

STAFF Handbook

A Guide to Using PBIS Rewards



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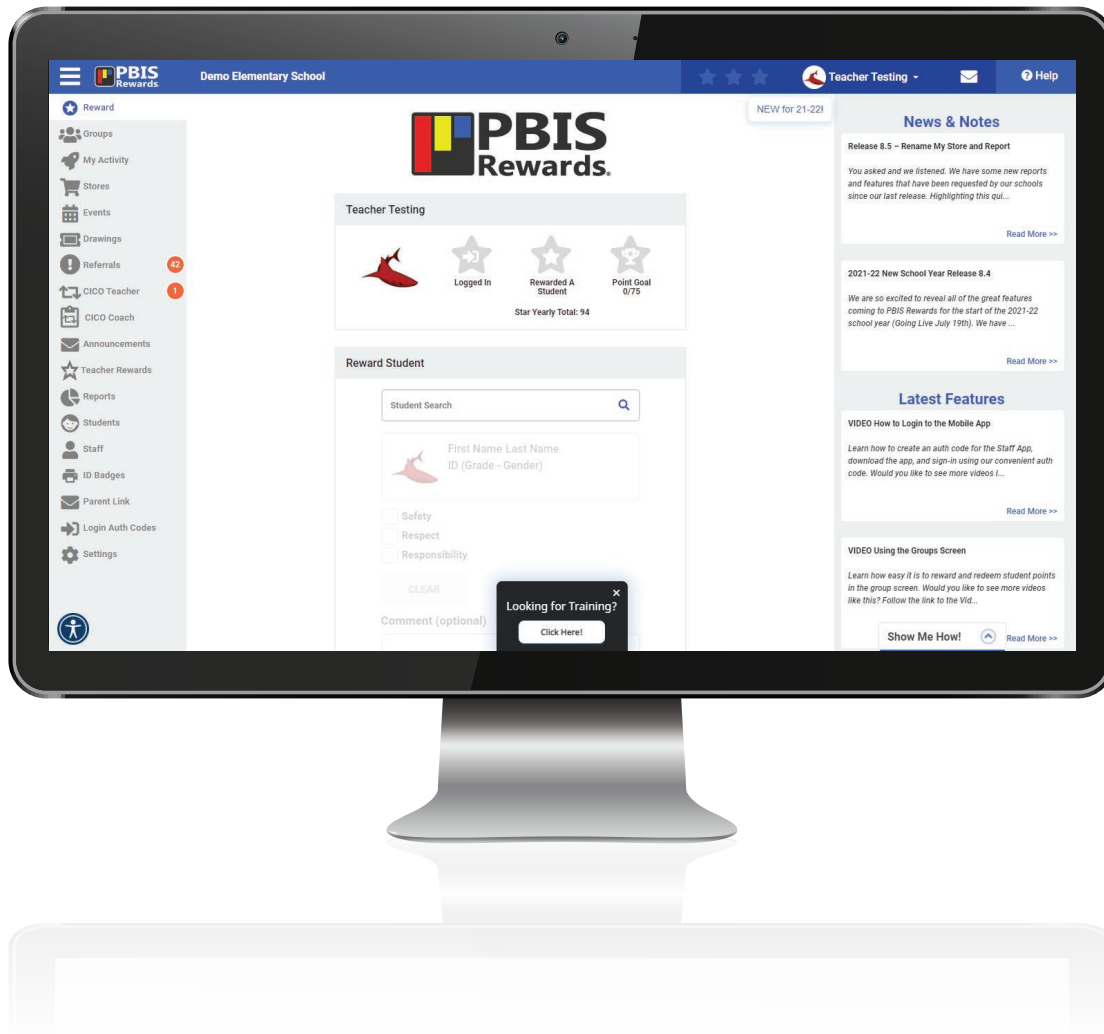


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Need assistance in setting up PBIS Rewards? Visit pbishelp.com.

Logging In

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WEBSITE

To access PBIS Rewards, use the following URL:
app.pbisrewards.com/login.php.

If you have typed in the address correctly it will access a page like the one here.

Once you have successfully typed in the web address and accessed this screen, you will enter your login credentials (username and password) in the spaces provided.

HOMEPAGE

From the Homepage, you will have access to all the platforms resources such as rewarding points, groups, stores, events, raffles, referrals, reports, students, staff, settings, and more!

