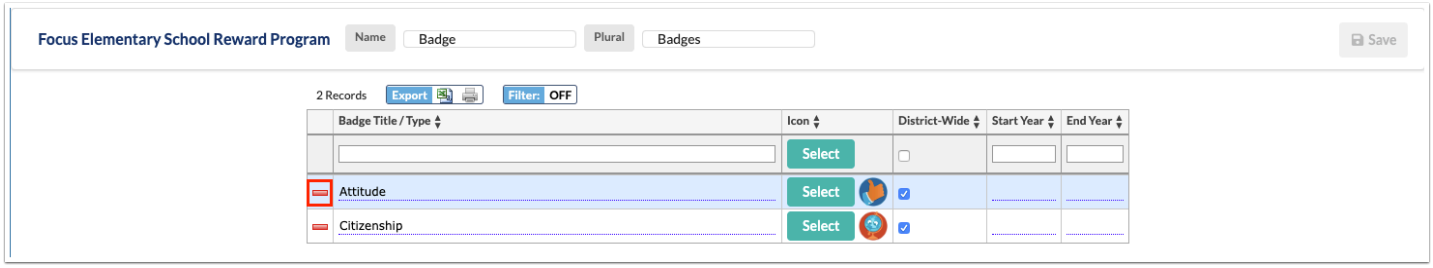
Deleting a Badge/Badge Type

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.

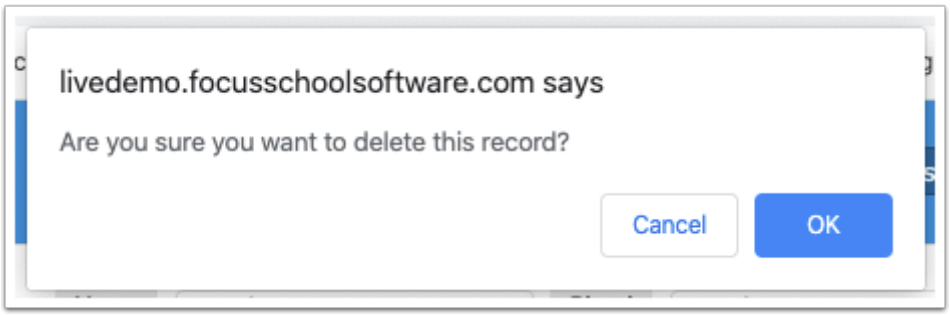
When a badge/badge type is deleted, it can no longer be awarded to students. Teacher-created badges linked to a deleted badge type are also deleted. Deleted

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.

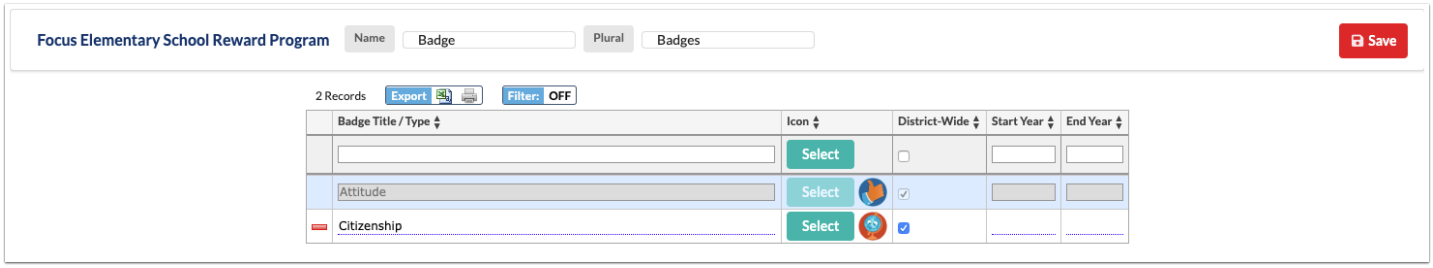


2. In the confirmation message, click **OK**.



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

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



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

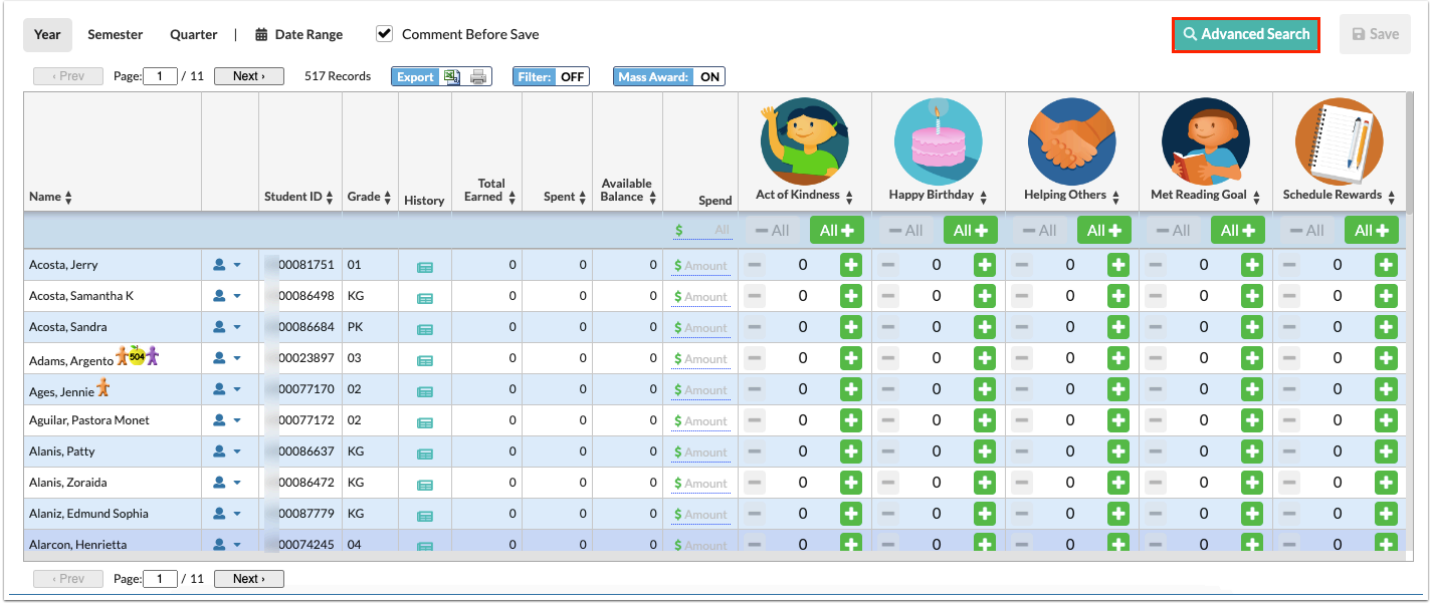
badge, the badge type, when it was awarded and the value associated with the badge. If Comments were entered when the badge was awarded, these will display as well.

Viewing Badge Awards

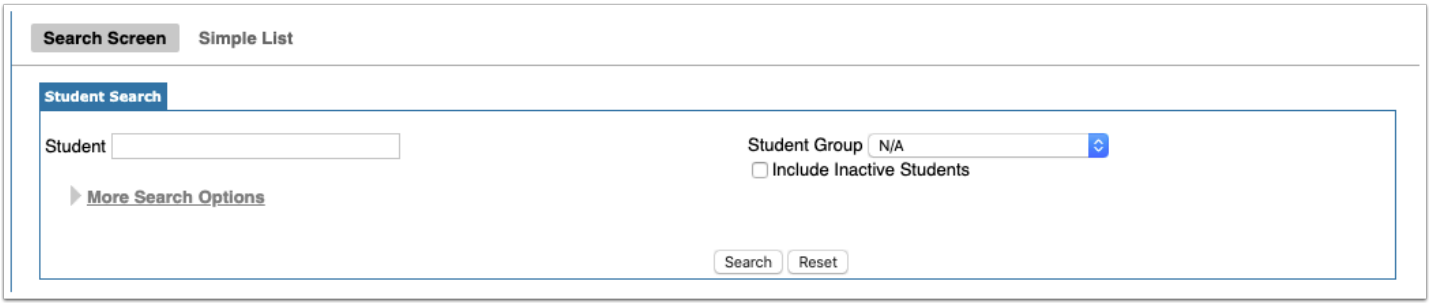
1. In the **Discipline** menu, click **Positive Behavior Awards**.

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.

