

PBS Referral Q & A

Staff,

Listed below are clarifications and questions from the PBS staff meeting last week. If you have any further questions, please don't hesitate to ask!

Q: How do I access email addresses from Edline?

A:

1. Pick one of your classes.
2. Go to the command center (left side) and choose the send e-mail option.
3. You will basically follow the steps on each page and you will be able to e-mail the students, parents, or both.

Q: What is the link for the PBS student referral form?

A: <http://www.educationmadeeasy.net/Student%20Referral%20Form.htm>

Q: How do I get the link on my desktop?

A: You can add a desktop shortcut by minimizing all programs on your computer and following these steps:

1. Right-click anywhere on your desktop and choose New – Shortcut
2. For Type the location of the items enter
<http://www.educationmadeeasy.net/Student%20Referral%20Form.htm>
3. Click Next
4. For the shortcut name enter **STUDENT REFERRAL FORM**
5. Click Finish

Q: When giving a detention, who monitors that detention?

A: Whoever gives the detention monitors that detention, unless other arrangements are made.

Q: How do I get to the teacher's folder?

- A:
1. Go to my Computer
 2. Click on: Smith_staff on'Tsd_nas1' (T:)
 3. Find folder named PBS
 4. Click on PBS Infraction System

Q: When can I refer a student? Do they have to be in my class?

A: You can refer a student at anytime, before school, hallways, lunch, after school. No, they do not have to be in your class and you don't have to be a teacher (ie. Paraprofessionals, aides, etc.).

Thank you!!

The PBS Steering Committee!

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