


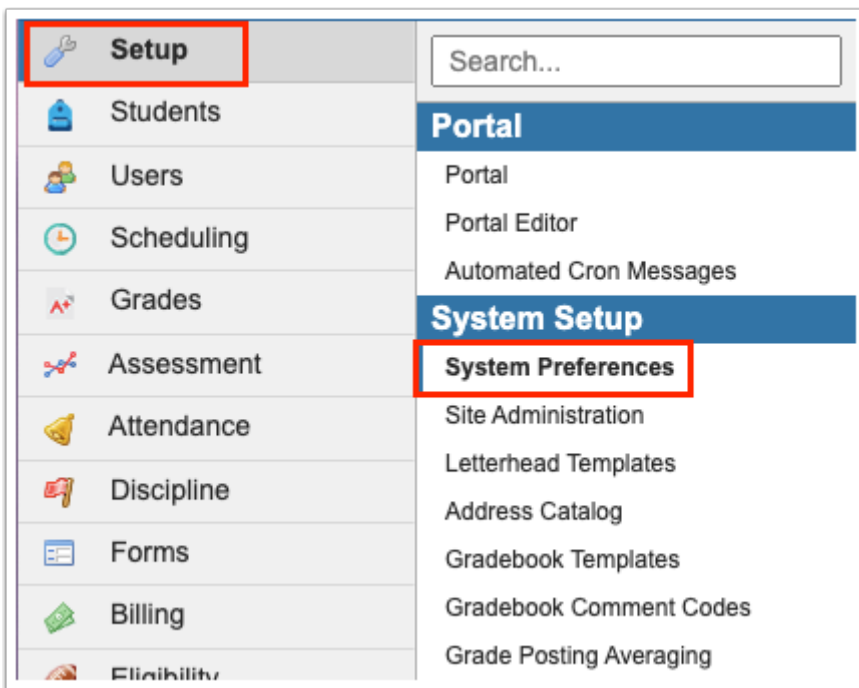
Positive Behaviors System Preferences and Profile Permissions

Before using the Positive Behaviors feature, there is one system preference to consider regarding whether teachers can search the entire school when using Positive Behaviors. Additionally, each profile that will be using the feature must have the appropriate profile permissions enabled.

 See [System Preferences](#) for more information about setting system preferences. See [Profiles](#) for more information on setting up profiles and profile permissions.

System Preferences

- 1.** In the **Setup** menu, click **System Preferences**.



2. Click either the **School Preferences** tab (if setting for the specific school) or **Default School Preferences** tab (if setting for the district).
3. Click the **General** tab.

Save

School Preferences	Default School Preferences	Default User Preferences	District Preferences	Single Sign-on				
General	Grading	Attendance	Enrollment	Scheduling	Localization	Billing	Online Application	Parent Registration

Default school year 2022

Teachers Discipline Referral View All referrals entered by any user

Restrict Discipline Referral Date Decided to student enrollment dates ☒

Limit the results displayed when searching for Referrals. Set this to the nearest thousand rows +1. Minimum 1000 1001 (WARNING: values greater than 5000 may cause performance issues)

Allow Teachers to Search Entire School for Positive Behaviors ☐

Alert Teachers when a Referral is Closed ☐

Maximum number of ISS/OSS days for an ESE/504 Student 10 Days

Maximum number of ISS days for an ESE/504 Student Days

Maximum number of OSS days for an ESE/504 Student Days

4. Select the check box for **Allow Teachers to Search Entire School for Positive Behaviors** if teachers are allowed to access any student in the school in the Positive Behaviors feature. If teachers should only be able to access students in their sections, leave the check box unselected.

5. Click **Save**.

Save

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Default school year 2022

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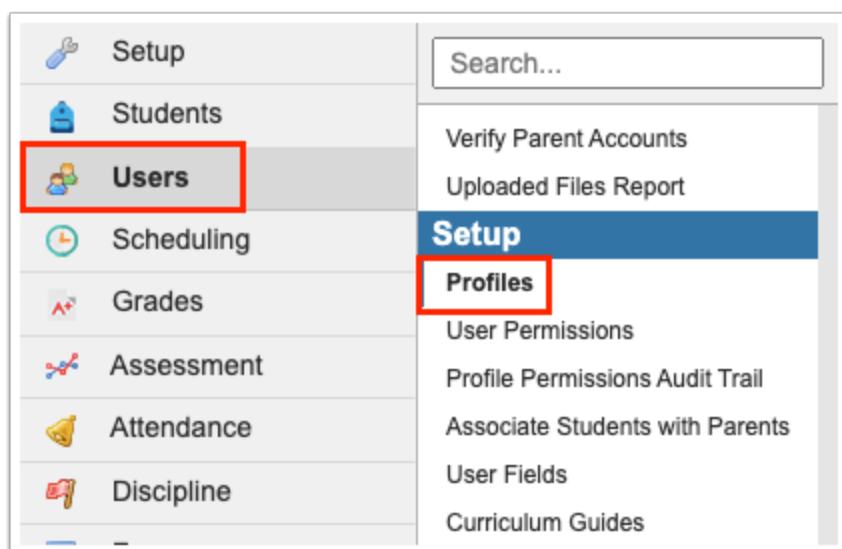
Maximum number of ISS/OSS days for an ESE/504 Student 10 Days

