

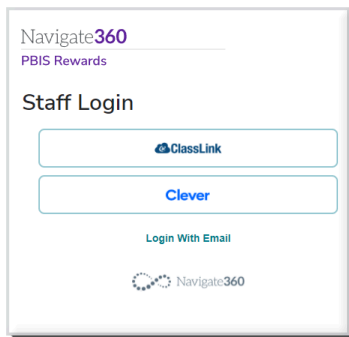
PBIS Rewards Quick Start Guide for Staff

This guide addresses the key functions you need to use to ensure the successful implementation of PBIS Rewards. We've broken the guide into the following sections:

- Logging into PBIS Rewards
- Creating Student Authorization Codes
- Creating Family Authorization Codes
- Groups
- Stores, Events, and Drawings
- Approving Purchases
- SEL/Status Check
- Referrals
- Using the Staff App
- Teacher Rewards
- Finding Help

Logging into PBIS Rewards

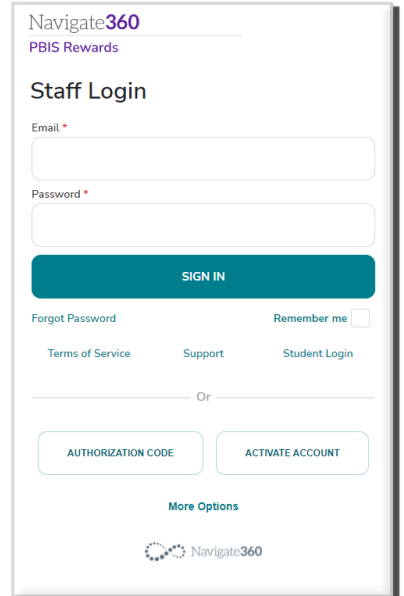
1. Go to the PBIS Rewards website at <https://www.app.pbisrewards.com/login.php/>.
2. There are a few different ways to log in for the first time.



You can log in with Clever or Classlink.

You can log in with your email and password.

Substitues and cashiers will need an authorization code.



The screenshot shows the 'Staff Login' form on the PBIS Rewards website. It includes fields for 'Email' and 'Password', a 'SIGN IN' button, and links for 'Forgot Password', 'Remember me', 'Terms of Service', 'Support', and 'Student Login'. At the bottom, there are buttons for 'AUTHORIZATION CODE' and 'ACTIVATE ACCOUNT', along with a 'More Options' link and the Navigate360 logo.



3. Bookmark the PBIS Rewards website for future reference.

Creating Student Authorization Codes

Students will need an authorization code to access the app. Follow the steps below to create the codes.

1. Click **Login Auth Codes** from the left menu.

2. Click on **Student**.

Student Login Authorization Codes 3. Click on the green plus sign.

4. Select the time for the codes to stay active, and select the type of codes you want to create.

5. Click **GENERATE**.

6. The codes will show up at the bottom of the screen. You can delete students by clicking the red trash can.

You can see an individual view of each student code.

Individual Student Auth Codes

Don't scan with camera! Use the PBIS Rewards Student App.

9h3g2k

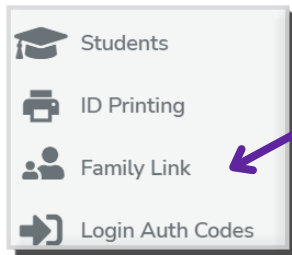
Mia Baker
Date: 8/9/2024 10:41am
Time to Activate: 10 minutes

Or you can print all the codes on one page.

Students need to scan this code with the PBIS Rewards Student app.

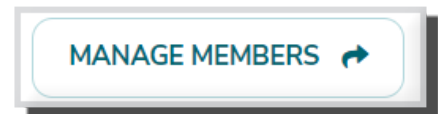
Creating Family Authorization Codes

Family will need an authorization code to access the family app. Follow the steps below to create family letters that will explain the platform and contain the authorization codes.



1. Click **Family Link** from the left menu.

2. Click **MANAGE MEMBERS** on the right side of the screen.



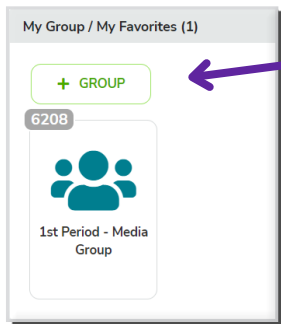
3. You can **email** or **text** the letter to families or **print** the letter to send home.



You can also customize the letter by clicking **EDIT LETTER**.