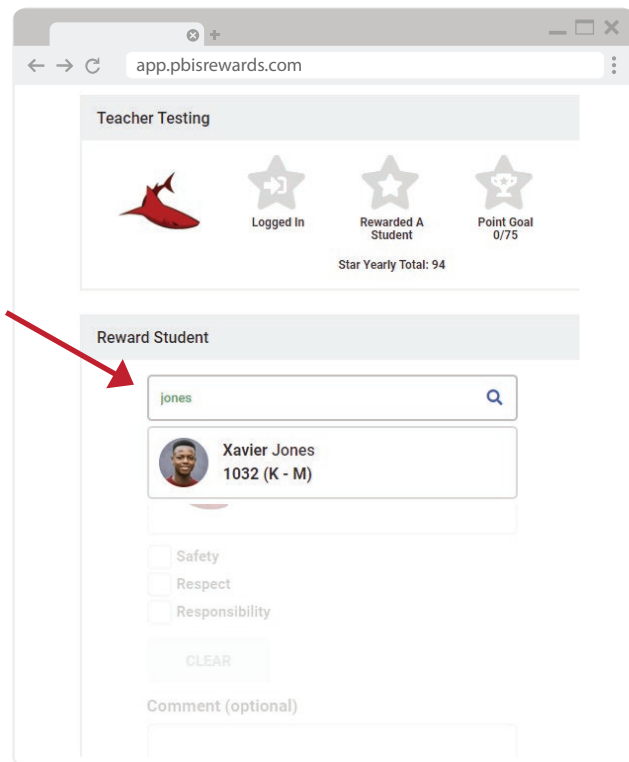
To collapse the tabs section of the platform, select the three (3) horizontal lines on the top left corner! If you are ever in a section of the platform and want to go back to your homepage, simply click on the PBIS Rewards logo next to the three (3) horizontal lines.

Awarding Points to One Student

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STEP ONE

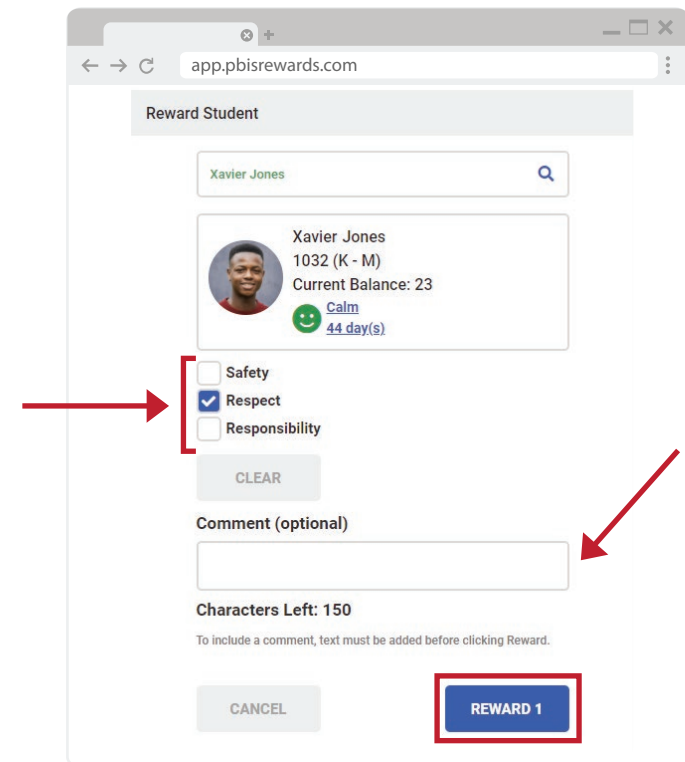
On the screen below, make sure you have the “Reward” tab selected (this is also your homepage). Here, you will begin typing the name of the individual student you are issuing a point to. A list of students will begin to appear after you have typed the first three (3) letters of either their first or last name. Click on the name of the individual student you are issuing the point(s) to.



The screenshot shows the PBIS Rewards app interface. At the top, there's a 'Teacher Testing' section with icons for 'Logged In', 'Rewarded A Student', and 'Point Goal 0/75'. Below this is the 'Reward Student' section. A search bar contains the text 'jones'. Below the search bar, a student profile for 'Xavier Jones 1032 (K - M)' is displayed. Below the profile, there are three checkboxes: 'Safety', 'Respect', and 'Responsibility'. A 'CLEAR' button is located below the checkboxes. At the bottom, there is a 'Comment (optional)' text area.

STEP TWO

Once you have selected the correct student, you will click on one (1) of the behaviors for which they are earning a point (Safety, Respect and/or Responsibility—or the criteria you have established for your school/district). You can type a quick comment describing why they are earning a point (optional—see below). Once you have selected the correct student, reason for issuing the point, and entered a comment, click on “Reward.” The point has now been issued to that student.



The screenshot shows the 'Reward Student' form. The search bar contains 'Xavier Jones'. Below the search bar, a student profile for 'Xavier Jones 1032 (K - M)' is displayed. Below the profile, there are three checkboxes: 'Safety', 'Respect', and 'Responsibility'. The 'Respect' checkbox is checked. A 'CLEAR' button is located below the checkboxes. Below the checkboxes, there is a 'Comment (optional)' text area. At the bottom, there are two buttons: 'CANCEL' and 'REWARD 1'. A red box highlights the 'REWARD 1' button.

