

Back to School Webinar

Tips for a strong start to the year with Hero | 08.09.2023



Welcome!



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Logistics



- Slides, recording, and related resources will be shared in the follow up email tomorrow
- Live Q&A at the end
 - Ask general questions throughout by clicking **Q&A**
 - Send site specific questions to support@schoolmint.com



Agenda

- **Data Prep & Cleanup**
- **Updating Key Processes**
- **Ensuring Buy-In**
- **Hero Resources**



Data Prep & Cleanup

Active Terms

- Data
- Issues

Bell Schedule

- Daily Selection
- Best Practices
- Rosters

Users

- Updates
- Roles



Bell Schedules and Active Terms

The screenshot shows a web interface for managing bell schedules. On the left is a dark sidebar with icons for information, user profile, bell schedules (highlighted with a red box), editing, user management, and uploads. The main content area is titled 'Bell Schedules' and includes a notification bell icon in the top right. It displays 'Today's Bell Schedule' and 'Default Bell Schedule', both set to 'Bell Schedule'. A blue callout points to a plus sign button with the text 'Click the Plus Sign to add a New Bell Schedule.' Below this is a 'Schedules List' table with columns for 'Name' and 'Description'. The first row, 'Bell Schedule', is highlighted and has a red arrow pointing to it with the text 'Click an existing schedule to edit it.' This row also contains two buttons: 'MAKE TODAY'S SCHEDULE' and 'MAKE DEFAULT SCHEDULE'. Below the table, there is a section 'Select an active term(s) for this school' with a checked checkbox for 'Full Year'. A red arrow points to this checkbox with the text 'Don't forget to make sure your correct terms are selected.' At the bottom right is a 'SAVE TERMS' button. A 'Support' button is located in the bottom left corner.

Bell Schedules

Today's Bell Schedule: Bell Schedule

Default Bell Schedule: Bell Schedule

Click the Plus Sign to add a New Bell Schedule.

Schedules List

Click an existing schedule to edit it.

Name	Description
Bell Schedule	MAKE TODAY'S SCHEDULE MAKE DEFAULT SCHEDULE
Bell Schedule 1	
2021 -2022	

Select an active term(s) for this school

Full Year

Support **Don't forget to make sure your correct terms are selected.** [SAVE TERMS](#)



Schedules and Reference Codes

Setup Portal- Bell Schedule

Period Details

Period Name	Start Time	End Time	Ref. Code
1	8:30 AM	9:30 AM	1
2	9:31 AM	10:30 AM	2
3	10:31 AM	11:30 AM	3
4	12:00 PM	1:00 PM	4
5	12:00 PM	1:00 PM	5
6	12:00 PM	1:00 PM	6
7	12:00 PM	1:00 PM	7

Access Portal- Student Schedule

Schedule

Term	Period	Course	Instructor
Full Year	1	Art Appreciation	Daniel Morel
Full Year	2	Research	Eddie Nash
Full Year	3	English Lit - AP	Ann Alsabrook
Full Year	4	Biology	Lucy Rios
Full Year	5	Robotics	Sara Harris
Full Year	6	Band - Brass	Sara Harris



Data: Best Practices

Important questions to ask:

1. Have you updated your bell schedule for this year, if needed?
2. Do you have a default bell schedule selected or do you have a designated person that will set your bell schedule daily?
3. Have you checked your active terms for your first semester of the 22-23 school year?
4. Rise and Full Hero Schools: Have you checked that your reference codes are correct?

Resource to review:

- [Update your Bell Schedule and Active Term Setting](#)



Managing Users

The screenshot displays the 'School Dashboard' for 'Configuring A. Lafleur High School'. The user is logged in as 'amanda.lafleur@schoolmint.net'. The page contains a 'School Information' form with the following fields:

- * School Name:** A. Lafleur High School
- School Number:** 21484
- * Address:** 111 Teche Dr
- * City:** lafayette
- * State:** LA
- * ZIP Code:** 13432
- * Country:** United States
- * Telephone:** 12234567890








A video player overlay is visible at the bottom left of the screen, showing a play button and a 0:00 duration.



Teacher Rosters in Access Portal

My Students SELECT ALL [view all of my students]

1 2 3 4 5

 Sandra Guerra ID: 76871 - Grade: 12 +272 pts	 Jamae Garcia ID: 76721 - Grade: 9 +241 pts	
 Christian Rodriguez ID: 76579 - Grade: 10 +258 pts	 Victoria Wicker ID: 76327 - Grade: 12 +264 pts	
 Jasmine Mendoza ID: 76839 - Grade: 12 +208 pts	 Nayeli Bolds ID: 76383 - Grade: 12 +69 pts	 Alberto Vasquez ID: 76645 - Grade: 11 +324 pts

DID YOU KNOW
Student Photos can be uploaded into Hero by an All Rights User?
Instructions [HERE](#).



Users: Best Practices

Important questions to ask:

1. Are the users in our account current and do our teachers know how to login?
2. Have I thought about what I want my teachers to be able to do in Hero and have I given them the correct permissions?
3. Do I have enough All-Rights Users or teachers with a Champion role to ensure experts are available to help staff who need additional support?

Resources to review:

- [Managing User Lists](#)
- [Creating Roles in Hero](#)
- [Teacher Retraining Resources](#)



Updating Key Processes

Behavior Codes

- Updates
- Types
- Practices

Action Codes

- Updates
- Options
- Reactions

Communication

- Email
- App
- Reports



Better Understanding Trac Codes & Actions

The screenshot shows the 'Trac Codes' management interface. At the top, there is a search bar with the placeholder text 'Start by typing the name, description, or any part to narrow do'. To the right of the search bar is a 'Status' dropdown menu currently set to 'All'. Below the search bar is a 'SAVE ORDER' button and a blue square button with a white plus sign. The main content is a table with the following columns: Name, Description, Owner, Print Pass, Active, and Order. The table contains several rows of trac codes, including ADMIN_ACT, COLLEGE, CLASINTERV, DressCde, ESE_ELL, LossOfTime, and MTSS_RTI.

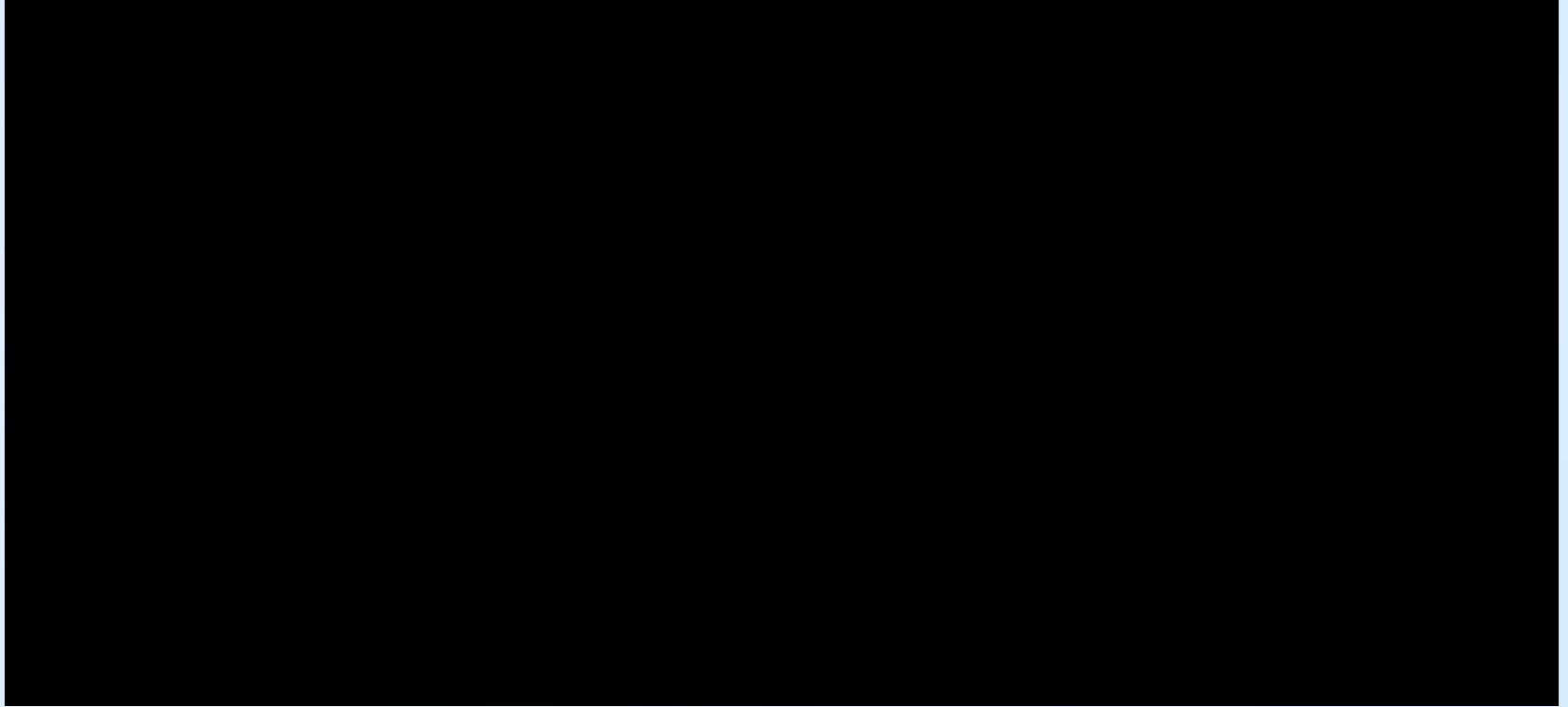
Name	Description	Owner	Print Pass	Active	Order
ADMIN_ACT	In School Suspension / Admin Consequence	Bayside	Yes	No	☰
COLLEGE	College Progress Tracking	Bayside	No	No	☰
CLASINTERV	Classroom Teacher Interventions	Bayside	No	Yes	☰
DressCde	Dress Code Violations	Bayside	No	Yes	☰
ESE_ELL	Accommodations	Bayside	No	Yes	☰
LossOfTime	Loss of instructional time	Bayside	No	Yes	☰
MTSS_RTI	Intervention Feedback	Bayside	No	Yes	☰

When creating a behavior trac code, you must also **ADD ACTIONS** which ultimately instruct the code *What To Do* when that code is used. There are several settings one must consider when creating or managing their actions as part of a behavior trac code.





Trac Codes & Action Codes



Parent Email Notifications

Email Notification & Letters

English Spanish

Subject

Your student was On Task!

Body

Hi, {{GUARDIAN_NAME}},

I just wanted to let you know that {{STUDENT_FIRST_NAME}} has been On Task FIVE TIMES this semester, and we think that's pretty great!

Include Behavior History

Hi, Corey,

I just wanted to let you know that Suzie has been On Task FIVE TIMES this semester, and we think that's pretty great!

Email Notifications

Schools may send auto-generated emails directly to the guardian for selected behaviors.

Messaging

Schools may allow parents to communicate back to the school via the parent mobile app.



Parent Email Notification Sample

Dear Parent or Guardian:

Joseph D Jackson, ID Number 76385, has been entered into our Student Tracking System 17 times for the following behavior: 2 NEG - Missing Assignments

Record #	Entry Date	Entry Time	Behavior	Action
118350055	Monday, July 1, 2019	1:29:50 PM	NEG_MISSWK	After School Academy
108472133	Monday, March 18, 2019	11:32:38 AM	NEG_MISSWK	After School Academy
108472060	Monday, March 18, 2019	11:32:19 AM	NEG_MISSWK	After School Academy
98986109	Thursday, January 24, 2019	10:23:09 AM	NEG_MISSWK	After School Academy
95624371	Sunday, January 6, 2019	5:26:30 PM	NEG_MISSWK	After School Academy
95624335	Sunday, January 6, 2019	5:19:00 PM	NEG_MISSWK	After School Academy
95624041	Sunday, January 6, 2019	4:52:02 PM	NEG_MISSWK	After School Academy
80158068	Friday, September 28, 2018	7:18:13 AM	NEG_MISSWK	After School Academy
79424548	Tuesday, September 25, 2018	2:12:06 PM	NEG_MISSWK	After School Academy
79424323	Tuesday, September 25, 2018	2:11:46 PM	NEG_MISSWK	Warning
79424212	Tuesday, September 25, 2018	2:11:31 PM	NEG_MISSWK	Warning
75403130	Thursday, September 6, 2018	1:53:23 PM	NEG_MISSWK	After School Academy
71947211	Tuesday, August 7, 2018	3:08:52 PM	NEG_MISSWK	Warning
71947188	Tuesday, August 7, 2018	3:08:37 PM	NEG_MISSWK	Warning
71910551	Wednesday, July 25, 2018	9:49:48 AM	NEG_MISSWK	After School Academy
71910550	Wednesday, July 25, 2018	9:49:27 AM	NEG_MISSWK	Warning
71909215	Tuesday, July 24, 2018	6:13:20 PM	NEG_MISSWK	Warning

Joseph is missing a school assignment. We strive to ensure that all students are successful, which includes responsibility in completing their school work. An Academic Academy may be assigned to help your student get caught up. Please refer to the behavior history. If you have any questions, you may contact the teacher. Thanks for your help and support!

Resource to review:

- [How to Create or Edit Parent Notifications](#)

Dear Parent or Guardian:

Joseph D Jackson, ID Number 76385, has been entered into our Student Tracking System 10 times for the following behavior: PBIS - Respectful

We'd like to give a special shout out to Joseph for being RESPECTFUL! Thank you for being awesome, and keep up the great work! Joseph can visit the school store to spend Hero points before school on Mondays and Thursdays in the cafeteria.

To view your students behavior history and any outstanding consequences, please create a Hero account by following the directions below:

- 1) Go to <https://access.heropowered.com>
- 2) Select the parent or student button
- 3) Click "Create An Account"
- 4) Enter name, your email address, choose a password, click "Create user"
- 5) Click "Add Student"
- 6) Enter your student's ID#, Date of Birth, and Last Name.
- 7) Click "Add Student"



Parent & Student Apps

Parents and students will have access to their own **Hero portal** where they can monitor their point balances, upcoming disciplinary actions, and view their Hero behavior history.

Kevin Jones
4048, Grade 12
Print New ID Card

WHAT'S BEEN HAPPENING

Over the last 30 days, Kevin had **10 positive**, **0 negative**, and **4 neutral** behaviors.

28 total points

20 available points | 55 behavior tracks | 12 actions | 0 referrals

UNCOMPLETED ACTIONS

Action	Date
Detention - Past Due	08/28/2014
Detention	5/10/2014
Saturday School	5/18/2014

BEHAVIOR TRACKS

Date	Time	Behavior Code	Action	Action Date	Completed	Pts
1/8/2014	6:37 pm	TARDYS	Detention	1/8/2014		-1
6/12/2014	11:30 am	TARDYS	Detention	6/12/2014		-1
2/7/2015	9:17 am	TARDYC	Detention	2/20/2015		-1
3/7/2015	9:29 am	TARDYC	Detention	3/13/2015		-1

Good Morning Lawrence!

All Star
156 Tiger Points to unlock Hall of Fame!

278 Point Balance | 472 Total Points

Detention
Friday, April 24, 2020

Action Name
Monday, April 20, 2020

Detention
Dress Code Violation

FRIDAY, APRIL 17, 2020

Please report to the West Hall Library at 2PM

Lawrence Webster
GRADE 11 | ID 7412

Congrats! You've unlocked **Hall of Fame!**

1

FFO EXTRA PERKS
FFO 2x Uniform pass
FFO 1x VIP room pass
FFO Extra 30 pts

Lawrence Webster
GRADE 11 | ID 7412

All Star
STATUS

Ensuring Buy-In

Goals & Thresholds

- Incentives
- Date Range
- Target Points

School Stores

- Central Location
- Store on Wheels
- Form & Delivery

Raffle Drawings

- Quick & Easy
- Students and Teachers



Goals & Thresholds

Determine the Goals, Incentives, and Date Range

Level 1: Bronze

100 Points

- Free Dress Pass
- Certificate
- Extra Recess Time

Level 2: Silver

250 Points

- Pizza Party
- Breakfast with the Principal
- Spirit Store Items

Level 3: Gold

500 Points

- Karaoke Party
- Pie a Teacher
- Special Event During the Day



Goals & Thresholds

Set the Target Points Setup Portal

Target Points

Enter up to three optional Targets Points for your school. Clear a Target's Name to remove it.

Target Name	Target Points
Bronze	100
Silver	250
Gold	500

Monitor the Points Access Portal / App

Schoolwide Points Report

Student Point Totals

School Activity Report

Teacher Usage

Student App/Web

Monitor Self Progress



Goals & Thresholds: Tips

Host a grade-level competition!

Export your Schoolwide Points Report to a .CSV to create a quick grade-level leaderboard.

Accrued Records Report

Search for students who came close to the target points but didn't quite make it and reward them for effort!

Reset your Hero points each cycle so that students and staff can easily view how they are progressing toward the new goal.

Use Deactivate Records in the Hero setup portal to reset your positive behaviors for each new cycle.



School Stores







School Store
in Central Location



School Store
On Wheels

ON CAMPUS INCENTIVES - INCENTIVES FOR DELIVERY/PICKUP

GOLD! 100 Hero Points Each.

	
<input type="checkbox"/> Water Bottle	<input type="checkbox"/> Pie Your Teacher in the Face (Next Pep Rally)
	
<input type="checkbox"/> Pizza with a Friend (Last Friday of Month)	<input type="checkbox"/> Basketball During Lunch (Date will be assigned by administrator)

School Store
Form + Delivery/Pickup



Free Dress Pass	Homework Pass	Technology Pass	Early to Lunch Pass
Library Time	Get Out of the Mile Pass	Basketball at Lunch	Pizza Party with Friend/Teacher/Principal
Ticket to an Event or % Off Ticket	Bingo Sheet	VIP Table or Lounge	Karaoke at Lunch or Before/After School
Announcement Shout Out	Insta-Grams to Friends	Detention Waiver	School Supplies
School Gear	New ID Badge	Mystery Bags	Raffle Entry
Suspension Reduction	Popcorn/Ice Cream at Lunch	Pie Your Teacher in the Face	Holiday Shopping (donated items from home)



School Store: Things to Consider

Benefit: Students can choose how they want to spend their points.

Consideration: Requires manpower to operate.

- **When/How often will the school store be open?**
- **Where will the school store be located?**
- **What items/privileges will you offer in the school store?**
- **Who is responsible for operating the school store?**
- **Who is responsible for redeeming the points in your virtual school store?**
- **How will students know what they can purchase from the school store?**



Raffle Drawings

Reports > Daily Activity NEED HELP? MESSAGES Welcome RJ Teacher

Behavior Code: PBIS_Effor - PBIS-Effort User: All Users Start Date: 6/4/2022 End Date: 8/4/2022 Show Deactivated Records: **FILTER**

Table Graph Export to CSV Print / PDF

Filter records:

Student ID	Student Name	Grade	Entry Date	Entry Time	Behavior Code	Action
76589	White, Chancellor	11	07/25/2022 2	11:41 am EDT	PBIS_Effor	Hero Point
76543	Rojas, Mikayla	12	07/25/2022 2	11:41 am EDT	PBIS_Effor	Hero Point
76441	Hendrickson, Yesenia	9	07/25/2022 2	11:41 am EDT	PBIS_Effor	Hero Point
76263	Beasley, Jocelyn	12	07/25/2022 2	11:41 am EDT	PBIS_Effor	Hero Point

Filter for a specific behavior code.

Filter for the correct date range.


Select **FILTER**

Export report to CSV



Raffle Drawings



ENTER TO WIN



PIZZA PARTY!
FOR YOU AND 3 FRIENDS.
5 WINNERS!

50
hero
points each

REDEEM YOUR HERO POINTS AT LUNCH THIS WEEK TO ENTER.
You may enter as many times as your Hero Points will allow.
Check your Hero app to view your point balance.

 <p>10 points each</p>	 <p>25 points each</p>	 <p>25 points each</p>
<p>1 DOZEN CUPCAKES You can share with your friends! 5 Winners!</p>	<p>TEACHER KARAOKE Select a teacher and song to perform Karaoke! 5 Winners!</p>	<p>GAME LOUNGE One day during advisory! 5 Winners!</p>

WINNERS WILL BE ANNOUNCED AT FRIDAY'S PEP RALLY!

Redeem Points for Entries

- Students can choose which raffles they would like to enter.
- Students can redeem points to enter desired raffles multiple times.
- The smaller the incentive, the fewer the point entry. The greater the incentive, the greater the point entry.



Incentives: Best Practices

Positive Behavior Reinforcement works best when it happens often.

- Recognize
- Reinforce
- Reward

Incentives work best when they are:

- Frequent
- Observable
- Obtainable

Resource to Review: [Incentives Playbook](#)



Resources

[SchoolMint University](#)

Virtual training for both the Setup and Access portal. Level 100 is GREAT for retraining your teachers.

[Relaunch Hub](#)

Whether it's the beginning of a new school year, or you are re-energizing your efforts mid-year, use these resources for a successful Hero Re-Launch!



Q&A



Thank you!