Groups

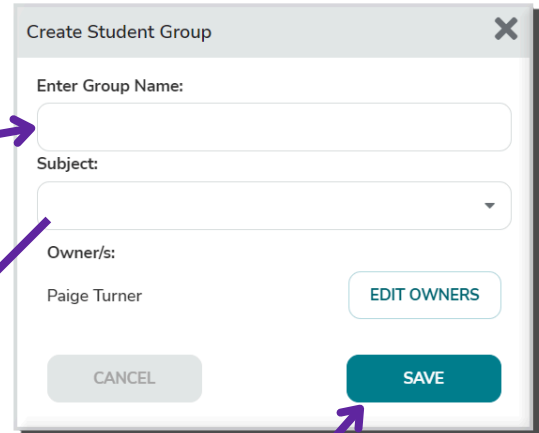
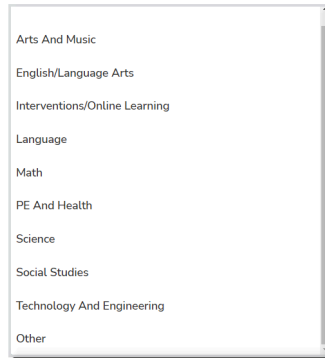
The Groups tab allows you to create groups of students to make awarding points easier. With the House Groups feature, you can create groups of students to create a team environment.



1. Click the green **+ GROUP** button.

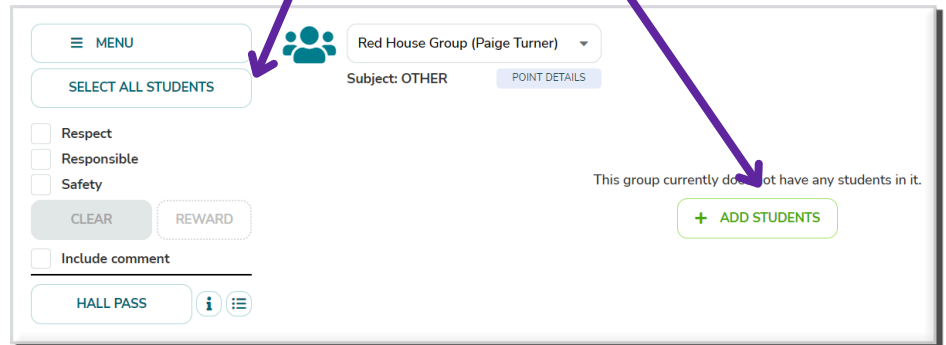
2. Enter a **group name**.

3. Select a **subject** from the dropdown menu.

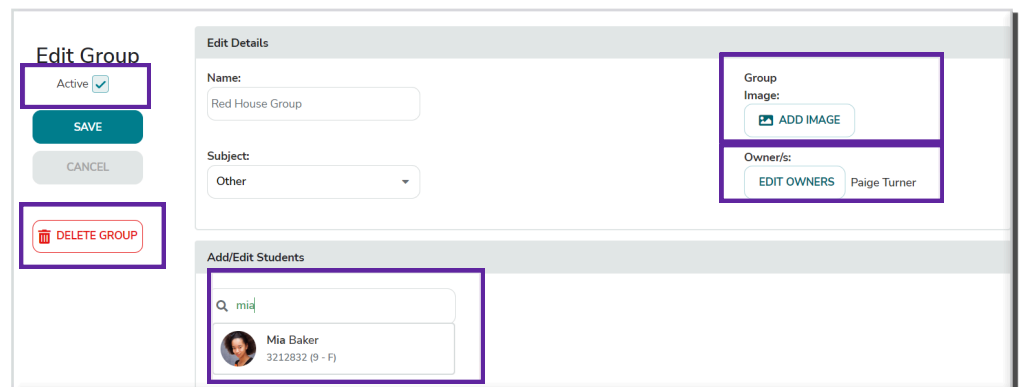


4. Click **SAVE**.

5. Add students by clicking **SELECT ALL STUDENTS** or by clicking the green **+ ADD STUDENTS** button.



6. Clicking the **+ ADD STUDENTS** button will bring you to this screen, where you can add an image for the group, edit the owner, delete the group, make the group inactive, and add individual students.

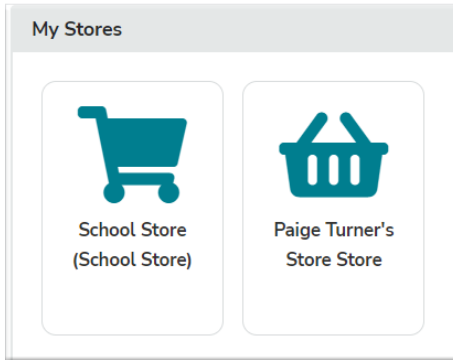


Stores, Events, and Drawings

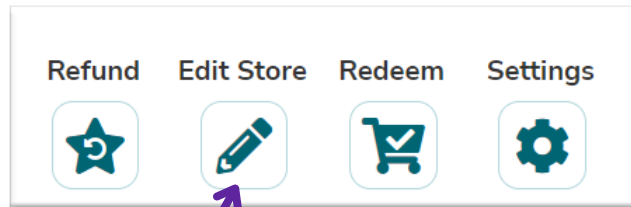
There are several ways for your students to spend their points. There is a school store, events, drawings, and a teacher store. The teacher store is automatically set up for you. You just have to add items.