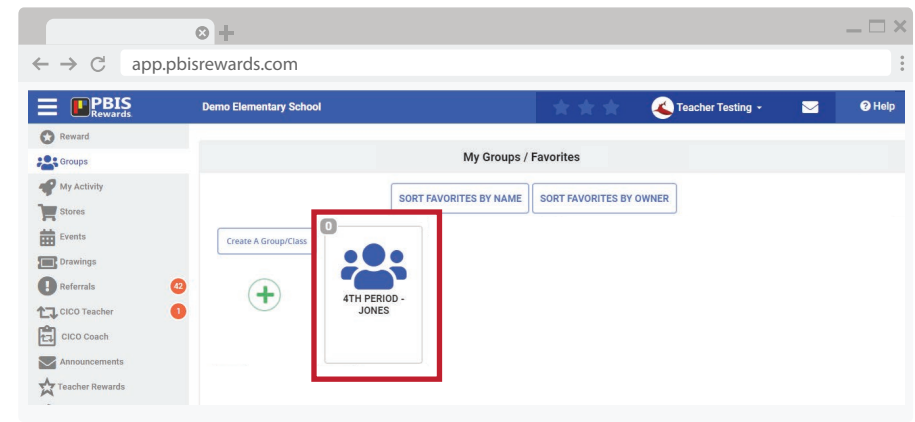
Awarding Points to Multiple Students

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FOR A GROUP OR CLASS

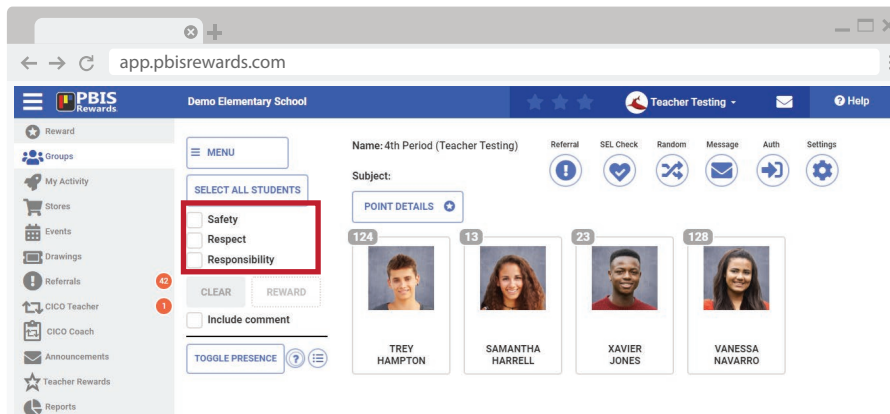
STEP ONE

After you have created all your classes or small groups, your new class or small group icon will now show up in your “My Groups/Favorites” section of the “My Groups/Favorites” main page. Entering points for that small group will be similar to how you enter points for students in the entire grade-level. You will need to click on the class or small group you are issuing points to.



STEP TWO

After clicking on the class or small group you are issuing points to, you will be brought to a screen similar to the image below. This screen will show you the students you have placed in your class or small group. To enter points, you can individually click the students you are issuing points to or click the “select all students” option.



Awarding Points to Multiple Students

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STEP THREE

After you have selected the students you are issuing points to, you will need to select at least one (1) of the reasons (Safety, Respect, Responsibility – or criteria determined by your school/district) for why you are issuing points to that class or small group. You also have the option to add a comment.

To do so, click the box beside “INCLUDE COMMENT.” A small pop-up box will appear, enabling you to type a comment regarding why they are earning a point (remember – you are rewarding a class or small group). After you have selected the correct students, clicked on at least one (1) of the reasons for why they are earning a point or points, and included a comment (optional), you will click on “Reward #” to issue points to the selected student(s).

The screenshot shows the PBIS Rewards app interface in a web browser. The URL is app.pbisrewards.com. The interface includes a menu on the left with options: "MENU", "DESELECT ALL STUDENTS", a list of reasons (Safety, Respect, Responsibility) with checkboxes, "CLEAR", "REWARD 2" (highlighted with a red box), "Include comment", "TOGGLE PRESENCE", and help icons. The main area displays the "Name: 4th Period (Teacher Testing)" and "Subject:" fields. Below these are four student cards, each with a photo and name: TREY HAMPTON (ID 124), SAMANTHA HARRELL (ID 13), XAVIER JONES (ID 23), and VANESSA NAVARRO (ID 128). A "POINT DETAILS" button is also visible.

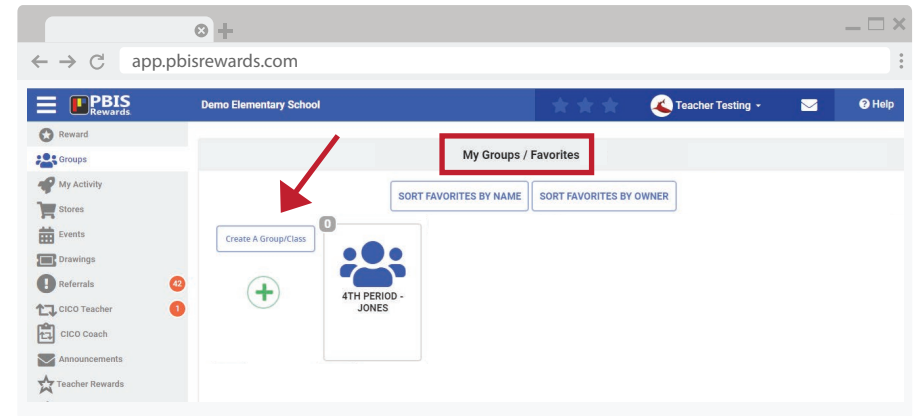
Creating a Class

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CREATING A CLASS OR SMALL GROUP

