

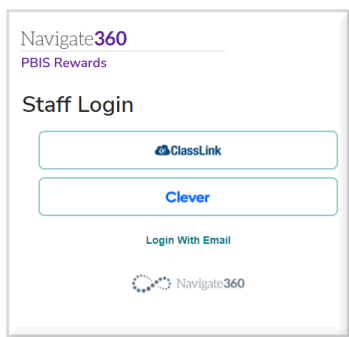
# PBIS Rewards Quick Start Guide for Staff

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
- Rewarding a Student
- 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

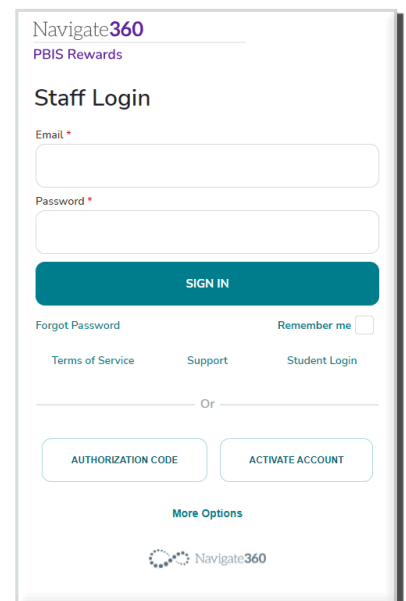
1. Go to the PBIS Rewards website at <https://www.app.pbisrewards.com/login.php/>.
2. There are a few different ways to log in for the first time.



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.

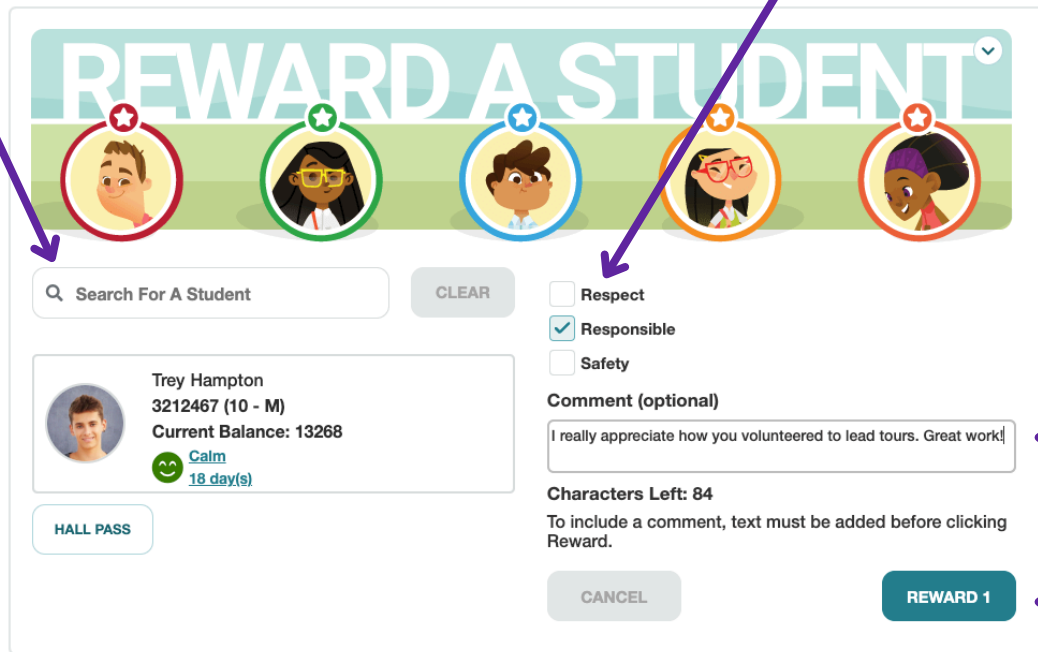


3. Bookmark the PBIS Rewards website for future reference.

## Rewarding a Student


The main home page for PBIS Rewards allows you to award points to any individual student in the school.

1. Use the search box to type a student's name, and then select the student from the dropdown list.
2. Once the student is selected, you can choose an expectation or point number.



**REWARD A STUDENT**

Search For A Student

**Trey Hampton**  
3212467 (10 - M)  
Current Balance: 13268  
 **Calm**  
18 day(s)

☐ Respect  
☒ Responsible  
☐ Safety

**Comment (optional)**  
I really appreciate how you volunteered to lead tours. Great work!

**Characters Left: 84**  
To include a comment, text must be added before clicking Reward.

3. Add a comment in the text field (not required).

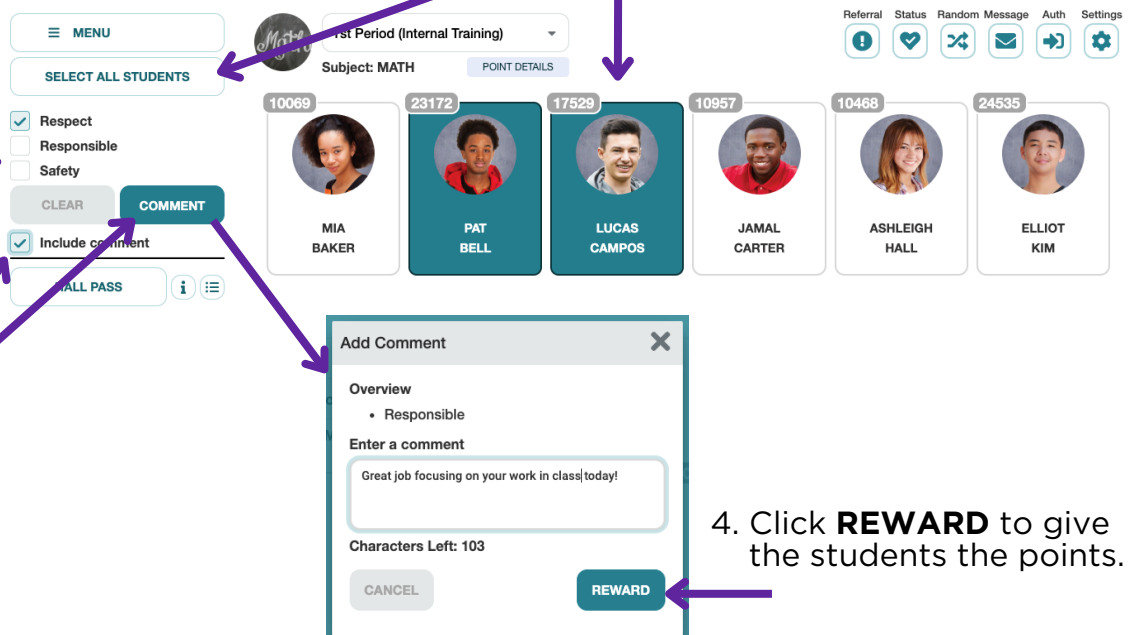
4. Click **REWARD** to give the students the points.

To award points in a group ...

1. Inside a group, select students to award by choosing **SELECT ALL STUDENTS**, or select individual cards. (Unselect by clicking the card again.)

2. Choose the points or expectations.

3. Comments can be included when awarding points by checking the **Include comment** checkbox and then clicking **COMMENT**.