1. Click on the **Stores** tab on the left menu.

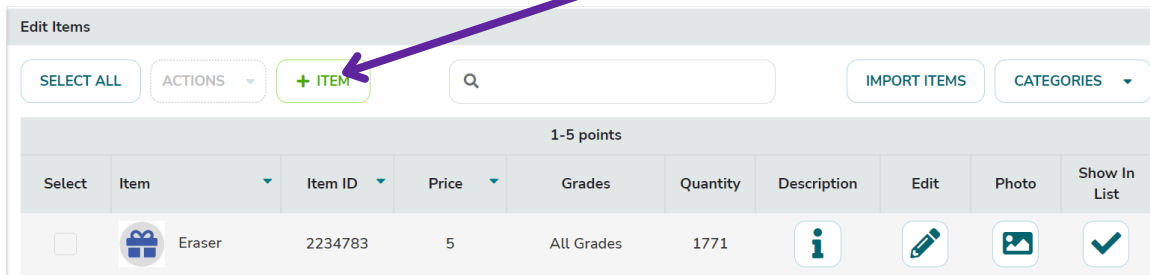


2. Click on your store.



3. Click **Edit Store**.

4. From this screen, you can add a new item or edit existing items. To add a new item, click the green **+ ITEM** button.



Add New Item ✕

Item Information

Name:

Category:

Item ID:

Price:

Add Image:

Description:

Availability

Show in list

Select Grades For This Item:

Inventory:

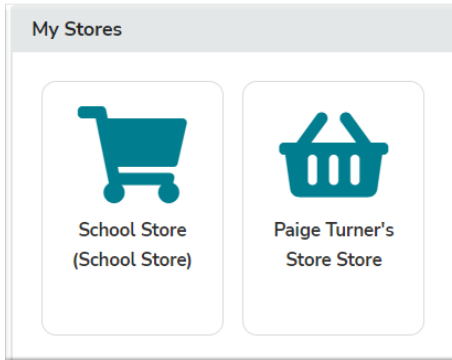
5. Complete the fields in this section, and click **SAVE**.

Approving Purchases

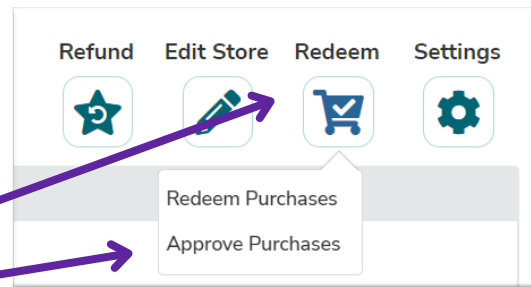
Purchases made by a staff member for students are automatically approved, but if students make purchases on their own through the student portal or student app, they need to be approved and distributed. That can be done all at once or in two separate steps. Using the approval queue allows you to choose.



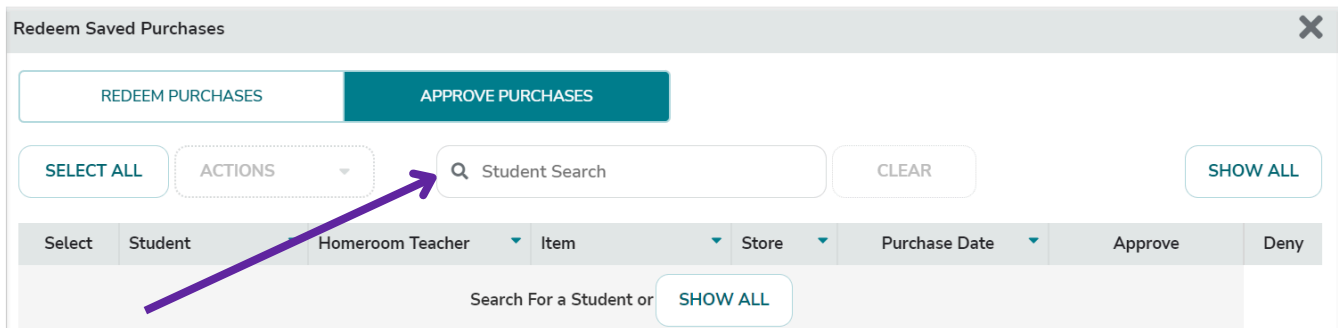
1. Click on the **Stores** tab on the left menu.



2. Click on the store that needs approvals.



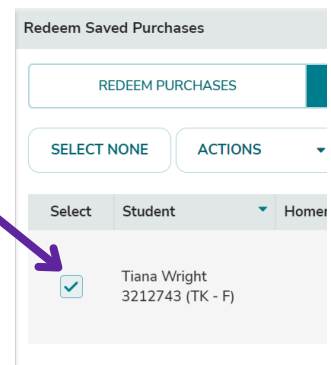
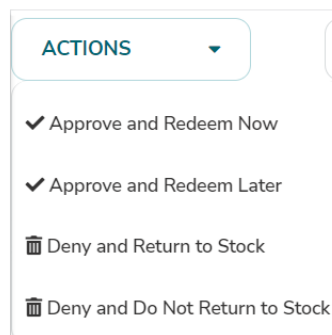
3. Click **Redeem** then **Approve Purchases**.



