ScholarChip-ABE

Guide to Using the ABE System

School Portal: abe.scholarchip.com
Student Portal: abestudent.scholarchip.com
Parent Portal: scholarconnect.com

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Creating a New Note

1. Select the *All Students* tab at the top center of your screen.
2. Mouse over the green *Create New* box in the top right-hand corner of the *All Students* page. Select *Note*.
3. After the New Note screen has appeared, you may select one or multiple students.
4. Once the student name(s) have been selected, you can enter information in the note body.
5. Confidential notes can only be seen by administrators and the creator.
6. When you are done, click *Confidential* or *Public* and then click *Save*.
7. The system will instantly redirect you to the *All Students* Page. You may choose another action or select the student to verify the note.
8. Notes can also be generated by selecting the student first and following steps 2-6 from the *Student Detail* page.

Creating a New Classroom Action

1. Select the *All Students* tab at the top center of your screen.
2. Mouse over the green *Create New* box in the top right-hand corner of the *All Students* page. Select *Classroom Action*.
3. After the *New Classroom Action* screen has appeared, you may select one or multiple students.
4. Once the student name(s) have been selected, if you are entering the data for another staff member you can select the *Referring Staff* from a dropdown of all school staff.
5. Specify *Incident* details:
    a. The date defaults to the current day but can be changed to a prior day.
    a. Enter the time in the correct format: 08:30 AM/PM.
    b. You can enter a brief general incident description. Addition descriptive information can be entered at the student / offense level.
6. Specify student action(s):
    a. Enter the student action(s) that occurred during this incident and associate each student action with the student who displayed the behavior using the checkbox next to each student's name to associate/disassociate the student with the behavior.
    b. A detailed description can be added for each student action.
    c. Be sure to click the *Add* button at the bottom of the *Student Actions(s)* section (shaded in blue) to record each behavior that occurred during the incident. A new Student/Action tile will appear on the screen recording each student's behavior.
    d. If you would like to modify or remove the Student/Action information after it has been added use the *Edit* and *Delete* buttons found in the upper left of each Student/Action tile.
7. When multiple students and/or student actions have been specified you will need to specify the *Incident Type*. Use the radio buttons to specify if you are recording behavior that occurred:
    a. Independently
    b. During one incident
8. If you would like to notify other staff besides your administrator, you may add them in the *Notify* section. This can be any staff member with an academic interest in Little Johnnie.
9. You will be shown a list of the last five Classroom Actions you entered for this student.
10. In the *Teacher Action(s)* section specify the teacher actions taken for each Student and Student Action.

a. Associate at least one Teacher Action with each Student Action using the checkbox next to each student's name/behavior.
b. A detailed description can be added for each Teacher Action.
c. Be sure to click the *Add* button at the bottom of the *Teacher Actions(s)* section (shaded in blue) to record each Teacher Action. A new Student/Action tile will appear on the screen recording the teacher's response to each student's behavior.

11. If you would like to modify or remove the teacher response information after it has been added use the *Edit* and *Delete* buttons found in the upper left of each Student/Action tile.
12. When you are done, click *Save* to save the new Classroom Action. (The newly created Classroom Action will immediately have a status of Closed.)
13. If the Classroom Action doesn't save, make sure:
    a. You entered the time the incident occurred correctly.
    b. You have used the Add Student Action section's *Add* button to record all Student/Action data.
    c. You have used the Teacher Action section's *Add* button to record at least one teacher action for each Student/Action.
14. If you successfully specified all the information for your new Classroom Action, the system instantly redirects you to the *Student Detail* page.
15. You may edit, delete, or print a letter from the *Actions* tab at the top right corner of the *Classroom Action*.
16. When multiple students and/or offenses have been specified as occurring within the same incident a *Linked* Classroom Action will be created for each Student / Action entered.
    b. A blue box containing the Incident Number will be included on the *Student Detail* page *Classroom Action* thumbnail.
    c. In addition to the above the Actions tab will allow:
        i. View Linked
        ii. Edit Incident
        iii. Print Linked Letters
17. You may see Classroom Action details by clicking on the *Classroom Action* from the *Student Detail* page.
18. Classroom Actions can also be generated by selecting the student first and following steps 2-12 from the Student Detail.