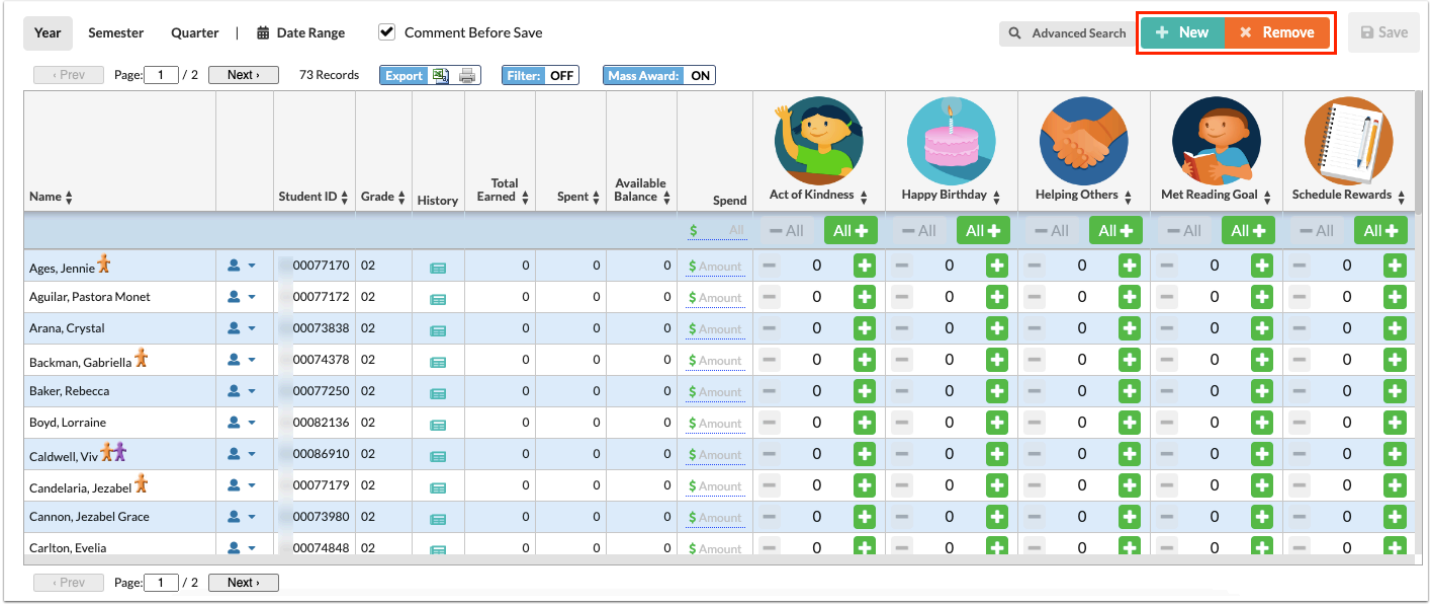


3. In the Search Screen, enter search criteria to locate the student or group of students and click **Search**.



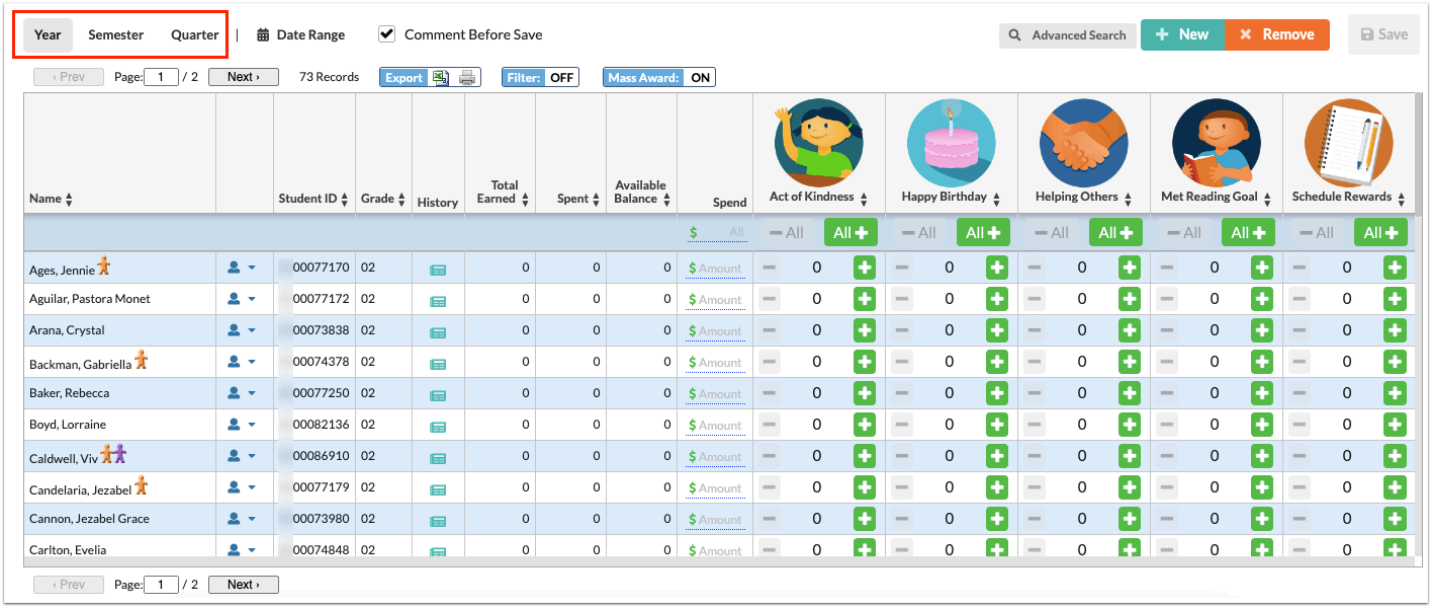
The screen now only displays the students returned in the search.

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.

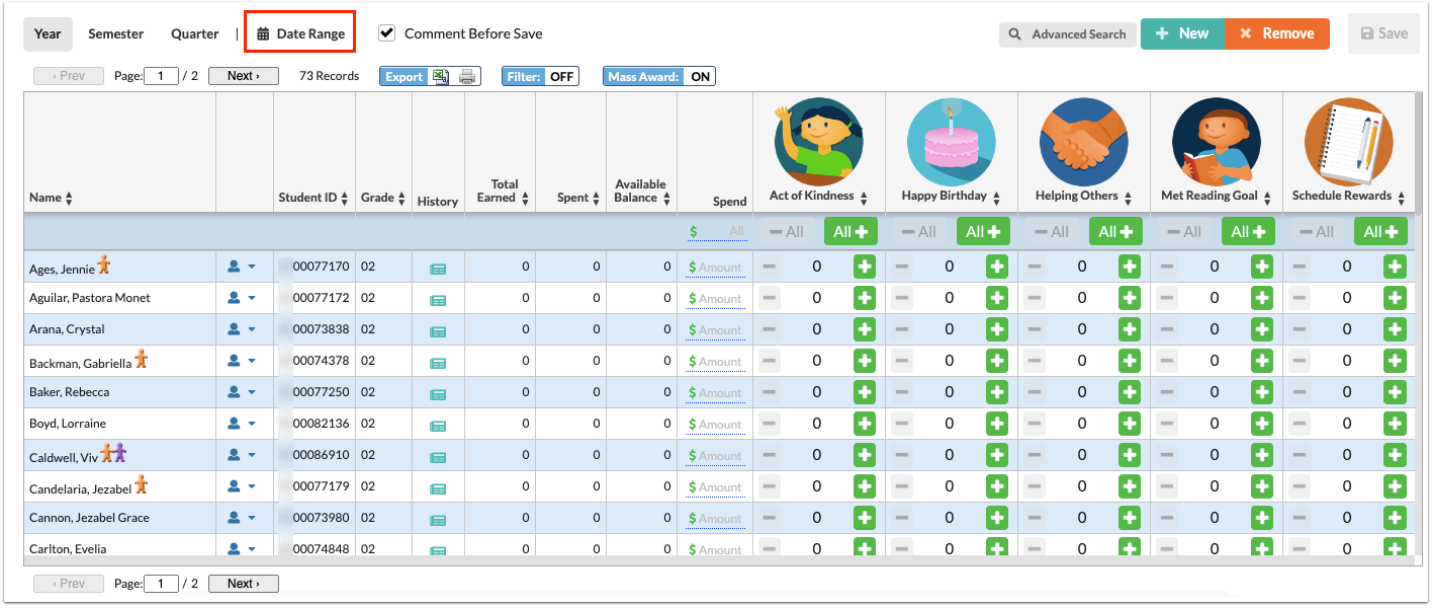


The Year option at the top-left of the screen is automatically selected, displaying the badge data from the start of the school year to date.

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**.