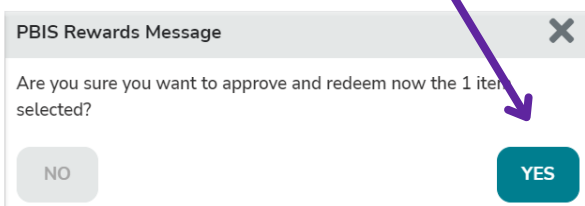
4. You can search for a particular student, or click **SHOW ALL**.

5. Click the check box next to the student's name.

6. Click the **ACTIONS** dropdown, and select the appropriate action.

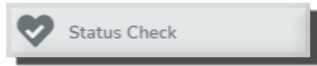


7. Click **YES** to confirm.



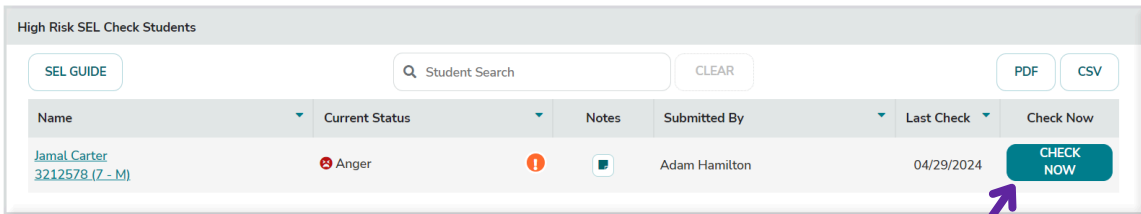
SEL/Status Check

1. Click **SEL/Status Check** in the left menu.



*Note: Depending on your district's terminology, this tab will say either SEL Check or Status Check.

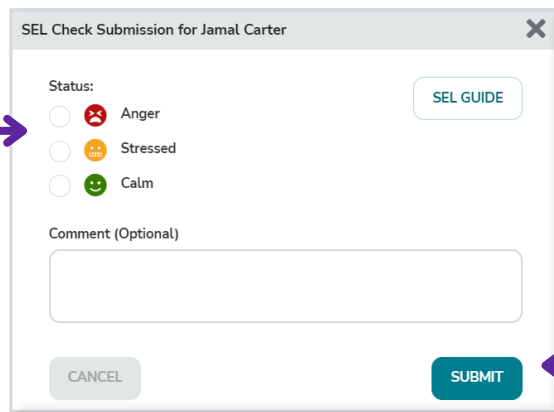
You will see a list of your students who have submitted a high-risk check.



Name	Current Status	Notes	Submitted By	Last Check	Check Now
Jamal Carter 3212578 (7-M)	Anger		Adam Hamilton	04/29/2024	CHECK NOW

2. Click **CHECK NOW** to update the student's status.

3. Select the **Status**, and add any comments.



SEL Check Submission for Jamal Carter

Status:

Anger

Stressed

Calm

Comment (Optional)

CANCEL SUBMIT

4. Click **SUBMIT**.

Referrals

1. Search for the student.

2. Choose if this is a **MAJOR** or **MINOR** referral.

Minor Referral

1. If you click **MINOR**, you will see this screen. Click **+ NEW** to start the referral.

2. Complete the fields for **Date** and **Time**. Then, choose a **Location** from the dropdown menu.

3. Choose the **Minor Problem Behavior** and **Primary Issue** from the dropdown menu.

4. You may also choose a secondary issue by clicking the check box.

5. Click **SAVE**.

Major Referral

1. If you click **MAJOR**, you will see this screen.

2. Enter the **Date** and **Time** of the incident.

3. Select a **Reason** from the dropdown menu.

4. Click **RECORD**.

5. Enter a **Location** from the dropdown menu.

6. Choose the **Primary Issue** from the dropdown menu. You can also enter a secondary issue by clicking the check boxes.

7. Select the intervention that you used by clicking the check box.

8. You can also add a **Student Motivation**.

9. Add a description of the incident.

10. You can save your progress and leave the referral open or submit the referral to the office.

Using the Staff App

The PBIS Rewards Staff App can be downloaded for free in the App Store or the Google Play Store. To get logged in, you will need to generate an authorization code from the Login Auth Codes tab of the main menu of the web portal.

Navigate to the main menu. →

Recognize a Student

1. Select the expected behavior(s), and include a comment.
2. Scan the student's QR code, or search their name to award them points.

3. You can also submit an SEL/Status Check by clicking **CHECK STUDENT**.

SEL/Status Check and Referrals function the same way on the app as they do on the web portal. Simply scan a student's QR code or search their name to begin.

