

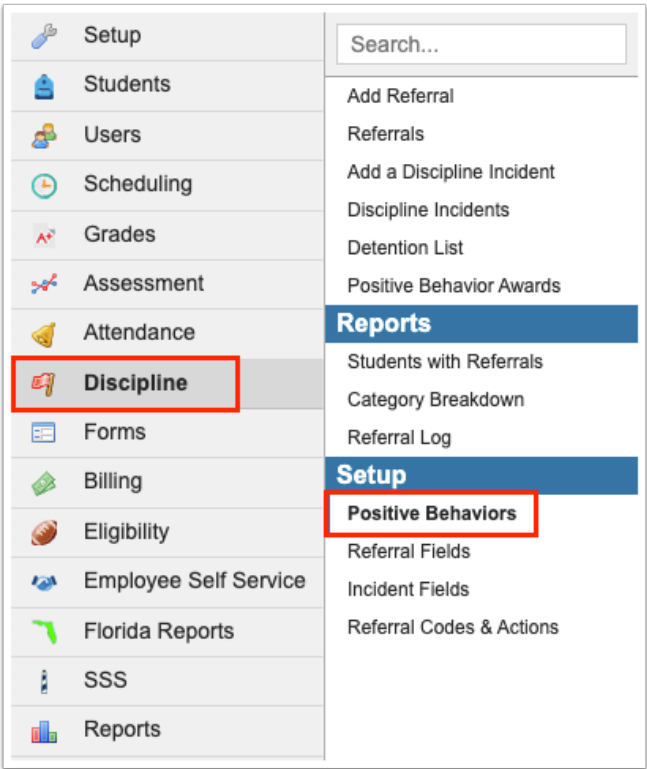
# Positive Behaviors

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

Focus Buck

Plural


Focus Bucks

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

Badge

Plural

Badges

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"/>		

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