STEP ONE

You also have the ability to create class or small groups to help you personalize how you enter points. Creating a group will allow you the ability to be more specific in adding comments for why students received points. To create a group, you need to be under the “Groups” tab located on the left side of the program (see star). From the default screen, you will see the “My Groups/Favorites” section already viewable. To create a new class or small group, simply click on the green plus (+) icon seen below.

A screenshot of the 'Create Student Group' pop-up form. The form has a title bar with a close button. It contains three input fields: 'Enter Group Name:', 'Subject:', and 'Owner/s:'. The 'Owner/s:' field has a dropdown menu showing 'Teacher Testing' and an 'EDIT OWNERS' button. At the bottom, there are 'CANCEL' and 'SAVE' buttons. A red box highlights the 'Enter Group Name' and 'Subject' fields. A red arrow points to the 'SAVE' button.

STEP TWO

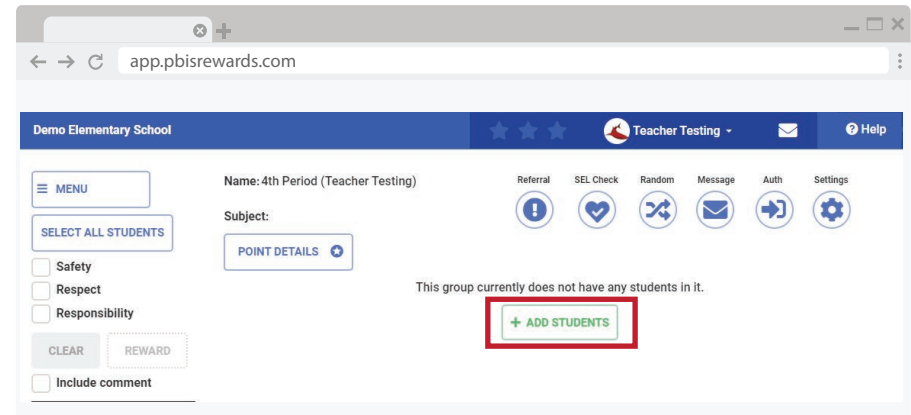
Once you have clicked on the green (+) icon, you will see a pop-up that requires you to enter a group name and subject. Be specific when naming your group (examples: 2nd Period Jones, Smith – 3rd Period, etc.). You also have the ability to “Edit Owners” of this particular student group. This will allow you to share your group with co-teachers, administrators, counselors, or other staff who have direct interaction with this entire group of students. When you have finished naming the group and adding the subject, click on the blue “SAVE” button.

Creating a Class

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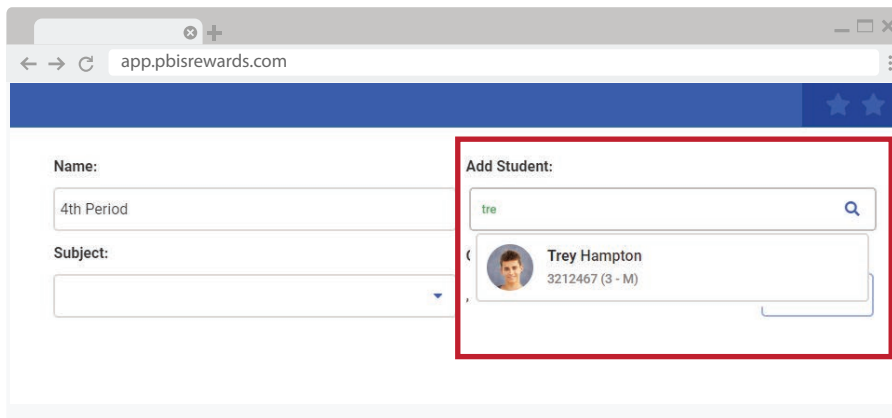
STEP THREE

You also have the ability to create class or small groups to help you personalize how you enter points. Creating a group will allow you the ability to be more specific in adding comments for why students received points. To create a group, you need to be under the “Groups” tab located on the left side of the program. From the default screen, you will see the “My Groups/Favorites” section already viewable. To create a new class or small group, simply click on the green plus (+) icon seen below.



STEP FOUR

Once you have selected the green “+ ADD STUDENTS” icon, a new screen will appear. On this screen, you will see the name of your group and subject that you previously created. To add students, simply begin typing the name of each student you want to add to that class/group in the “Add Student” section seen circled below. After typing the first three (3) letter of either their first or last name, a list of students will appear (as seen below). Click on the student you want to add to your group and they will automatically be added to your group. You will repeat this step until you have successfully added every student in the class or group.