Submit an SEL/Status Check

1. Select a feeling category, and include a comment.

2. Click **CONFIRM STATUS CHECK**.

Submit a Referral

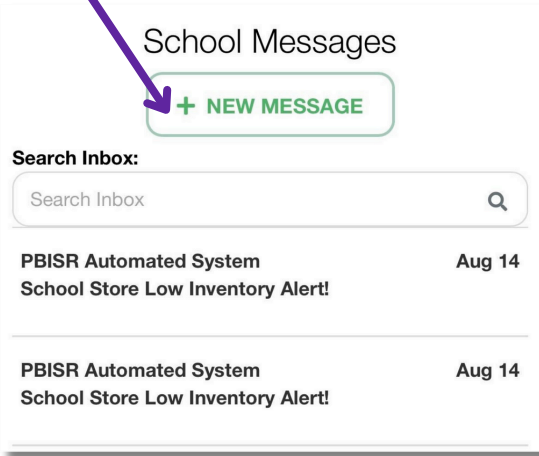
1. Complete the Major or Minor Referral form as you would from the web portal.

2. Click **SUBMIT TO OFFICE**.

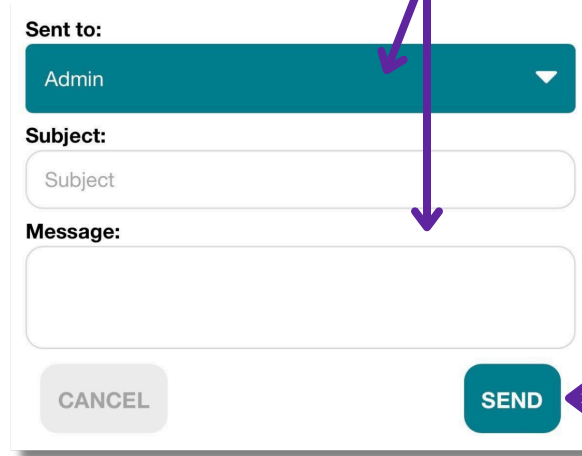
You can check your message history and create new messages to staff and families through messaging.

Send a Message to Staff

1. Click **+ NEW MESSAGE**.

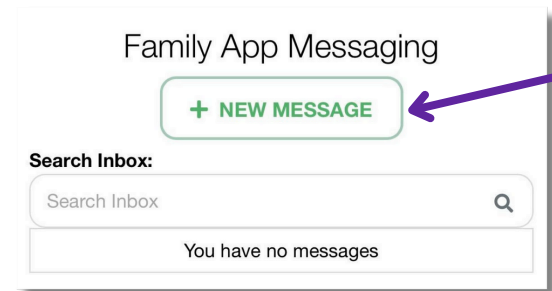


2. Choose the recipient(s), and compose the message.

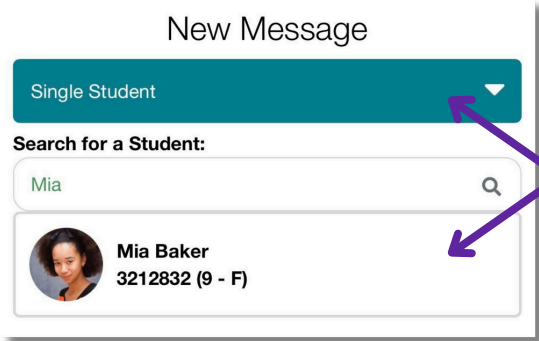


3. Click **SEND**.

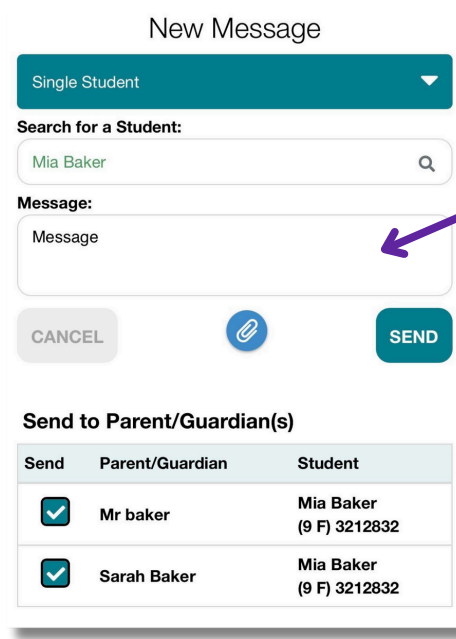
Send a Message to Families



1. Click **+ NEW MESSAGE**.



2. Choose the recipient(s), and search for the student or group.

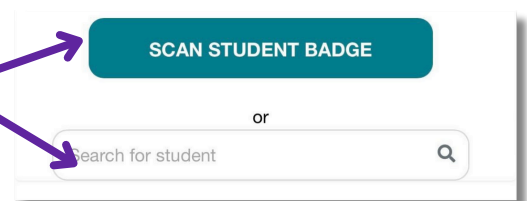


3. Compose the message.

4. Click **SEND**.

Create a Student Authorization Code

Click **SCAN STUDENT BADGE**, or search for a student to create an authorization code for access to the student web portal and student app.