Focus Elementary School Reward Program

Name

Badge

Plural

Badges

Save

1 Records

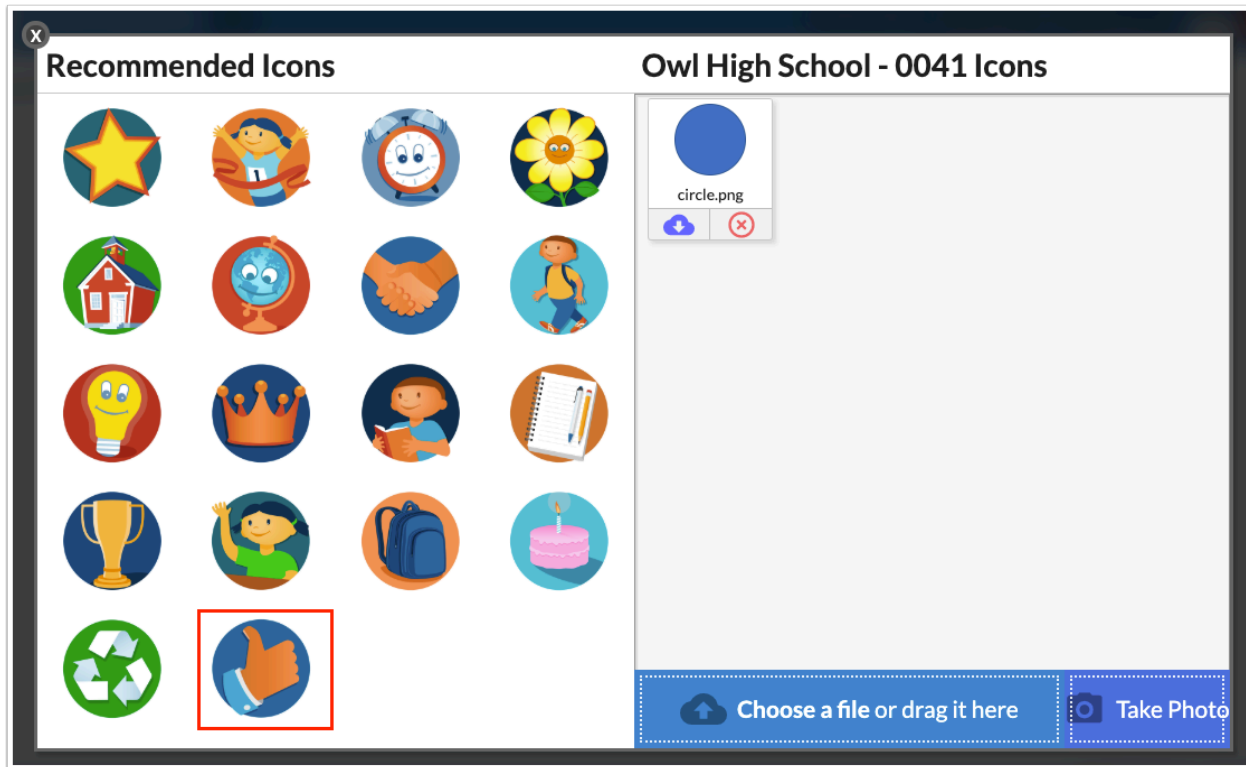
Export

Filter: OFF

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

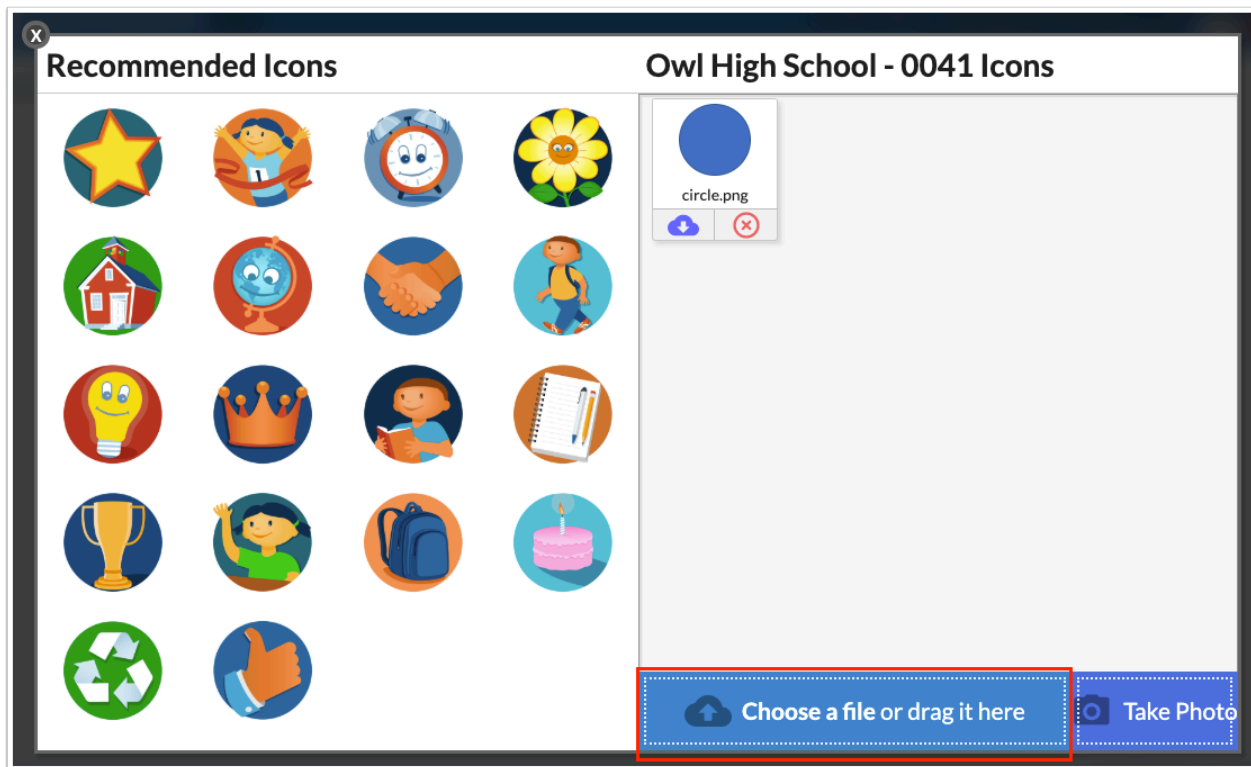
- i** Badges can be saved without selecting an icon, if desired. The star icon will be used for badges saved without an icon.

