



Positive Behavior Awards

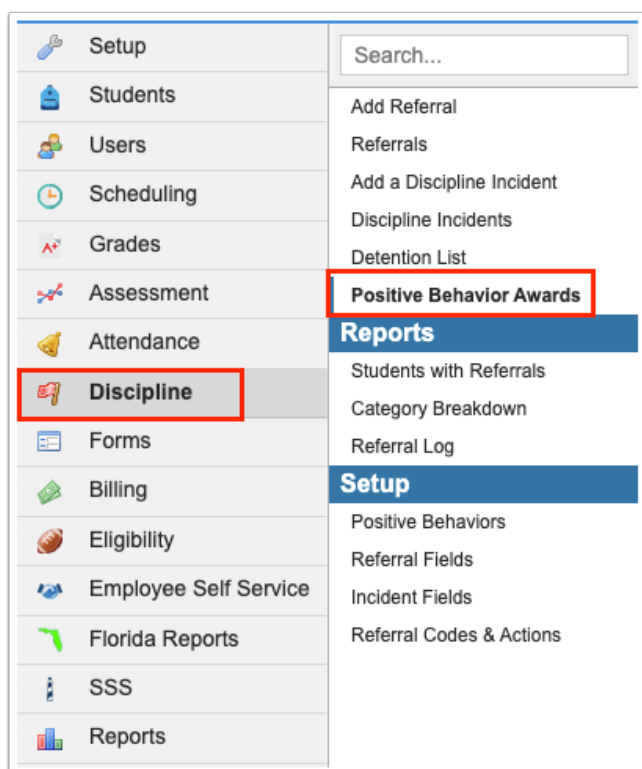
The Positive Behavior Awards screen is where administrators award badges to students and spend badges. Administrators can also review the total badges earned, spent, and the available balance for students. A History is provided for each student as well, with details about the date awarded, user who awarded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



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	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 +
Acosta, Jerry	<div><div></div></div> 00081751	01	<div><div></div></div>	0	0	0	<div><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> +
Acosta, Samantha K	<div><div></div></div> 00086498	KG	<div><div></div></div>	0	0	0	<div><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> +
Acosta, Sandra	<div><div></div></div> 00086684	PK	<div><div></div></div>	0	0	0	<div><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> +
Adams, Argento	<div><div></div></div> 00023897	03	<div><div></div></div>	0	0	0	<div><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> +
Ages, Jennie	<div><div></div></div> 00077170	02	<div><div></div></div>	0	0	0	<div><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> +
Aguilar, Pastora Monet	<div><div></div></div> 00077172	02	<div><div></div></div>	0	0	0	<div><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> +
Alanis, Patty	<div><div></div></div> 00086637	KG	<div><div></div></div>	0	0	0	<div><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> +
Alanis, Zoraida	<div><div></div></div> 00086472	KG	<div><div></div></div>	0	0	0	<div><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> +
Alaniz, Edmund Sophia	<div><div></div></div> 00087779	KG	<div><div></div></div>	0	0	0	<div><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> +
Alarcon, Henrietta	<div><div></div></div> 00074245	04	<div><div></div></div>	0	0	0	<div><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> +

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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

Q 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**.

YearSemesterQuarter

Date Range

☒ Comment Before Save

Advanced Search

NewRemove

Save

PrevPage: 1 / 2Next

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 +

PrevPage: 1 / 2Next

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

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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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 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

Q 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 - 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 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	Remove	Save				
Prev Page: 1 / 2 Next				73 Records		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
Prev Page: 1 / 2 Next												

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

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
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

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	<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>All</div>	<div>All</div>	<div>All</div>	<div>All</div>	<div>All</div>	<div>All</div>
Ages, Jennie	<div><div></div></div> 00077170	02	<div><div></div></div>	3	0	3	<div><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> 0 <div><div></div></div>	<div><div></div></div> 0 <div><div></div></div>	
Aguilar, Pastora Monet	<div><div></div></div> 00077172	02	<div><div></div></div>	3	0	3	<div><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> 2 <div><div></div></div>	<div><div></div></div> 0 <div><div></div></div>	
Arana, Crystal	<div><div></div></div> 00073838	02	<div><div></div></div>	6	1	5	<div><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> 1 <div><div></div></div>	<div><div></div></div> 0 <div><div></div></div>	
Backman, Gabriella	<div><div></div></div> 00074378	02	<div><div></div></div>	3	0	3	<div><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> 0 <div><div></div></div>	<div><div></div></div> 0 <div><div></div></div>	

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

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
Ages, Jennie	<div><div></div></div> 00077170	02	<div><div></div></div>	3	0	3	<div><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> 1 <div><div></div></div> +	<div><div></div></div> 0 <div><div></div></div> +		
Aguilar, Pastora Monet	<div><div></div></div> 00077172	02	<div><div></div></div>	3	0	3	<div><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> 2 <div><div></div></div> +	<div><div></div></div> 0 <div><div></div></div> +		
Arana, Crystal	<div><div></div></div> 00073838	02	<div><div></div></div>	6	1	5	<div><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> 1 <div><div></div></div> +	<div><div></div></div> 0 <div><div></div></div> +		
Backman, Gabriella	<div><div></div></div> 00074378	02	<div><div></div></div>	3	0	3	<div><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> 0 <div><div></div></div> +	<div><div></div></div> 0 <div><div></div></div> +		

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

☒ 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		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 +
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**.

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 +					
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 or 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.



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**.

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
							\$ 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.

CancelorConfirm

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).

Year

Semester

Quarter

Date Range

Comment Before Save

Advanced Search

New

Remove

Save

« Prev

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1

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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
							\$ Amount	All	All	All	All	All
Ages, Jennie	<div><div></div></div> 00077170	02	<div><div></div></div>	5	1	4	\$ 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>
Aguilar, Pastora Monet	<div><div></div></div> 00077172	02	<div><div></div></div>	4	0	4	\$ 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>
Arana, Crystal	<div><div></div></div> 00073838	02	<div><div></div></div>	7	1	6	\$ 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>
Backman, Gabriella	<div><div></div></div> 00074378	02	<div><div></div></div>	4	0	4	\$ 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>

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

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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					
							\$ 1	— All	All +	— All	All +	— All	All +				
Ages, Jennie	<div><div></div></div> 00077170	02	<div><div></div></div>	5	1	4	\$ 1	— 2	+	— 0	+	— 1	+	— 2	+	— 0	+
Aguilar, Pastora Monet	<div><div></div></div> 00077172	02	<div><div></div></div>	4	0	4	\$ 1	— 0	+	— 1	+	— 0	+	— 3	+	— 0	+
Arana, Crystal	<div><div></div></div> 00073838	02	<div><div></div></div>	7	1	6	\$ 1	— 4	+	— 0	+	— 1	+	— 2	+	— 0	+
Backman, Gabriella	<div><div></div></div> 00074378	02	<div><div></div></div>	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	<input checked="" type="checkbox"/> Comment Before Save	Advanced Search		+ New	x 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	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.

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