Teacher Rewards


From the Teacher Rewards dashboard, you can spotlight a colleague, view your points and spotlights, log an activity, or spend your points.


Spotlight a Colleague


1. Click on the value the colleague demonstrated.





Spotlight a Colleague for... ?


Dedication


Leadership


Other


Self Check



Teamwork

Create a Spotlight x

Teammate(s)

Polly Graham x

Select a Value ?

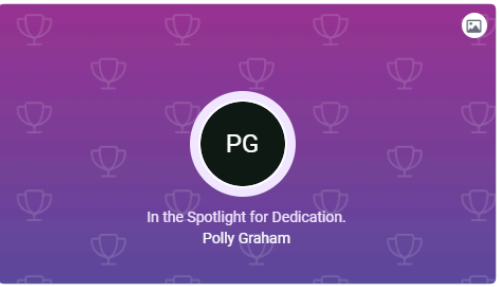
 Dedication 10 Points

Event Date

Comment

Spotlight Preview

Paige Turner spotlighted Polly Graham
08/14/2024



In the Spotlight for Dedication.
Polly Graham

CancelSubmit

A new window will open.

2. Search for the colleague's name.

3. Select the point value.

4. Enter the **Event Date**.

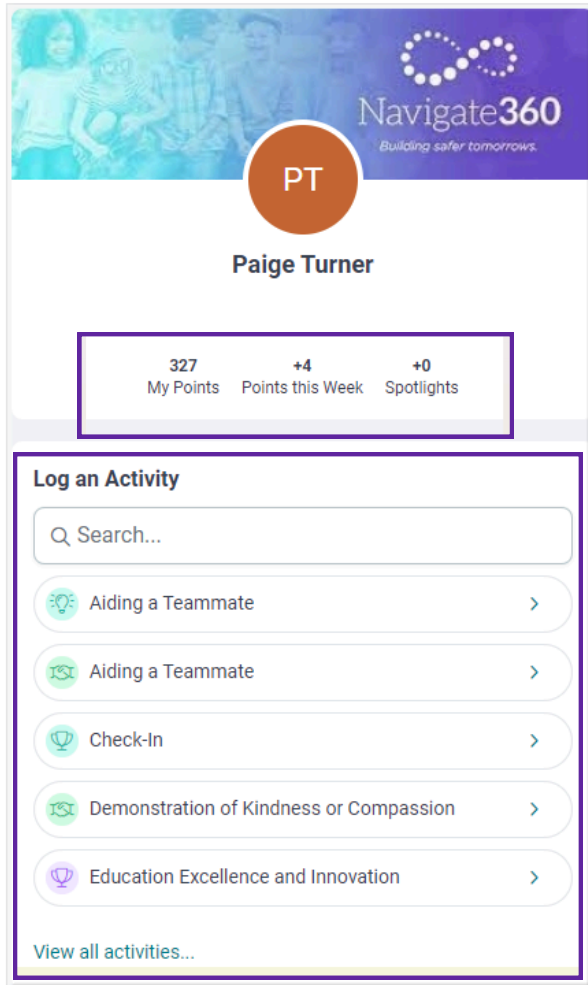
5. Leave a **Comment**.

6. Add a picture if available.

7. Click **Submit**.

Teacher Rewards

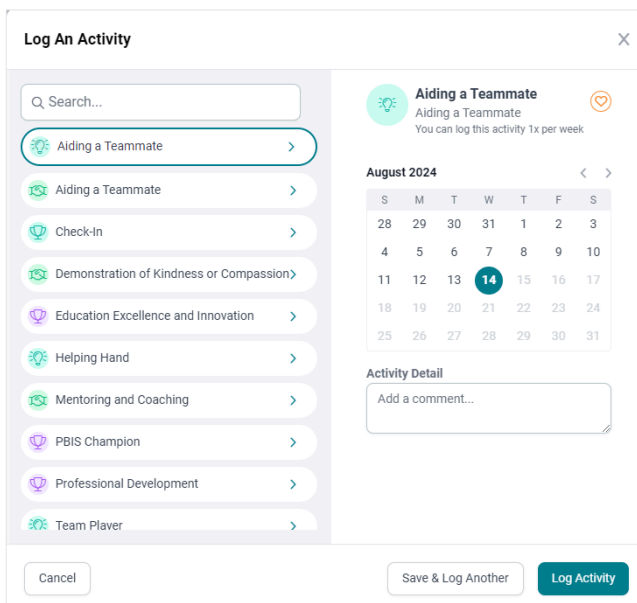
Log an Activity



← This window shows how many points you have, points awarded to you this week, and Spotlights.

← In this section, you can **Log an Activity** that you have participated in.

← 1. Select the activity you want to log.



← 2. You can add a teammate. If you leave this blank, it will default to you.