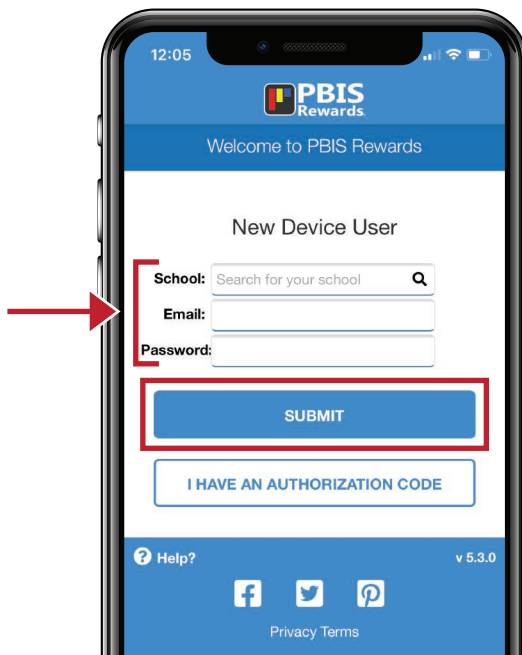
Installing the PBIS Rewards Staff App

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INSTALLING THE STAFF APP

STEP ONE

You will also be able to issue points using the PBIS Rewards App. Both Android and Apple have the **PBIS Rewards Staff App** available in their respective app stores. The example below is using the App Store with an iPhone. Find the **PBIS Rewards Staff App** like the image to the right.



STEP TWO

After you have downloaded the **PBIS Rewards Staff App**, open the app. First time users will need to follow the steps to log in. After you have logged in for the first time, you should not have to complete these steps again. If you do, use the following images for guidance. On the first window when opening the PBIS Rewards Application, this screen will appear.

You will be prompted to enter three (3) pieces of information (School, Email, and Password). Begin typing your school name. After a few letters, your school should appear followed by the number assigned to your school. (Example: Roosevelt Middle School (1234) Chicago, IL). Email and password are the credentials provided when you were added to the PBIS program. After you have correctly entered this information, click on the blue "SUBMIT" button at the bottom. First time users may have to check their email to authorize their PBIS Rewards Staff App.

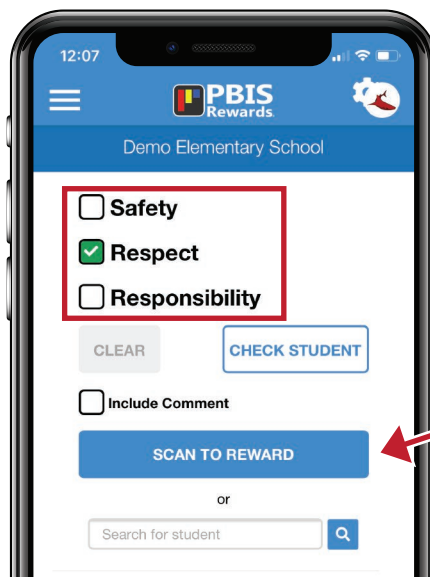
Awarding Points in the App

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FOR AN INDIVIDUAL STUDENT

STEP ONE

After you have successfully logged in to the PBIS Reward Staff App, you will see the PBIS Rewards menu. This homepage will allow you to access the various applications within the PBIS Rewards Staff App. To enter points to a single student using the PBIS Rewards Staff App, click on “Recognize a Student”.



STEP TWO

From here, you will need to select a reason for issuing a point (Safety, Respect, Responsibility – or whatever criteria your school/district has established). After selecting a reason, you can search for a student by typing their name and clicking the blue search button or you can scan their QR Code (shown on page 13). See page 13 for how to use the QR Code Reader to enter points to an entire class/small group using the printed rosters.

Awarding Points in the App

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FOR A GROUP OR CLASS

STEP ONE

Go back to your app homepage. If you are not already on the homepage, click the three horizontal lines at the top left of the app. To award points to a class or group of students using the PBIS Rewards Staff App, click on "Groups."

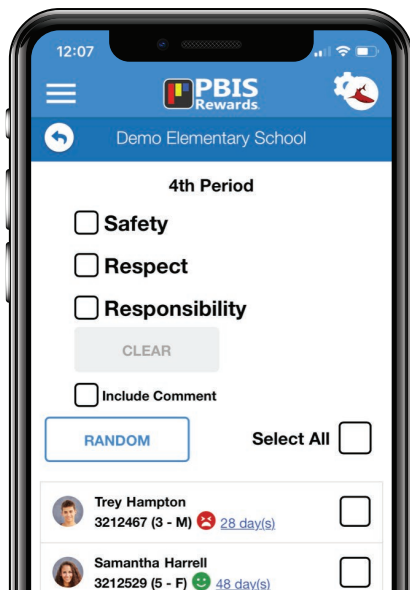


NO GROUPS LISTED?

If you have not created groups on your computer, no groups will appear. If you have created a class or small group, they will appear (see image below for an example group).



No grade-level groups will appear here. To issue points to an entire grade-level, you must use a computer.



STEP TWO

After selecting the appropriate group, you will be brought to a screen similar to the image below. To issue points using the Groups feature, you will need to select a reason (Safety, Respect, and Responsibility – or whatever criteria your school/district is using) then select the student(s) you are issuing a point to. You can select the students individually or by clicking the "Select All" button. You also have the option to include a comment.

Once you have selected the appropriate reason, correct students, and included a comment (optional), you will click the "Reward" icon and the point will be issued to the student(s) you selected.

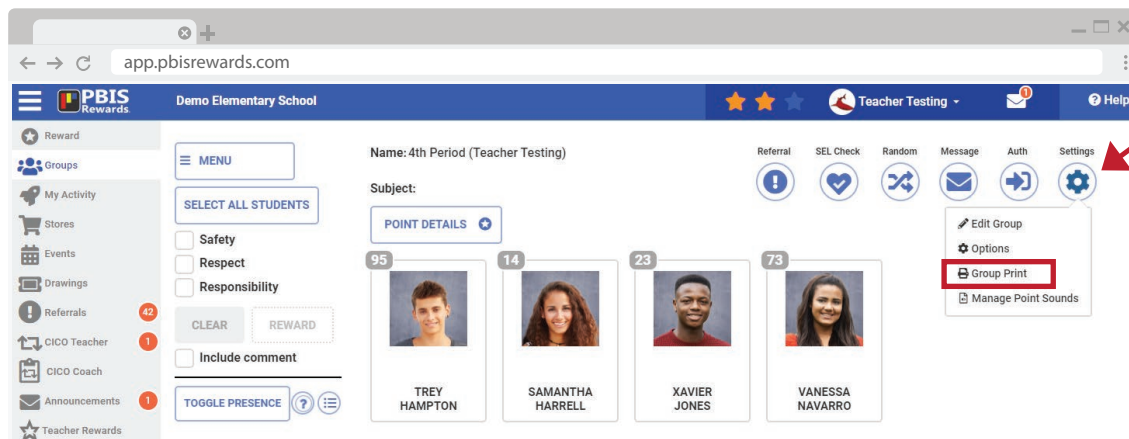
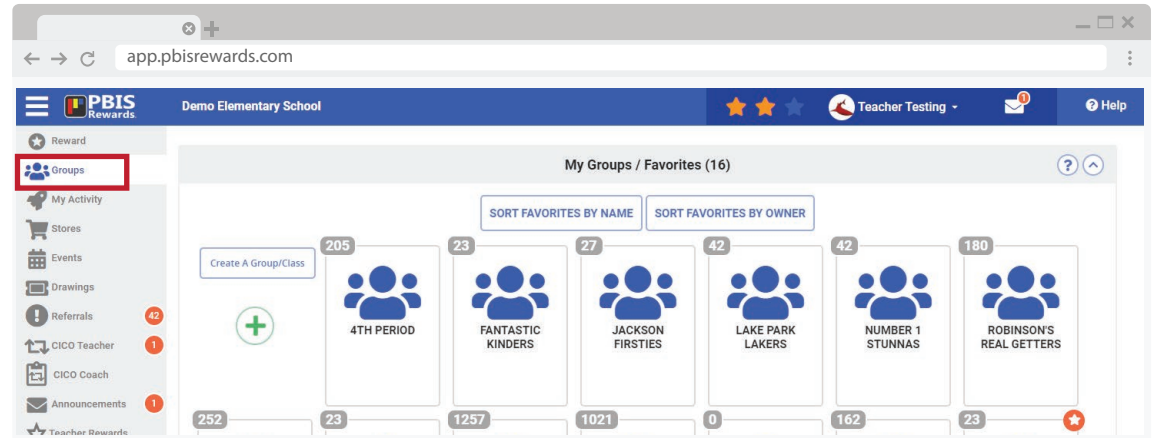
Printing Rosters

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PRINTING ROSTERS TO SCAN USING THE APP

STEP ONE

Using a laptop computer, log into your PBIS Rewards account. From here, you will need to locate the “Groups” tab on the left side of your screen. Your “My Groups/Favorites” will appear by default. Select the class/small group you want to print.