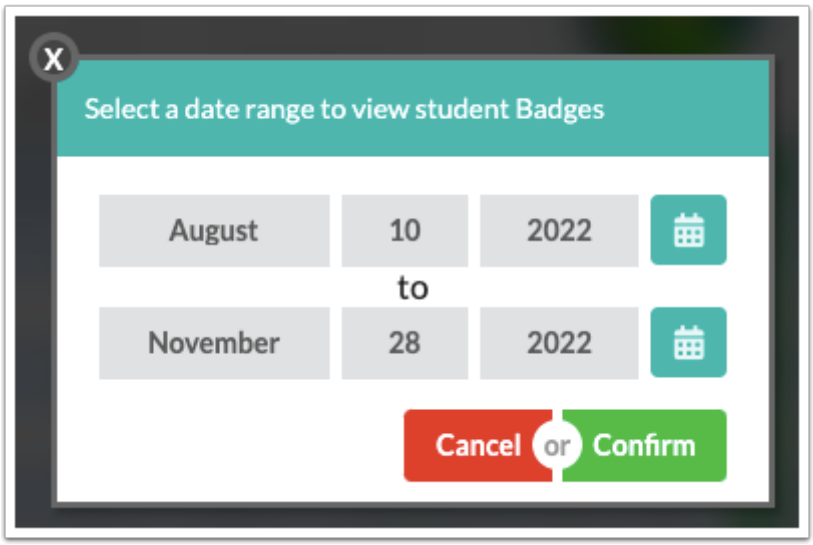


5. To view a custom date range, click **Date Range**.



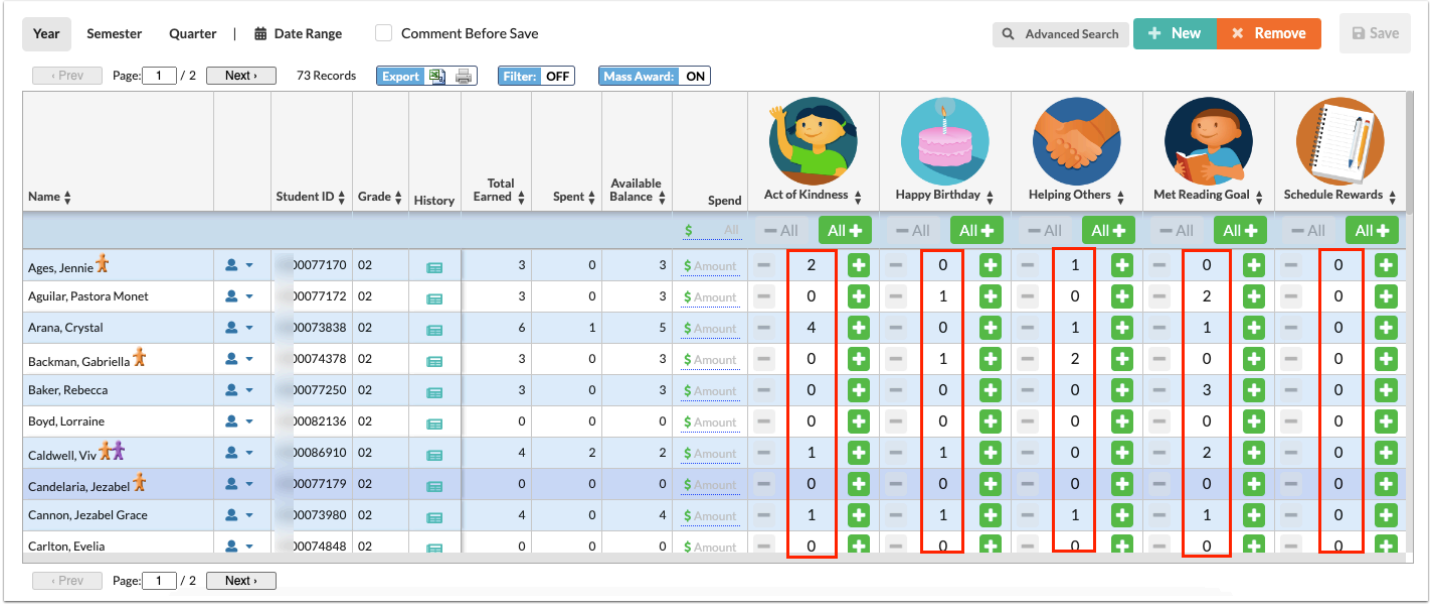
6. In the pop-up window, enter the date range by selecting the month, day, and year from each pull-down or click the calendar icons to select the dates from the calendar.

7. Click **Confirm**.



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

In 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.



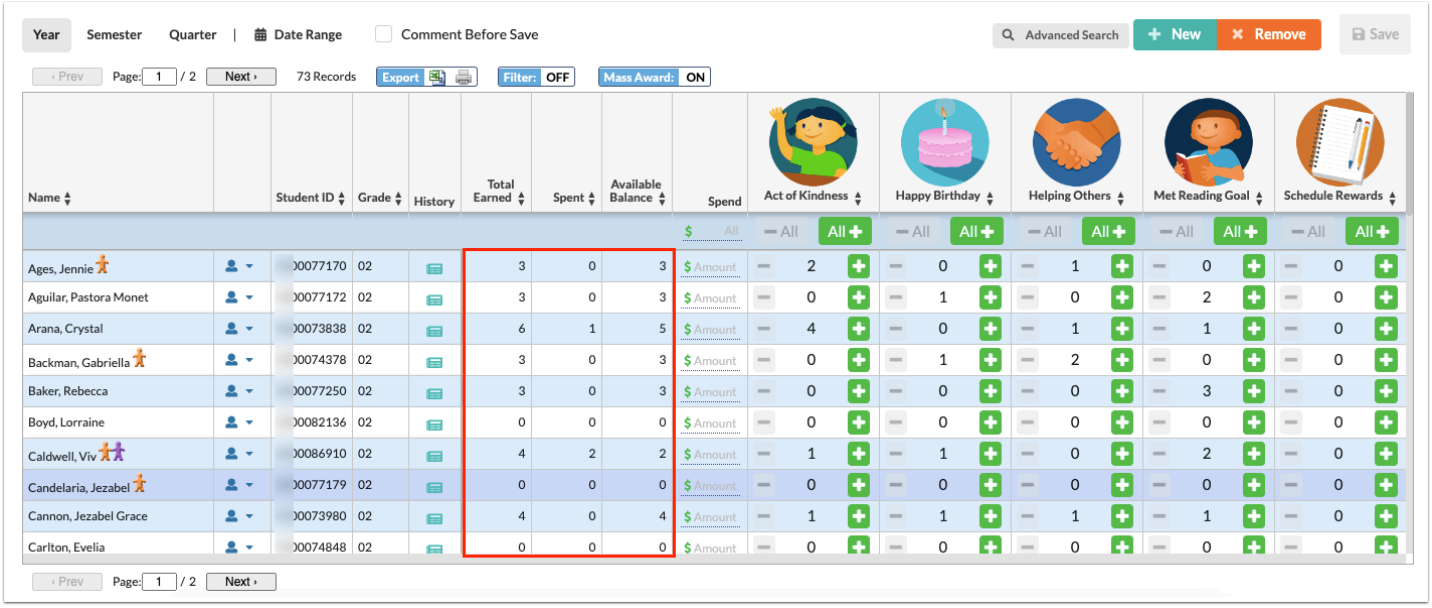
The **History** column displays the dates awarded, who awarded the badge, the badge title, badge value and any associated comments. Badges can be deleted from the student's History.

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.