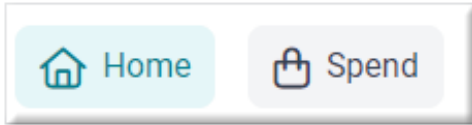
← 3. Enter the date of the activity.

← 4. Write a comment.

← 5. Click **Log Activity**.

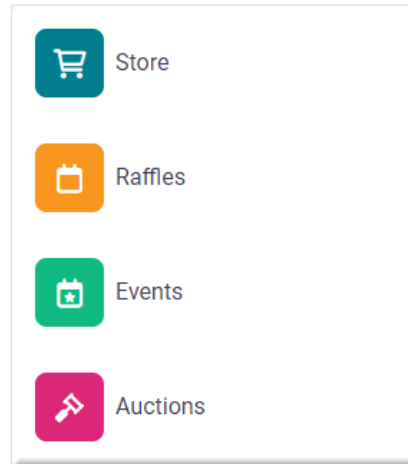
Teacher Rewards

Spend your Points



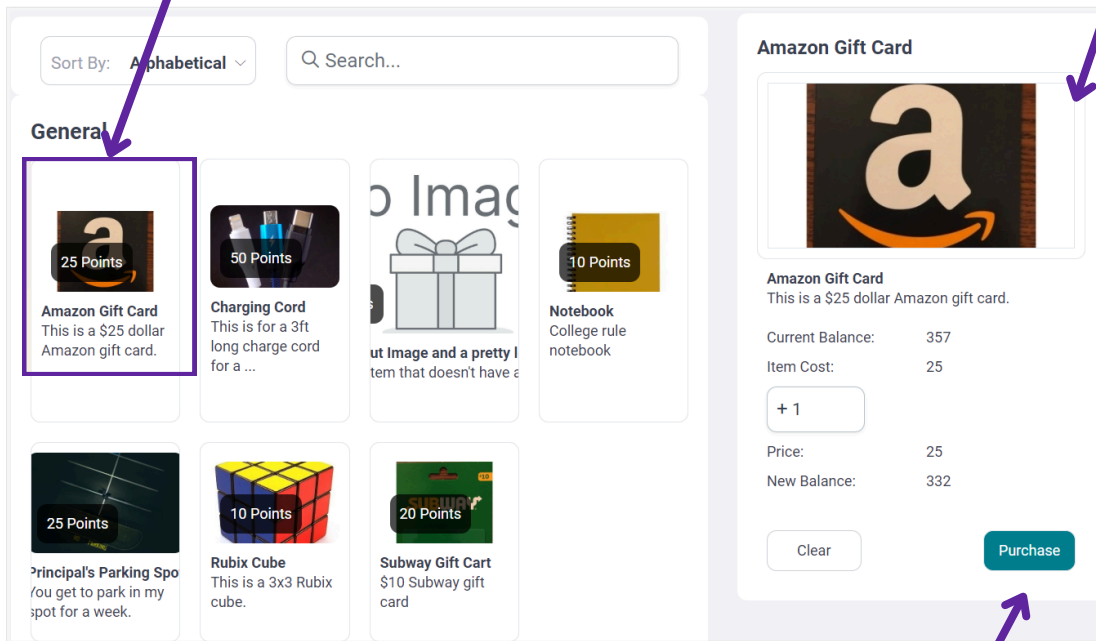
1. From the Teacher Rewards screen, click the **Spend** button at the top of the page.

2. Select where you want to spend your points.



3. Select the item you want to purchase.

The item will show up on the right side.