STEP TWO

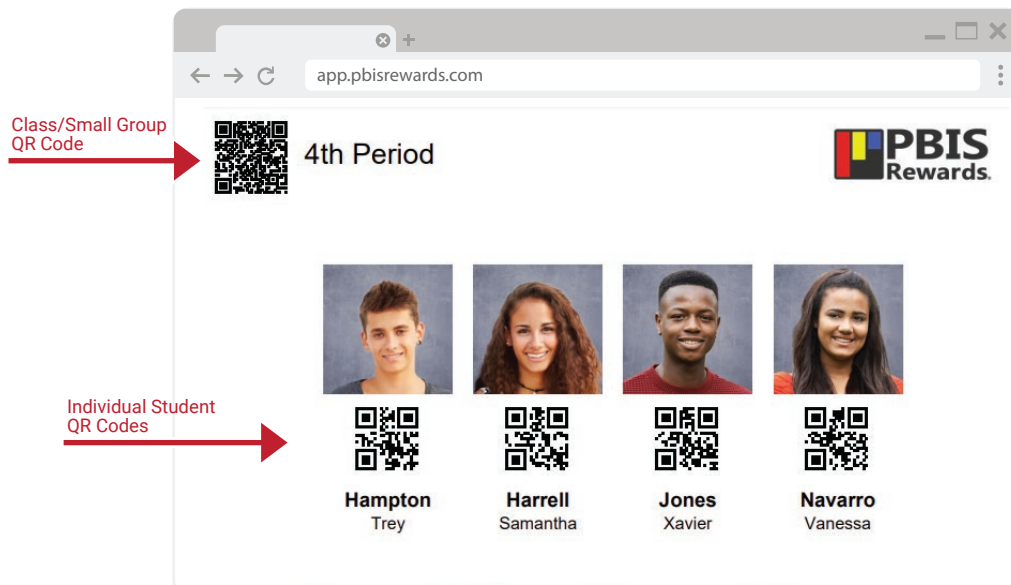
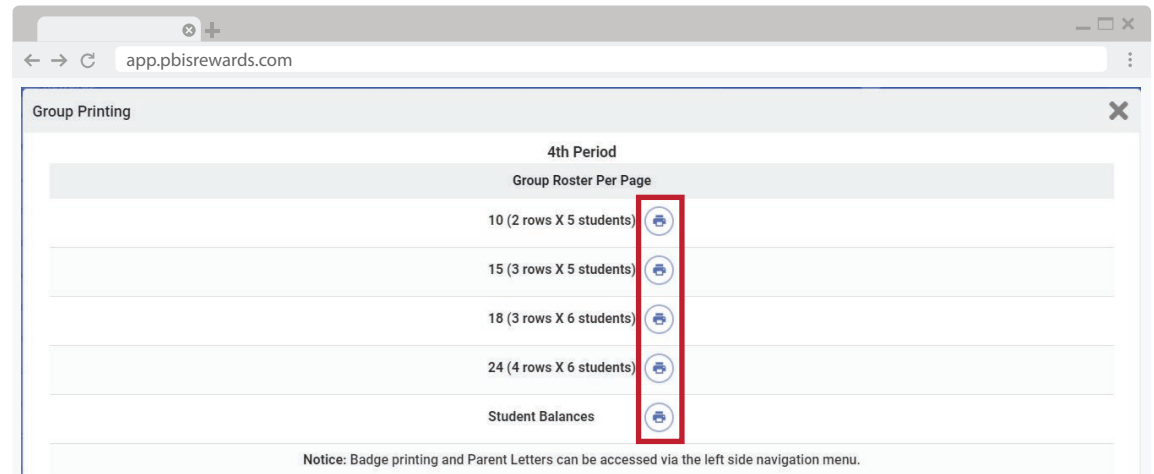
After you click on the correct class/small group, the next screen will show you the students you have placed in your class or small group. To print that class/small group roster, click on the blue “Settings” button on the right side of the screen. Next, click on “Group Print.”

Printing Rosters

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STEP THREE

Once you have clicked on “Group Print,” a pop-up box will appear (similar to the image below). Here, you will need to select how you want your rosters to print. You can select to have 10, 15, 18, or 24 students per page. When you have determined how you want your rosters to print, select the blue printer button beside the number.



STEP FOUR

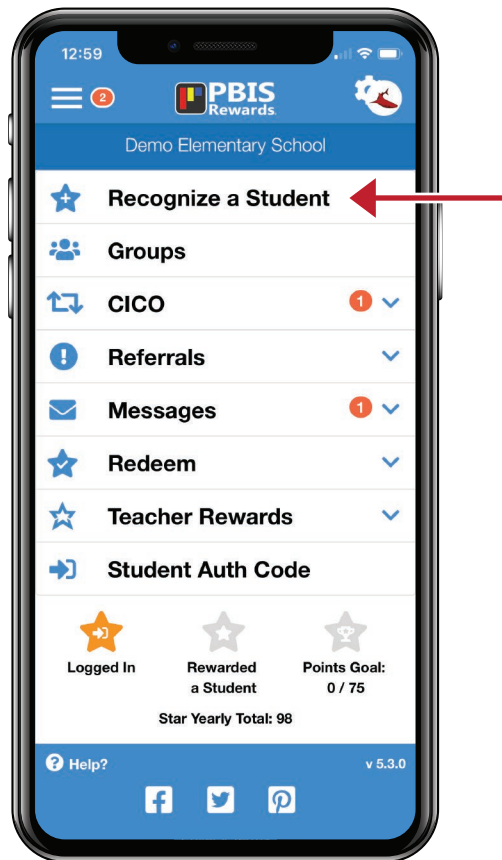
Once you have clicked on the blue printer button, it will download a file for you to open and print. Open the file and it will look similar to the image below. The students in the class or small group will appear. This roster will allow you to use the individual student QR Codes or the class/small group QR Code located at the top left (beside the group name). The use of the class or small group QR Codes will allow you to award mass points using a convenient method.