**SELECT ALL STUDENTS**

☒ Respect  
☐ Responsible  
☐ Safety

☒ Include comment

**Add Comment**

**Overview**  
• Responsible

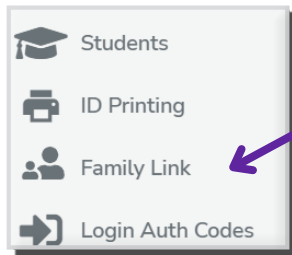
**Enter a comment**  
Great job focusing on your work in class today!

**Characters Left: 103**

4. Click **REWARD** to give the students the points.

## 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.



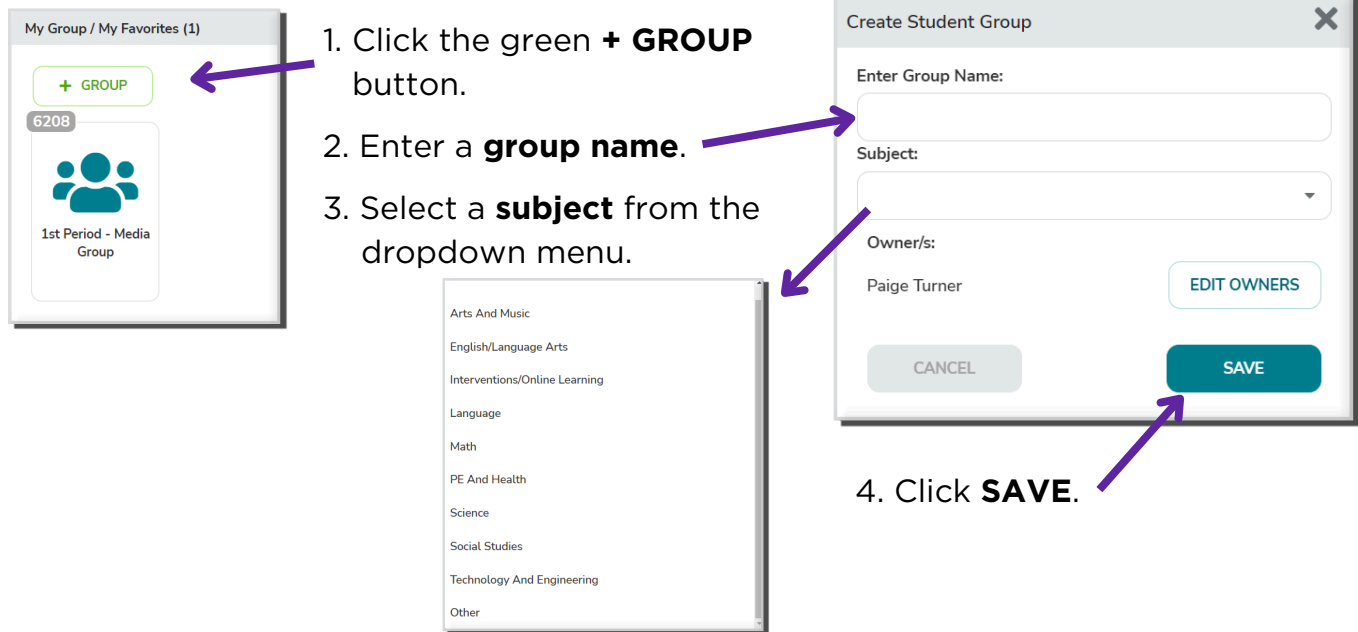
3. You can **email** or **text** the letter to families or **print** the letter to send home.



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

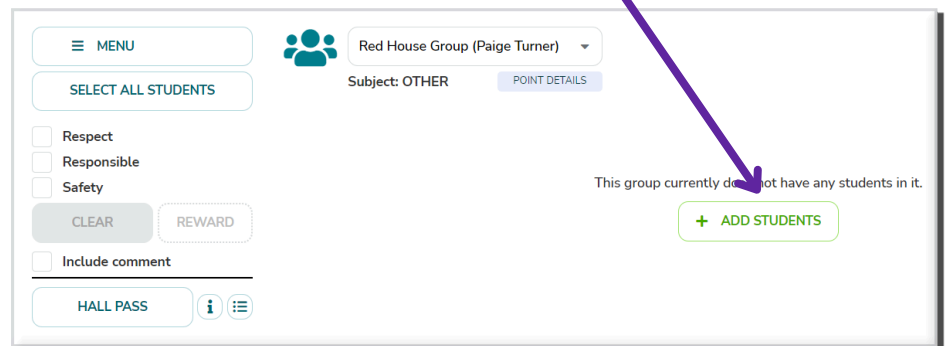
## Groups

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.

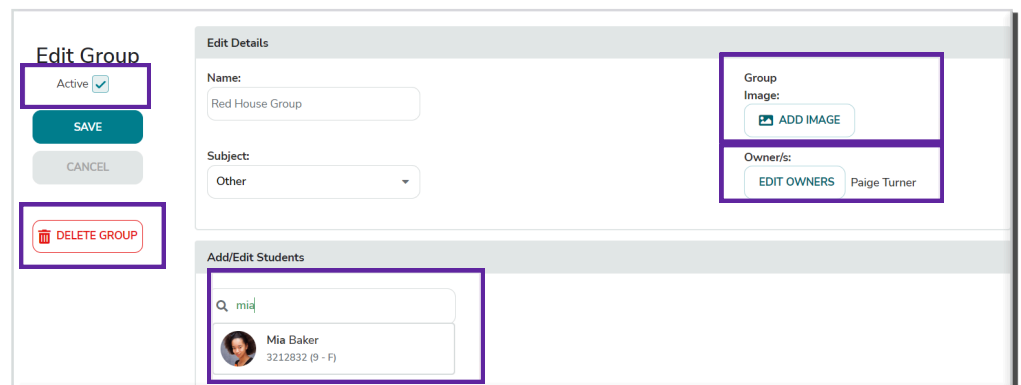


1. Click the green **+ GROUP** button.
2. Enter a **group name**.
3. Select a **subject** from the dropdown menu.
4. Click **SAVE**.

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

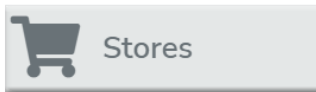


6. Clicking the **+ ADD STUDENTS** button will bring you to this screen, where you can add an image for the group, edit the owner, delete the group, make the group inactive, and add individual students.

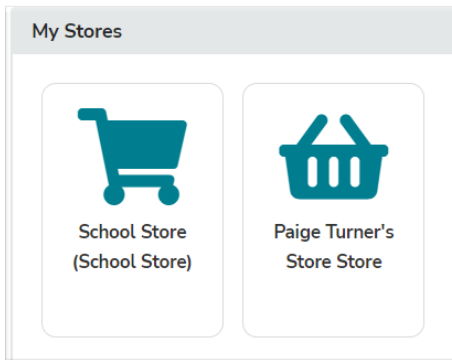


## Stores, Events, and Drawings

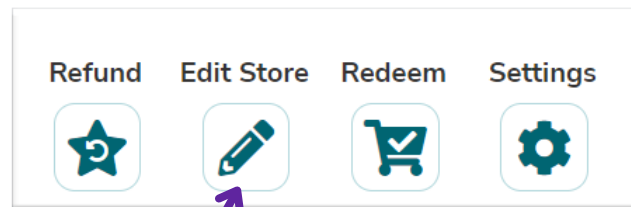
There are several ways for your students to spend their points. There is a school store, events, drawings, and a teacher store. The teacher store is automatically set up for you. You just have to add items.



