

Positive Behavior Referrals / Certificates – Administration

Positive Behavior Referrals (certificates) allow both Administration and Teachers to use positive reinforcement strategies to reward good student behavior. Teachers and Administrators can add or remove positive behavior for individual or groups of students.

Entering Positive Behaviors – Individual Students

From the Student Demographics screen:

1. Click Positive Referrals (Certificates) on the left sidebar.
2. Use the first row in the table to add a log record for the student.
3. Select the school year.
4. Select the Date Entered (given).
5. Select the expectation.
6. Select Entered by (your name).
7. In the Comments field, enter what the PBS message.
Note: Teachers cannot enter PBS on behalf of others.
Note: This will appear in the “for” section of the PBS certificate when printed.

Positive Referrals (Certificates)

School Year	Date Entered	Expectation	Entered by	Comment
2020-2021	09/27/2020			
2019-2020	10/31/2019		Schini, Barbara	Jahnai shows kindness t

8. Press enter.
9. The row will turn orange and the Save button will turn red.
10. Click Save.

School Year	Date Entered	Expectation	Entered by	Comment
2020-2021	09/27/2020			
2020-2021	09/27/2020	Kind		goes out of her w
2019-2020	10/31/2019			shows kindness t

Entering Positive Behaviors – Individual Students (Using Mass Add Log Records)

1. Click the Students tab.
2. Select Mass Add Log Records.
3. Click “By Student” tab.
4. Select Positive Referrals (Certificates) from the Logging field drop-down.
5. Previous log entries are listed in the table. Use the first row in the table to add a log record for a student.
6. Select the students name from the drop-down.
7. Select the school year.
8. Enter the Date (MM/DD/YYYY).
9. Select the expectation.
10. Enter your first and last name in the Entered by field.
11. In the Comments field, enter what the PBS message.
Note: This will appear in the “for” section of the PBS certificate when printed.
12. Press enter. The row will turn orange.
13. Click Save.

Positive Behavior Referrals / Certificates – Administration

FOCUS Mass Add Log Records

Danielle Eisenberg (Tea...) Veterans Memorial Elementary (0521) 2020-2021
Quarter 1 00 - 206 - SECOND GRADE

By Student By Group

Logging Field: Positive Referrals (certificates)

Export Filter: ON

Student	School Year	Date Entered:	Expectation:	Entered by:	Comment:
	2020-2021				
	2020-2021	09/22/2020	Respectful		Always says Thank Yo
	2020-2021	09/16/2020	Responsible		Great Job!!

Entering Positive Behaviors – Group of Students (Using Mass Add Log Records)

- Click the Students tab.
- Select Mass Add Log Records.
- Click the “By Group” tab.
- The Search screen will appear.
- Enter your search criteria to locate the group of students.
- Click Search.
- Select Positive Referrals (Certificates) from the Logging field drop-down.
- Use the first row in the table to add a log record for all selected students.
- Complete the required fields displayed with data to be added for each selected student. The selections made/data entered populates all applicable fields for the students list.
Note: You can also edit the populated data of individual student(s). Make changes as needed.
- Select the applicable students to update student data en masse.
- Click Save.

FOCUS Mass Add Log Records

Setup

Students

Users

Scheduling

Grades

Assessment

Search...

Student Info

Add a Student

Mass Assign Student Info

Mass Add Log Records

Reports

Advanced Report

FOCUS Mass Add Log Records

Veterans Memorial Elementary (0521) 2020-2021
Quarter 1 00 - 206 - SECOND GRADE

By Student By Group

Positive Referrals (certificates)

No Positive Referrals (certificates) Entries were found.

3 Selected

School Year	Date Entered:	Expectation:	Entered by:	Comment:
2020-2021	09/18/2020	☒ Kind ☐ Respectful ☐ Responsible ☐ Safe	Danielle Eisenbr	Nice Manners.

Search Screen Simple List Customized List

14 Students

Student	Student ID	Grade	School Year	Date Entered:	Expectation:	Entered by:	Comment:
☒		02	2020-2021	09/18/2020	☒ Kind ☐ Respectful ☐ Responsible ☐ Safe	Danielle Eisenbr	Nice Manners.
☒		02	2020-2021	09/18/2020	☒ Kind ☐ Respectful ☐ Responsible ☐ Safe	Danielle Eisenbr	Nice Manners.
☒		02	2020-2021	09/18/2020	☒ Kind ☐ Respectful ☐ Responsible ☐ Safe	Danielle Eisenbr	Nice Manners.
☐		02	2020-2021	09/18/2020	☒ Kind ☐ Respectful ☐ Responsible ☐ Safe	Danielle Eisenbr	Nice Manners.
☐		02	2020-2021	09/18/2020	☒ Kind ☐ Respectful ☐ Responsible ☐ Safe	Danielle Eisenbr	Nice Manners.

Positive Behavior Referrals / Certificates – Administration

Editing Positive Behaviors

From the PBS Certificates screen:

1. Locate the Positive Behavior entry you wish to edit.
2. Make changes as needed.
Note: Fields which are edited will turn orange.
3. Click Save.

