



PBIS Rewards Staff Handbook

Staff Handbook

A Guide to Using PBIS Rewards



Logging In	2
Awarding Points to One Student	3
Awarding Points to Multiple Students	4-5
Creating a Class	6-7
Installing the PBIS Rewards Staff App	8
Awarding Points in the Staff App	9-10
Printing Rosters	11
Entering Points with a QR Code	12-13
Checking Daily Progress	14
Redeeming Points	15

Logging In

Website

[PBIS Rewards](#)

<https://pbisr.navigate360.com/login.php>

Enter your login credentials (username and password) in the spaces provided. If you haven't set a password, select "Activate Account" and follow the directions to set a password.

Homepage

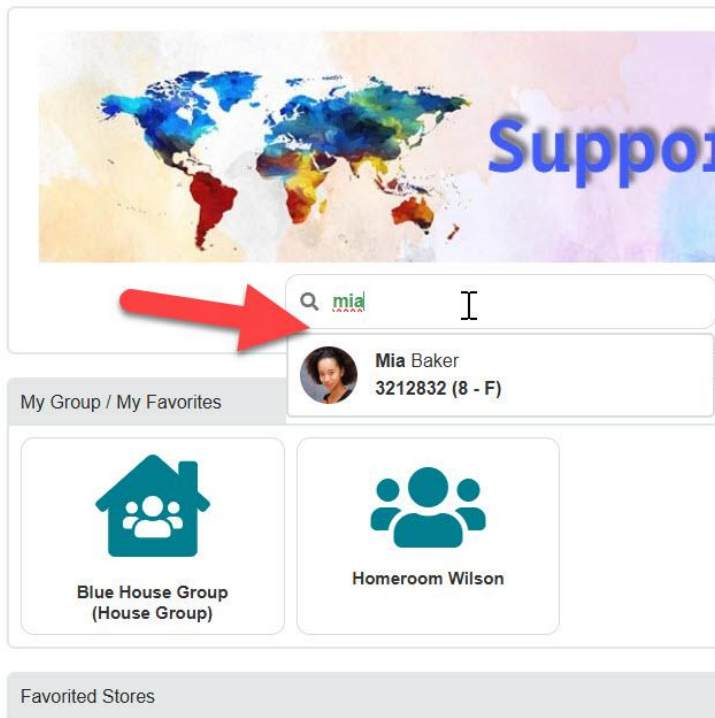
From the Homepage, you will have access to all the platform's resources such as rewarding points, groups, stores, events, raffles, referrals, reports, students, staff, settings, and more!

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.

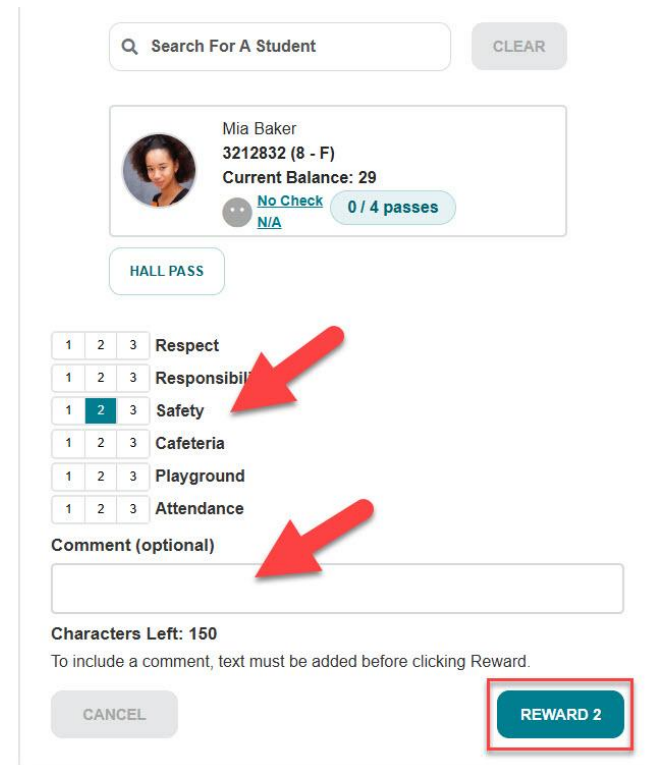


Awarding Points to One Student

STEP ONE: The top PBIS Rewards tab is Home which is the homepage. Here, you will begin typing the name of the individual student you are issuing a point to. A list of matching 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.