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

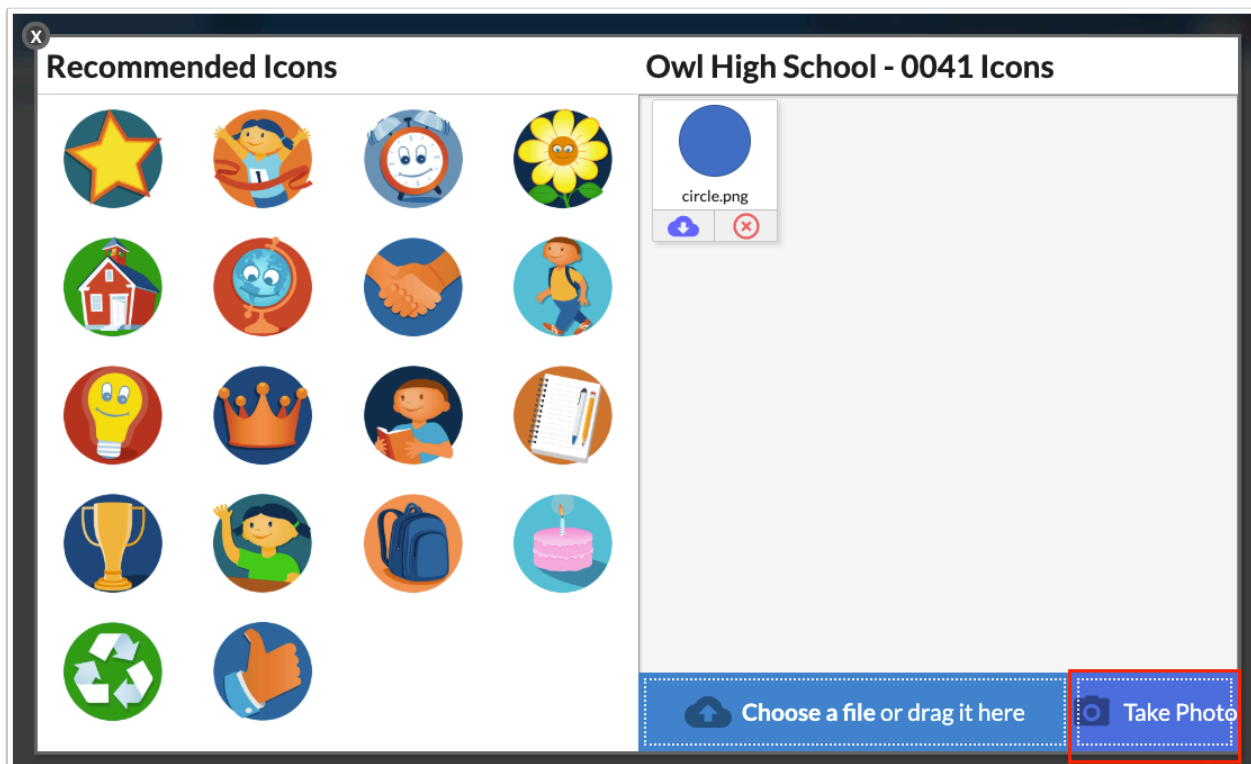


4. To upload an icon from your computer, click **Choose a file** and select the file, or drag the file from your computer into the blank area.

- 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	<span>Select</span> 	<input type="checkbox"/>		
Citizenship	<span>Select</span> 	<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	<span>Select</span> 	<input type="checkbox"/>		
Citizenship	<span>Select</span> 	<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"/>	<span>Select</span> 	<input type="checkbox"/>		
Attitude	<span>Select</span> 	<input checked="" type="checkbox"/>		
Citizenship	<span>Select</span> 	<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:     Plural:     Save

2 Records    Export    Filter: OFF

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

2 Records

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

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

livedemo.focusschoolsoftware.com says

Are you sure you want to delete this record?