Maximum number of ISS days for an ESE/504 Student Days

Maximum number of OSS days for an ESE/504 Student Days

Administrator Profiles

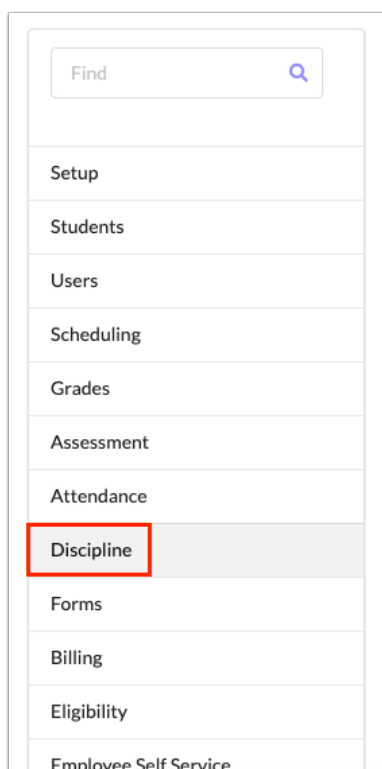
1. In the **Users** menu, click **Profiles**.



2. In the **Permissions** tab, open the **Permission Type** pull-down and select **Menu**.
3. In the **Role** pull-down, select **Admin**.
4. In the **Profiles** pull-down, select the desired profile.
5. Click **Submit**.

A screenshot of the 'Permissions' tab in the software interface. At the top, there are four tabs: 'Permissions' (selected), 'Module Report', 'Profile Report', and 'Permission Report'. Below the tabs, there are three pull-down menus: 'Permission Type' set to 'Menu', 'Role' set to 'Admin', and 'Profiles' set to 'Discipline'. Each pull-down menu has a blue arrow icon to its right. To the right of the 'Profiles' pull-down is a blue button labeled 'Submit'. Below the 'Profiles' pull-down, there is a link labeled 'Edit Profiles'.

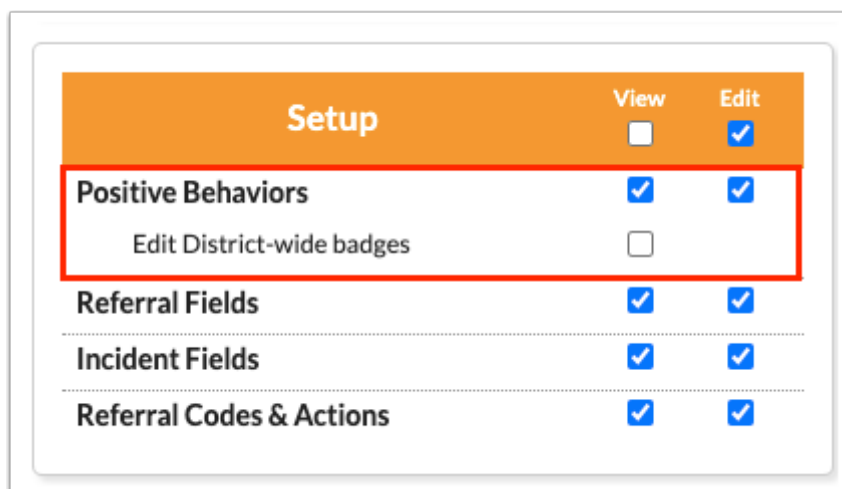
6. Click **Discipline** on the left side of the screen.



7. Set the following permissions:

Positive Behaviors - The Postitive Behaviors screen is used for administrators to customize the name of the reward program (by default, the items awarded to students for positive behavior are called badges), and to set up the badges or badge types.

- **View** - Users with the View profile permission can only view the badge setup.
- **Edit** - Users with the Edit profile permission can edit the name of the reward program, and add, edit, and delete badges/badge types.
- **Edit District-wide badges** - If enabled for the profile, the District-Wide column displays so users can enable the badge to be used at all district schools.