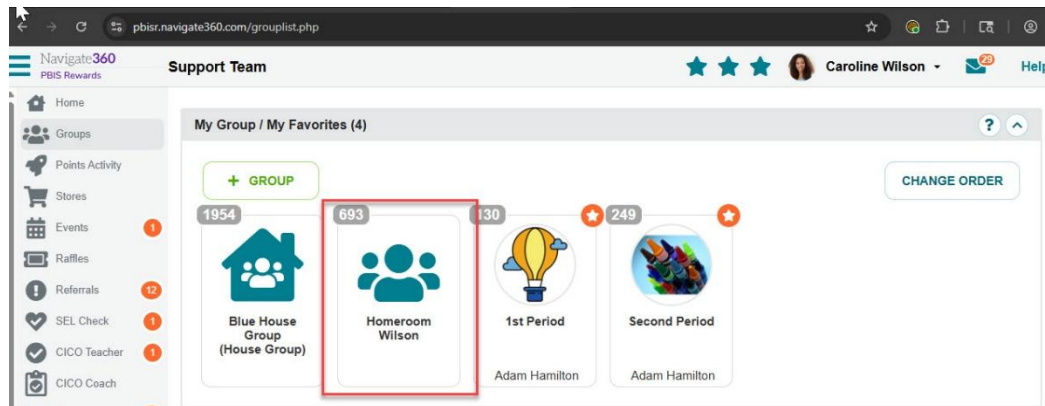


STEP TWO: Once you have selected the correct student, you will click on one (1) of the behaviors for which they are earning a point or just the points if your school uses a number line. You can type a quick comment describing why they are earning a point (optional). Once you have selected the correct student, points, and entered a comment (optional), click on “Reward” to award the points to the student.

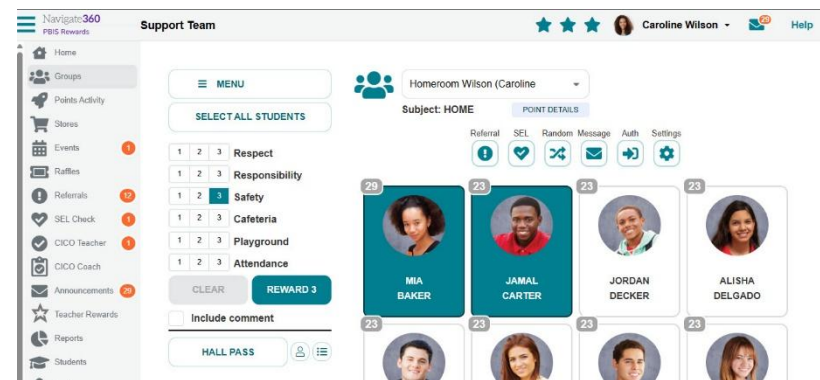


Awarding Points to Multiple Students

STEP ONE: After you have created classes or small groups (directions on page 6), your new group icon will now show up on your homepage and in your “My Groups/ Favorites” section of the “Groups” main page. To start awarding, click on the class or small group you want to award.

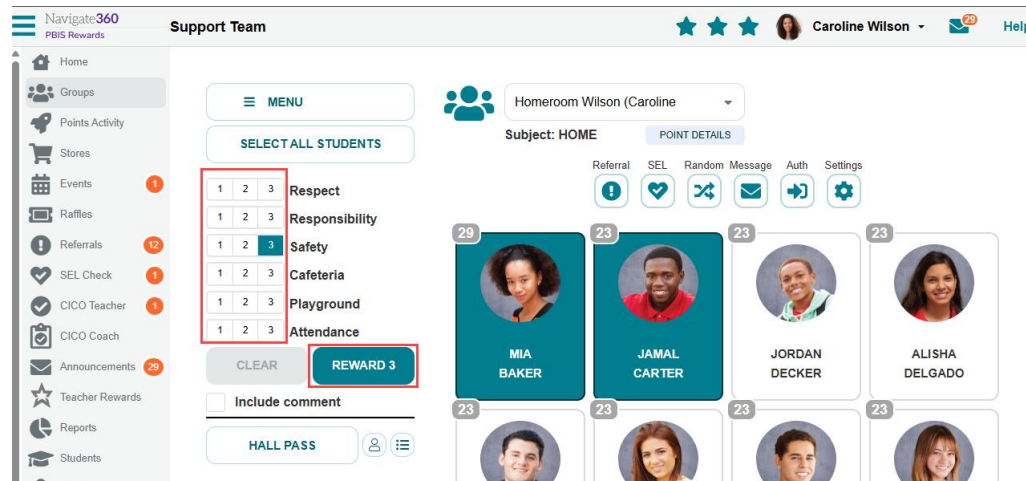


STEP TWO: After clicking on the group, you will be brought to a screen similar to the image to the right. This screen will show you the students you have in your group. To enter points, you can individually click the students you are issuing points to or click the “select all students” option. If needed, you can then click on students individually to remove them from from being selected.