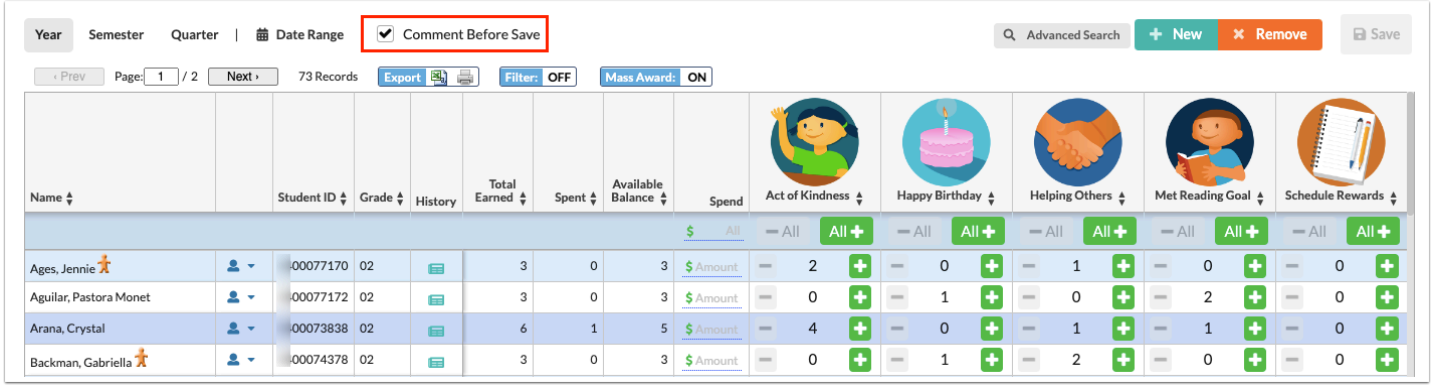


Awarding Badges to Students

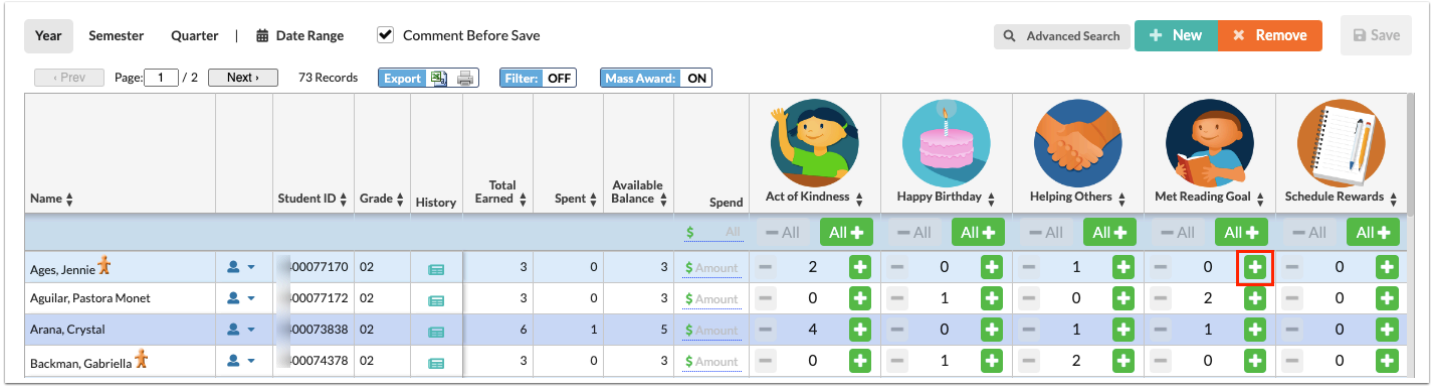
Badges can be awarded for an individual student or for all students in the displayed list.

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.

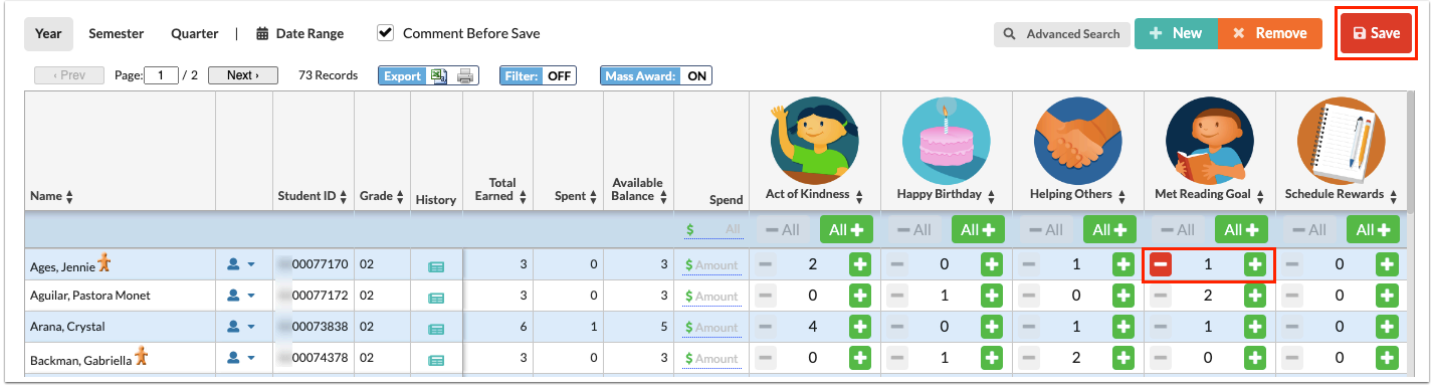


2. Next to the student, click the green **+** icon in the column of the badge you want to award.

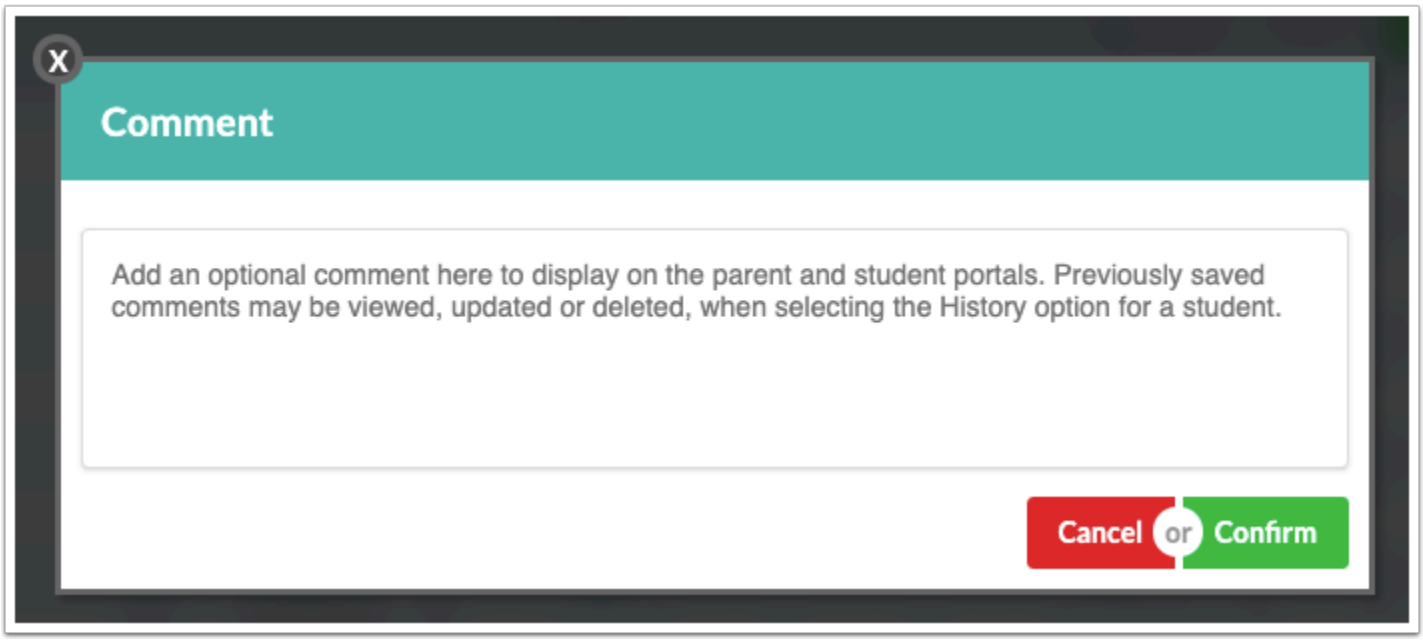


The badge count increases by 1. The red minus icon is enabled, which can be clicked if the badge was awarded by mistake.