Creating a New ODR (Office Discipline Referral) Referral

1. Select the *All Students* tab at the top center of your screen.
2. Mouse over the green *Create New* box in the top right-hand corner of the *All Students* page. Select *Office Referral*.
3. After the *New Office Referral* screen has appeared, you may select one or multiple students.
4. Once the student name(s) have been selected, if you are entering the data for another staff member you can select the *Referring Staff* from a dropdown of all school staff.
5. Specify Incident details:
    a. The date defaults to the current day but can be changed to a prior day.
    b. Enter the time in the correct format: 08:30 AM/PM.
    c. You can enter a brief general incident description. Additional descriptive information can be entered at the student / offense level.
6. Specify student behavior(s):
    a. Enter the Offense(s) that occurred during this incident and associate each Offense with the student who displayed the behavior using the checkbox next to each student's name to associate/disassociate the student with the offense.
    b. The Offense Type defaults to *Minor*. Use the radio button to change it to *Major* when appropriate.

    c. A detailed description can be added for each offense.
    d. Be sure to click the *Add* button at the bottom of the *Add Offense* section (shaded in blue) to record each Offense that occurred during the incident. A new Student/Offense tile will appear on the screen recording each student's behavior.
    e. If you would like to modify or remove the Student/Offense information after it has been added use the *Edit* and *Delete* buttons found in the upper left corner of each Student/Offense tile.
7. When multiple students and/or offenses have been specified you will need to specify the *Incident Type*. Use the radio buttons to specify if you are recording behavior that occurred:
    a. Independently
    b. During one incident
8. If you would like to notify other staff besides your administrator, you may add them in the *Notify* section. This can be any staff member with an academic interest in Little Johnnie.
9. Under *Referral Handling* select the Assistant Principal (ABE role = Assistant Principal) that will be responsible for handling the referral. If the drop down is blank no staff member at your school has yet been given the ABE role of Assistant Principal, at least one Assistant Principal must be specified for your school. A referral cannot be saved without selecting an Assistant Principal to notify.
10. Select the Processing type:
    a. *Normal* is the default.
    b. *Urgent* will send a text message notification to the Assistant Principal selected to handle the ODR. When *Urgent* is selected at least one offense entered for this incident must have the Offense Type set to *Major*.
11. Checking *Student Sent to Office* will send a text message notification to the Assistant Principal selected to handle the ODR so they can watch for the student(s)'s arrival.
12. When you are done, click *Send to Administrator* to save the new referral. (An AP Secretary will automatically be assigned if your setup calls for it.)
13. If the ODR doesn't save, make sure:
    a. You entered the time the incident occurred correctly.
    b. You have used the Add Offense section's *Add* button to record all Student/Offense data.
14. If you successfully specified all the information for your new Office Referral, the system instantly redirects you to the Student Detail page.
15. You may edit, delete, or print a letter from the Actions tab at the top right corner of the Office Referral.
16. When multiple students and/or offenses have been specified as occurring within the same incident a *Linked* Office Referral will be created for each Student / Offense entered.
    a. A blue box containing the Incident Number will be included on the Student Detail page Office Referral thumbnail.
    b. In addition to the above the Actions tab will allow:
        i. View Linked
        ii. Edit Incident
        iii. Print Linked Letters
17. You may see Office Referral details by clicking on the Office Referral from the Student Detail page.
18. Office Referrals can also be generated by selecting the student first and following steps 2-12 from the Student Detail page.

Processing and Closing an Office Referral

Note: Only users with ABE Role = Assistant Principle are allowed to Process Office Referrals. If you need to be given the ABE Assistant Principle role please see your ABE Administrator.