Awarding Points to Multiple Students

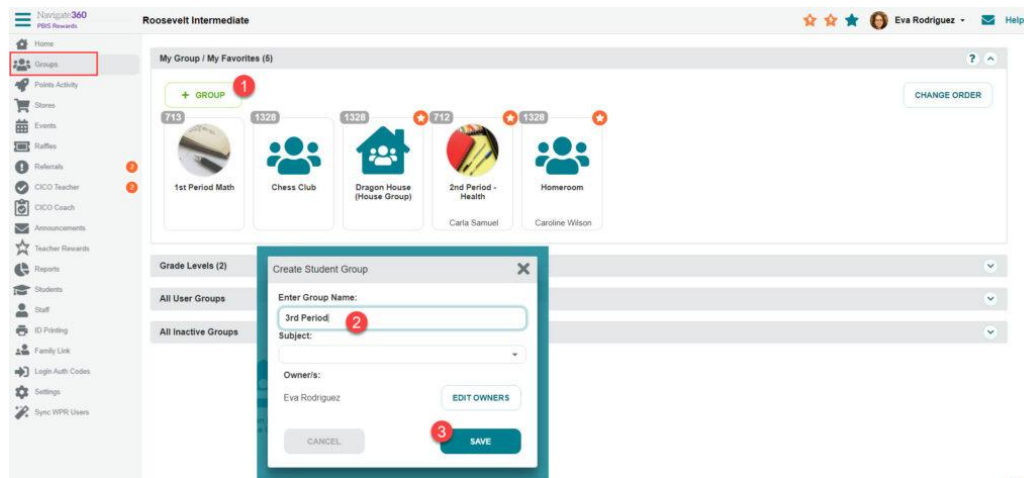
STEP THREE: After you have selected the students, you will need to select at least one (1) of the expectations or point values. You also may have the option to add a comment. If available, click the box beside “INCLUDE COMMENT.” A small pop-up box will appear, enabling you to type a comment regarding why they are earning points. 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 award points to the selected student(s).



Creating a Class or Group

STEP ONE: Creating a group will allow you to easily award the students in your class. To create a group, you need to be under the “Groups” tab located on the left side of the program. On the group screen, you will see the “My Groups/Favorites” section already viewable. To create a new class or small group, simply click on the “+ GROUP” icon seen below.

STEP TWO: Once you have clicked on the green “+GROUP” 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 can “Edit Owners” of this 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 “SAVE” button.



Creating a Class or Group

STEP THREE: You will continue to customize your group. Select “Settings” (1) and then “Edit Group” (2). You can add students by searching (3), add images to each student (4) and even add a group image (5). Save (6) any changes you have made.

The screenshot displays the Navigat360 PPS Rewards interface for Roosevelt Intermediate. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options like Home, Groups (highlighted with a red box and a red circle 3), Points Activity, Stores, Events, Raffles, Referrals, CICO Teacher, CICO Coach, Announcements, and Teacher Rewards.
- Top Header:** Shows the user's name, Eva Rodriguez, and a Help icon.
- Main Content Area:**
 - Group Overview:** Displays the group name "1st Period Math (Eva Rodriguez)", the subject "MATH", and a list of four student avatars with their IDs (182, 183, 166, 182).
 - Settings (1):** A gear icon in the top right corner is circled in red with a red circle 1.
 - Edit Group (2):** A dropdown menu is open, showing options: Edit Group (circled in red with a red circle 2), Options, Group Print, and Manage Point Sounds.
 - Edit Group Panel:** A modal window titled "Edit Group" is open, showing:
 - Active:** A checked checkbox.
 - SAVE (6):** A blue button with a red circle 6.
 - CANCEL:** A grey button.
 - DELETE GROUP:** A red button with a trash icon.
 - Edit Details:** Fields for Name (1st Period Math) and Subject (Math).
 - Group Image (5):** An "ADD IMAGE" button with a red circle 5.
 - Owner's:** A field showing "Eva Rodriguez" with an "EDIT OWNERS" button.
 - Add/Edit Students:** A search bar with "mat" entered (circled in red with a red circle 3) and a list of student cards. Each card has a red square icon in the top right corner. The card for XAVIER JONES has a red circle 4 and an arrow pointing to a checkmark icon.