Positive Referrals (Certificates)

School Year	Date Entered	Expectation	Entered by	Comment
2020-2021	09/27/2020			
2020-2021	09/16/2020	Kind	Danielle Eisenberg	Nice Manners.
2020-2021	09/14/2020	Kind	Danielle Eisenberg	Nice Manners.

Deleting Positive Behaviors

From the PBS Certificates screen:

1. Locate the Positive Behavior entry you wish to delete.
2. Click the red minus (-) to the left of the entry.
3. The confirmation pop-up window will display.
4. Click OK to confirm you want to delete the entry.
5. The row will turn gray and the save button will turn red.
6. Click Save.

train.focus.collierschools.com says
Are you sure you want to delete this record?

OK Cancel

Positive Referrals (Certificates)

Positive Referrals (certificates)

Export Filter: ON

School Year	Date Entered	Expectation	Entered by	Comment
2020-2021	09/27/2020			
2020-2021	09/16/2020	Kind	Danielle Eisenberg	Nice Manners.
2020-2021	09/14/2020	Kind	Danielle Eisenberg	Nice Manners.

Viewing Positive Referrals you have Submitted

This report will display all PBS you have submitted.

1. Click Students tab.
2. Select Mass Add Log Records.
3. Click "By Student" tab.
4. Select Positive Referrals (Certificates) from the Logging field drop-down.
5. All PBS referral entries will display on the list.

Mass Add Log Records

Danielle Eisenberg (Tea...)

Veterans Memorial Elementary (0521) 2020-2021

Quarter 1 00 - 206 - SECOND GRADE

By Student By Group

Logging Field: Positive Referrals (certificates)

Export Filter: ON

Student	School Year	Date Entered	Expectation	Entered by	Comment
	2020-2021				
	2020-2021	09/16/2020	Responsible	Danielle Eisenberg	Great Job!!
	2020-2021	09/14/2020	Kind	Danielle Eisenberg	Nice Manners.
	2020-2021	09/14/2020	Kind	Danielle Eisenberg	Nice Manners.
	2020-2021	09/14/2020	Kind	Danielle Eisenberg	Nice Manners.

Printing Positive Behavior Certificates

The Front Office staff will print the positive behavior certificates using the mail merge method. This will consist of generating the Positive Referrals – Print Certificates report, exporting it to excel, and using Microsoft Word to mail merge the data onto the certificate template provided by Student Relations.

Access the Report

1. Click Reports tab.
2. Select District Reports.
3. Select Discipline.
4. Select Positive Referrals.

Positive Behavior Referrals / Certificates – Administration

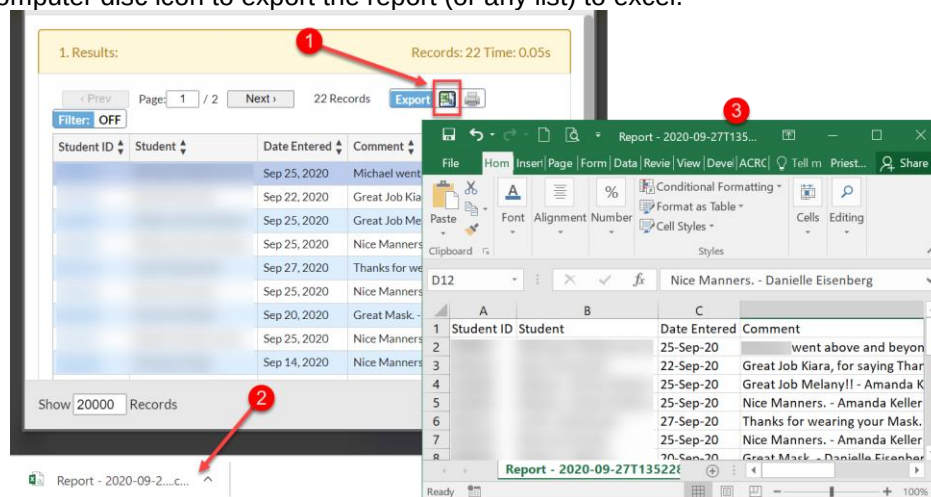
- Locate the report named Positive Referrals – Print Certificates.
- Click the Green Run button to the right of the report.
- The report will generate and display in the middle of the screen.

Positive Behaviors - Certificates to be printed

1. Results: Records: 1 Time: 0.38s						
1 Records Export Filter: OFF						
Photo	Student ID	Student	Date Entered	Classroom/Admin	Entered by	Positive Behavior
			11/04/2019	Admin	Perez Jaimes, Sandra	Perseverance
Comment: started school in September and was not enrolled in school at the t						

Export the Report to Excel

- Click the computer disc icon to export the report (or any list) to excel.



- Save the report with a file type of Excel Workbook.

Mail Merge the PBS Certificate

- Open the Positive Referrals Template Word document.
- Click the Mailings tab at the top of the screen.
- Select Recipients.
- Select Use an Existing List.
- File Explorer will open, select the file you downloaded and saved earlier.
- Click OK.
- Click Preview Results to review each certificate.
- Click Finish and Merge.
- Select Print Documents.