1. Go to the *Tasks* menu.
2. Select *Tasks> Office Referrals*.
3. By default, you are only shown Open Office Referrals assigned to you. If you would like to see every Open Office Referral, uncheck the box that reads "show only referrals assigned to me."
   Note: Any staff member with ABE Role = Assistant Principle can process any Open Office Referral.
4. Click *View* to open the office referral.
   a. Orange indicates a *Minor* Office Referral.
   b. Red indicates a *Major* Office Referral.
5. You may edit, delete, or print a letter from the Actions tab at the top right corner of the Office Referral.
6. Office referral processing is located at the bottom of the referral. Go to the area labeled *Administrative Processing*.
7. When the Office Referral was created an Offense Type of Major or Minor was assigned. You can use the radio buttons to change the Offense Type.
8. Specify the administrative action(s) that will be taken for this student behavior.
   a. Choose the appropriate *Action* from the dropdown list.
   b. Enter the Administrative *Action Start* and *End* dates.
   c. Enter the *Duration*
      i. The field only accepts a numeric value.
      ii. Use the dropdown to select: Day(s) or Hour(s).
      Note: Use a decimal point to enter part of a day or hour. For example enter:
         - *0.5 and choose Day(s) for half a day*
         - *0.5 and choose Hour(s) for 30 minutes*
   d. A detailed *Comment* can be added.
   e. Be sure to click the *Add* button at the bottom of the *Add Administrative Processing* area (shaded in blue) to record each administrative action taken. A new tile will appear on the screen recording the action taken.
   f. Use the *Cancel* button at the bottom of the Add Administrative Processing area (shaded in blue) to clear this area.
   g. You can enter multiple administrative actions by repeating steps a-e above.
9. If you would like to modify or remove the action taken information after it has been added use the *Edit* and *Delete* buttons found in the upper left of each tile.
10. If you are unable to complete entering the Administrative Processing information at this time use the *Save as Draft* button at the bottom of the screen to save what has been entered so far. The Office Referral is given a status of *In Review*.
    Note: A red error message will appear at the bottom of the screen if you have entered any data in error. These errors must be resolved before the draft will be saved.
11. When processing a *Linked Office Referral*:
    a. A tile identifying the office referral being processed appears on the *Administrative Processing* section heading line.
    b. A tile for each linked office referral will display on the right side of the Administrative Processing section.
    c. Each tile displays the status of that Office Referral. Linked Office Referrals are processed individually so may have different statuses.
    d. Clicking the *Enter* button on one of the tiles along the right side of the Administrate Processing section will take you into <u>that</u> referral detail screen without saving any data you may have entered into the screen you just left.

e. If two (or more) students who participated in the incident have office referrals for the same behavior a checkbox will be presented in the Administrative Processing section allowing you to use the data entered to auto fill the Administrative Processing section for the other student(s).

12. When you have entered all required data click on one of the following buttons. Which is presented depends on how your school has defined your ABE Role.
    a. *Process and Close* – Displayed when an AP Secretary has not been assigned. The Office Referral is given a status of *Closed*.
    a. *Process and Send to Secretary*– Displayed when an AP Secretary has been assigned. The Office Referral is given a status of *Finalizing*.
        - An AP Secretary who has been association with the AP who entered the administrative processing data must review and Close the Office Referral.
        - Staff with ABE Role = AP Secretary receive an email when a referral is assigned to them.
13. If the Office Referral is missing data an error message in red will appear at the bottom of the page.
14. When you have successful saved:
    a. An Office Referral that is not Linked; the system immediately redirects you to the Student Detail page.
    b. A Linked Office Referral; you will be immediately taken into the Administrative Processing section of the next Open Office Referral in the link. *Remember the tile that appears on the Administrative Processing section heading line identifies the student/behavior that is being addressed.*
    c. If there are no remaining Open Office Referrals in the link, the system immediately redirects you to the Student Detail page.

Processing and Closing an Office Referral – PowerSchool Incident Management

If your school uploads Office Referral data to *PowerSchool* using *Incident Management* there are some additional data that will need to be entered when processing an Office Referral.

1. Specify if this Office Referral is to be exported to Power School.
2. The Power School Incident Management Office Referral Administrative Processing section has three sections. The data required is determined by your school's Power School interface.
    a. Incident Data. The data entered her will populate to all *Linked Office Referrals*.
    b. Behavior Data. Entered once for each Office Referral.
    c. Action Data. Multiple administrative actions can be entered for one Office Referral.

All other aspects of processing an office referral remain as descriptor above under *Processing and Closing an Office Referral*.

Processing and Closing an Office Referral – PowerSchool Log Entry

If your school uploads Office Referral data to *Power School* using *Log Entry* there are some additional data that will need to be entered when processing an Office Referral.

1. Specify if this Office Referral is to be exported to Power School.
2. Identify the reporting as *Local* or *State*.
3. The Power School Log Entry Office Referral Administrative Processing data requirements are determined by your school's Power School interface.

All other aspects of processing an office referral remain as descriptor above under *Processing and Closing an Office Referral*.

Closing an Office Referral with Status = In Review

An Office Referral is given Status = In Review when it is sent to a staff member with ABE Role = AP Secretary.

1. Only a staff member with their ABE AP Secretary Role attached to the AP who initially processed the referral can close it.
2. AP Secretary ABE roles can have multiple AP staff members attached.
3. Go to the *Tasks* menu.
4. Select *Tasks> Office Referrals*.
5. You will be taken to the *Finalizing* page.
6. Click *View* to open the office referral.
    d. Orange indicates a *Minor* Office Referral.
    e. Red indicates a *Major* Office Referral.
7. Review the Office Referral data for accuracy and adjust as needed. (See steps 5; 7- 9 and 11 under *Processing and Closing an Office Referral*.)
8. When you have entered all required data click on the *Process & Close* button.
9. If the Office Referral is missing data an error message in red will appear at the bottom of the page.
10. When you have successful saved:
    a. An Office Referral that is not Linked; the system immediately redirects you to the Student Detail page.
    b. A Linked Office Referral; you will be immediately taken into the Administrative Processing section of the next Finalizing Office Referral in the link. *Remember the tile that appears on the Administrative Processing section heading line identifies the student/behavior that is being addressed.*
    c. If there are no remaining Finalizing Office Referrals in the link, the system immediately redirects you to the Student Detail page.

Creating a New Ripple Effects Intervention and Attaining the Student Code

1. Select the *All Students* tab at the top center of your screen.
2. Mouse over the green *Create New* box in the top right-hand corner of the *All Students* page. Select Intervention.
3. After the New Intervention screen has appeared, you can select one or multiple students.
4. The student will automatically be assigned an Intervention Grade level based on student grade. The Intervention Grade level can be changed under *Intervention Grade*.
5. Under Intervention type select “Ripple Effects”. ***Note****: Intervention Grades PK-3 have only ABE Basic content available.*
6. When Ripple Effects is selected there will be a check box to the right to select the Ripple Effects “screen for strengths” functionality. This is selected when there is a need to recognize student strengths which will aid in assigning topics that student may be weak in.
7. Complete the data needed in next section:
    a. Offense Location
    b. Offense Date/Time
    c. Offense Description
8. In the *Schedule* section, enter the:
    a. Location
    b. Proctor
    c. Date
    d. Selected Time
9. When you are done, click *Save*. ***Note****: If the Intervention will not save, scroll to the top or bottom of the Intervention to see the error message in red.*

10. On the Student Detail Page, you may edit, delete, or print a letter for the newly-created Intervention from the Actions tab at the top right corner of the Intervention. ***Note****: Once the student has started the module, you may no longer edit or delete the Intervention.*
11. You may see Intervention details, select the Ripple Effects modules and attain the **student code** by clicking on the Intervention from the Student Detail Page.
12. The Ripple Effects intervention is not complete until the plan assessment data has been entered. To do so, go to the Intervention Details page, click 'Plan/Assessment' under the Student Code. From there, select the Ripple Effects module to be assigned.

Selecting Ripple Effects Modules:

- Type in the problematic behavior you are addressing. You can create three blocks of problematic behaviors. Each will have a corresponding learning objective block on the right side.
- Proceed with the next tab at the bottom.
- You will select topics for each playlist to the corresponding problematic behaviors. (Some topics may be blocked by school admin using topic blocker permission)
- Submit your varying play list by clicking the submit button in the top right.
- Close tab and the student will use the intervention code to log in at student url listed in first page at top left of this document.
- Student data will be displayed on the intervention page as it is completed. See Topic Completion log for results on the student page within intervention.

