



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.

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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.



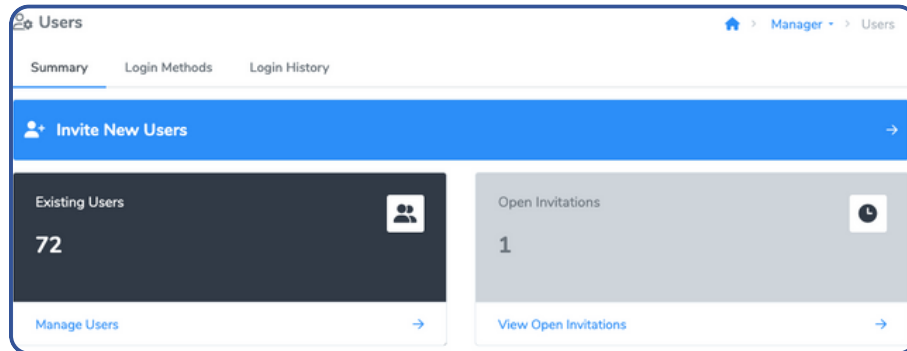
Manager: The Manager area is available for account managers to invite new users or manage existing user access. Managers can also access options to update school information, view current data status, and manage the student mobile app.

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

A screenshot of the 'Invite New Users' form. It has tabs for 'Single User', 'Multiple Users', 'Existing Users', and 'Open Invitations'. The 'Single User' tab is active. The form includes fields for 'First name', 'Last name', and 'Email'. Below these is a 'User role' section with radio buttons for Manager, User, Advisor, Operator, Involvement Operator, Behavior/Intervention Operator, Redemptions Operator, and Viewer. To the right of the roles is a text area for 'Invitation message' with a pre-filled message: 'You have been invited to access 5-Star Students at Adams High School!'. At the bottom are 'Send Invitation' and 'Cancel' buttons. A footnote at the bottom left states: '* 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*

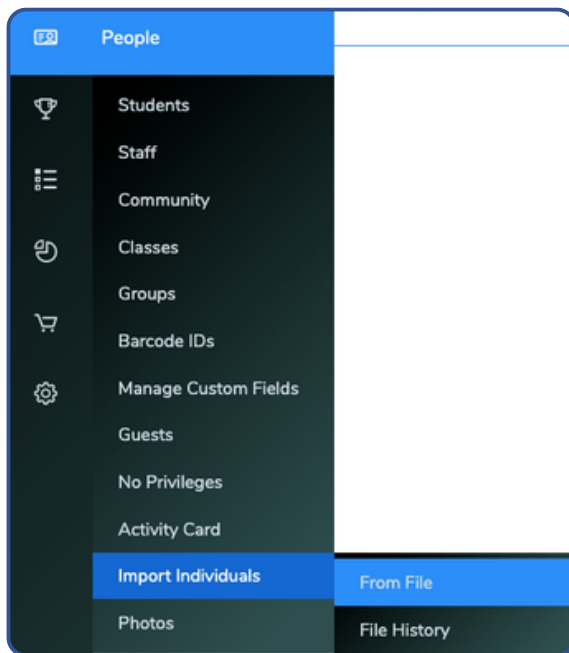
Viewer: Allows “read-only” access to persons, activities, events and reports. Viewers are not allowed to make any changes to data on the system. *Great for district personnel*

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.

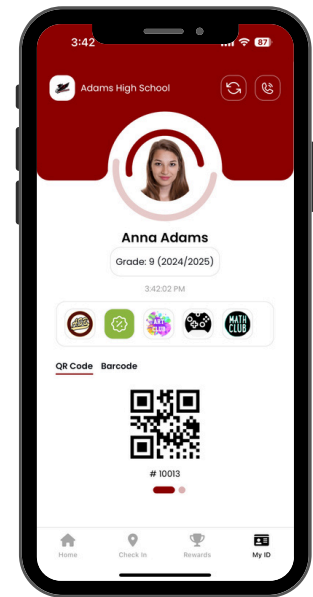
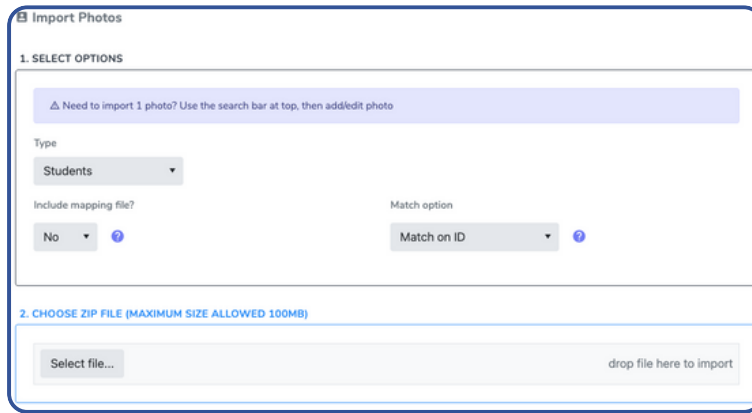
1. Use the drop down menu to match the columns accordingly
2. If the first row of your file contains column headings, select “Yes” to ignore that row during the upload
3. When importing a list of individuals, the “Match on...” option will determine whether the system searches for an existing person based 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.