Installing the PBIS Rewards Staff App

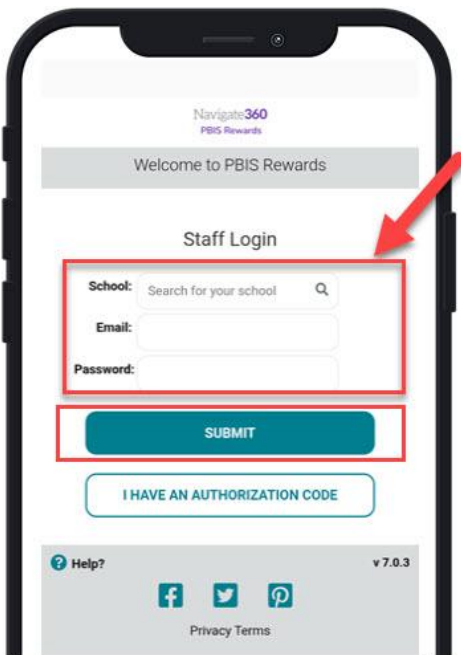
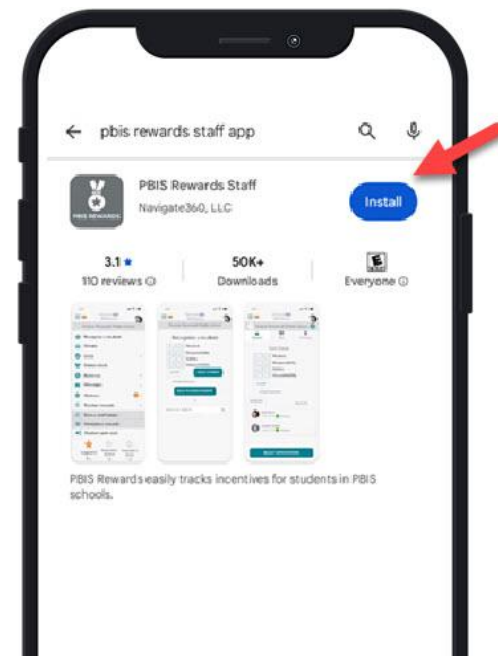
STEP ONE: You will also be able to award points using the PBIS Rewards Staff App. Both Android and Apple have the PBIS Rewards Staff App available in their respective app stores. Find the PBIS Rewards Staff App like the image to the right.

STEP TWO: After you have downloaded and installed 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 authorization steps again.

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). Use your school email address and

the password you have set in the Web Portal. If you have not set a password, you must use the **Web Portal** to set one. After you have correctly entered this information, click on the “SUBMIT” button at the bottom. First time users will have to check their email to authorize their PBIS Rewards Staff App.

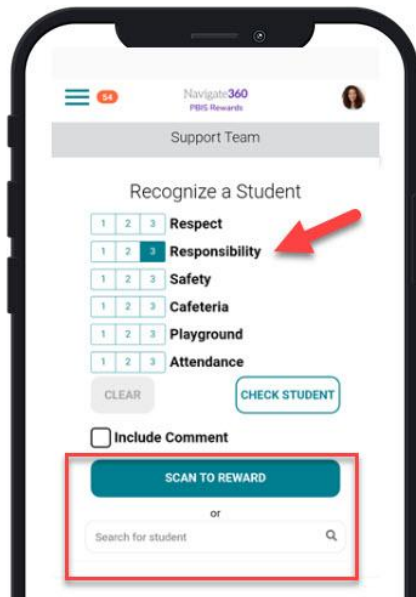
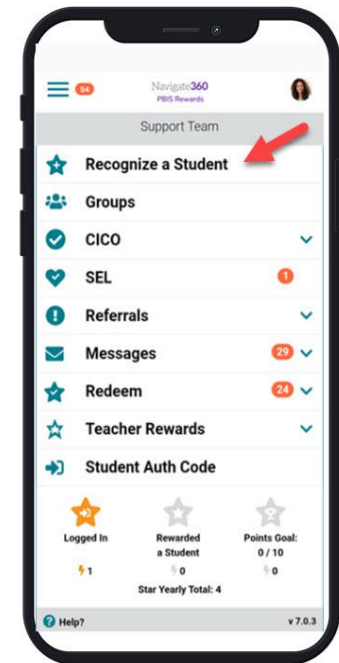
Any user can login with remote authorization by creating their own code on the web portal. If your school is using single sign-on through Clever or ClassLink, staff will use the alternate “Remote Authorization” feature since they do not set a password in PBIS Rewards. Once signed into the PBIS Rewards Web Portal, staff will choose “Login Auth Codes” from the left side main menu. Next, they will generate a staff code and enter the code on the Staff App by selecting “I Have An Authorization Code.”



