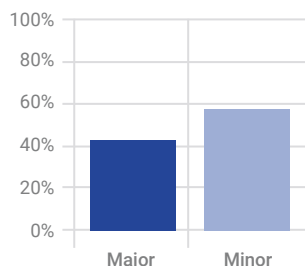# Reporting for Admin

We want to help you feel comfortable navigating and using the PBIS Rewards Reports. Use the workspace below to navigate through your school's reports and facilitate the conversation with your team. To help you become familiar with Reporting, we've included tasks to guide you through a few different reports.

Task #1

Major vs. Minor

In the main menu on the left, select the **Reports** tab. Then, go to click **Referral Reports**. Find the **Major vs. Minor** report and select **Details**.

In this report, you should see more Minor Referrals in comparison to Major Referrals. Is this true for your school?

**Use these questions to guide a conversation with your team:**

- Has your staff been properly trained on what constitutes a Major vs. Minor Referral?
- Has your staff been properly trained on how to enter a Minor Referral?
- Are the number of Minors to convert to a Major a reasonable number (around 3)?
- Do you need to consider other redirection strategies?
- Which grades/groups are seeing a higher number of Major Referrals vs. Minor Referrals?

Which grades are effectively utilizing Minor Referrals?	Which grades/groups need additional support?
Plan to Celebrate:	**Plan to Support:**

Task #2

Staff Daily Points Goal Achieved
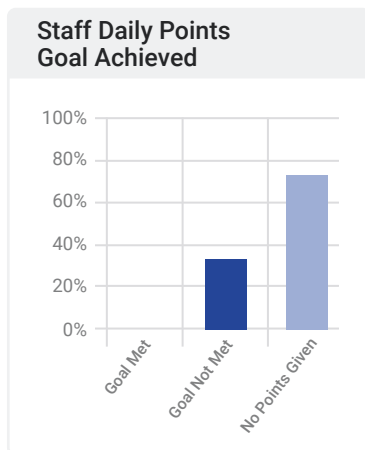
In the main menu on the left, select the **Reports** tab. Then, go to click **Point Reports**. Find the **Staff Daily Point Goals Achieved** report and select **Details**.

In this report, you will see how many of your staff are meeting their goals, or failing to give any points at all.

Use these questions to guide a conversation with your team:

- What are the successes and where do we have room for improvement?
- How can we support teachers who are not giving any points?
- How can we celebrate teachers who are consistently meeting their goal(s)?
- Do we need to re-evaluate our Daily Point Goals?

From the details page, choose the report option for Past 30 Days. Use the space below to record current data and set a goal for the next 30 days.

Current % of staff with Goal Met:	Our Goal for the next 30 days:	Our plan to reach this goal:

Task #3

My Favorites

Major vs. Minor | Points by Month | Referrals by Locations
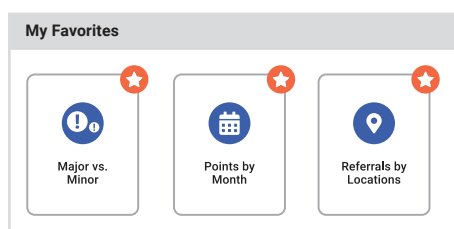
In the main menu on the left, select the **Reports** tab. Find the box labeled **My Favorites**. This section is customizable for each person, but it may be beneficial to suggest all staff have the same set of favorites. This can assist in having staff focus on certain areas of your choosing.

Use these questions to guide a conversation with your team:

- What areas do we need to focus on to improve?
- Which reports will help our fidelity?
- Do we have any staff that would benefit from seeing certain reports?

Reports to have staff Favorite: