

## Pupil Rewards Help

This document tells you all you need to know about the School360 Pupil Rewards System.

- How to award points (rewards) (Class View)
- How to view the points earned in a specific week (Classview)
- How to view the school's points league tables and leaderboards (Cup – teacher Login)
- How pupils can see what points they have earned over the year (Certificate – pupil Login)
- How pupils/teachers can spend points (Avatar)
- How to set up your schools reward categories (Admin)
- What rewards reports are currently available (Admin)
- Future plans for the School360 Rewards System

### Overview

Pupils get rewards for in two ways: -

- Each time they log into school360
- When teachers award them points

Pupil are automatically given 5 points every time they log into school360, this is restricted to once per day. The good news is, Teacher's also get 5 points when they log in!

### How do Teachers Award Points to Pupils?

Go to the 'Class View' from your home page and select a class or group.



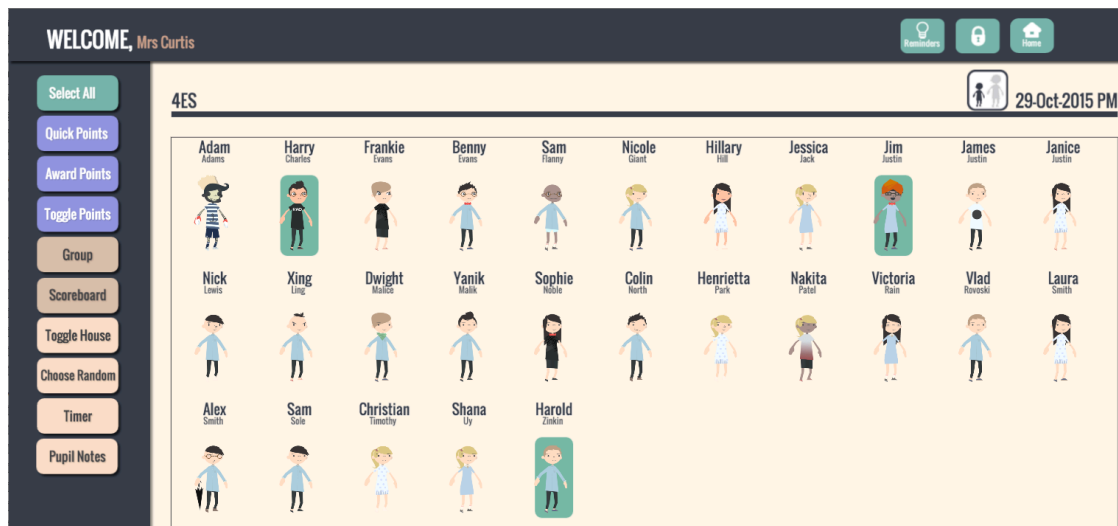
You can award points to either individuals or groups. Lets look at individuals fist...

When you award points you do three actions:-

- Select who you want to receive the points
- Select the reason code for the points
- Select how many points you want to award

#### Select who gets the points

You can award points to one or more Pupils, just click on each pupil you want to give points to and they will become highlighted as below (in this example we have selected three students).



### Select what the points are awarded for

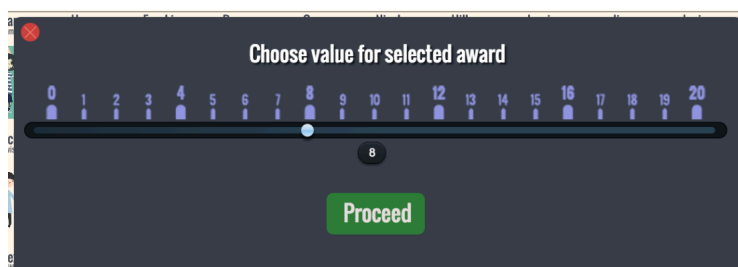
Now click on the 'Award Points Button', you will be presented with a choice of 'Reward' codes (use the scroll bar on right to see full list). Click on the reward code you want to apply.

*Tip\* You can configure your 'Reward' codes for your school in School360 admin.*



### Select how many points you want to give

You will be presented with the point's value selector bar. Drag the selector to the value you want (the number of points appears on the black button below the bar). Click the 'proceed' button to award the points to the selected pupils.



The pupils will be deselected once the points are awarded.

### Award Points to Groups

You can also award points to groups (Note\* you need to have your groups active at this point). So with your pupils in their groups, click on the 'Award Points' button. You will be presented with a list of the groups (note their names reflect the colors

assigned). Click on the group you want to award points to (we have selected the first group 'Red'), click on continue, then select the reason code and value of the points as previously explained.



Job done. Everyone in the selected group will be given the number of points you selected with the reward code chosen.

**But wait... there's more...** When you are working with saved groups we keep a tally of the points that have been awarded to the groups, and we have a scoreboard that tracks how many points each group has been awarded.

To see the current groups scoreboard, click the 'Scoreboard' button (you must be in group mode). You can reset the scoreboard at any time for the groups by clicking on the 'reset points count' button.

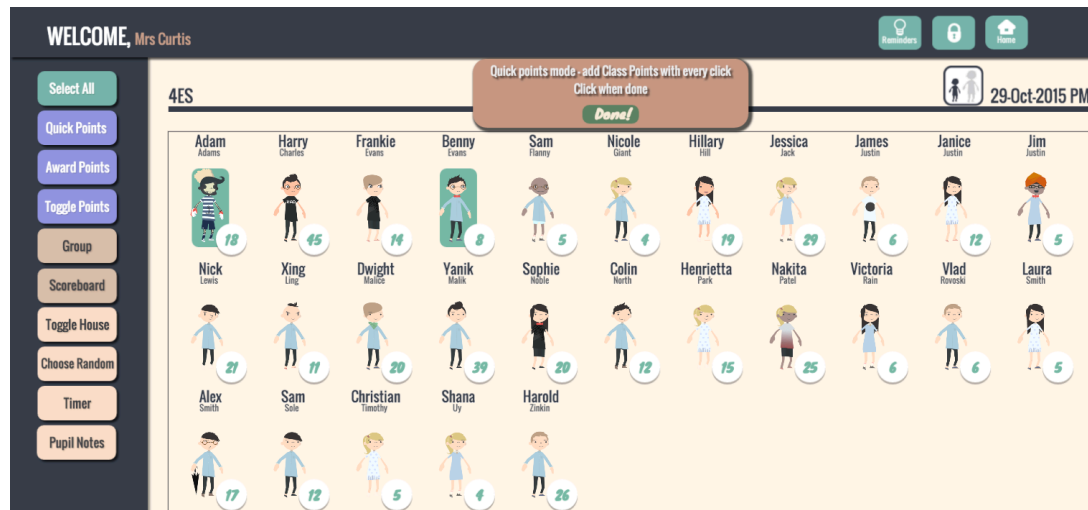
In the example shown below the orange group has been awarded 8 points (notice the little pink reset button top right).

Group	Points
Orange group	8
Red group	0
Yellow group	0
Blue group	0
Green group	0

### Quick Points

Yikes! There are special points called 'Quick Points'. Awarding these is a bit different. 'Quick Points' can be awarded quickly (hence the name). So just click on the 'Quick Points' button, ok, you are now in 'Quick Points' mode!

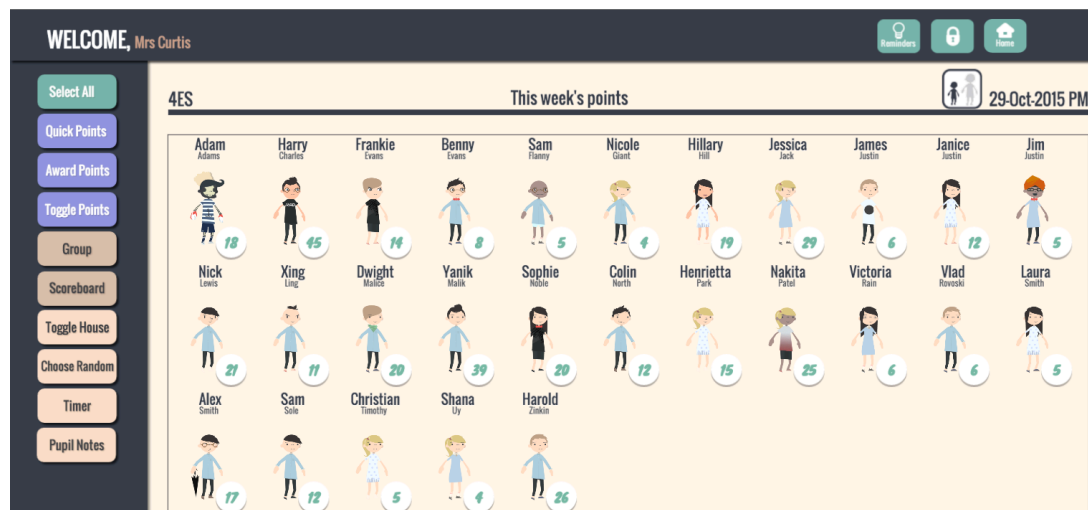
Now every time you click a pupil that pupil will be awarded a point (you can click the same pupil multiple times). This will continue until you press the green 'Done!' button at the top of the screen (see below).



**Tip\*** You can only give Quick points to individuals.

**Tip\*** The reward code for 'Quick Points' is automatically saved as "Class Points".

You can see the points that each pupil has earned by clicking the 'toggle points' button.



What you see is the number of points the pupil has received that week (it's automatically set to 0 every Friday night). It is important to note that the pupil's (bank account) overall points are not affected by the reset.

## Rewards League Tables and Leaderboard

To access the league tables and leaderboard click on the 'cup' icon on your home page.



There are two views available, these can be shared with the whole school in assembly: -

- Full league tables for classes and houses
- Leaderboard

**WELCOME, Richard** Help Home Mobile

**SCHOOL ACHIEVEMENTS**

*ALL CLASSES*   *ALL HOUSES*   *LEADERBOARD*

RESET POINTS COUNT

**WELCOME, Anne** Back Help Home Mobile

**ALL CLASSES**

POSITION	CLASS NAME	POINTS
1	4SW	30
2	3JK	20
3	1SY	16
4	2RT	3

The school leaderboard shows who is earning the most points by: -

- Individual Pupil
- Class
- House

 **Achievements** [Reset total points count](#)


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★★★ *TOP STUDENT* ★★★

★★★ *TOP CLASS* ★★★

★★★ *TOP HOUSE* ★★★

Click on each of the black bars to open the view for that category. You can reveal 3<sup>rd</sup> to 1<sup>st</sup> place in reverse order by clicking the 'Next Student' button.

 **LEADERBOARD**

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★★★ *TOP STUDENT* ★★★

[Next student](#)



**3rd**

*33 POINTS*




Imogen Edwards

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★★★ *TOP CLASS* ★★★

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★★★ *TOP HOUSE* ★★★

 **LEADERBOARD**

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★★★ *TOP STUDENT* ★★★

[Next student](#)




**2nd**

*39 POINTS*



Joseph Bassett



**3rd**

*33 POINTS*



Imogen Edwards

The points shown are the sum (total) of all points awarded for each pupil since the last points 'reset' was performed. The class view shows the sum of all pupils in that class and the house view the sum of all pupils in the house.

You can choose to do a 'reset' at any time. Just click on the little 'reset points count' button.



RESET POINTS COUNT

*Note\* This does not change the 'Avatar' points of the pupils. These only reduce when the pupil spends them.*

## How Can Pupils view their points

Click on the 'certificate' image on the home screen.



This will give the pupil a view of which points have been earned in the current week and a tally of the points earned in each of the schools rewards categories.

WELCOME, *Liz*

My Rewards  49 point(s) 

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

<b>Outstanding behaviour</b>  0	<b>Trying hard</b>  9	<b>Sporting achievement</b>  0	<b>Good listening</b>  0	<b>Good friend</b>  9	<b>Class points</b>  3
<b>Hand up</b>  0	<b>Good manners</b>  0				

### How to Spend Points

Ok this is the fun bit! Click on your avatar on the home page and you will enter our incredible avatar 'dress-up' store. It's pretty obvious what to do next...



Just browse through all the different areas of the store until you find something you want to buy. In the image below we have chosen the 'standard' pack and the 'shirts' category.





If you click on an object your avatar will 'try it on', so if you think that's the accessory for you click on click 'yes' and it's yours for life! Click 'no' if it's not for you. Have a go clicking random – the store manager will dress up your avatar for you (only using free outfits and items you have previously purchased).



That's it, if you like what you have changed click 'save' if not click 'cancel' to return to your home page.

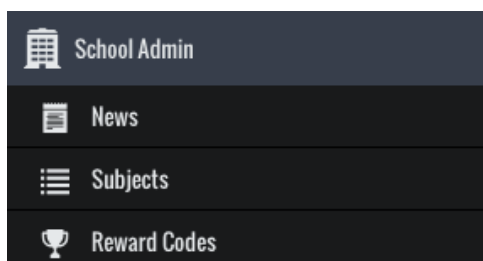
### How to Set Up Your rewards Categories

Reward categories are the names that appear in the brown list when you are awarding points. You get some pre-configured categories when you first start in school360, (only school admins, heads and teacher admins can do this).

