



# GETTING STARTED GUIDE

Welcome to 5-Star Students! This guide will serve as a tool to get your program off the ground at your school.

## TABLE OF CONTENTS

<b>Navigating the Website</b>	2
<b>Inviting New Users</b>	3
<b>Adding Students</b>	4
<b>Import Student Photos</b>	5
<b>Set up the Student App and Webpage</b>	6
<b>Download the Manager App</b>	7

# NAVIGATING THE WEBSITE

<https://5starstudents.com>



**Hall Passes:**  
assign passes, view active, expired, and pass history.

**Class Management:**  
Assign points and hall passes by class roster.

**Emergency Check-In:**  
Check individuals in during an emergency and/or drill.

**Help Documentation:**  
Access tutorials, courses, and documentation.



**Dashboard:** Contains the school name, optional logo, and an overview of the school's data status. A message center containing critical alerts and other system messages is also displayed.



**Communication:** This Communications area is where Managers can manage News Items, view notifications, and set up automated notification preferences.



**Activities:** Activities are year-long organizations that students belong to. A few examples are sports teams, performing arts groups, and clubs.



**Events:** Events can be one-time or repeating happenings that students attend. An example of a one-time event is a school dance. Club meetings would be considered repeating events.



**Behaviors:** Behaviors are positive actions performed by students. A few examples are trash clean-up, respect, and random acts of kindness.



**Flex Schedule:** The FLEX tool is designed for schools that have a built-in tutorial period where staff can assign students or students can sign up to attend their tutorial (office hour, study hall, session).



**Interventions:** Interventions are academic happenings that students attend. A few examples are tutoring, Saturday School, or library check-in.



**People:** The People area includes pages to view students, staff, community members, guests, and the no privileges list. Schools can import student photos from this space as well.



**Recognition:** The Recognition area includes pages to manage recognition periods, the 5-Star ranking system, the point system, reward levels, and hosted school web pages. Set up and manage rewards/prizes within this area.



**Surveys & Voting:** The Surveys & Voting area contains pages to view the list of school surveys and voting polls. Create new surveys or polls, view templates, and manage the school interests list.



**Data:** The Data area contains pages to view involvement metrics, activity metrics, detail reports, custom analysis of student data and Interests survey results.



**Item Sales:** The Item Sales area is available for Managers and Users to set up, sell, and track items. Schools can use this space to sell items like school gear, yearbooks, and PE clothes.



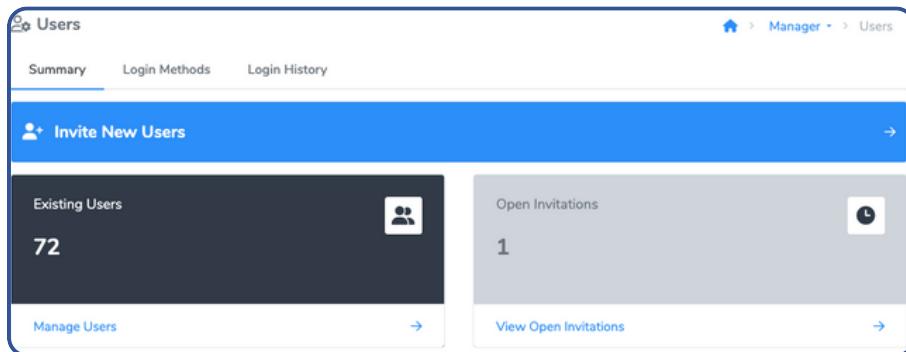
**Manager:** The Manager area is available for account managers to invite new users or manage existing user access. Managers can also access options to update school information, view current data status, and manage the student mobile app.

# USER MANAGEMENT

Each school manages their own registered user accounts and access levels within the 5-Star Students program. No one can log in or access information without explicitly being invited by a representative of the school.

Account managers have the ability to invite users to access 5-Star Students.

## 1. Choose Manager from the icon menu, then select Users



## 2. Click *Invite New Users*, enter the name/email address(es), and select their role

\* An email with registration link will be sent to recipient

**Manager:** Allows a person to perform any action in the program, including management of other users

**User:** Allows an individual to manage person data (add, modify, remove), manage activities, events, behaviors, interventions (add, modify, remove) and view reports. This role does not allow access to the Account Manager area. \*Great for secretaries or office management\*

**Advisor:** Allows access to add participants to existing activities, check in attendees at events or interventions, add behavior occurrences and issue hall passes. In addition, Advisors can add and manage their own events. Advisors are not allowed to make changes to student profiles, activities, non-owned events, behaviors, or interventions. \*Great for club advisors\*

**Operator:** Allows access to add participants to existing activities, check in attendees at events, add behavior occurrences or intervention check ins. However, operators are not allowed to make changes to the configuration of persons, activities, events, behaviors, or interventions. \*Generic teacher level\*