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

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

Focus Elementary School Reward Program

2 Records

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

## 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.

Year

Semester

Quarter

Date Range

Comment Before Save

Q

Advanced Search

Save

« Prev

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Next »

517 Records

Export

Filter: OFF

Mass Award: ON

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

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

Search ScreenSimple List

Student Search

Student

Student GroupN/A

☐ Include Inactive Students


More Search Options

Search

Reset

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

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

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
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

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Page: 1 / 2

Next

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

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

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**.

X

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 - 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 +		-- 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	+			
◀ Prev		Page: 1 / 2		Next ▶																							

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

Comment Before Save

Advanced Search

New

Remove

Save

Prev

Page:1 / 2Next

73 Records

Export

Filter: OFF

Mass Award: ON

Name		Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	<div><div></div>Act of Kindness</div>	<div><div></div>Happy Birthday</div>	<div><div></div>Helping Others</div>	<div><div></div>Met Reading Goal</div>	<div><div></div>Schedule Rewards</div>
									<div><div>All</div></div>	<div><div>All</div></div>	<div><div>All</div></div>	<div><div>All</div></div>	<div><div>All</div></div>
Ages, Jennie	<div><div></div></div>	00077170	02	<div><div></div></div>	3	0	3	<div><div>\$ Amount</div></div>	<div><div>2</div></div>	<div><div>0</div></div>	<div><div>1</div></div>	<div><div>0</div></div>	<div><div>0</div></div>
Aguilar, Pastora Monet	<div><div></div></div>	00077172	02	<div><div></div></div>	3	0	3	<div><div>\$ Amount</div></div>	<div><div>0</div></div>	<div><div>1</div></div>	<div><div>0</div></div>	<div><div>2</div></div>	<div><div>0</div></div>
Arana, Crystal	<div><div></div></div>	00073838	02	<div><div></div></div>	6	1	5	<div><div>\$ Amount</div></div>	<div><div>4</div></div>	<div><div>0</div></div>	<div><div>1</div></div>	<div><div>1</div></div>	<div><div>0</div></div>
Backman, Gabriella	<div><div></div></div>	00074378	02	<div><div></div></div>	3	0	3	<div><div>\$ Amount</div></div>	<div><div>0</div></div>	<div><div>1</div></div>	<div><div>2</div></div>	<div><div>0</div></div>	<div><div>0</div></div>
Baker, Rebecca	<div><div></div></div>	00077250	02	<div><div></div></div>	3	0	3	<div><div>\$ Amount</div></div>	<div><div>0</div></div>	<div><div>0</div></div>	<div><div>0</div></div>	<div><div>3</div></div>	<div><div>0</div></div>
Boyd, Lorraine	<div><div></div></div>	00082136	02	<div><div></div></div>	0	0	0	<div><div>\$ Amount</div></div>	<div><div>0</div></div>	<div><div>0</div></div>	<div><div>0</div></div>	<div><div>0</div></div>	<div><div>0</div></div>
Caldwell, Viv	<div><div></div></div>	00086910	02	<div><div></div></div>	4	2	2	<div><div>\$ Amount</div></div>	<div><div>1</div></div>	<div><div>1</div></div>	<div><div>0</div></div>	<div><div>2</div></div>	<div><div>0</div></div>
Candelaria, Jezabel	<div><div></div></div>	00077179	02	<div><div></div></div>	0	0	0	<div><div>\$ Amount</div></div>	<div><div>0</div></div>	<div><div>0</div></div>	<div><div>0</div></div>	<div><div>0</div></div>	<div><div>0</div></div>
Cannon, Jezabel Grace	<div><div></div></div>	00073980	02	<div><div></div></div>	4	0	4	<div><div>\$ Amount</div></div>	<div><div>1</div></div>	<div><div>1</div></div>	<div><div>1</div></div>	<div><div>1</div></div>	<div><div>0</div></div>
Carlton, Evelia	<div><div></div></div>	00074848	02	<div><div></div></div>	0	0	0	<div><div>\$ Amount</div></div>	<div><div>0</div></div>	<div><div>0</div></div>	<div><div>0</div></div>	<div><div>0</div></div>	<div><div>0</div></div>

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# 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.

