



## Guide to Awarding Points Schoolwide

Here are some tips to help guide you in successfully implementing PBIS Rewards. Use the PBIS Rewards desktop portal, the Establishing Point Values document, and the PBIS Economy spreadsheet to help with implementation.

- **Decide how many points you give for different expectations.**
  - For example, 5 points for picking up garbage without being told, 3 points for silently reading, etc. Use the Establishing Point Values document to establish these values.
- **Discuss with staff members a Daily Point Goal (DPG) for primary and secondary users.**
  - Primary users are frequent users (example: teachers). Secondary users are moderate users (example: support staff). Use the PBIS Economy spreadsheet to assist with establishing DPG.
  - Set Daily Point Goals in PBIS Rewards.
    - In the School Info tab, set primary and secondary DPG. Include a percentage to adjust the minimum and maximum point totals. Show staff members how to view their DPG and track how many points they've awarded. View the DPG report periodically to track how staff members are implementing PBIS Rewards.
- **Hold staff members accountable for awarding points daily.**
  - The Daily Point Goal will help in keeping all staff members consistent. Consistency is key when implementing PBIS Rewards!
  - Check Points Awarded by Staff report in PBIS Rewards.
    - Keep track of the number of points being given per scan via Points Awarded by Staff report. On the report, set the correct dates and click update. It may take a minute to load. On the right side, there is a column called "Avg Points." This allows you to see the average number of points staff give per scan. It will quickly show which staff members are using it correctly (the predetermined average) and who might need some coaching.
- **Set prices of store items based on expected number of points students will earn per week, grading period, etc.**
  - Utilize one of the PBIS Economy spreadsheets.
    - This spreadsheet will give you estimated totals of item prices based on how many points staff members are awarding and how many points students are accumulating.
  - Change the prices of store items as needed; this provides a real-world teachable moment about inflation or deflation. You might have an idea of how much something is worth, which may change when you see how your staff is using PBIS Rewards.
- **Set event prices close to the event date.**
  - Utilize the Student Report Generator in PBIS Rewards.
    - The Student Report Generator creates a report that will show you how many points your students are earning per grading period. For example, if prom is in three weeks, look at the average number of points per grading period/year and make the price a little higher – this will encourage students to continue earning points.
  - As mentioned earlier, feel free to change prices of events if student data shows the event will be too expensive or inexpensive.

This guide has been created based on implementation strategies seen in schools successfully using PBIS Rewards.