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

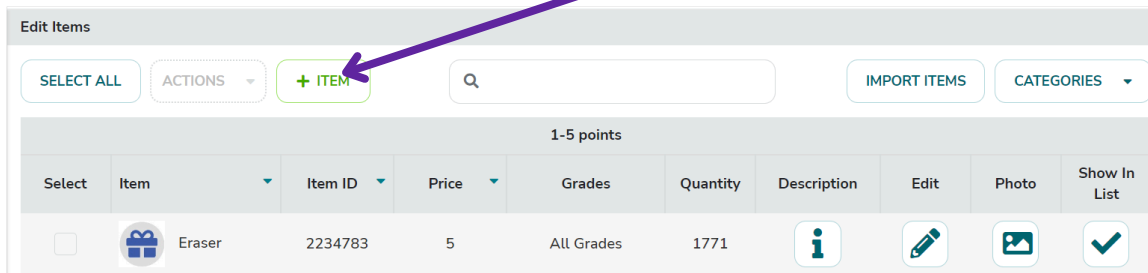


2. Click on your store.



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:

Item Name

Category:

Select Category

Item ID:

Leave blank to auto-assign

Price:

Item Price

SET SALE

Add Image:

SELECT FILE

Description:

CANCEL

Availability

☒ Show in list

Select Grades For This Item:

All Grades

Inventory:

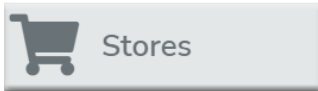
Not Inventoried

SAVE

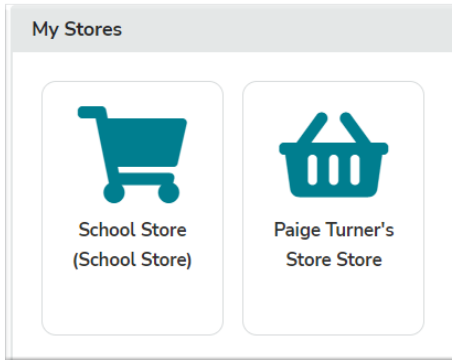
5. Complete the fields in this section, and click **SAVE**.

## Approving Purchases

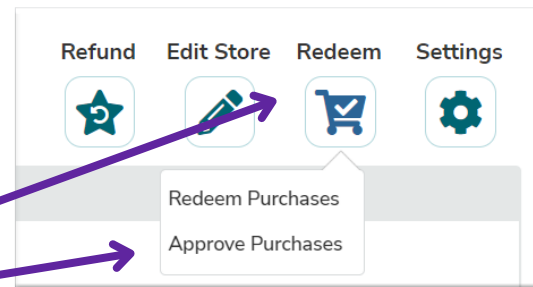
Purchases made by a staff member for students are automatically approved, but if students make purchases on their own through the student portal or student app, they need to be approved and distributed. That can be done all at once or in two separate steps. Using the approval queue allows you to choose.



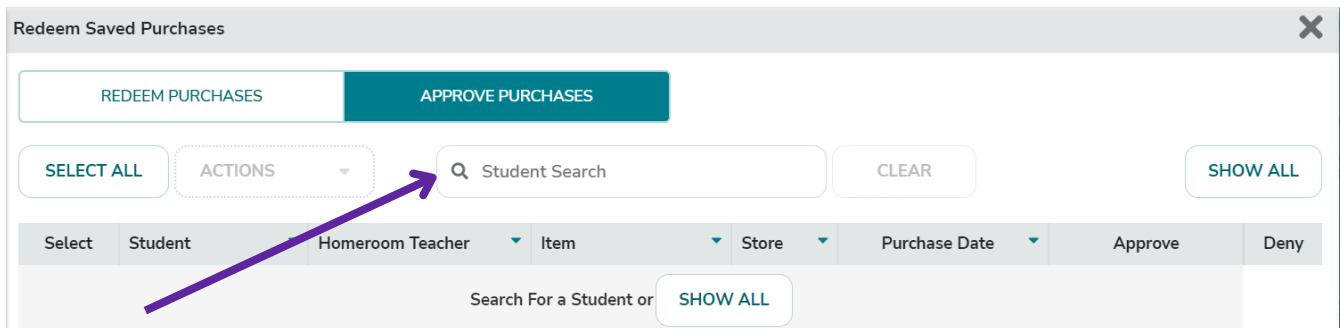
1. Click on the **Stores** tab on the left menu.



2. Click on the store that needs approvals.



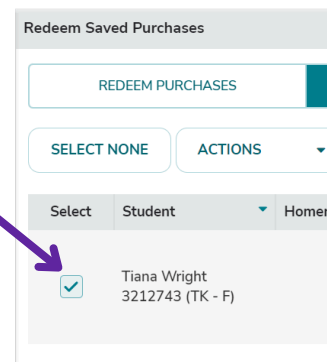
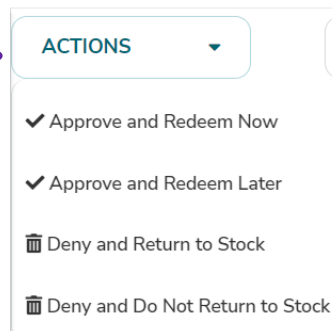
3. Click **Redeem** then **Approve Purchases**.



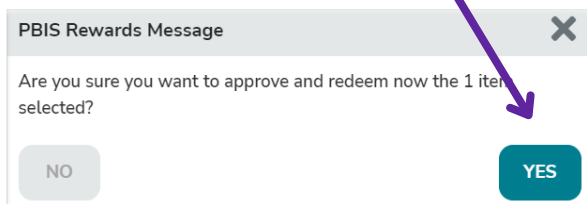
4. You can search for a particular student, or click **SHOW ALL**.

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

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



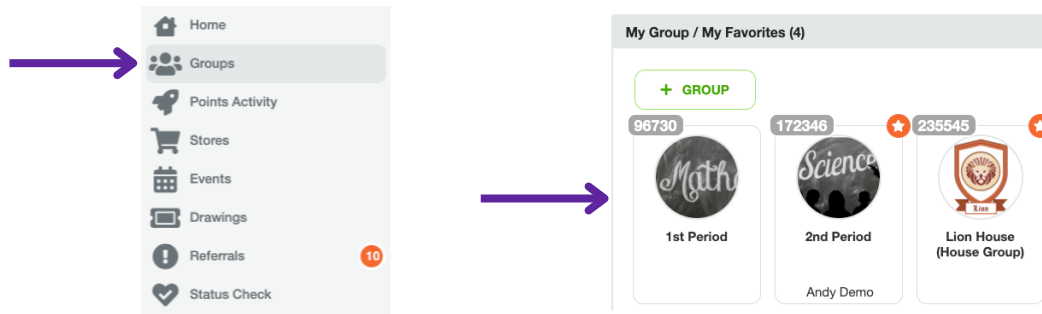
7. Click **YES** to confirm.



