

Startup Worksheet

Now that you have completed your onboarding training, you can use this worksheet to answer the question, “Now what?”. At 5-Star Students, we recognize that each school site is unique so we have created this guide to help you develop a game plan for rolling the different features out. We’ve provided examples of a point system, rewards, and practical implementation.

Determine the Starting Tools



During the onboarding training, you learned about the different features included in your 5-Star Students subscription. Here are a few best practices that have helped schools succeed:

1. **Start small:** pick 1-2 tools to start with and become an ‘expert’ at
2. **Test it out:** gather a small group of your staff to test it out for a short time and gather feedback
3. **Include your students:** whether it’s forming committees or using the survey tool, include students in your point/reward development

What tools are we going to start with?

- Hall Passes*
- Activities* (rosters)
- Events* (things individuals attend)
- Behaviors* (positive occurrences)
- Interventions* (academic check-in)
- Rewards*
- Surveys and Voting*

Who are the key members of the implementation team?

- _____
- _____
- _____
- _____
- _____

Become an Expert with 1-2 Tools

What are the 1-2 tools you plan to use right away? Become an “expert” at them before moving on to another feature. Below you will find implementation guides for each tool in 5-Star.

Hall Passes

Step 1: Create Hall Pass types [here](#)

Step 2: How will hall passes be assigned?

- Staff assign through website or app
- Student signs out using Kiosk mode
- Student scans QR code with phone
- Student adds their own pass from phone or school webpage

Step 3: Will you need any additional equipment?

Step 4: Make sure all settings are in place

- Student App has [Hall Pass features enabled](#)
- [QR codes](#) have been created
- Set up any [restrictions](#) or [exemptions](#)

Step 5: Provide staff with instructions: [Assigning Hall Passes](#)

List Your School Hall Passes

Notes

TIP

Need help figuring out where to track different things in 5-Star? Check out our [Flow Charts](#).

Activities

Step 1: Update your list of [Activities](#)

Step 2: Add badges to Activities to be displayed on students' Digital IDs

Step 3: Staff have access to update rosters

Step 4: Tag Activities with interests to prepare for [Interests Survey](#)

Behaviors

Step 1: Determine which behaviors you want to track in 5-Star.

Step 2: Will you need any additional equipment?

Step 3: Who will be giving behavior points and how?

- Staff - scan with the Manager App
- [Class Management tool](#) - all classes are uploaded

List Your School Activity Types

Clubs

List Your School Behaviors

Become an Expert with 1-2 Tools

Events

Step 1: Determine which events you want to track in 5-Star.

TIP

Pick 1-2 games per sport to assign points to. In the first year of using 5-Star, don't try to scan for every single event!

Step 2: Will you need any additional equipment?

Step 3: Who will be checking attendees in?

- Staff - scan with the Manager App or use the website
- Leadership students - assign Involvement Operator account
- [Self check-in](#) through Student App or school webpage

Step 4: Update the [No Privileges list](#)

List Your Premium Events

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Notes: i.e. club meetings, spirit days, rallies

Interventions

Step 1: Determine which interventions you want to track in 5-Star.

TIP

When adding multiple interventions, use the 'copy' button to save time.

Step 2: Will teachers be assigning students to interventions? Can students sign up on their own?

Step 3: Will you need any additional equipment?

Step 4: Who will be checking attendees in?

- Staff - scan with the Manager App or use the website
- [Self check-in](#) through Student App or school webpage

List Your Interventions

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Notes: i.e. tutorial period, study hall

Rewards

Several of the sample rewards below were used at actual 5-Star schools! View other school webpages [here](#) to get inspired.

What are the rewards?

- *Brainstorm with a small group of students*
- *Survey the entire school*
- *Talk to local businesses and families about possible donations*
- *Who is paying for the rewards?*

Brainstorm

Sample Rewards

Below is a list of **sample** rewards that schools have shared. ***TIP*** The best rewards are things that money CAN'T buy!