To add your own categories, go to your admin area (click on admin and enter your 4 digit code).



Click on 'School Admin', then 'Reward Codes'.



You will see a list of the current reward codes configured for your school. You can add new codes, edit existing ones or delete codes.

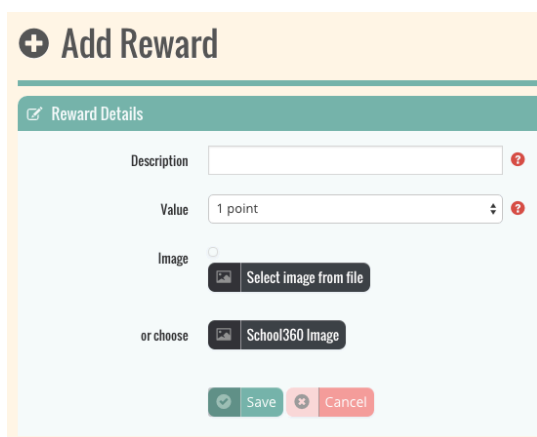
**Note\*** *You cannot change or delete the system's default reward codes.*

### Add a New Reward Code

Click on the 'Add Reward' button top right and complete the form. You can name the reward, define the default points to be awarded (this can be changed when you are awarding a reward), attach your own image or use a school360 one.

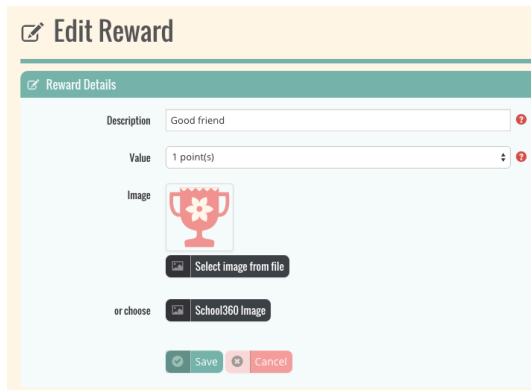
**Note\*** *The image you use must be less than 50kbytes.*

Click 'save' and you are done. You can edit this later if you want.



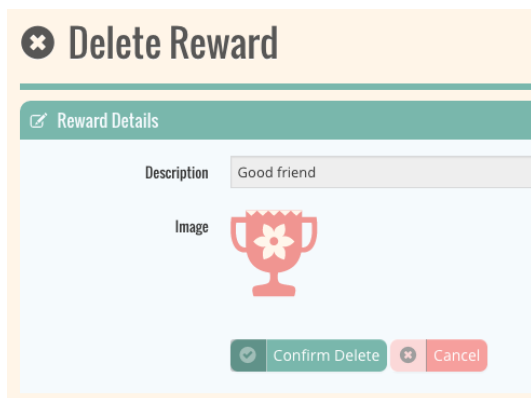
### Edit a Reward Code

Click on the little 'pencil' icon. You can now change your reward code as you wish.



### Delete a Reward Code

Click on the little 'red x box' icon. You can now delete your reward code, you will be asked to confirm the delete.



## What Reports/Views are Available?

You can see reward points reports in several ways: -

- View current week pupil tallies in Class View.
- View 'saved' group tallies in Class View.
- View ongoing pupil, class, house tallies in School Leaderboard
- Pupils view their own tallies using 'certificate' – pupil home page
- Teacher's can view and print a individual pupil's awards in admin go to 'My Pupils' or 'Manage Pupils' depending on your role.
- Teacher's can view and print pupil awards for a whole class in admin go to 'registration classes'.

### View/Print Awards for an Individual Pupil





























To view a pupil's awards, go to your admin area (click on admin and enter your code). Click on 'My Pupils' and search for the pupil you want to view points for.



**Pupils** Add Pupil

Filter Select Class: 2RT Find name




7 records per page Search:

FIRSTNAME	SURNAME	GENDER	UPN	POINTS	KEY STAGE	YEAR	OPTIONS
Adan	Yusof	F	C823299911060	1	KS 1	Year 1	   
Anastasia	Zazwiska	F	W823200110078	1	KS 1	Year 1	   
Carl	Edmunds	M	F823299911033	70	KS 1	Year 1	   
Carla	Mitchell	F	W823200110049	56	KS 1	Year 2	   
Chloe	Jackson	F	H823200110039	63	KS 1	Year 2	   
David	Hill	M	E823200110095	128	KS 1	Year 2	   
Eesha	Khan	F	U823200110096	80	KS 1	Year 2	   

Showing 1 to 7 of 31 entries Previous 1 2 3 4 5 Next

Click on the little 'beehive' icon.