Year

Semester

Quarter

|

Date Range

Comment Before Save

Advanced Search

New

Remove

Save

« Prev

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Next »

73 Records

Export

Filter: OFF

Mass Award: ON

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

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		<span>+</span> New	<span>×</span> Remove	Save						
<span>◀</span> Prev		Page: 1 / 2	<span>Next</span> ▶	73 Records		<span>Export</span>	<span>Filter: OFF</span>	<span>Mass Award: ON</span>									
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	<a href="#">\$ Amount</a>	— 2	+	— 0	+	— 1	+	— 0	+	— 0	+
Aguilar, Pastora Monet	00077172	02		3	0	3	<a href="#">\$ Amount</a>	— 0	+	— 1	+	— 0	+	— 2	+	— 0	+
Arana, Crystal	00073838	02		6	1	5	<a href="#">\$ Amount</a>	— 4	+	— 0	+	— 1	+	— 1	+	— 0	+
Backman, Gabriella 🧑	00074378	02		3	0	3	<a href="#">\$ Amount</a>	— 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**.



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

YearSemesterQuarter | Date RangeComment Before Save

Advanced SearchNewRemoveSave

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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		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**.

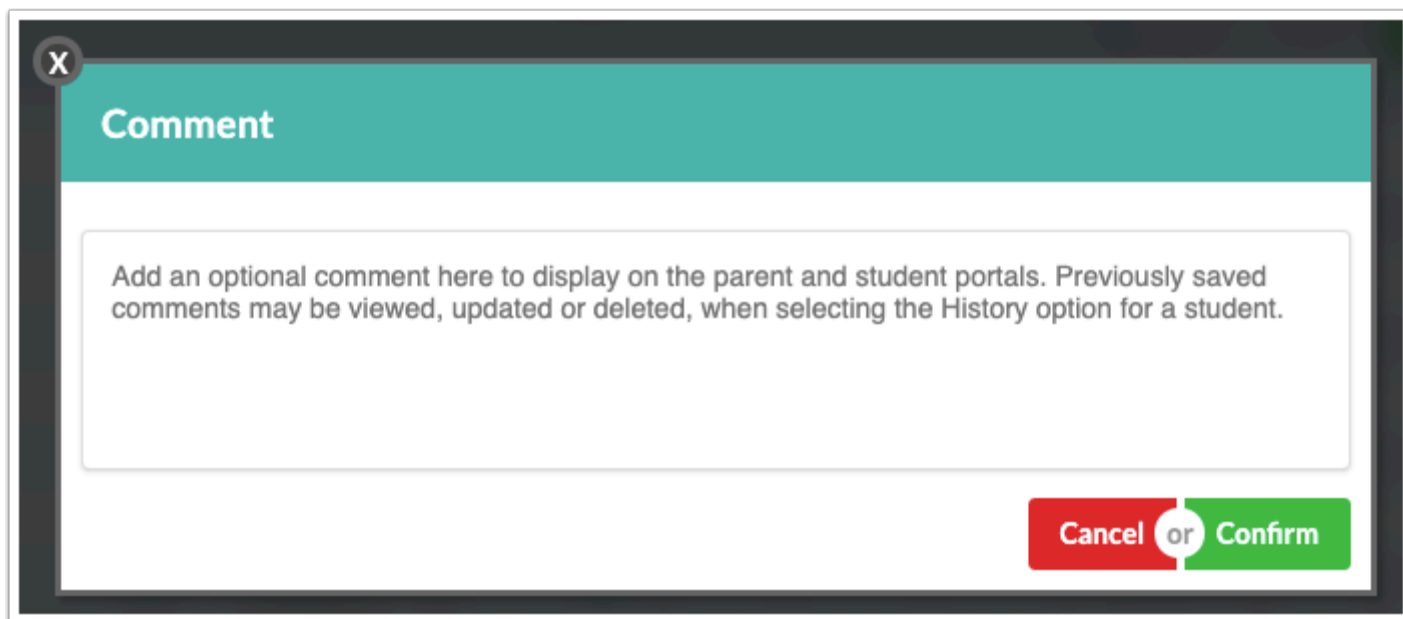
YearSemesterQuarter | Date RangeComment Before Save