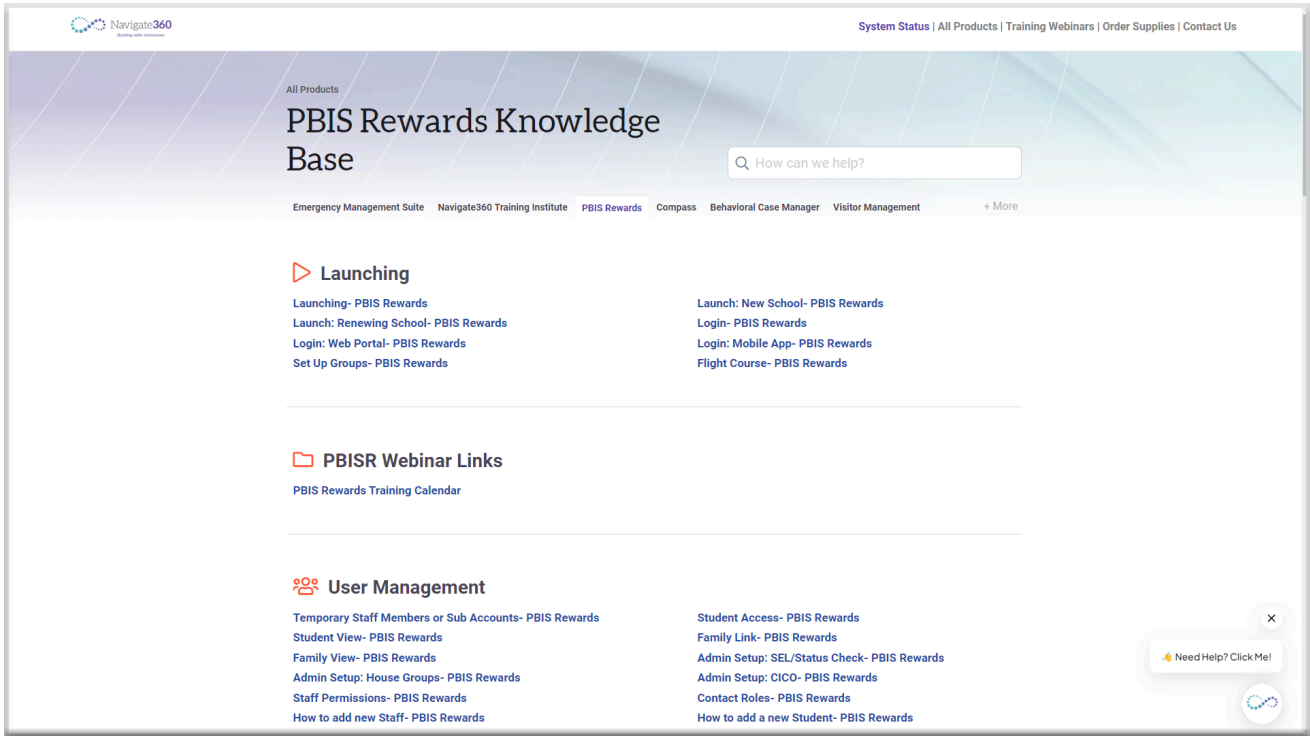


4. Click **Purchase**.



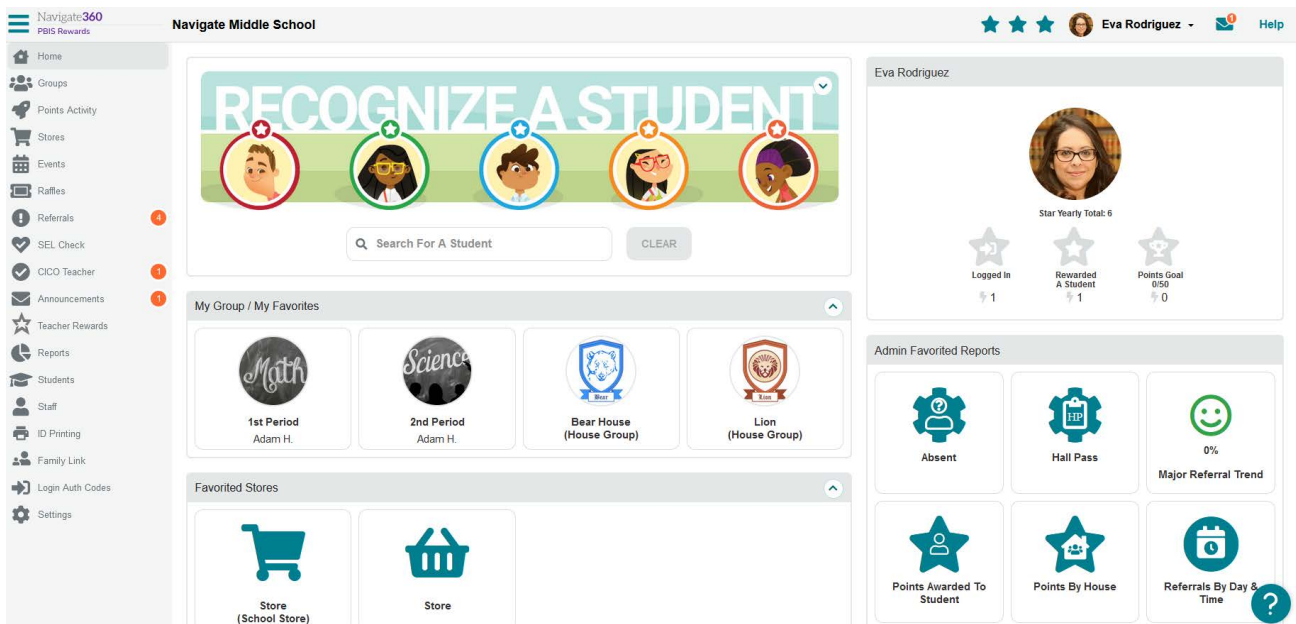
Finding Help

For additional support and more detailed information on PBIS Rewards, please visit the Navigate360 Knowledge Base at https://help.navigate360.com/en_US/PBIS.



Write your question or concern in the search bar, and links to articles pertaining to your search will populate a dropdown screen.

Alternatively, click on the question mark in the bottom right corner of the page to open the Resource Center, where you can find a link to the PBIS Knowledge Base, product updates, and a form to share your feedback.



If you still have questions, call 330-661-0106 or send an email to tech@navigate360.com.