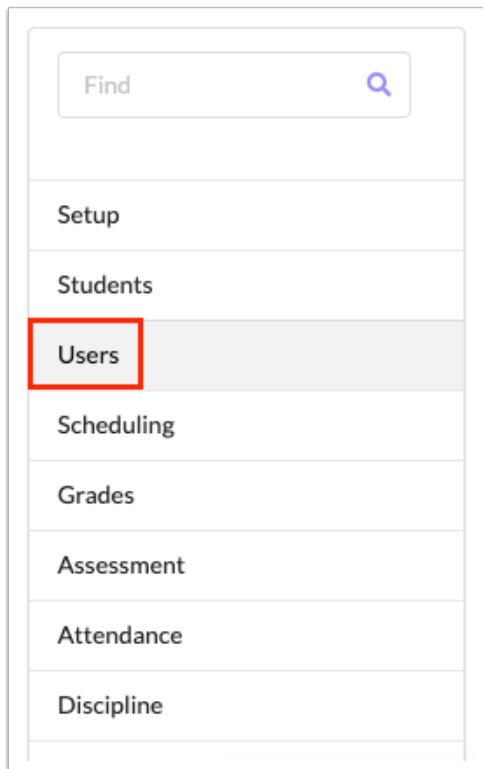


Postive Behavior Awards - The Postitive Behavior Awards screen is used for administrators to award badges to students and spend badges. Administrators can also review the total badges earned, spent, and the available balance for students.

- **View** - Users with the View profile permission can only view this screen.
- **Edit** - Users with the Edit profile permission can add, spend, and delete badges from students.

Discipline	View	Edit
Add Referral	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Administrator Fields	<input checked="" type="checkbox"/>	
Referrals	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View Referrals From Other Schools	<input checked="" type="checkbox"/>	
Edit Referrals From Other Schools		<input checked="" type="checkbox"/>
View Referrals From All Years	<input type="checkbox"/>	
View Referrals For Inactive Students	<input type="checkbox"/>	
Allow Merge of Referrals		<input checked="" type="checkbox"/>
Send Back Referrals		<input checked="" type="checkbox"/>
Delete a Referral		<input checked="" type="checkbox"/>
Print Letters		<input checked="" type="checkbox"/>
Add a Discipline Incident	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Discipline Incidents	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View All Schools	<input type="checkbox"/>	
Delete an Incident		<input checked="" type="checkbox"/>
Detention List	<input type="checkbox"/>	<input type="checkbox"/>
Add Detention		<input type="checkbox"/>
Positive Behavior Awards	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 8. Click **Save**.
- 9. Click **Users** on the left side of the screen.



10. Set the following permission:

Reward Positive Behavior (Teacher Program) - The Reward Positive Behavior screen allows administrators to award badges to students on behalf of a teacher.

- **View** - Users with the View profile permission can only view this screen.
- **Edit** - Users with the Edit profile permission can add, spend, and delete badges from students on a teacher's behalf.

Teacher Programs		View	Edit
Take Attendance		<input type="checkbox"/>	<input type="checkbox"/>
Do not restrict to the prior days defined for teachers in system preferences attendance tab			
Reward Positive Behavior		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Seating Charts		<input type="checkbox"/>	<input type="checkbox"/>
Post Final Grades		<input type="checkbox"/>	<input type="checkbox"/>
Post Standard Grades		<input type="checkbox"/>	<input type="checkbox"/>
Preferences		<input type="checkbox"/>	<input type="checkbox"/>
Gradebook		<input type="checkbox"/>	<input type="checkbox"/>
Edit Template Category Color			<input type="checkbox"/>
Show Google Classroom		<input type="checkbox"/>	
Gradebook Reports		<input type="checkbox"/>	<input type="checkbox"/>
Request Grade Changes		<input type="checkbox"/>	<input type="checkbox"/>
Next-Year Schedule Requests		<input type="checkbox"/>	<input type="checkbox"/>
Reauthorization		<input type="checkbox"/>	<input type="checkbox"/>
Web Pages		<input type="checkbox"/>	<input type="checkbox"/>