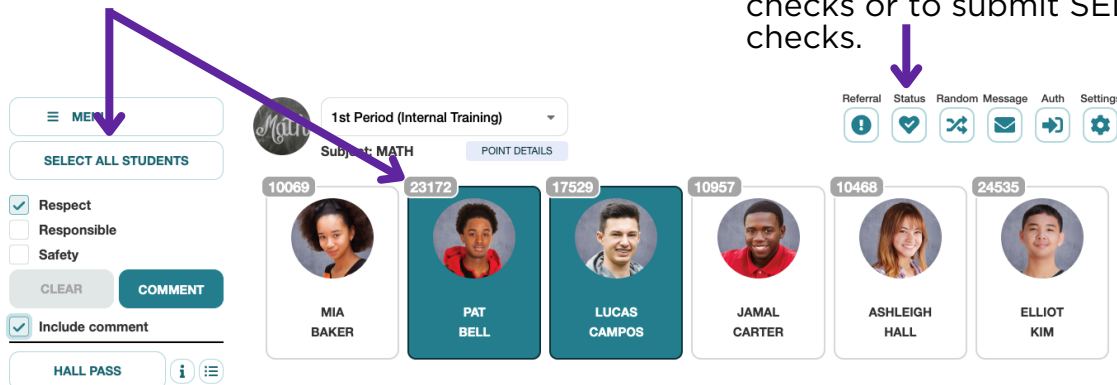
## SEL/Status Check

A staff member can view and record SEL/Status Checks for the students they have in a group/class.

1. Navigate to a group.



2. Select all students or individual students.

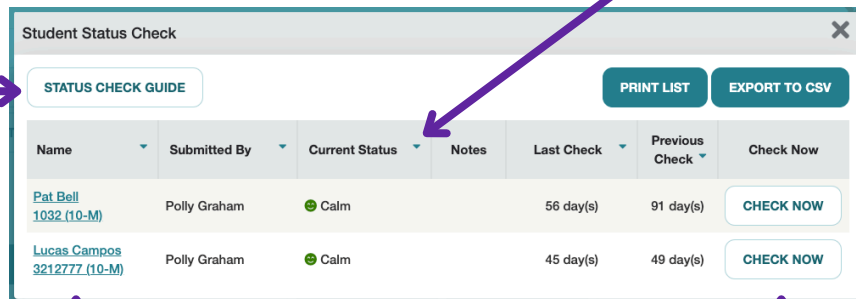


3. Click the **Status** button, and choose to view SEL/Status checks or to submit SEL/Status checks.

4. If you choose to view, you can see details about the selected students.

5. Use the arrows next to the column name to sort the data.

6. Click **SEL/STATUS CHECK GUIDE** to view and/or print status definitions.



Name	Submitted By	Current Status	Notes	Last Check	Previous Check	Check Now
<a href="#">Pat Bell</a> 1032 (10-M)	Polly Graham	Calm		56 day(s)	91 day(s)	<a href="#">CHECK NOW</a>
<a href="#">Lucas Campos</a> 3212777 (10-M)	Polly Graham	Calm		45 day(s)	49 day(s)	<a href="#">CHECK NOW</a>

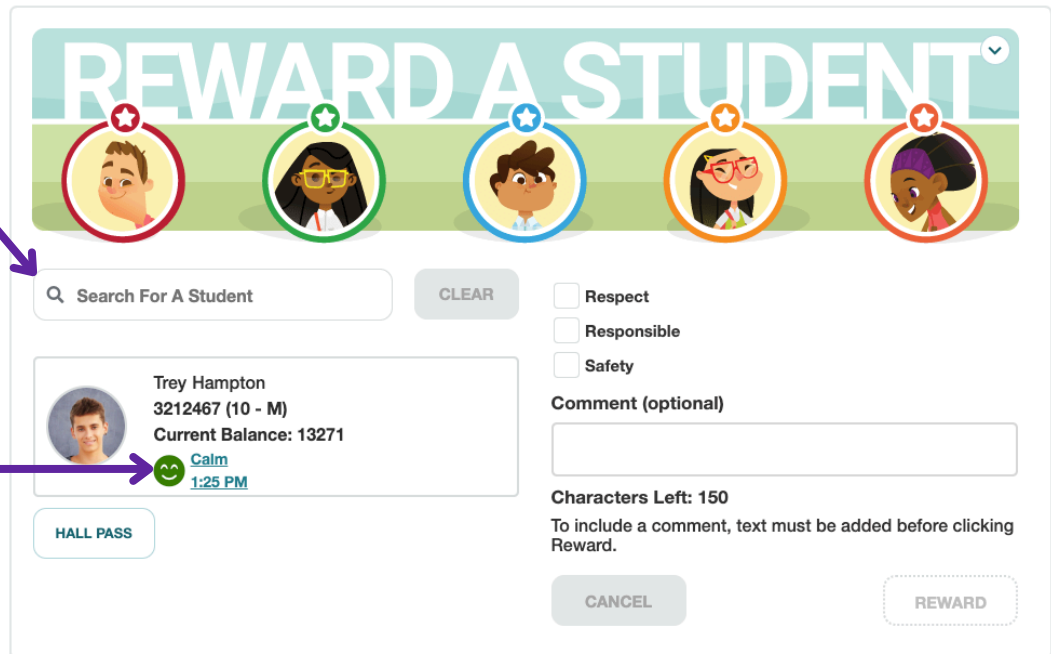
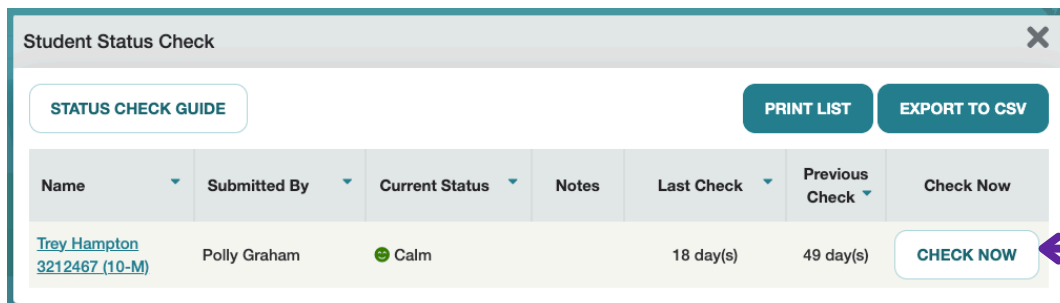
7. Select the student's name to see all of that student's SEL/Status Checks from the student dashboard, if the appropriate permissions are activated.

8. Click **CHECK NOW** to submit an SEL/Status Check for a student.

Alternatively, a staff member can record an SEL/Status Check for any student in the school from the home page.