3. Click **Save**.

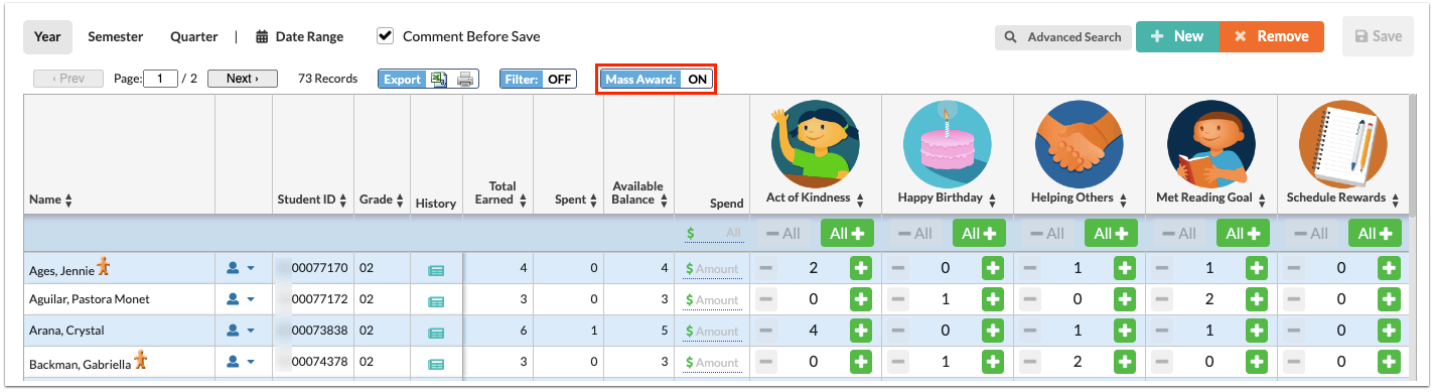


4. If the Comment Before Save option is enabled, enter an optional comment in the pop-up window and click **Confirm**.

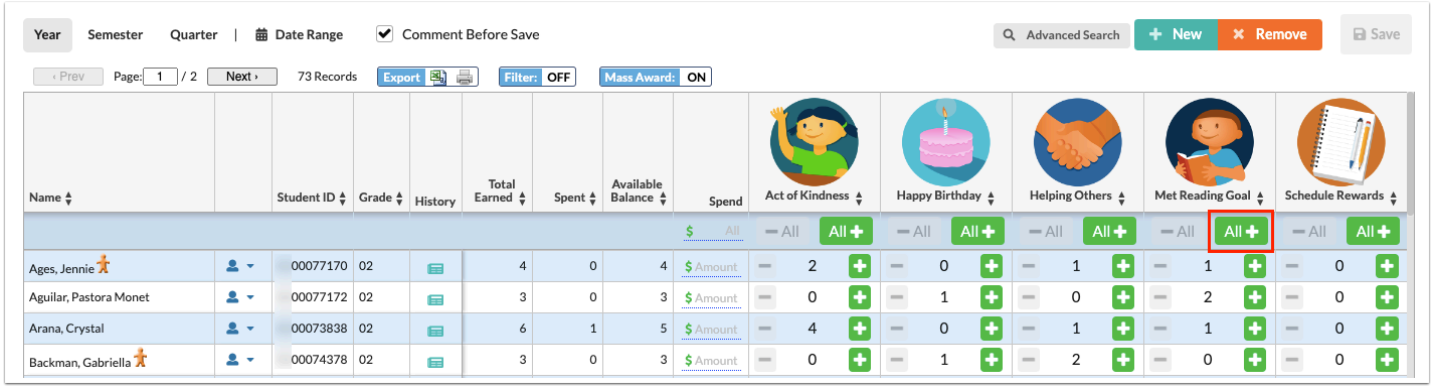


Awarding a Badge to All Students in the List

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

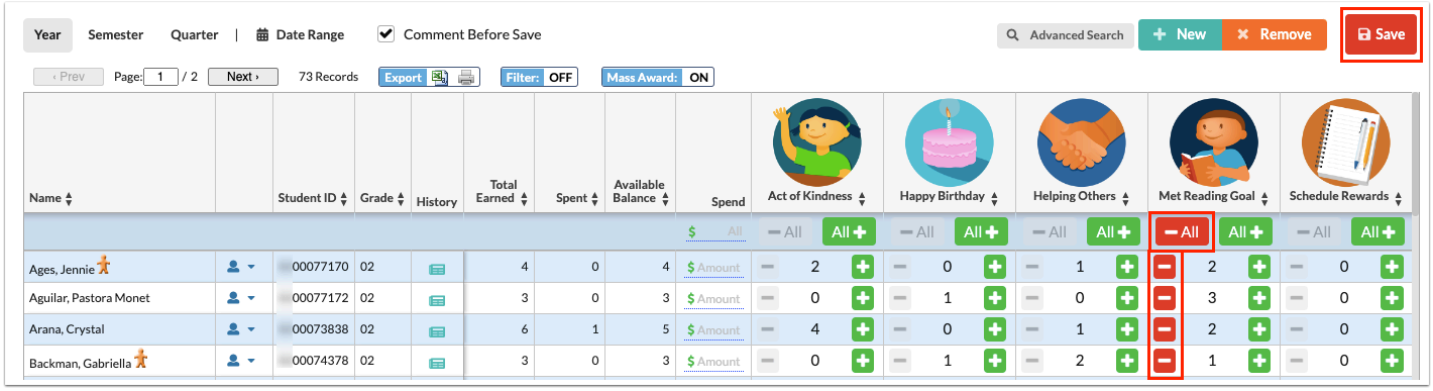


2. Click the green **All +** icon at the top of the badge column.

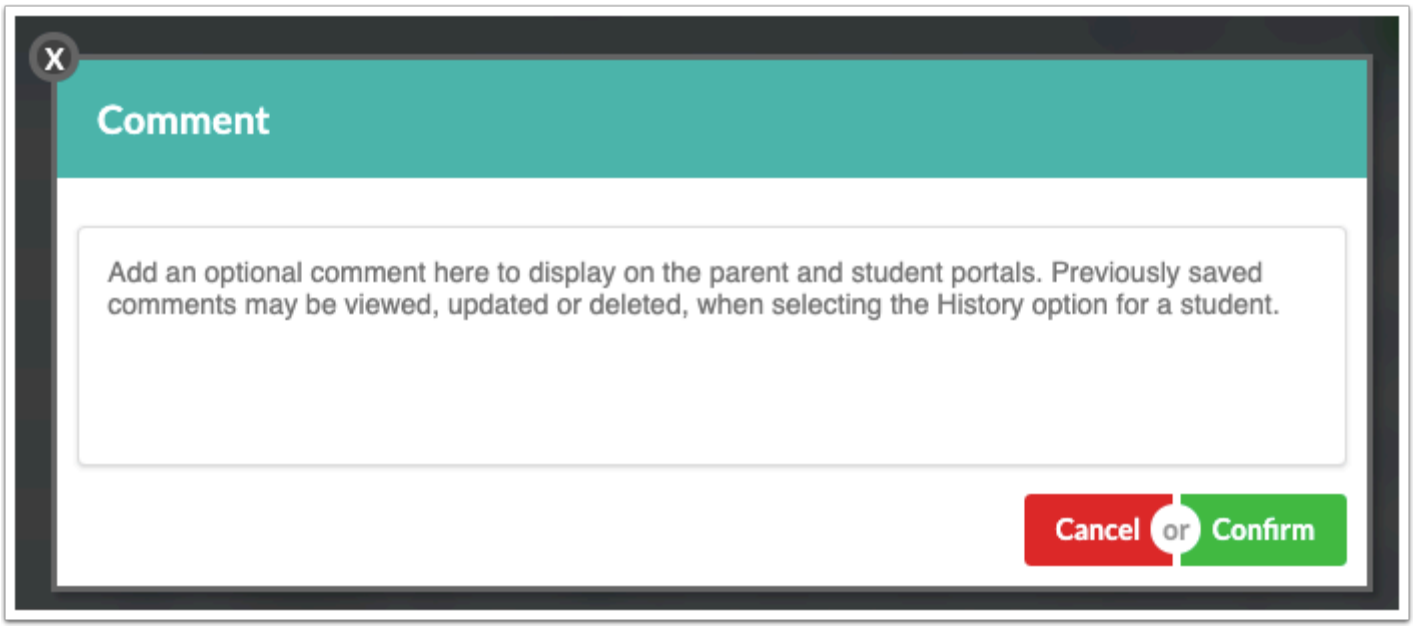


The badge count increases by 1 for each student in the list. The red minus icon is enabled next to each student, which can be clicked if the badge was awarded to the student by mistake. The **- All** icon is also enabled, which can be clicked to remove the badge from all students in the list.