13. Interventions can also be generated by selecting the student first and following steps 2-12 from the Student Detail.

    Note*: When a student has started an Intervention but is unable to complete it the Intervention can be Forced Closed by the creator of the Intervention or any staff member with ABE Role = Administrator.*

Creating a New ABE Basic Intervention and Attaining the Student Code

1. Select the *All Students* tab at the top center of your screen.
2. Mouse over the green *Create New* box in the top right-hand corner of the *All Students* page. Select Intervention.
3. After the New Intervention screen has appeared, you can select one or multiple students.
4. The student will automatically be assigned an Intervention Grade level based on student grade. The Intervention Grade level can be changed under *Intervention Grade*.
5. You may select a related Office Referral or Classroom Action to be used to prepopulate the Intervention Offense data; however, **this is not mandatory**.
6. If the Offense data is not prepopulated from an existing Classroom Action or Office Referral you must enter the:
    a. Offense Location
    b. Offense Date/Time
    c. Offense Description
7. Students completing modules ranging from PK-6 are offered prizes. Select 3 prizes and click *Done*.
    Contact the ScholarChip Helpdesk at: (877) 722-2447 to update the list of prizes.
8. You may choose to Progress Monitor students completing modules with Intervention Grades PK-6. Progress Monitoring lasts 10 days and begins after the student has completed all modules. If you would like additional staff members to perform Progress Monitoring add them as an *Observer*.
9. When you are done, click *Save*.

10. When you are done, click *Save*. ***Note****: If the Intervention will not save, scroll to the top or bottom of the Intervention to see the error message in red.*
11. You may edit, delete, or print a letter for this Intervention from the Actions tab at the top right corner of the Intervention. Once the student has started the module, you may no longer edit or delete the Intervention.
12. You may see Intervention details and attain the **student code** by clicking on the Intervention from the Student Detail Page.
13. Interventions can also be generated by selecting the student first and following steps 2-11 from the Student Detail.

    Note*: When a student has started an Intervention but is unable to complete it the Intervention can be Forced Closed by the creator of the Intervention or any staff member with ABE Role = Administrator.*

ABE Basic Intervention Module Grade Level Content

Level	Time	Pre-Test	BAT	Vocab	Videos	Games	SBL	Test
PK-3	X	X		X	X	X		X
4-6	X	X		X	X	X	X	X
7-12	X	X	X	X	X		X	X

ABE Basic Intervention Module Content Demystified

1. **Time-** Gives you the time the student spend logged into the module.
   Estimated completion times:
   a. PK-3: about 15 minutes
   b. 4-6: about 30 minutes
   c. 7-12: about 45 minutes
2. **Pre-Test-** Asks questions to gauge the student's knowledge on the topic before information is presented.
3. **BAT-** Behavior Assessment Test (grades 7-12 only). Asks students a series of true or false questions. Responses of concern are identified.
4. **Vocab-** Introduces vocabulary that will be used in the module.
5. **Videos-** Lecture or cartoon videos on the topic. In Peer-to-Peer (grades 7-12), high school students share consequences of past decisions.
6. **Games-** Games to reinforce what the student learned.
7. **SBL-** Shout Back Lab. Opened ended questions the student must enter responses to.
8. **Test-** Questions based on material covered in the module. Students must pass with a 70% or higher. If they fail they will be directed to complete parts of the module again then asked to take the test again. If the student fails multiple times the program moves the student on to the next module.

What Causes ABE Basic Intervention Module Flags? (Intervention Grades 7-12 only)

1. When a student fails the Post Quiz a second time. Failing is scoring beneath a 70%.
2. When a student answers a number of questions in the BAT with concerning answers. Our program is telling you "Look! There is important information here!"
    a. **Critical Weight:** If a student answers a question abnormally, the question is labeled "Significant Answer" in orange. When a student has a high number of "significant answer" labels throughout their BAT, a flag will be generated labeled "Critical Weight."
    b. **Critical Question:** Some questions we consider to be more important that others. When a student answers one of these heavily weighted questions abnormally, the question is marked "Flagged" in red. The "Flagged" label on the BAT is more severe than "Significant Answer" label.