1. Use the search box to type a student's name, and then select the student from the dropdown list.

2. From the student card, select the SEL/Status record.

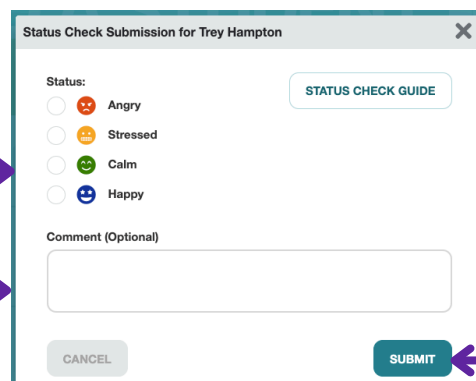



Name	Submitted By	Current Status	Notes	Last Check	Previous Check	Check Now
<a href="#">Trey Hampton</a> <a href="#">3212467 (10-M)</a>	Polly Graham	Calm		18 day(s)	49 day(s)	<a href="#">CHECK NOW</a>

3. Click **CHECK NOW**.

4. Choose the appropriate status based on a conversation with the student.

5. Enter a comment if applicable.

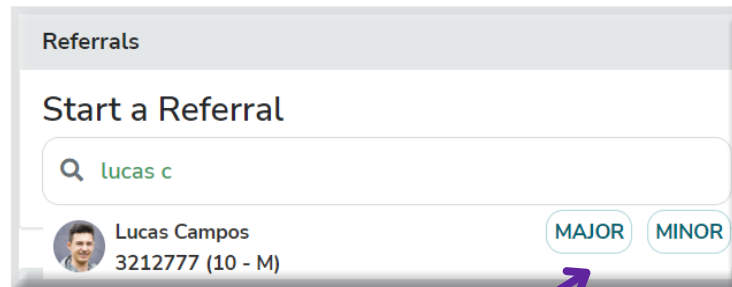


6. Click **SUBMIT**.



## Referrals

1. Search for the student.



Referrals

Start a Referral

Search: lucas c

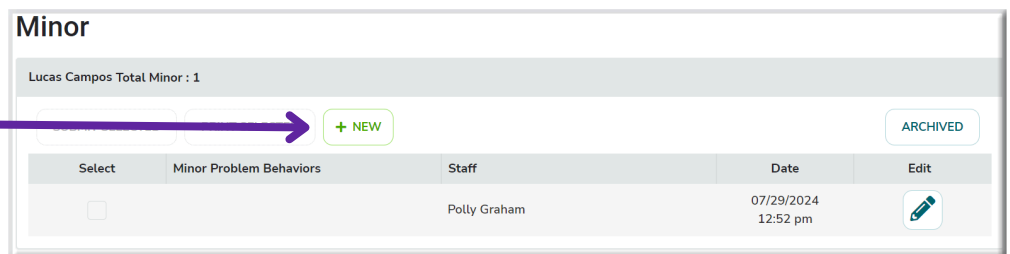
Lucas Campos  
3212777 (10 - M)

MAJOR MINOR

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.



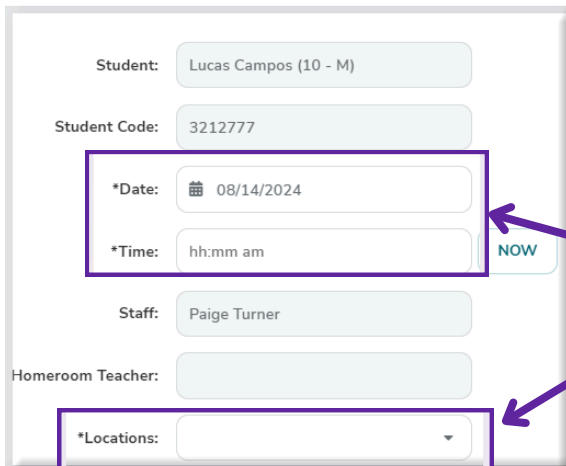
Minor

Lucas Campos Total Minor : 1

+ NEW

ARCHIVED

Select	Minor Problem Behaviors	Staff	Date	Edit
<input type="checkbox"/>		Polly Graham	07/29/2024 12:52 pm	



Student: Lucas Campos (10 - M)

Student Code: 3212777

\*Date: 08/14/2024

\*Time: hh:mm am

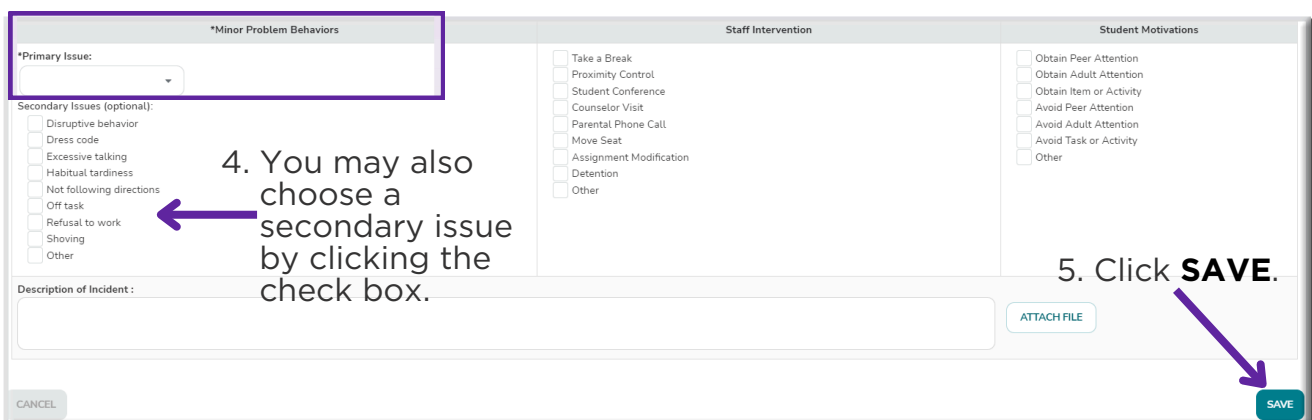
Staff: Paige Turner

Homeroom Teacher:

\*Locations:

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.



\*Minor Problem Behaviors

\*Primary Issue:

Secondary Issues (optional):

- ☐ Disruptive behavior
- ☐ Dress code
- ☐ Excessive talking
- ☐ Habitual tardiness
- ☐ Not following directions
- ☐ Off task
- ☐ Refusal to work
- ☐ Shoving
- ☐ Other

Description of Incident :

Staff Intervention

- ☐ Take a Break
- ☐ Proximity Control
- ☐ Student Conference
- ☐ Counselor Visit
- ☐ Parental Phone Call
- ☐ Move Seat
- ☐ Assignment Modification
- ☐ Detention
- ☐ Other

Student Motivations

- ☐ Obtain Peer Attention
- ☐ Obtain Adult Attention
- ☐ Obtain Item or Activity
- ☐ Avoid Peer Attention
- ☐ Avoid Adult Attention
- ☐ Avoid Task or Activity
- ☐ Other

ATTACH FILE

SAVE

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

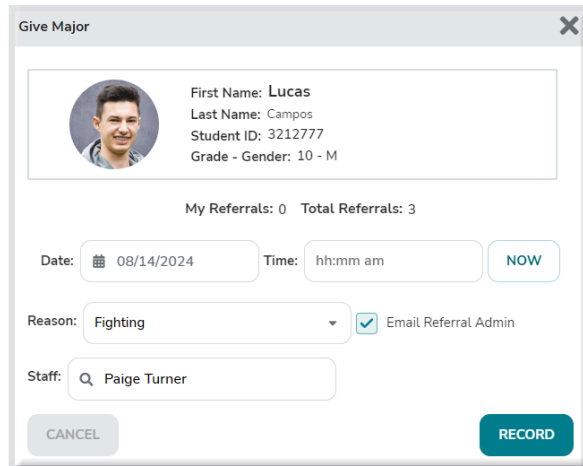
5. Click **SAVE**.