**Involvement Operator:** Allows access to add participants to existing activities or check in attendees at events. However, these operators cannot view behaviors or interventions. \*Great for leadership students\*

**Behavior/Intervention Operator:** Allows access to add behavior occurrences or check in attendees at interventions. However, these operators cannot view activities or events. \*Great for campus security or librarian\*

**Redemptions Operator:** Allows access to view rewards and add or remove redemptions. These operators cannot view activities, events, behaviors, or interventions. \*Anyone helping in the student store\*

**Viewer:** Allows “read-only” access to persons, activities, events and reports. Viewers are not allowed to make any changes to data on the system. \*Great for district personnel\*

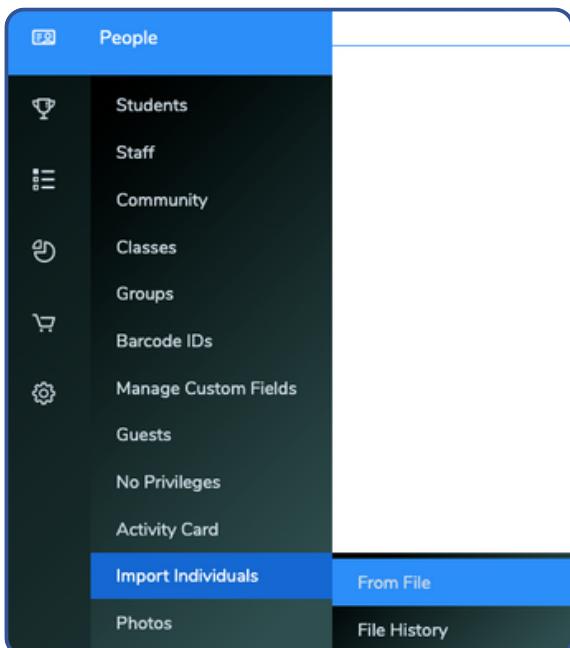
# ROSTER MANAGEMENT

Part of the 5-Star Students subscription is automated roster integration. 5-Star will reach out to your district to connect and start this process. In the meantime, you can upload a file with your students so you can start using the program immediately. Once the roster integration begins, it will use the student ID number field to identify them; therefore, it will not duplicate your students.

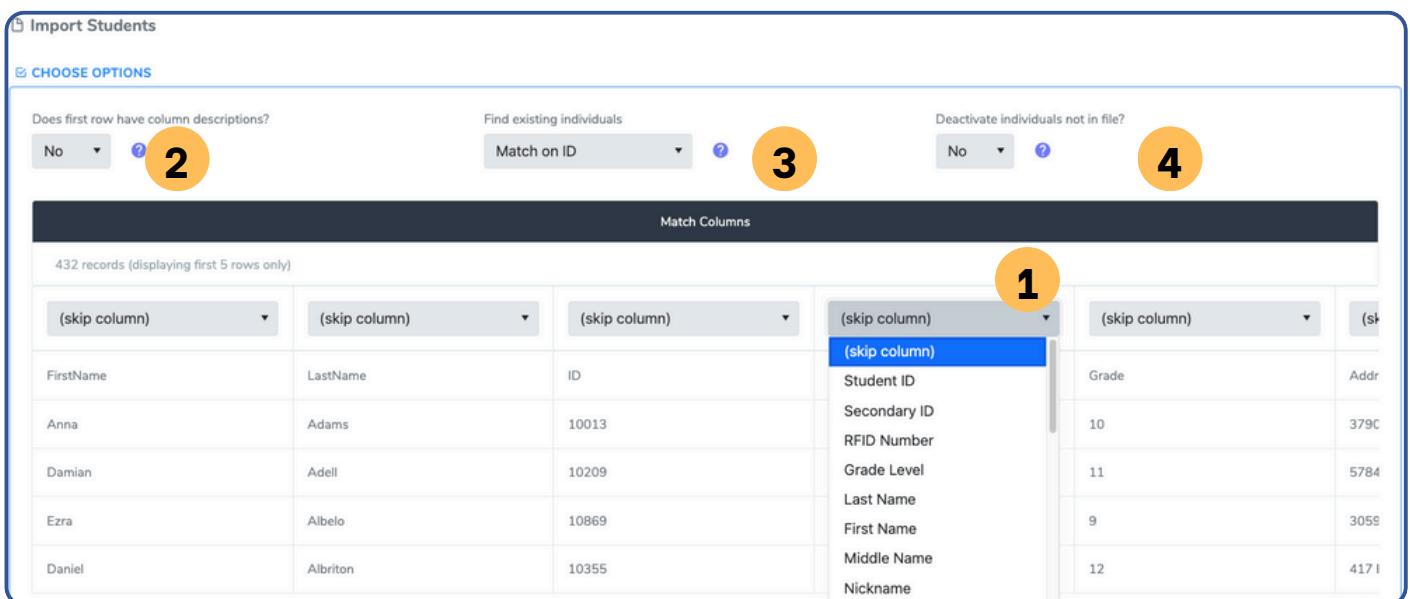
**The required fields are: ID, first name, last name, and grade level.**

**From the People menu, navigate to “Import Individuals” → “From File”**

**Once you have selected your file, you'll be directed to a page to map the columns.**



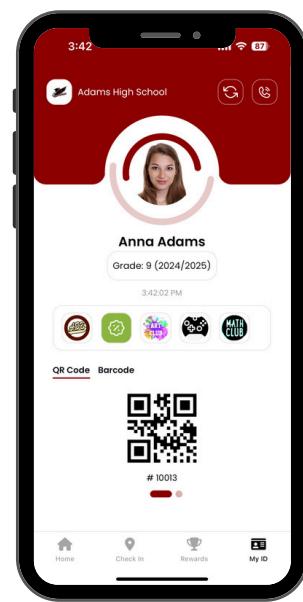
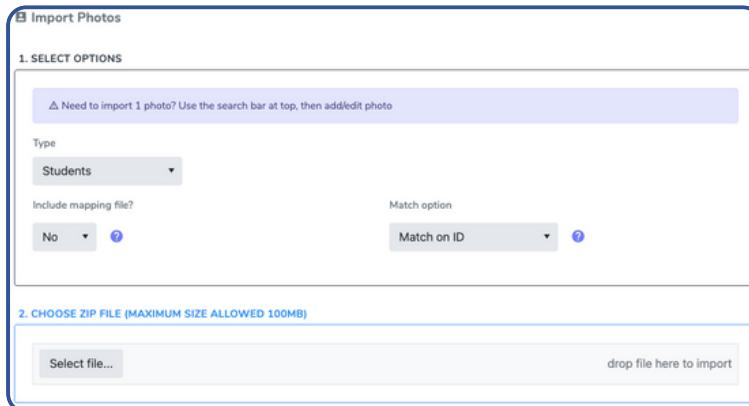
1. Use the drop down menu to match the columns accordingly
2. If the first row of your file contains column headings, select “Yes” to ignore that row during the upload
3. When importing a list of individuals, the “Match on...” option will determine whether the system searches for an existing person based on their primary ID or secondary ID number
4. The next time you import a roster, you can select to deactivate individuals no longer in your file. Any student that is no longer on your roster will be placed on the *Inactive List*. Their data will be saved if they return to your school.
5. After field matching is done, click the Process File button. You’ll be routed to the File History page.



# IMPORT PHOTOS

Schools can import student photos. The student picture will appear on the Digital ID (in the Student App), as well as when the student is scanned by a user.

From the **People** menu (ID card icon), navigate to **Photos** → **Import Photos**



There are 2 methods for importing photos:

1. Using a zip file containing images labeled by ID number
2. Using a zip file containing images (not labeled by ID number) and a mapping file that indicates who each photo belongs to

## Method 1

Prepare a zip file containing the images. Each photo's file name should correspond to an existing individual's ID number.

The zip file *cannot* contain any sub-directories (folders), and only photo files. **Only jpg or png image formats are acceptable.**

student\_photos\_w\_ID

- 10209.png
- 110763.png
- 110770.png
- 191919.png
- 234999.png

## Method 2

Prepare a zip file containing the images. Each photo's file name should correspond to an existing individual.

The zip file *cannot* contain any sub-directories (folders), and only photo files. **Only jpg or png image formats are acceptable.**

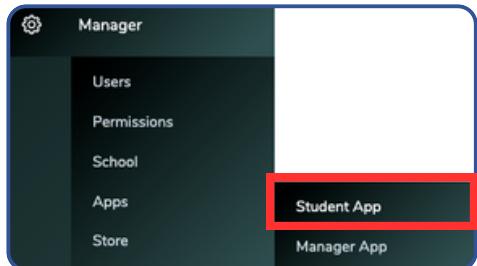
Prepare a separate mapping file (Excel or csv) containing a list of ID numbers in one column and corresponding file name for the photo in the other.