3. Click **Save**.



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

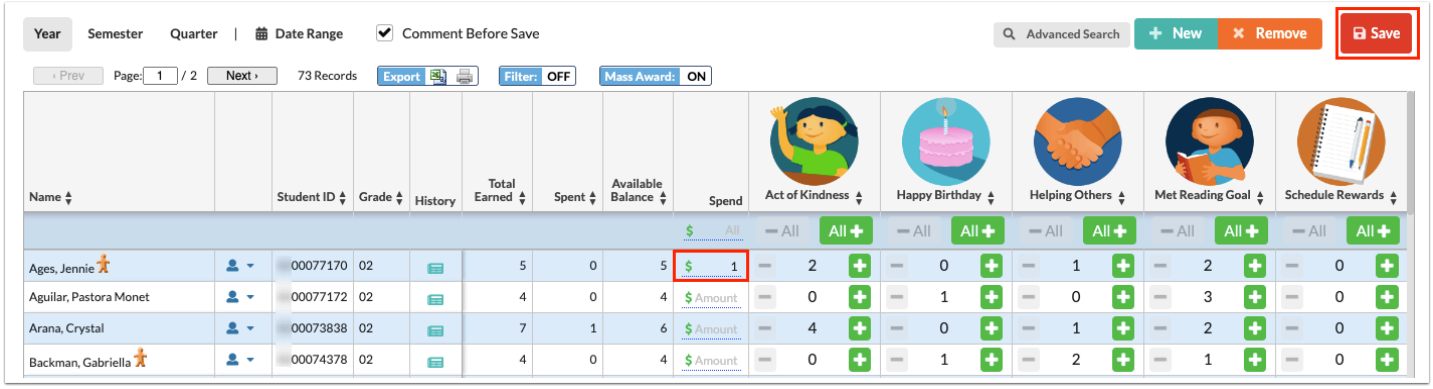
Spending Badges for a Single Student

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

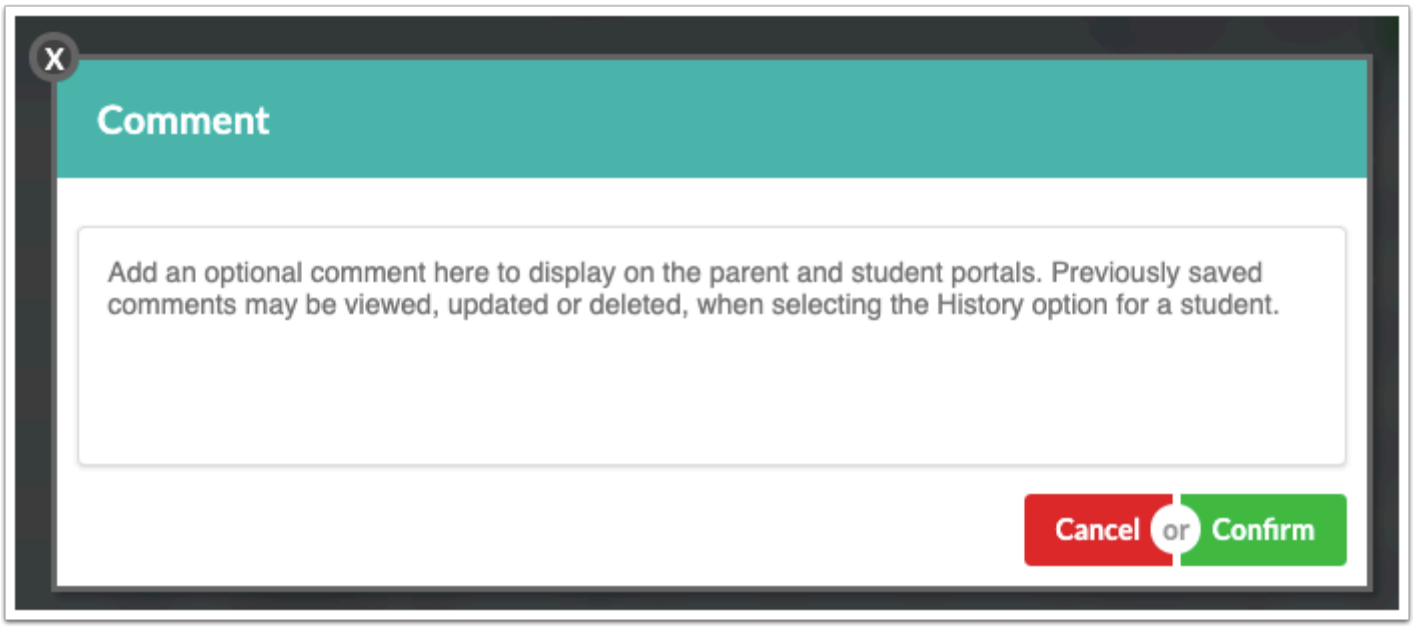
1. Next to the student, enter the amount to spend in the **Spend** column.

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**.



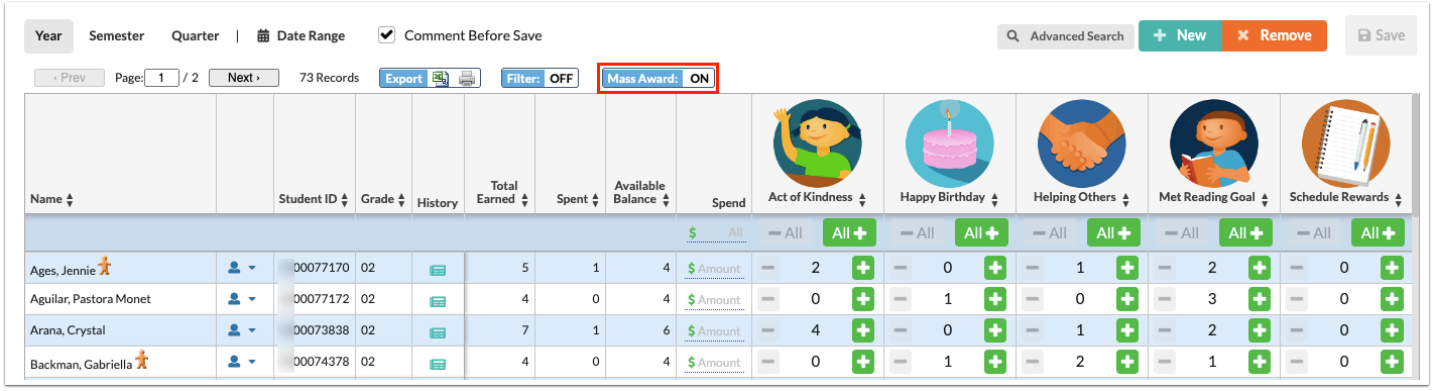
3. If the Comment Before Save option is enabled, enter an optional comment in the pop-up window and click **Confirm**.



Spending Badges for All Students in the List

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

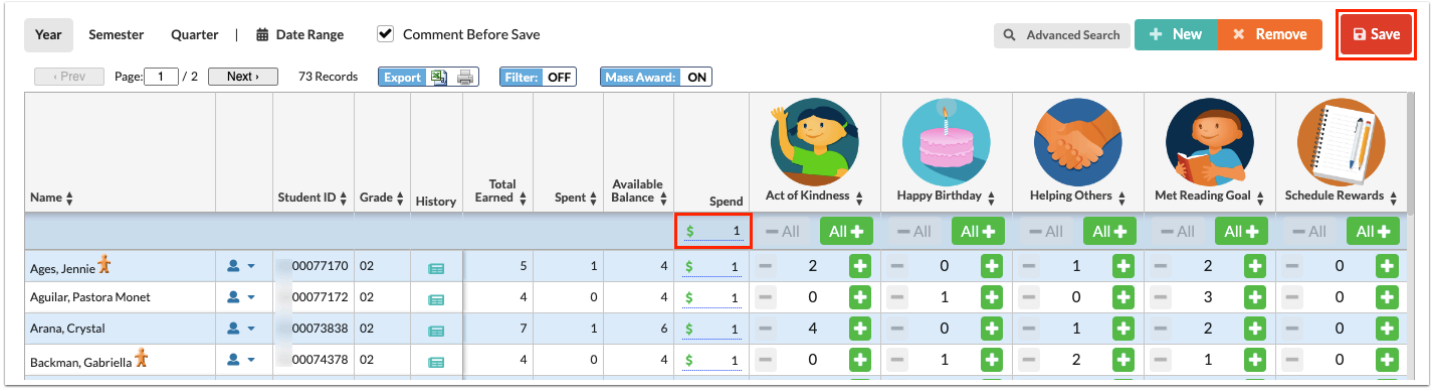
1. Ensure the **Mass Award** option at the top of the screen is enabled (displays ON).



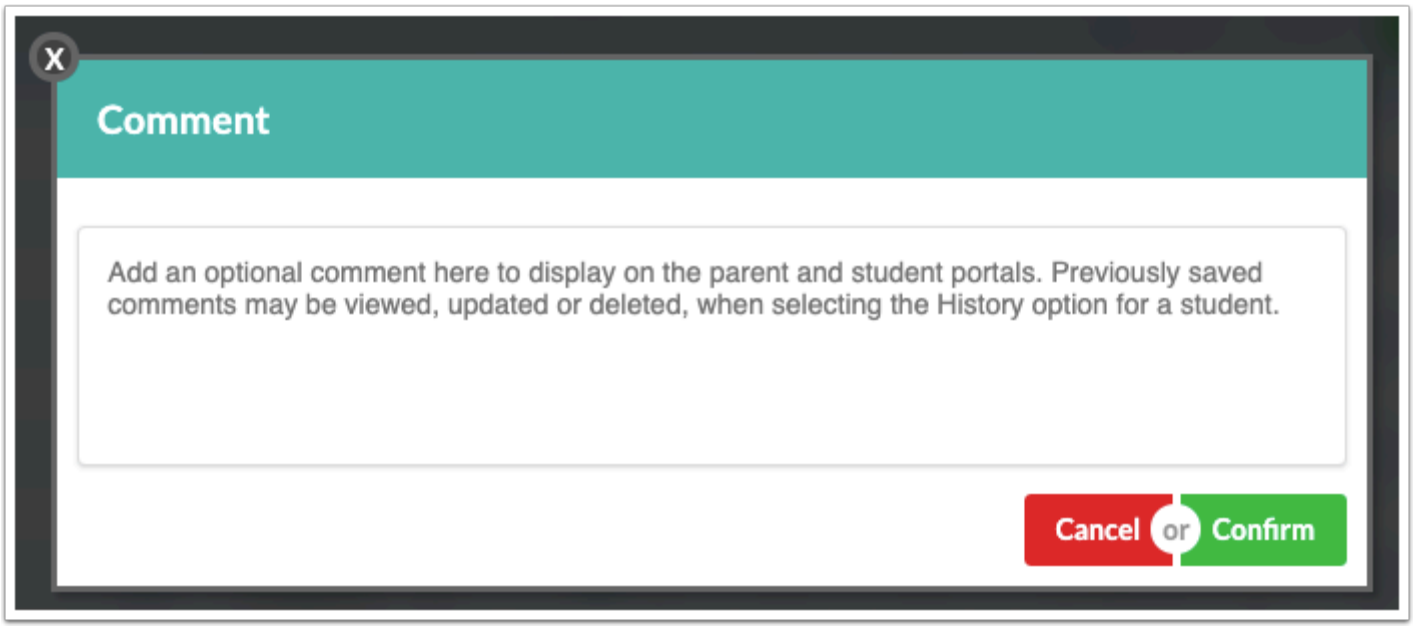
2. Enter the amount to spend in the **All** field at the top of the Spend column.