## Major Referral

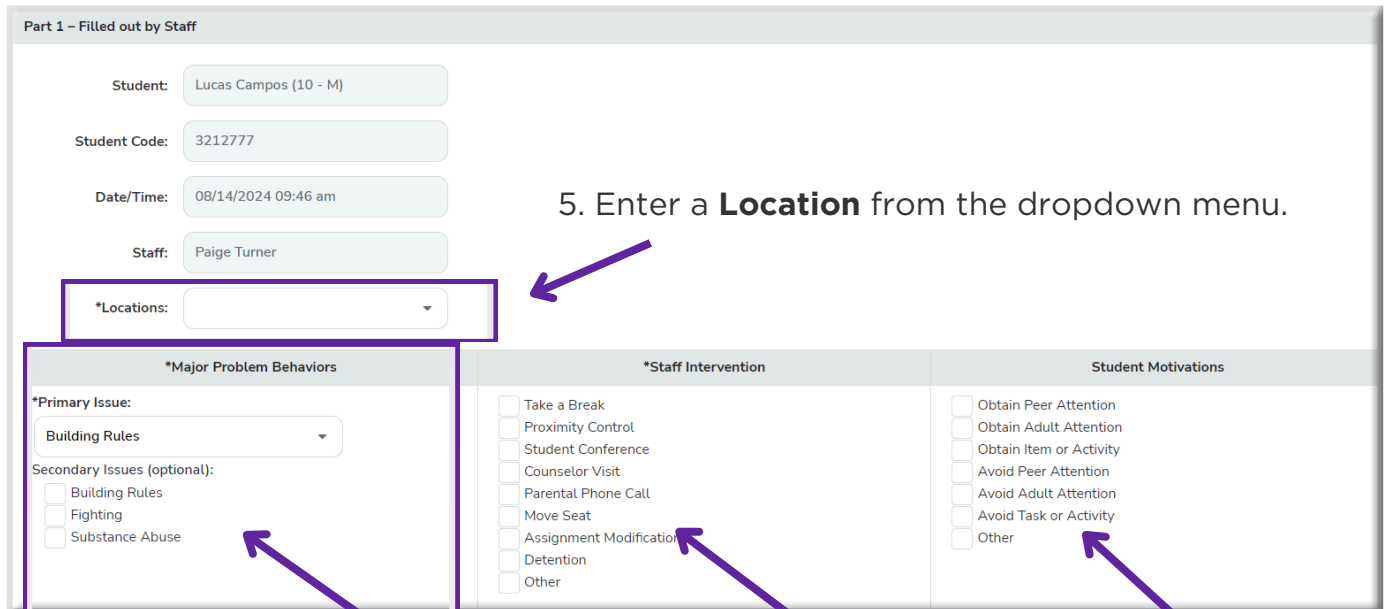
1. If you click **MAJOR**, you will see this screen.

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

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



4. Click **RECORD**.

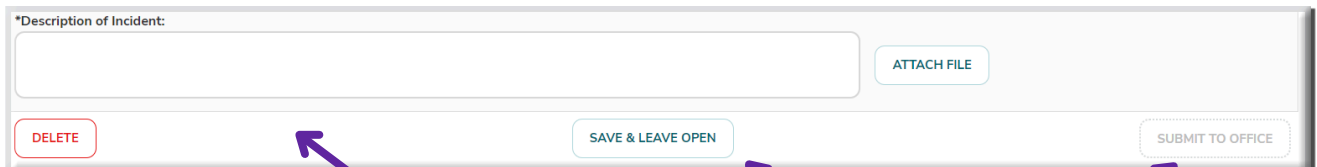


5. Enter a **Location** from the dropdown menu.

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 or update hall pass status 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

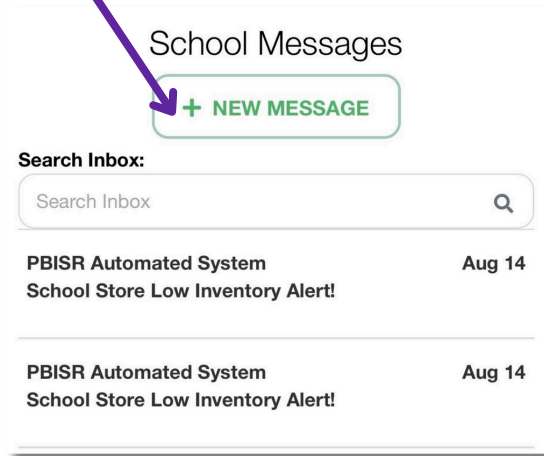
1. Complete the Major or Minor Referral form as you would from the web portal.

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**.



School Messages

**+ NEW MESSAGE**

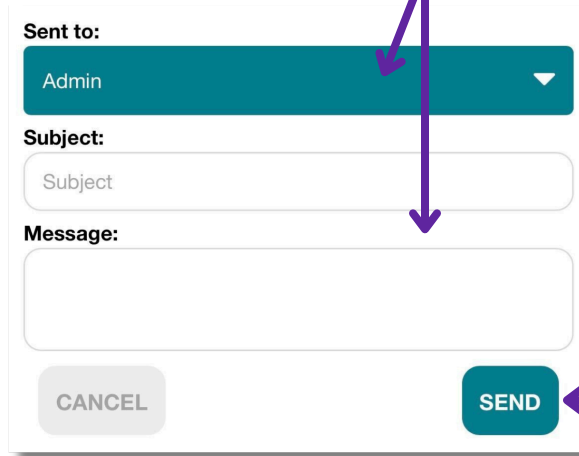
Search Inbox:

Search Inbox

PBISR Automated System Aug 14  
School Store Low Inventory Alert!

PBISR Automated System Aug 14  
School Store Low Inventory Alert!

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



Sent to:  
Admin

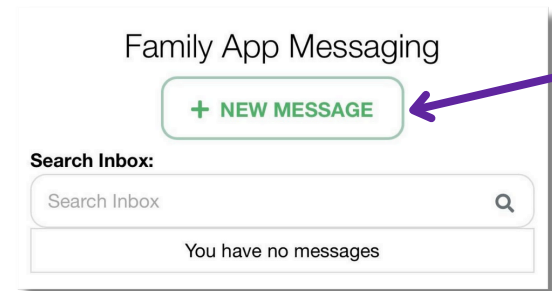
Subject:  
Subject

Message:

CANCEL SEND

3. Click **SEND**.

## Send a Message to Families



Family App Messaging

**+ NEW MESSAGE**

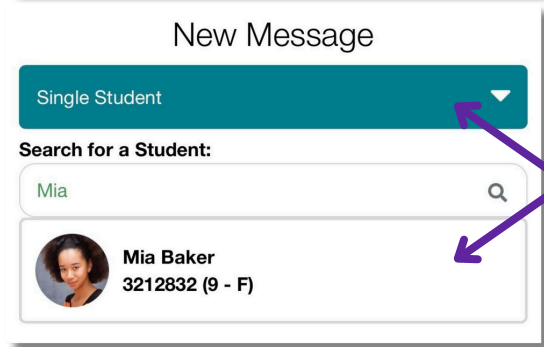
Search Inbox:

Search Inbox

You have no messages

1. Click **+ NEW MESSAGE**.

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



New Message

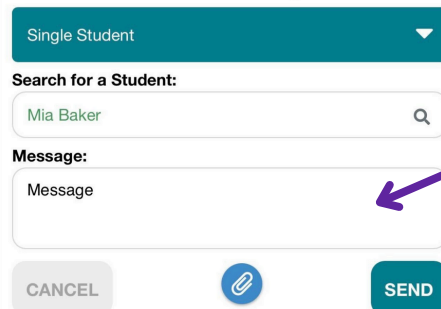
Single Student

Search for a Student:

Mia

Mia Baker  
3212832 (9 - F)

New Message



Single Student

Search for a Student:

Mia Baker

Message:

Message

CANCEL SEND

3. Compose the message.

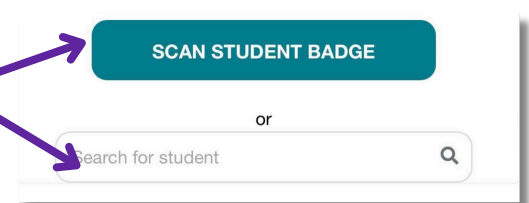
4. Click **SEND**.

Send to Parent/Guardian(s)

Send	Parent/Guardian	Student
<input checked="" type="checkbox"/>	Mr baker	Mia Baker (9 F) 3212832
<input checked="" type="checkbox"/>	Sarah Baker	Mia Baker (9 F) 3212832

## 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.



SCAN STUDENT BADGE

or

Search for student

## 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 ×

Teammate(s)

Polly Graham ×

Select a Value ?

Dedication 10 Points

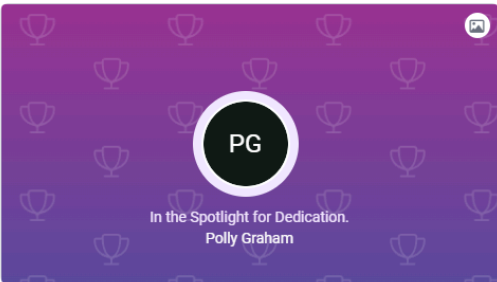
Event Date

08/14/2024 📅

Comment

Spotlight Preview

Paige Turner spotlighted Polly Graham  
08/14/2024



Cancel

Submit

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**.



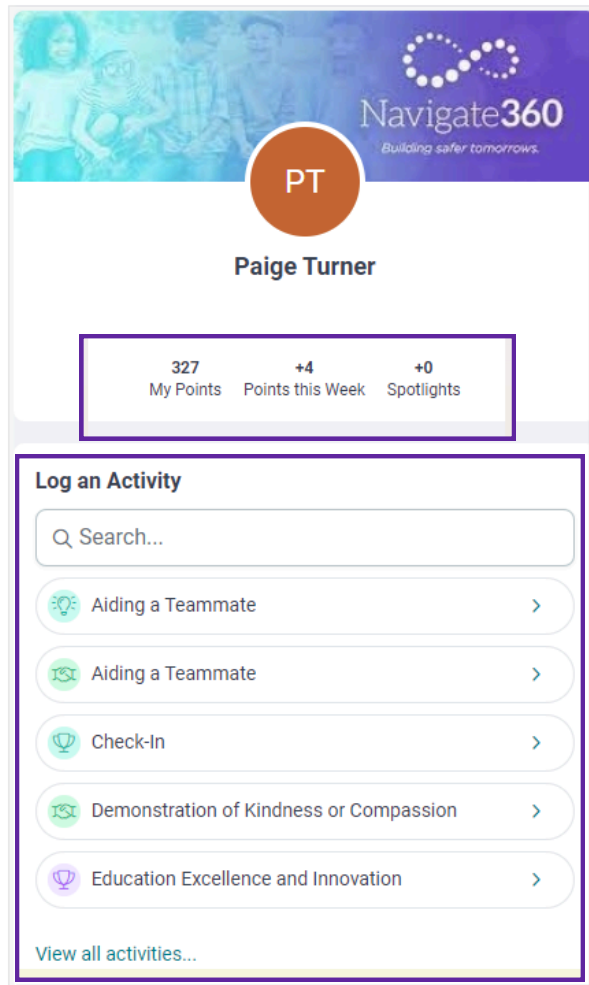
6. Add a picture if available.



7. Click **Submit**.

# Teacher Rewards

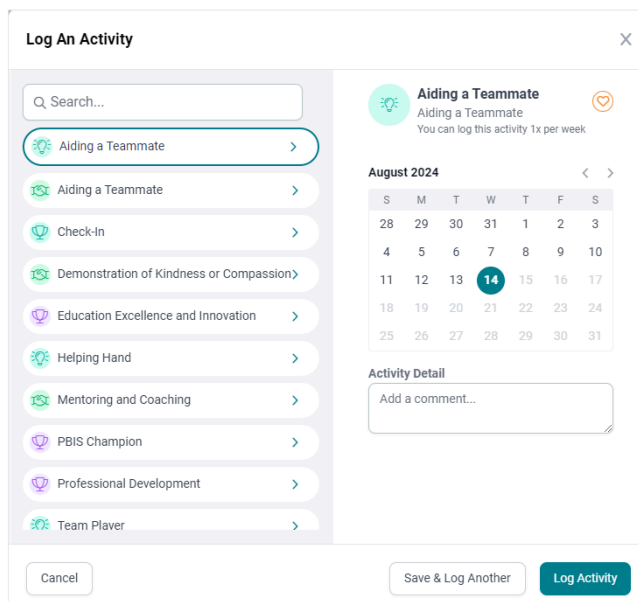
## Log an Activity



← 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.

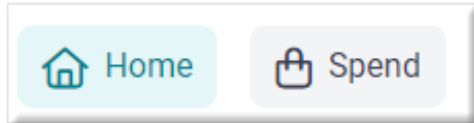
← 3. Enter the date of the activity.

← 4. Write a comment.

← 5. Click **Log Activity**.