One school was able to get an ATV donated by a parent! It never hurts to ask. We've found that more likely than not, people are eager to help! [Use our template to get started.](#)

- Front of the line pass
- Chauffeur - campus security picked the student up from class on a golf cart and escorted them to each period for a day
- Lunch delivery
- VIP entrance for school dance
- Local restaurant/movie certificates
- Lunch DJ - student set the playlist during lunch
- 3-point competition against the Principal at a school rally
- Pie a teacher - Pie Day celebration
- All-sports pass
- 2 extra Graduation tickets
- Premium Parking - top junior gets a reserved spot for the following year
- School gear
- Yearbook
- Dance tickets
- 5-Star Fridays - reserved treats for students with 5 stars (top 10%)
- Homework Pass - *talk to your teachers!*
- Mile Pass - *talk to your coaches!*

Sample Points - How to Calculate “Prices”

Earning Points

Take a look back at your point values and again, consider it in terms of time and availability.

How often will they have the chance to earn points?

How to Calculate

Use an “average” student as your starting sample. Assume they attend half of your events, participate in a few clubs, and are well behaved. See sample below.

Activities	Points	#
Sports	50	1
Performing Arts	50	0
Scholastic Groups	50	1
Clubs	30	1

1st Semester Points:

All activities, 1 dance, 2 spirit days, 2 club events, 10 sporting events, 1 premium sport event, 45 behaviors, 1 no tardy, 2 tutoring sessions, 4 study halls

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Events	Points	#
Dances	20	2
Spirit Days	10	3
Club Events	5	5
Performances	20	1
Sporting events	5	15
Premium sports	10	2

2nd Semester Points:

All activities, 1 dance, 1 spirit day, 3 club events, 1 performance, 5 sporting events, 1 premium sport event, 45 behaviors, 1 no tardy, 2 tutoring sessions, 4 study halls

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Behaviors	Points	#
PBIS	1	90
Perfect attendance	50	0
No Tardies	15	2

Total Points for the entire school year:

462

Interventions	Points	#
Tutoring	1	4
Study Hall	1	8

Things to Consider

- *How often can a student redeem a reward (daily, weekly, monthly)?*
- *Are you going to deduct the points as they purchase prizes, or will you use a tiered system (i.e. Level 1 = 100 points. Level 2 = 350 points, etc.)?*
- *Are you going to carry their points over from year to year? The system resets their points automatically each year, you'll need to manually roll their points over.*
- *Activity points are included in their total for the entire year. Notice the points totals in both semesters.*

Promotion

Once you have set up your different items in 5-Star, you are ready to promote it to staff and students! Use the links below to access posters, promo videos, and guides for new users.

Students

A popular question for new schools is, “How do we get students to download the app and start using 5-Star?”

Below are some helpful links:

[Download Student App posters](#)

- Download and print these out for easy access
- Have these posters ready at your school’s registration for incoming student
- Make downloading the app part of orientation

[Student Promo Video](#)

- Show this at your new student orientation or beginning of the year rally to introduce 5-Star Students

[Set Up a School Webpage](#)

- For students who do not have a mobile device or access to the student app, they can sign in to your custom school webpage

More resources, like walk-through tutorials and overviews for the app and school webpage can be found in our

[Help Center](#)

Staff

In the [Getting Started Guide](#), you learned how to invite new users. Once staff have set up their accounts, you can share these helpful links:

[Staff Promo Video](#)

- Introduce your staff to 5-Star Students with a brief video explaining the purpose behind 5-Star and the different tools available

[Operator Guides](#)

- Share step-by-step guides for different features in 5-Star
- Staff can quickly learn how to check a student in or give them a behavior point

[Hall Pass Documentation](#)

- If your site is using the Hall Pass tool, share some how-to guides and videos with your staff so they can start giving passes

Parents/Guardians

Once your site is ready to roll out 5-Star, it’s a great idea to include your families! Below are some helpful resources to share:

[5-Star Students Infographic](#)

- Share this with students and parent/guardians to introduce 5-Star Students

[Privacy Policy](#)

- If any staff, student, or guardian needs to review our Privacy Policy in regards to student data, feel free to share the provided link