A screenshot of the 'Import Students' page. The page has a light blue header with the title 'Import Students' and a sub-header 'CHOOSE OPTIONS'. Below the header, there are three dropdown menus with numbered callouts: 'Does first row have column descriptions?' (callout 2), 'Find existing individuals' (callout 3), and 'Deactivate individuals not in file?' (callout 4). Below these is a 'Match Columns' section with a table of 432 records (displaying first 5 rows only). The table has columns for 'FirstName', 'LastName', 'ID', 'Student ID', 'Grade', and 'Addr'. A dropdown menu is open for the 'Student ID' column, showing options like 'Student ID', 'Secondary ID', 'RFID Number', 'Grade Level', 'Last Name', 'First Name', 'Middle Name', and 'Nickname'. Callout 1 points to this dropdown menu. The table data includes rows for Anna Adams (ID 10013), Damian Adell (ID 10209), Ezra Albelo (ID 10869), and Daniel Albriton (ID 10355).

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**



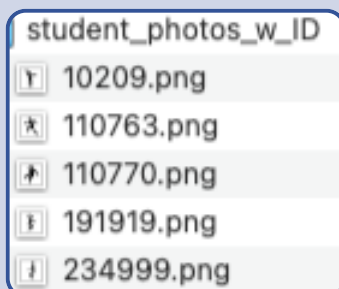
There are 2 methods for importing photos:

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.**



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.**

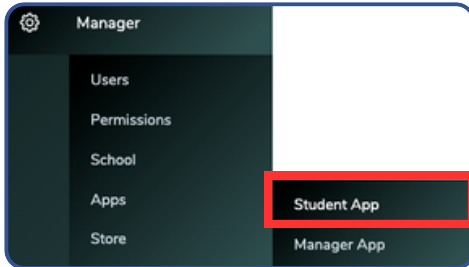
Prepare a separate mapping file (Excel or csv) containing a list of ID numbers in one column and corresponding file name for the photo in the other.

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



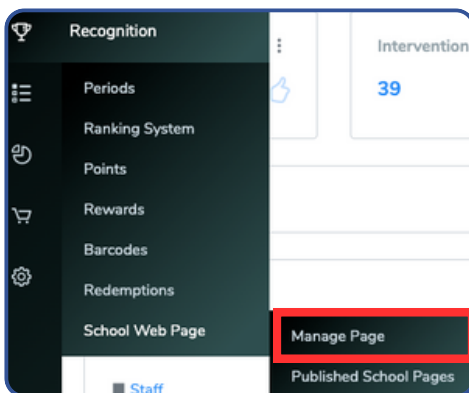
From the Configuration tab, designate the students' login method, background color, and access to points and rewards.

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.

A screenshot of the 'Features' configuration tab. It shows a table with columns: Type, Label, Description, Enabled?, and a settings column with icons for edit, up, down, and delete. The table lists various features like Hall Passes, Intervention Sign Ups, Profile, Voting, School Events, School Interventions, School Activities, Surveys, Store, and Leaderboards.

Type	Label	Description	Enabled?	
Hall Passes	Hall Passes	View hall passes	Yes	[edit] [up] [down] [delete]
Intervention Sign Ups	Office Hours Sign Up	View office hours sign ups	Yes	[edit] [up] [down] [delete]
Profile	Profile	View points and other data	Yes	[edit] [up] [down] [delete]
Voting	Voting	View eligible voting polls	Yes	[edit] [up] [down] [delete]
School Events	Events	View school events	Yes	[edit] [up] [down] [delete]
School Interventions	Office Hours	View upcoming office hours	Yes	[edit] [up] [down] [delete]
School Activities	Activities	View school activities	Yes	[edit] [up] [down] [delete]
Surveys	Surveys	View eligible surveys	Yes	[edit] [up] [down] [delete]
Store	Store	View store	Yes	[edit] [up] [down] [delete]
Leaderboards	Leaderboards	View leaderboards	Yes	[edit] [up] [down] [delete]

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.

A screenshot of the 'School Webpage' configuration form. It shows a preview of the webpage layout with various settings to be configured. The settings include 'Show check in option?', 'Show points?', 'Show rewards?', 'Show eligible surveys?', 'Show eligible voting polls?', 'Show individual data?', 'Behaviors label', and 'Show behavior detail?'. Each setting has a dropdown menu with 'Yes' or 'No' options. There is a 'Save changes' button at the bottom left.

Overview Home Activities Events Interventions Login Dashboard Admin Help

Preview

Show check in option? Yes [dropdown] [info]

Show points? Yes [dropdown] [info]

Show rewards? Yes [dropdown] [info]

Show eligible surveys? Yes [dropdown] [info]

Show eligible voting polls? Yes [dropdown] [info]

Show individual data? Yes [dropdown] [info]

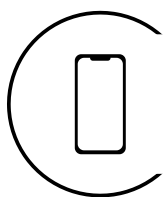
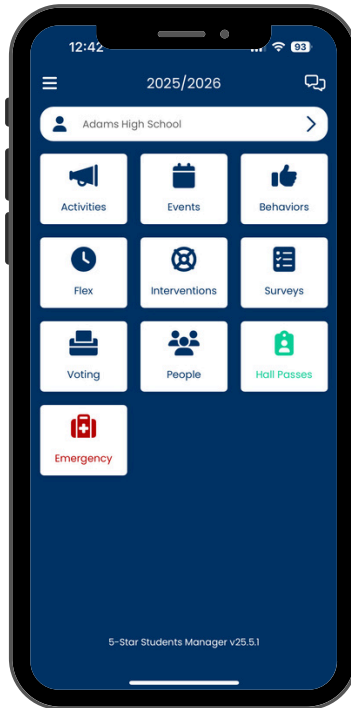
Behaviors label PBIS [input] [info]

Show behavior detail? Yes [dropdown] [info]

Save changes

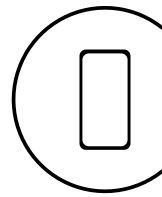
MANAGER APP

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