Awarding Points in the Staff App

FOR AN INDIVIDUAL STUDENT

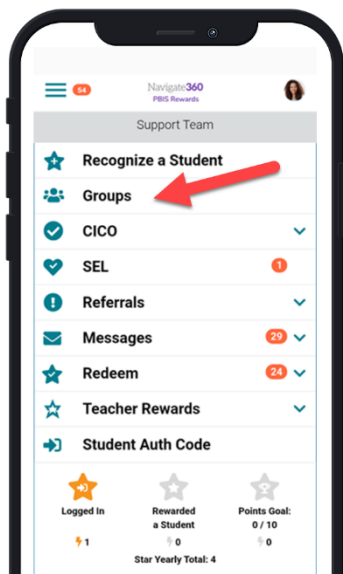
STEP ONE: After you have successfully logged in to the PBIS Reward Staff App, you will see the PBIS Rewards menu. This homepage will allow you to access the various features within the PBIS Rewards Staff App. To enter points to a single student using the PBIS Rewards Staff App, click on “Recognize a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



STEP TWO: From here, you will need to select an expectation and points. After selecting a reason, you can search for a student by typing their name or you can scan their QR Code or badge. Learn about printing QR code on page 13.

Awarding Points in the Staff App

FOR MULTIPLE STUDENTS USING GROUPS



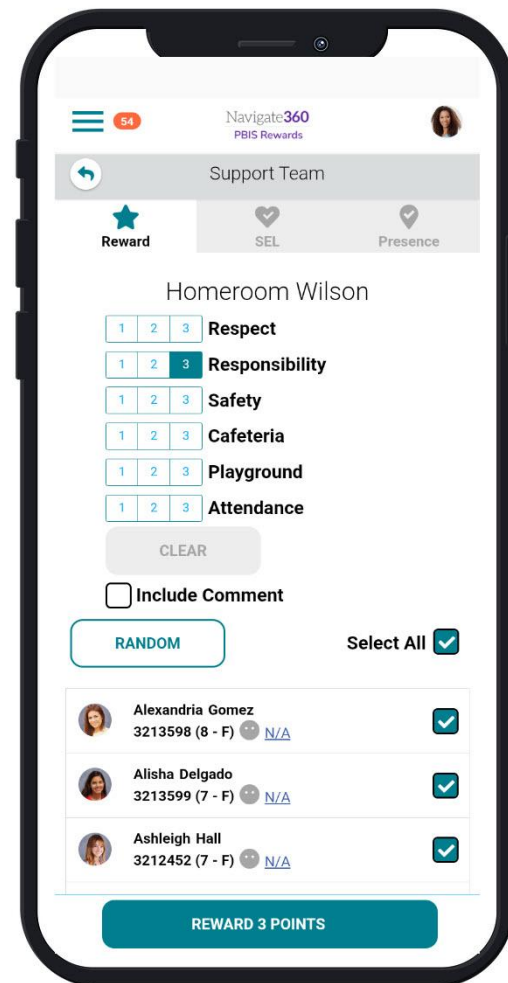
STEP ONE: If you are not already on the homepage, click the three horizontal lines at the top left of the app. To award points to a class or group of students using the PBIS Rewards Staff App, click on “Groups.”

STEP TWO: Select the specific group you want to award. The groups available in the Staff App are the groups that you own or the groups that you have favorited on the group screen on the Web Portal.

After selecting the appropriate group, you will be brought to a screen like the image to the right. To award points, you will need to select points to award and then select the student(s) you are awarding. You can select

the students individually or by clicking the “Select All” button. You also have the option to include a comment.