> 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**.



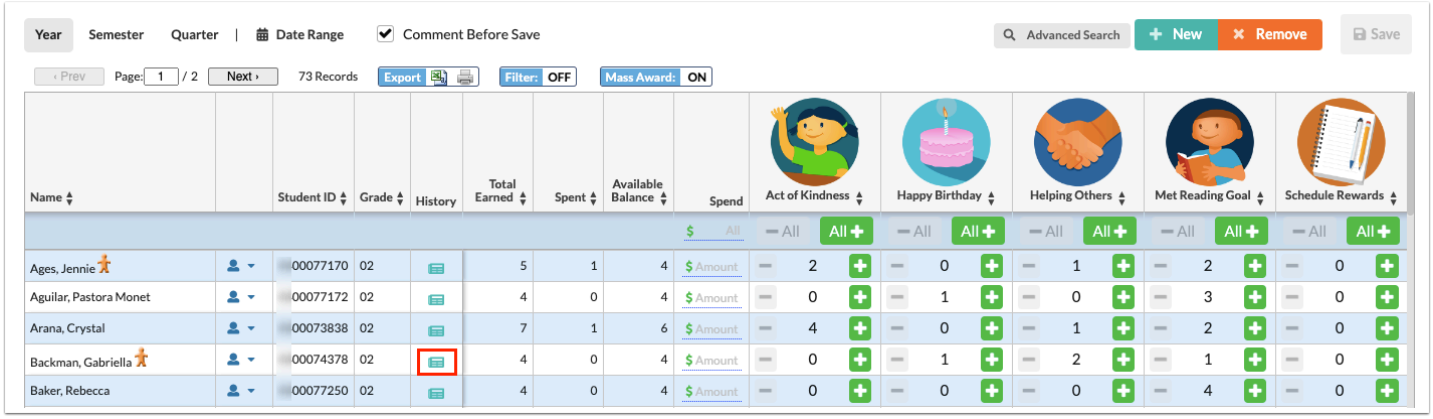
4. If the Comment Before Save option is enabled, enter an optional comment in the pop-up window and click **Confirm**.



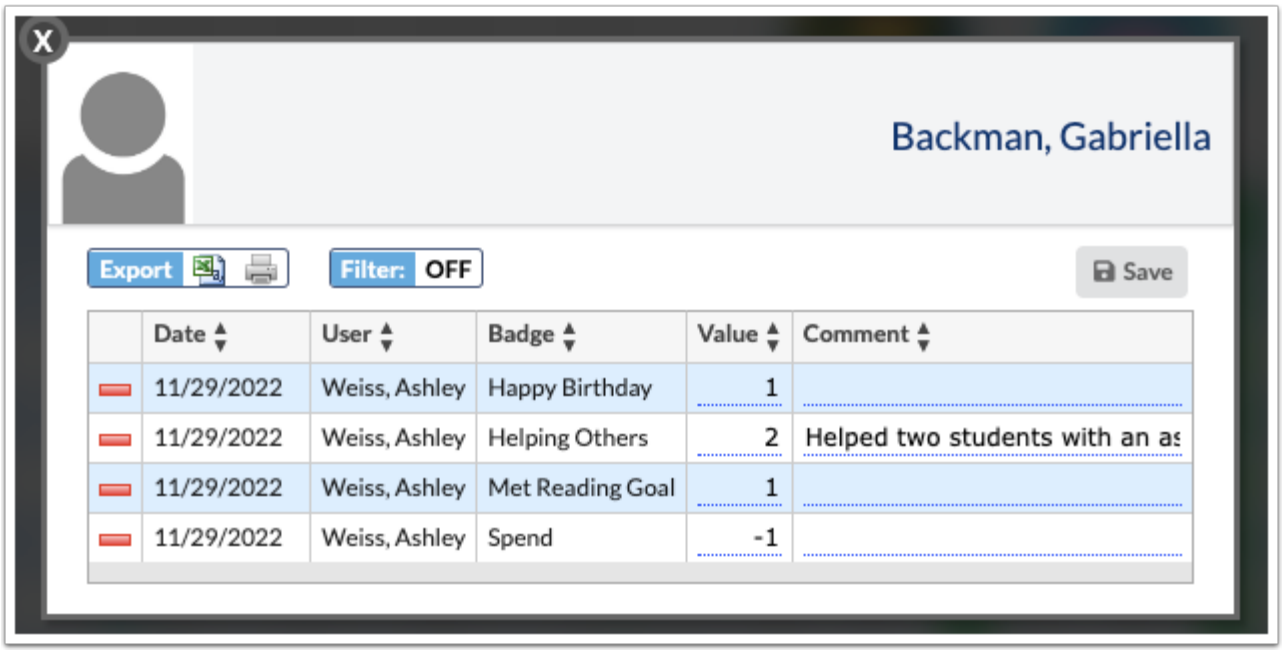
Viewing and Editing a Student's History

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.

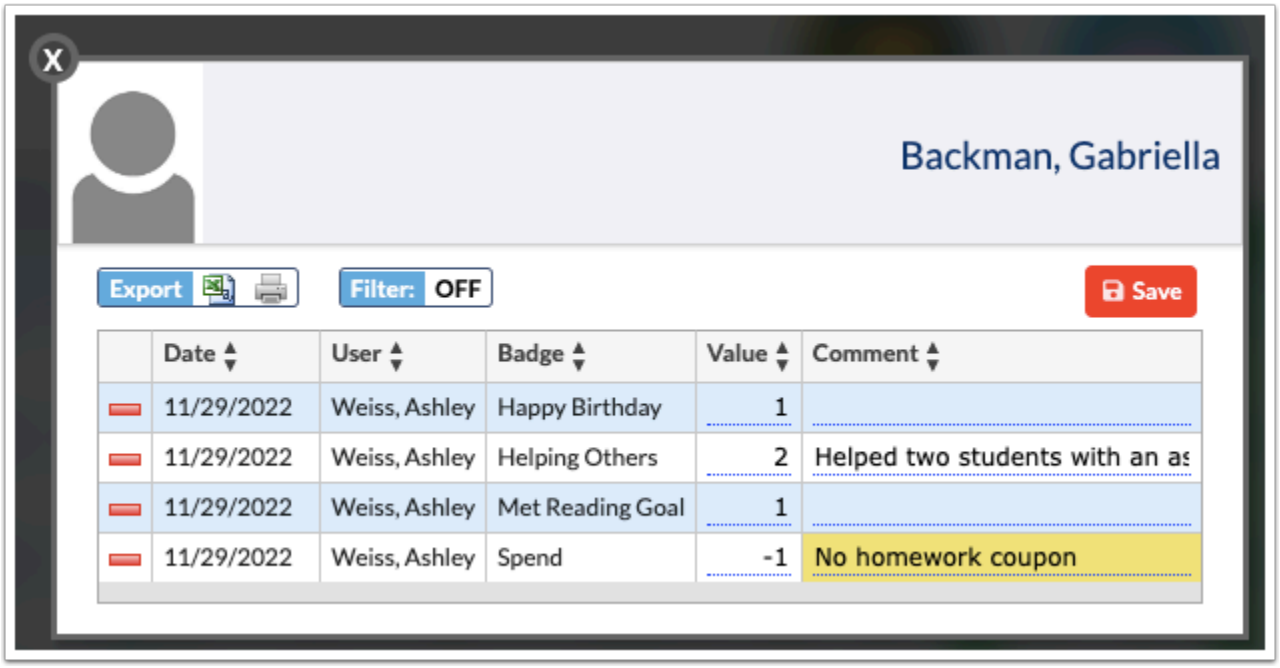
1. Click the icon in the **History** column next to the student.



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.