11. Click **Save**.

12. Repeat this procedure for other administrator profiles that need profile permissions for Positive Behaviors.

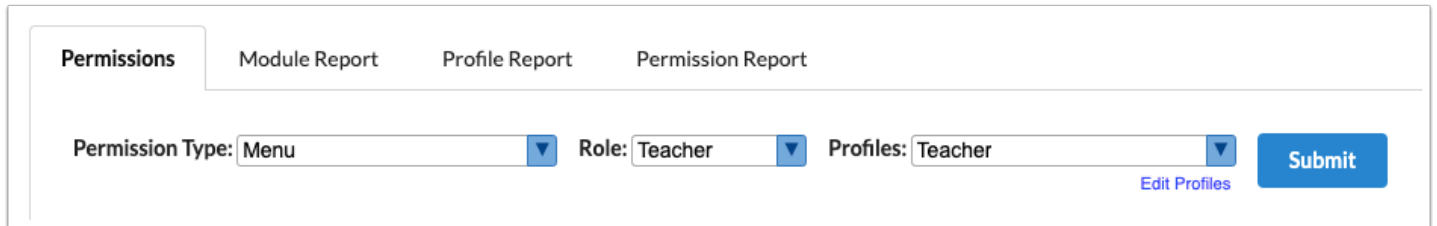
Teacher Profiles

1. In the **Users** menu, click **Profiles**.

Setup	Search...
Students	Verify Parent Accounts
Users	Uploaded Files Report
Scheduling	Setup
Grades	Profiles
Assessment	User Permissions
Attendance	Profile Permissions Audit Trail
Discipline	Associate Students with Parents
	User Fields
	Curriculum Guides

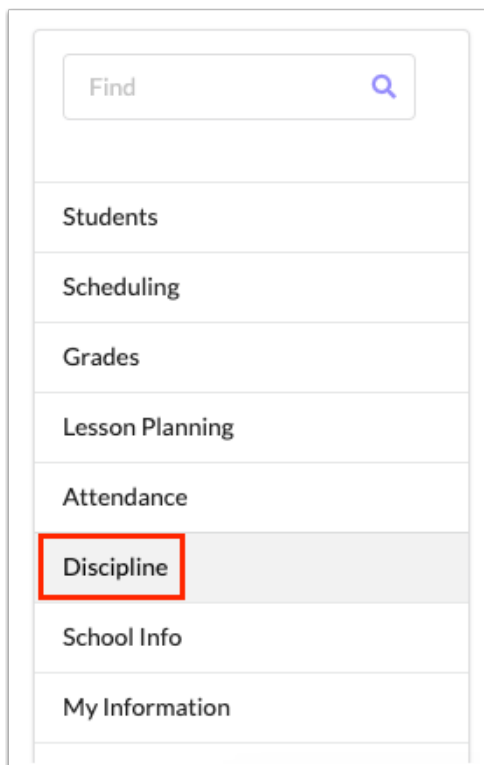
2. In the **Permissions** tab, open the **Permission Type** pull-down and select **Menu**.

3. In the **Role** pull-down, select **Teacher**.
4. In the **Profiles** pull-down, select the desired profile.
5. Click **Submit**.



The screenshot shows a web interface for configuring permissions. At the top, there are four tabs: 'Permissions' (selected), 'Module Report', 'Profile Report', and 'Permission Report'. Below the tabs, there are three dropdown menus: 'Permission Type:' with 'Menu' selected, 'Role:' with 'Teacher' selected, and 'Profiles:' with 'Teacher' selected. To the right of the 'Profiles' dropdown is a blue button labeled 'Submit'. Below the 'Profiles' dropdown is a link labeled 'Edit Profiles'.

6. Click **Discipline** on the left side of the screen.



The screenshot shows a vertical sidebar menu on the left side of the screen. At the top is a search bar with the placeholder text 'Find' and a magnifying glass icon. Below the search bar are several menu items: 'Students', 'Scheduling', 'Grades', 'Lesson Planning', 'Attendance', 'Discipline', 'School Info', and 'My Information'. The 'Discipline' item is highlighted with a red rectangular border.

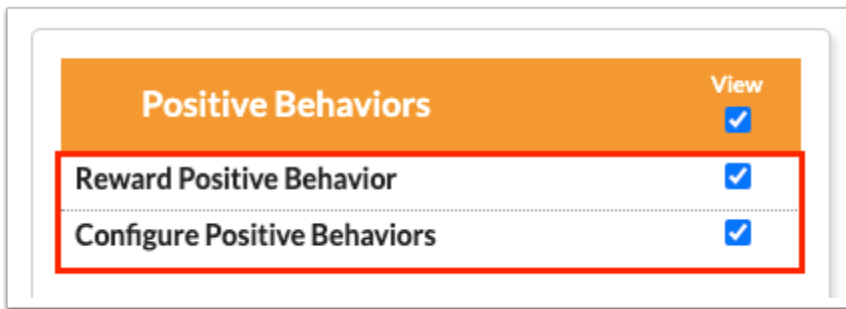
7. Select the following permissions:

Reward Positive Behavior - The Positive Behaviors screen for teachers is used to award badges to students and spend badges. Teachers can also review the total badges earned, spent, and the available balance for students.

- **View** - Users with the View profile permission can award, spend, and delete badges from students.

Configure Positive Behaviors - The Configure Behaviors screen allows teachers to set up badges to award to students for good behavior.

- **View** - Users with the View profile permission can add badges associated with an administrator-created badge type. Teachers can also edit and delete the badges they have created.



8. Click **Save**.

9. Repeat this procedure for other teacher profiles that need profile permissions for Positive Behaviors.