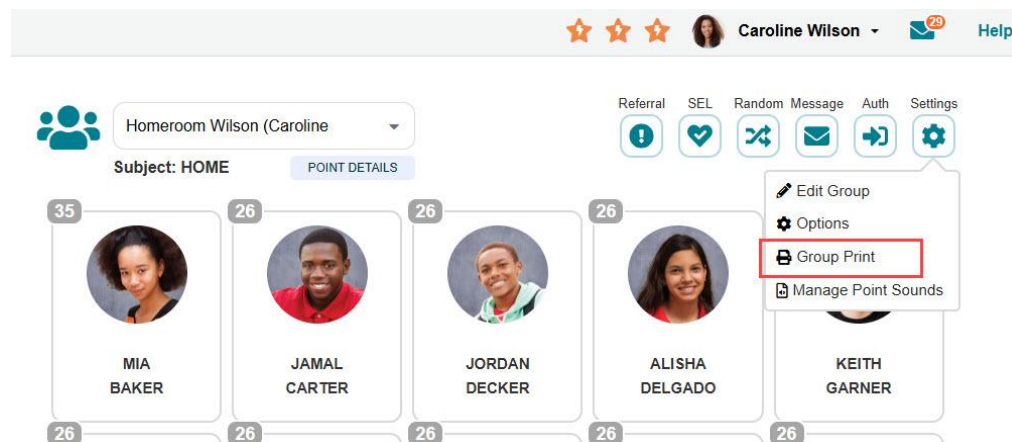
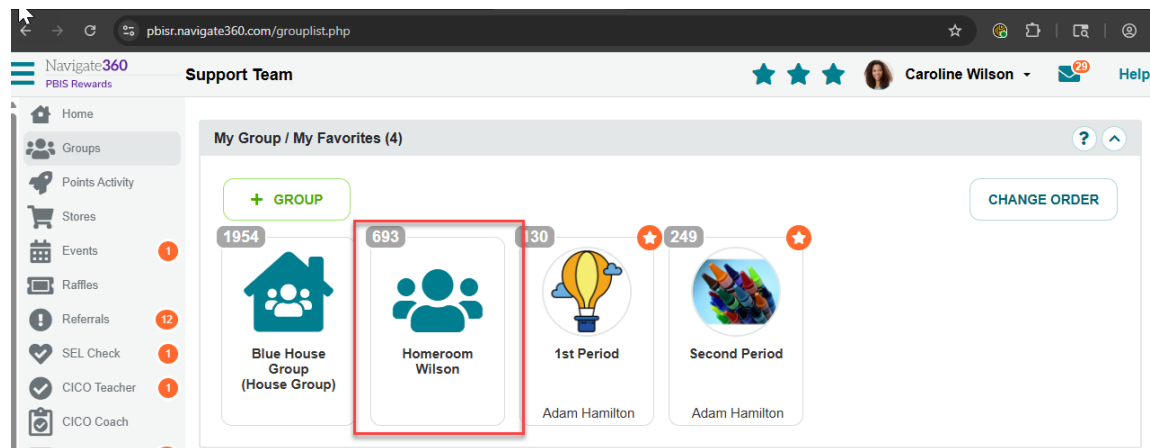
Once you have selected the appropriate reason, correct students, and included a comment (optional), you will click the “Reward” button and the points will be issued to the student(s) you selected.



Printing Rosters

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.

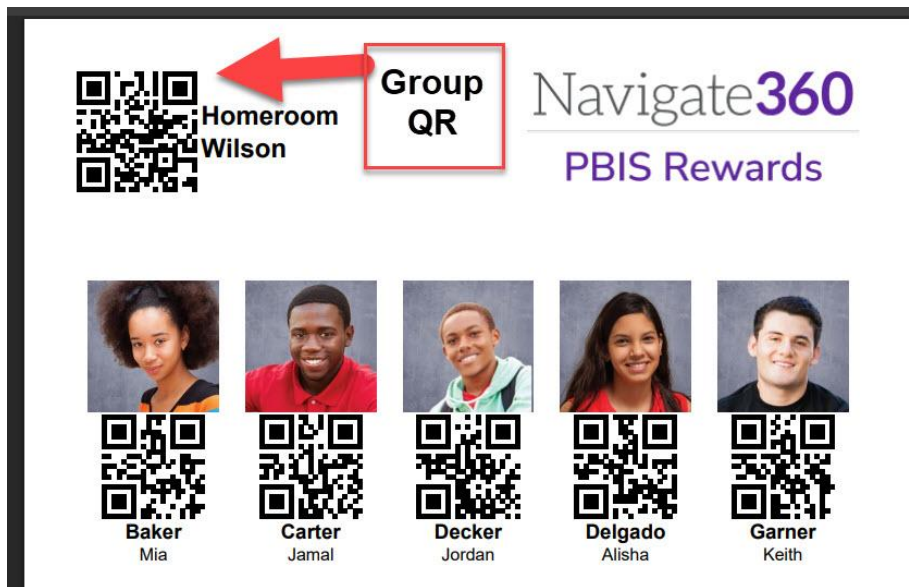
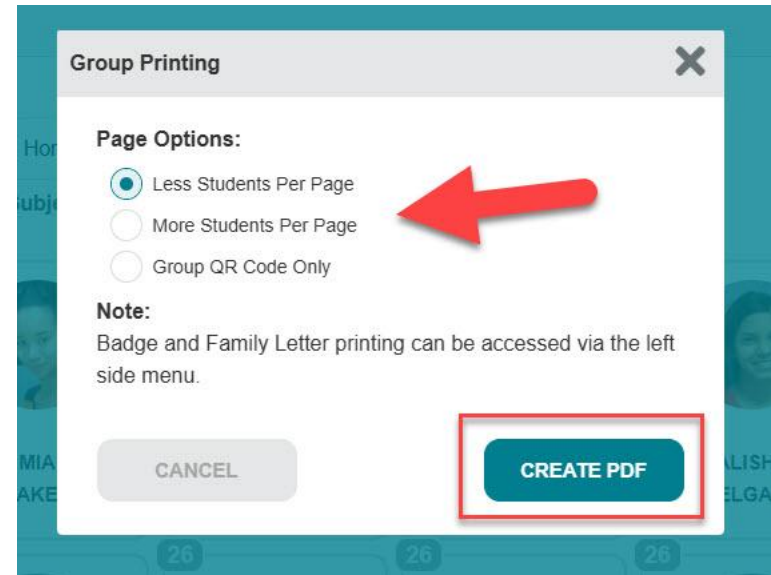