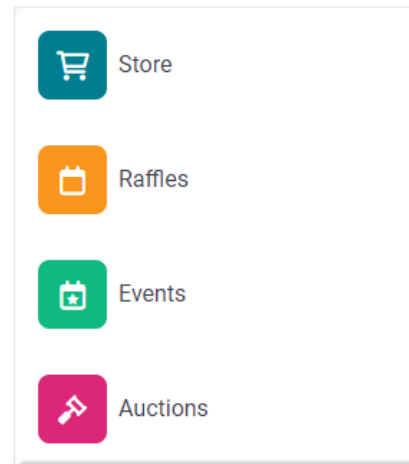
# Teacher Rewards

## Spend your Points



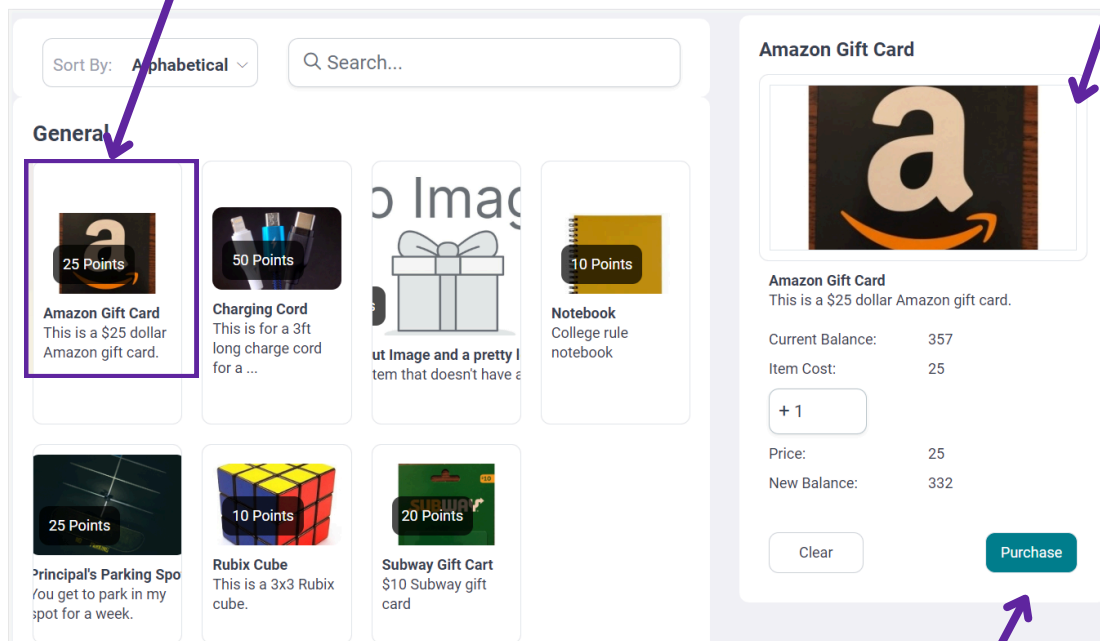
1. From the Teacher Rewards screen, click the **Spend** button at the top of the page.

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.

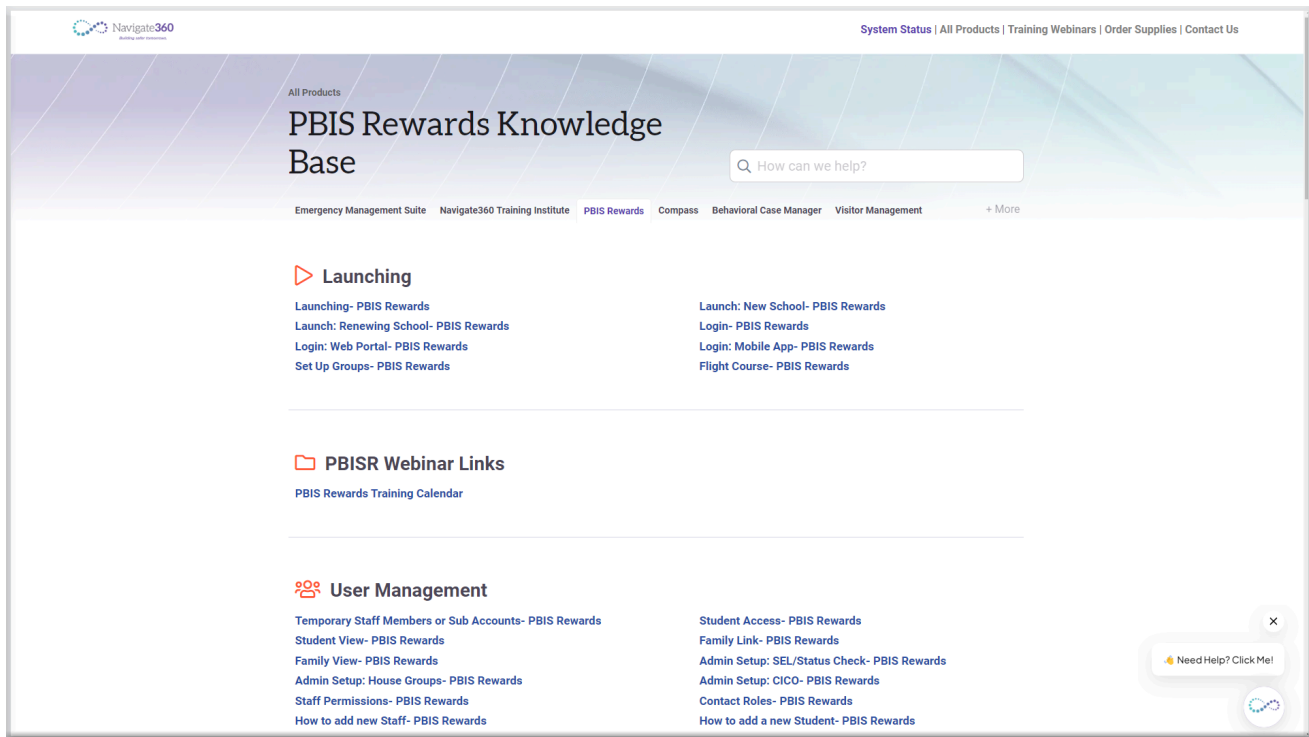


4. Click **Purchase**.



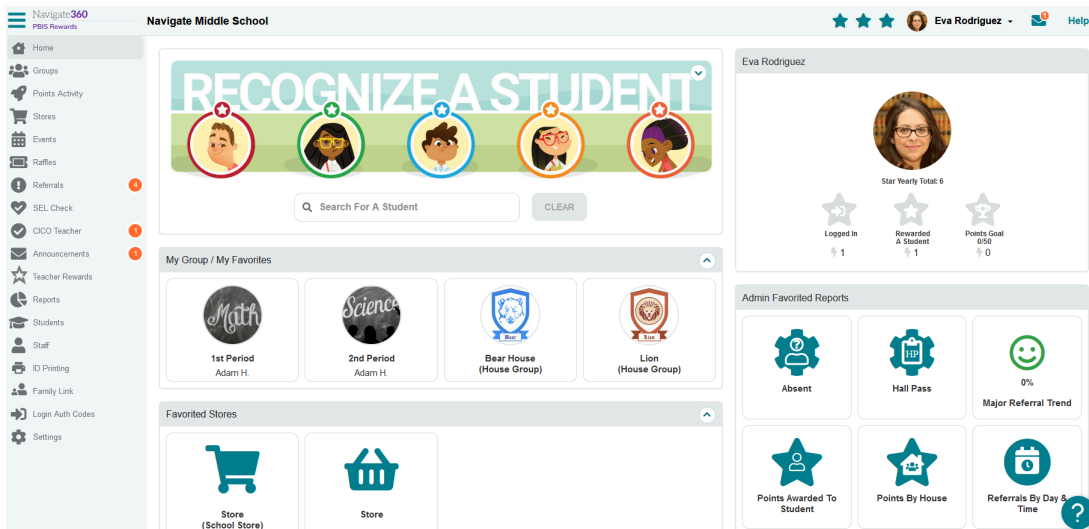
## Finding Help

For additional support and more detailed information on PBIS Rewards, please visit the Navigate360 Knowledge Base at [https://help.navigate360.com/en\\_US/PBIS](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](mailto:tech@navigate360.com).