Viewing and Closing ABE Basic Module Intervention Flags (Intervention grades 7-12 only)

1. Mouse over the *Tasks* bar at the top right corner of your screen and select *Intervention Flags*.
2. You will be shown a list of all *Open* and *In Review* Intervention Flags.
    a. *Open* flags have not yet been viewed.
    b. *In Review* flags have been viewed but have not yet been fully addressed.
3. Find the target student and click *View* to open the Intervention Detail Summary.
    a. Orange indicates a "Critical Weight" flag.
    b. Red indicates a "Critical Question" flag.
4. On the Intervention Detail Summary page you can see**:**
    a. The Pre-Test answers by clicking on the Pre-Test percentage.
    b. The BAT responses and flags by clicking on the word *Flagged* or *OK*.
    c. The Shout Back Lab (SBL) responses by clicking on the word View.
    d. The Final Test answers by clicking on the Finial Test percentage(s)
5. In order to close the Intervention Flag(s), scroll down to Flags Section at the bottom right of the page and click on the *Open* / *In Review* buttons.
6. On the resulting popup screen, click *Start Review*.
    a. Enter the actions taken in response to what generated the flag.
    b. If the flag has not yet been fully addressed click *Save as Draft*. The flag status is changed to *In Review*.
    c. If the flag has been fully addressed click *Close Review.* The flag status is changed to *Closed.*

Creating and Completing a FBA

1. Select the *All Students* tab at the top center of your screen.
2. Use the Student Search or filter to find the target student.
3. Click on his or her name to access the Student Detail page.
4. Mouse over the green *Create New* box in the top right-hand corner of the Student Detail page. Select FBA.
5. Choose an observation period for the student and add any additional staff members who will be collecting data during the FBA. Use the *Add* button to add these observers.
6. When you are done, click *Save*.
7. The system will instantly redirect you to the Student Detail Page. You may edit, delete, or print a letter for this FBA from the Actions tab at the top right corner of the Intervention. Once the day of monitoring arrives, the FBA is locked and can no longer be edited or deleted.
8. You may see FBA data and graphs by clicking on the FBA from the Student Detail Page.
9. In order to begin a FBA observation, select FBA under *Tasks.*

10. Find the target student and select his or her name in the blue box. This will automatically direct you to the observation tool.
11. To begin recording an observation, select "Record New Observation."
12. You can force the time and frequency by selecting "Force Time and Frequency".
13. There are 3 different save options.
    a. *Save Draft and Create New*- Anything recorded is saved and a new observation appears. The new observation that will be created can be completed or canceled.
    b. *Save and Record New Behavior/Antecedent*- This feature can be used to save time. In this scenario, the next observation sheet appears with the same subject and context as the current observation.
    c. *Save and Continue*- This is a basic format to save the observation. When selected, you will be directed back to the observation sheet.

Creating and Completing a BIP

1. Select the *All Students* tab at the top center of your screen.
2. Use the Student Search or filter to find the target student.
3. Click on his or her name to access the Student Detail page.
4. Mouse over the green *Create New* box in the top right-hand corner of the Student Detail page. Select *BIP*.
5. Enter all the required information. If you have completed an ABE FBA, you may connect the FBA with the BIP and auto-fill portions of the BIP. If you have not, you may manually fill out each section.
6. You may skip questions that do not apply to the individual BIP.
7. You may set on Progress Monitoring of the student behavior by checking the *Progress Monitor* checkbox in Section 8 – Progressing Monitoring.
   You may choose to several staff members to Progress Monitor the student. These selected staff members will receive email reminders to complete Progress Monitoring daily for the number of days set.
8. A space is provided at the end of the form to enter notes.
9. You can save the data entered so far at any time by clicking *Save Draft*. When you are ready to create the BIP, click *Save*.
10. You can see BIP details and graphs by clicking on the BIP from the Student Detail Page.
11. In order to enter Progress Monitoring, mouse over the *Task* bar towards the top right corner of your screen and select *BIP*.
12. Find the target student and select his or her name in the blue box. This will automatically direct you to the Progress Monitoring sheet.
13. Remember, you can view the BIP data under the Student Detail Page both during the Progress Monitoring period and after it has concluded.

Creating a New Document

1. Select the *All Students* tab at the top center of your screen.
2. Use the Student Search or filter to find the target student.
3. Click on his or her name to access the Student Detail page.
4. Mouse over the green *Create New* box in the top right-hand corner of the Student Detail page. Select *Document*.
5. Choose the file you wish to upload.
6. Enter the document name as you want it to appear on the ABE Student Detail page.
7. Confidential documents can only be seen by administrators and the creator.
8. When you are done, click *Confidential* or *Public* and then *Save*.
9. The system will instantly redirect you to the All Students Page. You may choose another action or select the student to verify the Document.