Advanced SearchNewRemoveSave

PrevPage: 1 / 2Next73 RecordsExportFilter: OFFMass 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
							\$ Amount	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

☒ Comment Before Save

Advanced Search

New

Remove

Save

Prev

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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 +
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 +		
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 +		
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**.

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

## 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

☒

Comment Before Save

Advanced Search

+

New

✕

Remove

Save

◀

Prev

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▶

73 Records

Export

Filter:

OFF


Mass Award:

ON



Name	Student ID	Grade	History	Total Earned	Spent	Available Balance	Spend	<div><div></div>Act of Kindness</div>	<div><div></div>Happy Birthday</div>	<div><div></div>Helping Others</div>	<div><div></div>Met Reading Goal</div>	<div><div></div>Schedule Rewards</div>					
<div><div>\$</div>All</div>								<div><div>—</div>All</div>	<div><div>All</div>+</div>	<div><div>—</div>All</div>	<div><div>All</div>+</div>	<div><div>—</div>All</div>	<div><div>All</div>+</div>	<div><div>—</div>All</div>	<div><div>All</div>+</div>		
Ages, Jennie	<div><div></div>00077170</div>	02	<div><div></div></div>	5	1	4	<div><div>\$</div>Amount</div>	<div><div>—</div>2</div>	<div><div></div>+</div>	<div><div>—</div>0</div>	<div><div></div>+</div>	<div><div>—</div>1</div>	<div><div></div>+</div>	<div><div>—</div>2</div>	<div><div></div>+</div>	<div><div>—</div>0</div>	<div><div></div>+</div>
Aguilar, Pastora Monet	<div><div></div>00077172</div>	02	<div><div></div></div>	4	0	4	<div><div>\$</div>Amount</div>	<div><div>—</div>0</div>	<div><div></div>+</div>	<div><div>—</div>1</div>	<div><div></div>+</div>	<div><div>—</div>0</div>	<div><div></div>+</div>	<div><div>—</div>3</div>	<div><div></div>+</div>	<div><div>—</div>0</div>	<div><div></div>+</div>
Arana, Crystal	<div><div></div>00073838</div>	02	<div><div></div></div>	7	1	6	<div><div>\$</div>Amount</div>	<div><div>—</div>4</div>	<div><div></div>+</div>	<div><div>—</div>0</div>	<div><div></div>+</div>	<div><div>—</div>1</div>	<div><div></div>+</div>	<div><div>—</div>2</div>	<div><div></div>+</div>	<div><div>—</div>0</div>	<div><div></div>+</div>
Backman, Gabriella	<div><div></div>00074378</div>	02	<div><div></div></div>	4	0	4	<div><div>\$</div>Amount</div>	<div><div>—</div>0</div>	<div><div></div>+</div>	<div><div>—</div>1</div>	<div><div></div>+</div>	<div><div>—</div>2</div>	<div><div></div>+</div>	<div><div>—</div>1</div>	<div><div></div>+</div>	<div><div>—</div>0</div>	<div><div></div>+</div>
Baker, Rebecca	<div><div></div>00077250</div>	02	<div><div></div></div>	4	0	4	<div><div>\$</div>Amount</div>	<div><div>—</div>0</div>	<div><div></div>+</div>	<div><div>—</div>0</div>	<div><div></div>+</div>	<div><div>—</div>0</div>	<div><div></div>+</div>	<div><div>—</div>4</div>	<div><div></div>+</div>	<div><div>—</div>0</div>	<div><div></div>+</div>

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.


X







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**.


X







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.


X







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**.

X X

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

## Activity

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