ID	Photo Name
10013	anna_adams.jpg
10209	damian_adell.jpg

# STUDENT ACCESS

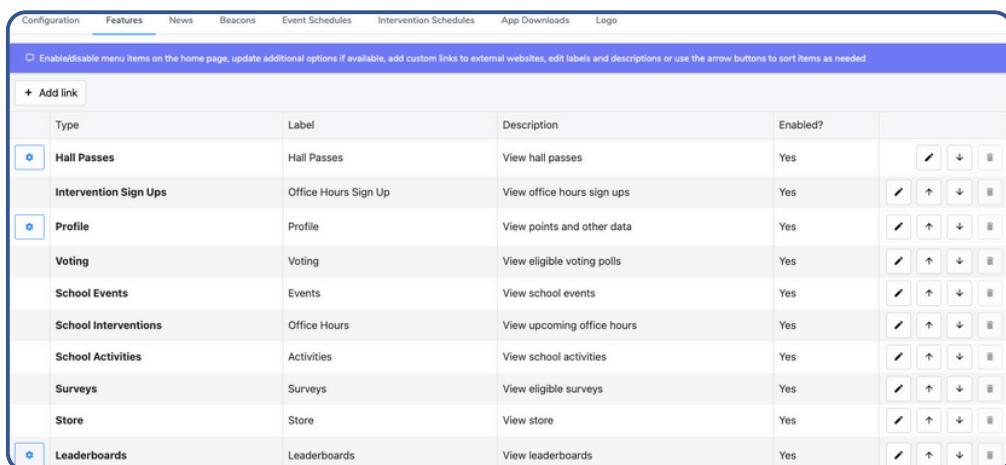
Schools can customize the student view on both the Student App and School Webpage.

## Student App Configuration

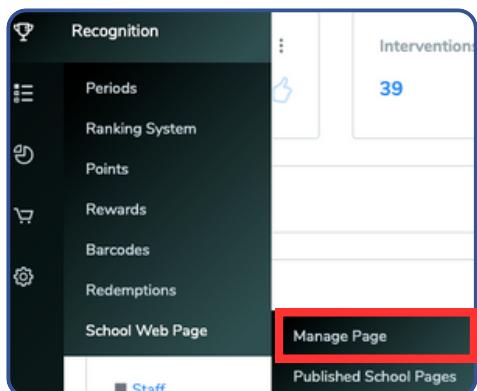


From the Configuration tab, designate the students' login method, background color, and access to points and rewards.

From the Features tab, design the main menu by enabling or disabling the available features. Use the arrows to re-order the items and click the settings icon for more options.



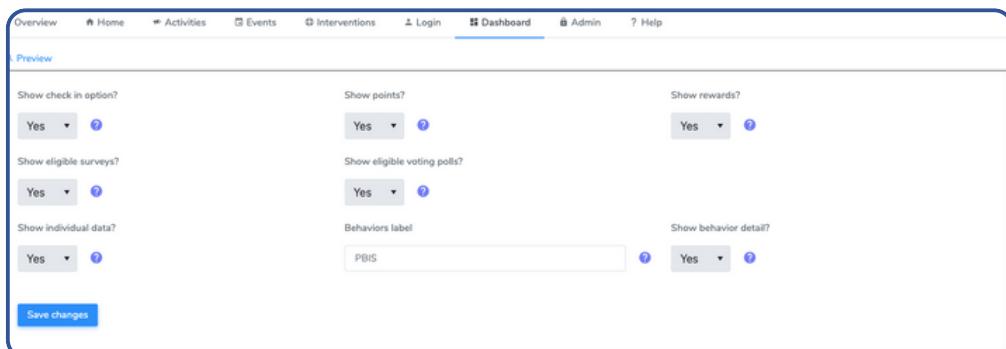
## School Webpage Configuration



The school webpage is an option for students to access their 5-Star profile using website instead of the app.

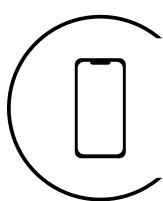
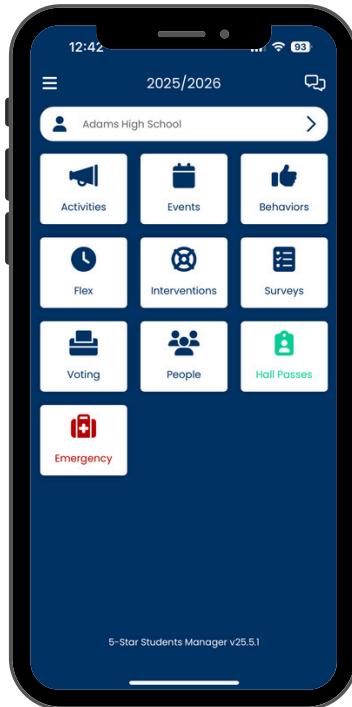
Use the tabs across the top to edit the specific areas that are available on the school webpage.

Make sure to save your changes and click the **Publish Now** button.



# MANAGER APP

All existing users are able to download the 5-Star Students Manager App. The app allows users to check students in, view hall passes, give points, and more!



iOS  
Download the  
**App Now**



Android  
Download the  
**App Now**