STEP TWO: After you click on the correct class/small group, the next screen will show you the students in the class. To print that roster, click on the “Settings” button on the right side of the screen. Next, click on “Group Print.”

Printing Rosters

STEP THREE: Select if you would like a few students on each printed page or many. You also have the option to only print the Group QR code. After you make your selection, click “Create PDF.”

Once you have clicked on the PDF button, it will download a file for you to open and print. Open the file and it will look like the image below. The students in the group will appear. This roster will allow you to use the individual student QR Codes or the group QR Code located at the top left (beside the group name). Group QR Codes will allow you to award mass points using a convenient method. Some teachers post the group QR outside their classroom door.

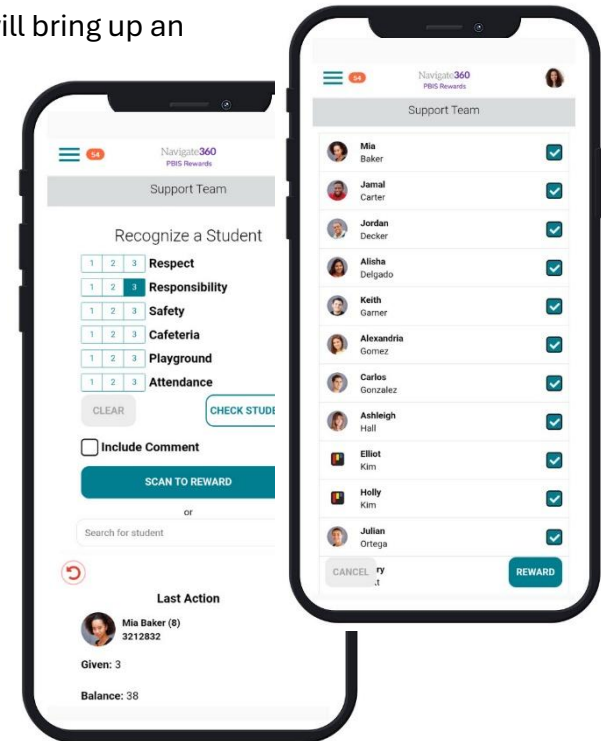
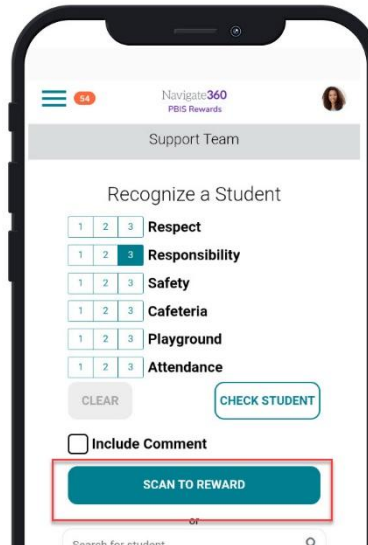
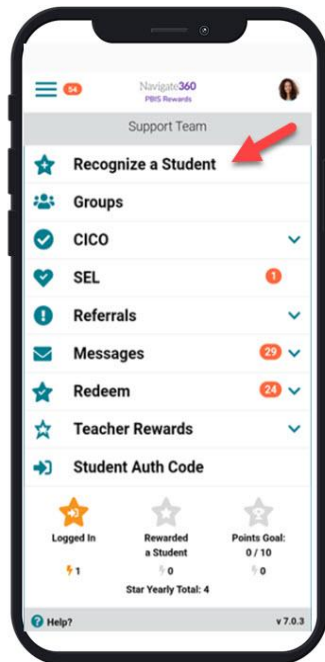


Entering Points with a QR Code

Using your printed class/small group roster

After you have clicked on “Recognize a Student,” select the points to be awarded. Next, 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 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 group name). Once your smartphone has read the QR code for the entire group, it will bring up an image like the one on the 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

The PBIS Rewards Platform allows staff to hold themselves accountable to their own daily progress. On your homepage on the top 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.