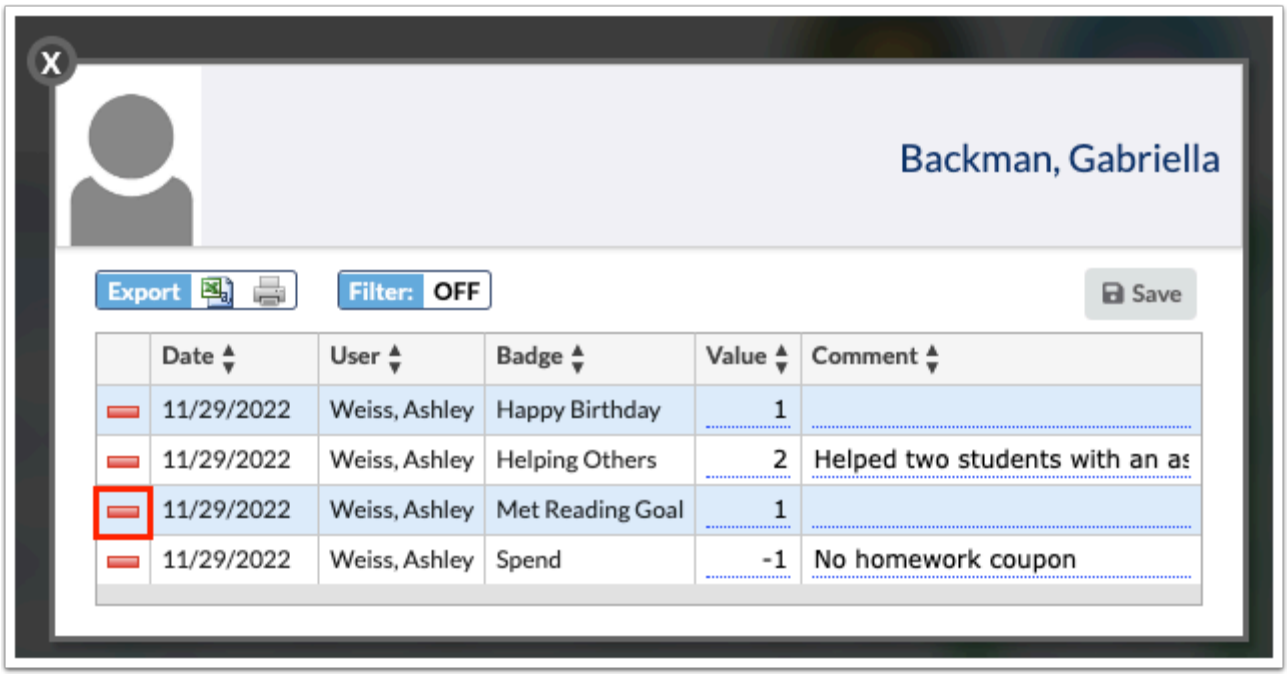


2. Edit the **Value** or **Comment** for a row as needed, and click **Save**.

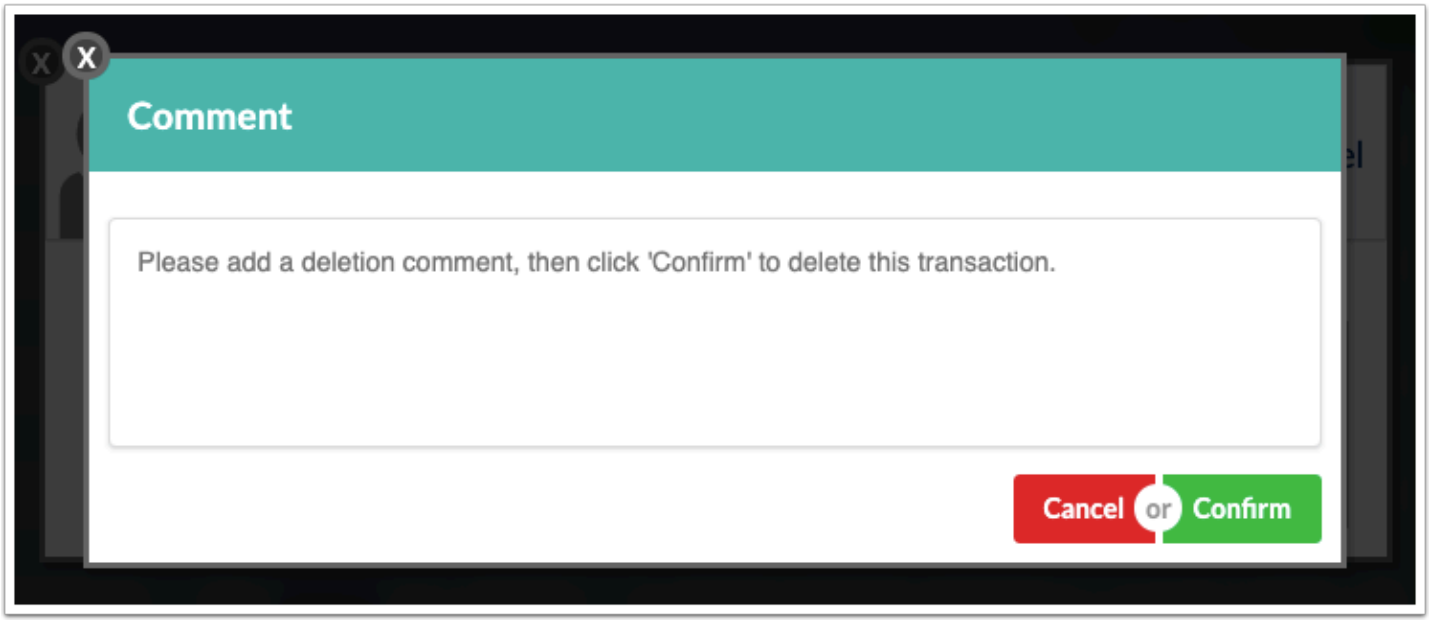


3. To delete badges awarded or spent, click the red minus sign to the left of the row.

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

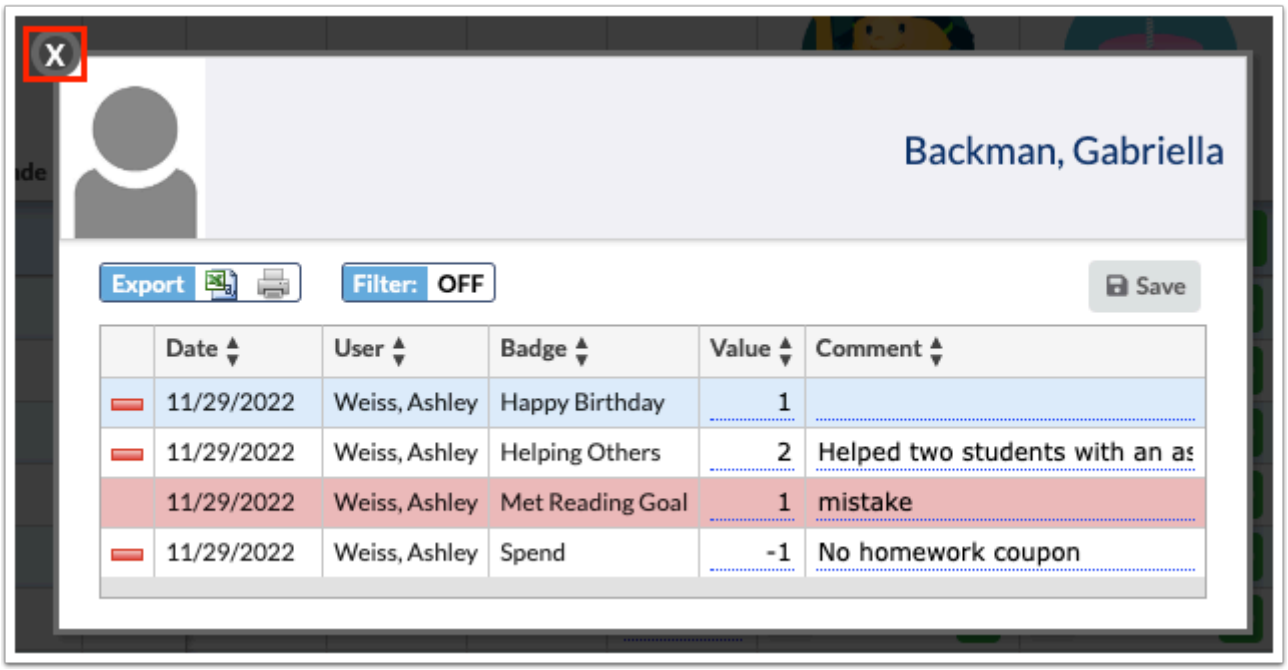


4. If the Comment Before Save option is enabled, enter an optional comment in the pop-up window and click **Confirm**.



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

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



Activity

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