Entering Points with QR Code

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STEP ONE

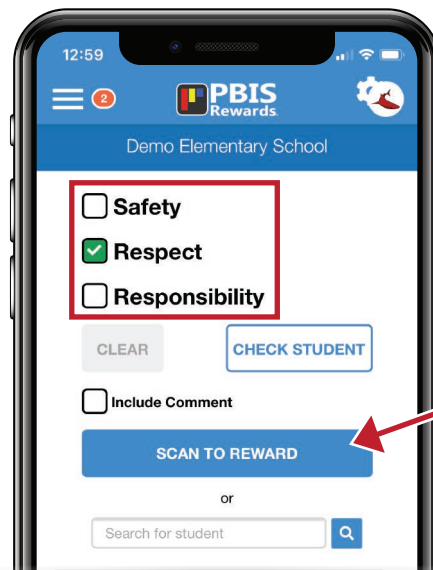
Using your printed class/small group roster, open your PBIS Rewards Teacher App and click on "Recognize a Student."



STEP TWO

After you have clicked on "Recognize a Student," you will be prompted to the page to select a reason (Safety, Respect, and Responsibility – or whatever criteria your school/district is using) for why you are issuing a point. Once you have selected a reason, click on "Scan to Reward." Once you click on "Scan to Reward," your smartphone camera will allow you to hover over the QR Codes on your printed class or small group roster. To give individual students a point, hover over their individual QR Code on your roster or their printed ID Badge.

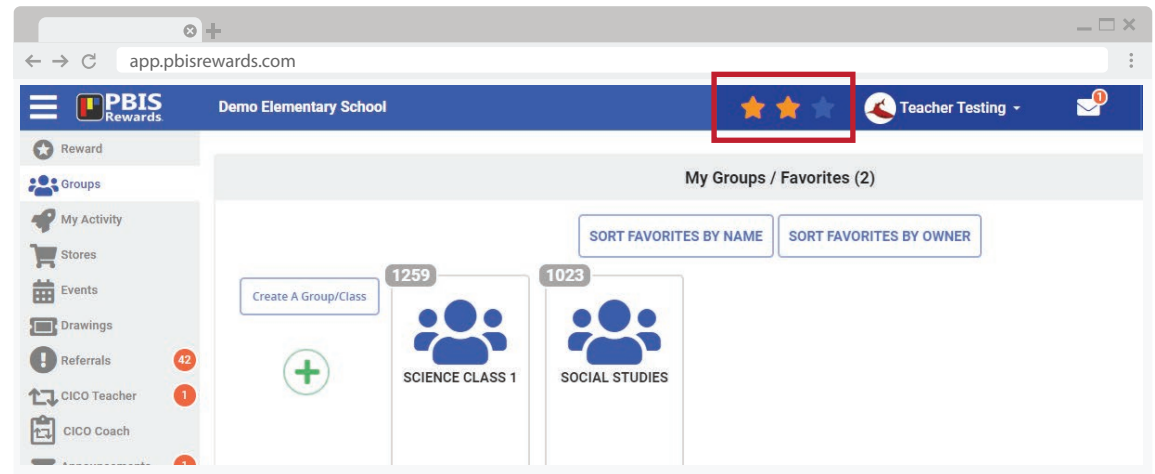
To give that entire class or small group a point, follow the same steps but hover over the QR Code at the top left of your printed roster (next to your class or small group name). Once your smartphone has read the QR code for the entire class or small group, it will bring up an image similar to the one below (right). You will have the option to deselect students (did not earn the point, absent, etc.). Once you have selected the correct students, click "Reward."



Checking Daily Progress

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A new update to the PBIS Rewards Platform allows staff to hold themselves accountable to their own daily progress. On your homepage or at the top blue bar, users will be able to track their daily progress by seeing how many stars they have earned. The first star appears when users successfully log in for the day. The second star appears when users successfully reward a student. The third and final star appears when users reach their daily point goal.



Do You Have a Question?

We're here to help! If you need support or assistance with PBIS Rewards, please use the following:

SUPPORT WEBSITE

On the support website, you can review documentation, how-to videos, and many other resources for your PBIS Rewards implementation. To access the support website, log in to the [PBIS Rewards Web Portal](#) and click the HELP icon.

OPEN A TICKET

Visit support.pbisrewards.com/help to open a case and our support team will be happy to assist.

CALL THE HOTLINE

Reach us toll-free by calling the PBIS Rewards Hotline at 1-844-458-7247.

JOIN THE BREAKROOM

Connect with the PBIS Rewards product engagement team and other users in our private [user group community](#) on Facebook.