The screenshot shows the PBIS Rewards Platform interface for a user named Caroline Wilson. The top navigation bar includes the 'Support Team' title, three stars indicating progress, the user's name 'Caroline Wilson', and a 'Help' link. The main content area is divided into several sections:

- Support Team Banner:** Features a world map and the text 'Support Team'. Below it is a search bar labeled 'Search For A Student' and a 'CLEAR' button.
- My Group / My Favorites:** Contains four tiles: 'Blue House Group (House Group)', 'Homeroom Wilson', '1st Period Adam H.', and 'Second Period Adam H.'.
- Favorited Stores:** Contains two tiles: 'The Support Store (School Store)' and 'Wilson-Mart Store'.
- User Profile (Caroline Wilson):** Shows a profile picture, 'Star Yearly Total: 7', and three star icons with labels: 'Logged In' (2 stars), 'Rewarded A Student' (1 star), and 'Points Goal' (40/50, 1 star).
- Admin Favorited Reports:** Includes a 'POINT REPORTS' button and instructions: 'To favorite a report, select the star in the upper right corner of the report icon on any of the report pages.'
- Students on a Hall Pass:** Features a search bar and a table with columns 'Name', 'Location', and 'Elapsed Time'. The table currently shows 'No Results'.

A sidebar on the left lists various navigation options such as Home, Groups, Points Activity, Stores, Events, Raffles, Referrals, SEL Check, CICO Teacher, CICO Coach, Announcements, Teacher Rewards, Reports, Students, Staff, ID Printing, Family Link, Login Auth Codes, and Settings. A help icon is visible in the bottom right corner.

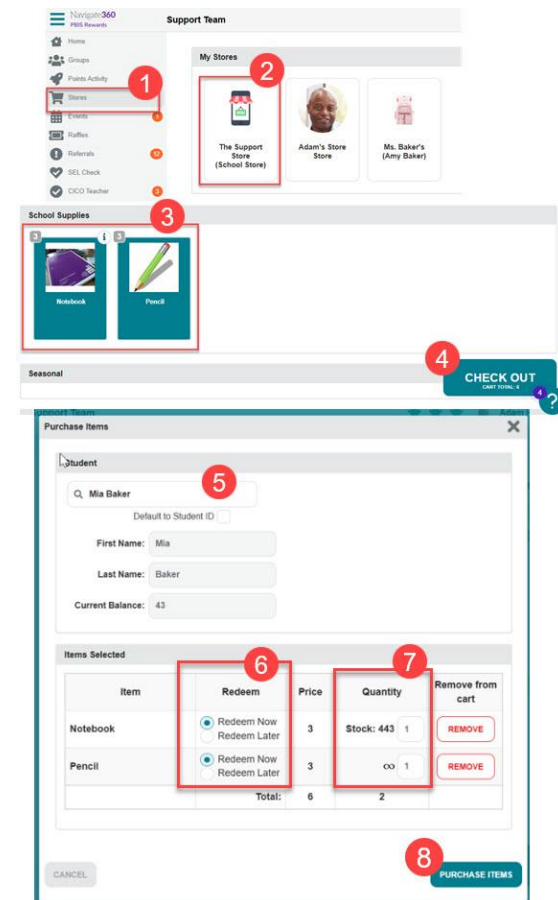
Redeeming Points

PBIS Rewards allows staff to use student points for a variety of incentives. Schools may choose to have school – wide or classroom events, raffles, and stores. Check with your PBIS Admin team to learn what incentives your schools will be using and visit the [PBIS Rewards Support Site](#) to learn more about each feature.

If your school has set up a School Store, you can sell items from the Staff App or on the Web Portal. On the Web Portal, you can sell from inside a group or from the Store page.

Here is the process of selling from the School Store screen on the Web Portal.

1. From the left side main menu choose “Stores.”
2. Select the “School Store.”
3. Select items to add to the cart.
4. Click “Check Out.”
5. Search for the student purchasing and select their name. The student’s current balance will be displayed.
6. Determine if the items will be Redeem Now (given at that moment) or Redeem Later (to be given later).
7. Adjust the quantities, if needed.
8. Choose “Purchase Items” to complete the purchase.



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 Help in the upper right.

OPEN A TICKET

Visit support.pbisrewards.com/help. Our support team will be happy to assist.

CALL THE HOTLINE

Reach us toll-free by calling the PBIS Rewards Hotline at 1-330-661-0106

JOIN THE BREAKROOM

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