Behavior Exchange Game

The Behavior Exchange Game is a tool that aids teachers in the micromanagement of the classroom by giving them the ability to track behaviors. For more guidance on the use of this tool, please visit:

(Decide if you are using the game school wide or independently in the classroom) The game process may change based on this permission.

<u>Turning Behavioral Exchange Game On/Off</u>

The game must be turned on for each class separately.

1. In order to use the Behavior Exchange you must first create a classroom of students under "My Classes."
2. If you would like to turn the game on or off after the class has been created, select the following: [+] Actions (top right) > My Class Admin > Edit Class. Here you may turn your game on and select a game theme.

<u>Checking vs. Savings</u>

- At the start of each week, each student's Checking Account is reset to a predetermined number of points.
- Savings points continue to accumulate week to week during the school year but can be manually reset for the entire school at any point in time.
- Points are removed from Checking for negative behaviors.
- The number of Checking points remaining in a students' account at the end of the week can be set to trigger the addition of points to the student's Savings account. Contact the ScholarChip Helpdesk at: (877) 722-2447 to turn this feature on.
- Savings points are earned through positive behavior.
- Savings points can be spent on rewards of your choice.
- Usually Savings points are manually reset after students are given the opportunity to use their savings points to participate in an event offered as reward for their good behavior. Resetting the savings points after this event allows all students an equal opportunity to participate in the next event offered.

<u>Using the Game</u>

On the Class page, each student has an *Actions* tab. In order to manipulate a student's account, select any of the following:

1. Add to Savings- Give the student points for displaying a positive behavior
2. Remove from Checking- Delete points for negative behavior
3. Transfer from Savings- Transfer points from savings into checking to avoid a consequence

4. Withdrawal from Savings- Deletes selected amount of points from that student's savings and shows them as "spent"
5. Add Note- Add a note that will appear on the student's weekly statement.

Adding More Behaviors

ABE gives you a default list of behaviors. If you would like to add more behaviors to Checking or Savings, select the following: [+] Actions (top right) > My Class Admin > Game Settings.

Trigger Points- Only applies to Checking Points

You may set up the system to notify you by email when a student's Checking Account falls beneath a certain point value (Trigger Points.) You will receive email notification when any one student has fallen beneath your Trigger Values. This email will alert you of the consequence to be implemented due to the student's low checking balance. To set trigger points select the following: [+] Actions > My Class Admin > Game Settings> Checking. You will set the consequences by using group values ranging from 50 down to 0. As the student's Checking Account drops, the consequences should become more progressive.

[+] Actions Tab- Game Screens and Editing Classroom

After the Behavioral Exchange has been turned on for a class, the [+Actions] tab will give you several options. The screens are opened in a new tab and are meant for classroom projection. These screens will allow students to see their behavior rank.

- Open Game View- This screen opens your selected game theme (Under the Sea or Outer Space). No class rankings are listed, but animations are displayed when a student's points are adjusted.

- Leaderboards- ABE gives you a variety of options for displaying leaderboards in the classroom. Any leaderboard selected will display on the game screen in another tab.

- Email Game Remote Link- The game can be controlled from a laptop, tablet, or smartphone. If you wish to control the game from a separate device, choose to "Email Game Remote Link". Opening the email link will give a separate device control of the game while the Game Screen remains displayed for the class. If your device does not locate Wi-Fi, you may use 3 or 4g service.

- Open Game Remote- This remote allows you to manipulate points for the entire class at once. The game can be played solely from this screen for more flexibility. Click *Select All* and manipulate points by selecting the green or red button on any student.

- My Class Admin- This is where you go to edit your classes
    - add a class (*Add Class* button on the left below the teacher's name)
    - delete a class (*Delete Class* button)
    - add students to the class (*Add Students* search box)
    - delete students from the class (click on X in lower right of student tile)
    - rearrange the seating chart (drag student tile to a new row/column)
    - change the class game settings (*Edit Class* button)