**OPTIONS**

This will open the report configuration page, either select dates or choose a 'term' option and you can then view or print the report.

**View Liz Aaron's Awards**

Select filter

Start Date   End Date

Select Term  
Term 2

## View Liz Aaron's Awards

Date and time: 20 November 2015, 1:13 pm  
 Student: Liz Aaron - liz.aaron

1 points awarded on 10-11-2015. Award: Class points  
 6 points awarded on 10-11-2015. Award: Trying hard  
 1 points awarded on 10-11-2015. Award: Class points  
 1 points awarded on 10-11-2015. Award: Class points  
 9 points awarded on 28-09-2015. Award: Good friend  
 3 points awarded on 25-09-2015. Award: Trying hard  
 Total points: 21

Print report    Back to previous search

### View/Print Awards for an Individual Pupil

To view a awards for a whole class, go to your admin area (click on admin and enter your 4 digit code).

Select 'Registration Classes' from the side menu bar. Click on the 'beehive' next to the class you want to see the awards for.

Registration Classes Add Class

7 records per page    Search:

CLASS NAME	YEAR	TEACHER 1	TEACHER 2	OPTIONS
OR	Reception	Mrs Anne Curtis		
1SY	Year 1	Mr Steve Young		
2RT	Year 2	Mr Richard Taylor	Mrs Kathy Besa	
3JK	Year 3	Ms Julie Keenlyside		
4SW	Year 4	Mrs Sue Teacher		
5DT	Year 5			
5SR	Year 5	Mr Steve Robson		

Showing 1 to 7 of 8 entries    Previous 1 2 Next

This will open the report configuration page, either select dates or choose a 'term' option and you can then view or print the report.

### Print OR Class Awards

Select filter

Start Date:     End Date:     Print report

Select Term

Term 2    Print report

Back

**Print**

Total: 6 sheets of paper

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Destination

Pages  All  
 e.g. 1-5, 8, 11-13

Copies

Layout

Color

Options  Two-sided

[+ More settings](#)

[Print using system dialog... \(⌘P\)](#)

[Open PDF in Preview](#)

Date and time: 20 November 2015, 11:20 pm  
List of awards for members of class -- 1st

Student:Laura Adams - laura.adams  
Total points: 0

Student:Rebecca Akeman - rebecca.akeman  
2 points awarded on 25-09-2015. Award:Good listening  
Total points: 2

Student:Tarak Ammar - tarak.ammar  
1 points awarded on 01-09-2015. Award:Class points  
1 points awarded on 01-09-2015. Award:Class points  
Total points: 2

Student:Isis Arkell - isis.arkell  
1 points awarded on 01-09-2015. Award:Class points  
Total points: 1

Student:Sonya Astoni - sonya.astoni  
3 points awarded on 25-09-2015. Award:Trying hard  
Total points: 3

Student:Gwenneth Astwick - gwenneth.astwick  
1 points awarded on 01-09-2015. Award:Class points  
Total points: 1

Student:Wills Astwick - wills.astwick  
3 points awarded on 25-09-2015. Award:Trying hard  
Total points: 3

Student:Fiona Baker - fiona.baker  
Total points: 0

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Student:Anthony Barrett - anthony.barrett  
Total points: 0

Student:Zachary Benson - zachary.benson  
Total points: 0

Student:Steve Bond - steve.bond  
Total points: 0

Student:Hannah Carter - hannah.carter  
Total points: 0

## Future Developments

We are always looking to develop the reward system in School360 to make it more useful to Teachers, Students and Parents. So if you have any ideas please contact [info@school360.co.uk](mailto:info@school360.co.uk) or [Sue.Wild01@northumberland.gov.uk](mailto:Sue.Wild01@northumberland.gov.uk) or [Jennifer.Harris@northumberland.gov.uk.test-google-a.com](mailto:Jennifer.Harris@northumberland.gov.uk.test-google-a.com).

We are planning work in the following areas: -

- More ways for pupils to spend their points. Such as access to games.
- Print out certificates for top students, class etc.
- Print out pupil rewards certificates at end of year.
- Ability to log bad behavior as well as good – under discussion.

Yikes – that’s it... hope you enjoyed the trip...

Steve  
School360