

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. It will cover the fundamental tools and how to set your site up for success.

<https://5starstudents.com>

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Navigating the 5-Star Students Website

	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.
	Activities: The Activities area contains pages to view activities, add new activities, manage activity types, and import participants from a file. Activities are year-long organizations that students belong to. A few examples are sports teams, performing arts groups, and clubs.
	Events: The Events area contains pages to view the event calendar, add new events, manage event categories, generate event barcodes, and import attendees from a barcode scanner. 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: The Behaviors area contains pages to view behaviors, add new behaviors, generate behavior barcodes, manage behaviors by class and import occurrences from a file or barcode scanner. Behaviors are positive actions performed by students. A few examples are trash clean-up, respect, and random acts of kindness.
	Interventions: The Interventions area contains pages to view the list and calendar of interventions, add new interventions, manage intervention types, generate intervention barcodes, and multiple check-in pages. Interventions are academic happenings that students attend. A few examples are tutoring, study hall, or library check-in.
	People: The People area includes pages to view students, staff, community members, guests, and the no privileges list. In addition, you can import rosters from a file and also manage groups and group members
	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
	Surveys & Voting: The Surveys & Voting area contains pages to view the list of school surveys and voting polls. You can 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, year-books, 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 (if applicable). <i>Managers can create Hall Pass types in this area.</i>



Hall Passes: assign passes, view active, expired, and pass history. Schedule future passes and more!

Health Checks: check students into campus, mark their temperature and status (pass/fail).

Emergency Check-In: Mark location and status (safe/need help) during an emergency or drill.

Support: access our help documentation (written/video) or send us a support ticket!

Inviting New Users

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.

Common examples of users might be activities directors, school administrators, counselors, faculty, security or district personnel. In addition, some schools allow a small number of student representatives/leaders to access the system.

Account managers have the ability to invite users to access 5-Star Students, up to your school's maximum number of allocated accounts.

Choose Manager from the icon menu, then select Users

Start typing last name of student...

Admin Administrator

Users

Manager > Users

Remaining Accounts	Existing Users	Open Invitations
70	28	2
Invite New Users	Manage Users	View Open Invitations

Did you know?

During the 2018/2019 school year, you are eligible to maintain up to 150 user accounts as part of your paid subscription. Your current account limit is based on past usage. To increase your user limit, please [contact us](#) for assistance

As an account manager, you have complete control over access to school data. New users can be invited and existing users may be disabled or removed at any time

On the Users page you can:

- Invite new users
- Manager existing user access
- View open invitations (individuals that haven't yet responded to an invitation)

To add a new user, click Invite New Users. Enter the person's name and email address, and then select the appropriate access level for the new user.

Click the Send Invitation button to deliver the invitation. The individual will receive an email message from 5-Star Students with a registration link to finish setting up their account. Once the invitation is sent, it will appear on the Open Invitations list until it is completed or voided.

You can also invite multiple users at a time by clicking on the Multiple Users tab.

The combination of current users plus open invitations counts against the maximum number of available accounts.

A manager can modify existing user access at any time. From the Users page, click Manage Users to change access levels, temporarily disable a user's account, or remove it completely.

* All users with "Manager" access can view Manager-related pages. If you don't have Manager access you will not see these menu items or options.

- 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 club advisors or coaches**
- 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 office aids**
- 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 personell**

Adding Student and Staff Rosters

Schools with a *Silver or Platinum* subscription have access to automated roster integration, where students, staff, and class rosters will be updated nightly. View your school's subscription here: <https://app.5starstudents.com/Manager/Subscription>. If you would like to learn more about adding this feature, please contact info@5starstudents.com.

If your site has the Silver Package and your roster integration is not working properly, please contact us at support@5starstudents.com.

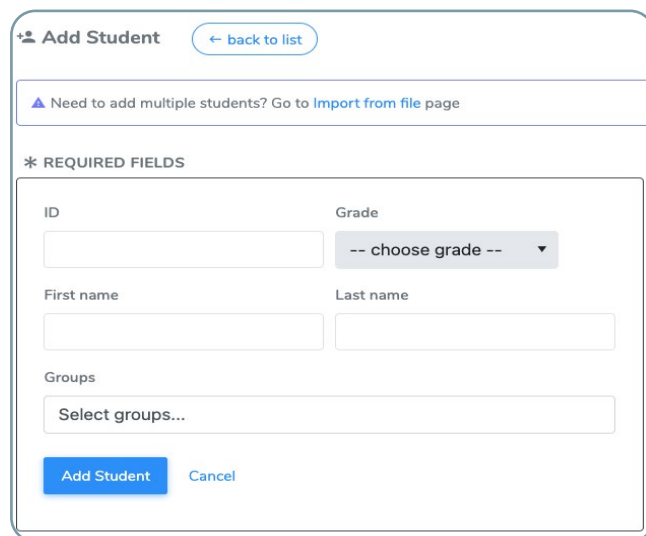
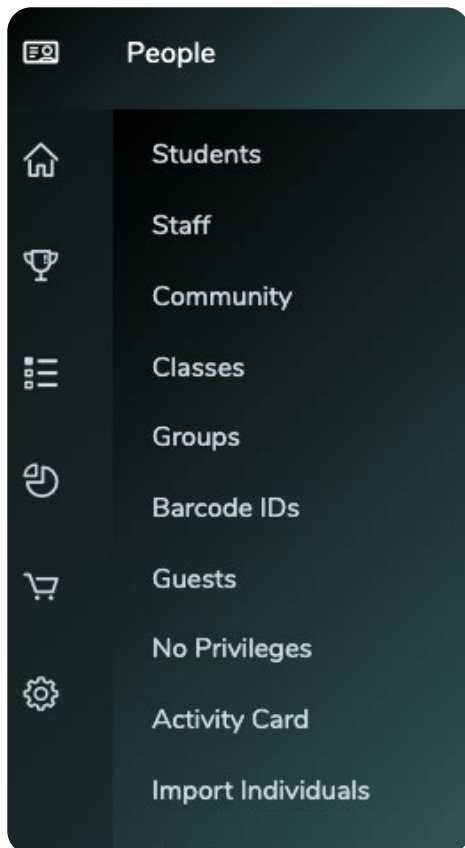
Schools can manually add individuals or import a list to add/update their roster(s).

The required fields for students are: ID number, first name, last name, and grade level.

If uploading a file, you can import files saved in Microsoft Excel (.xls / .xlsx) formats, comma-delimited (.csv) files, or text (.txt) files. Make sure to review the instructions available on this page, prior to preparing your file.

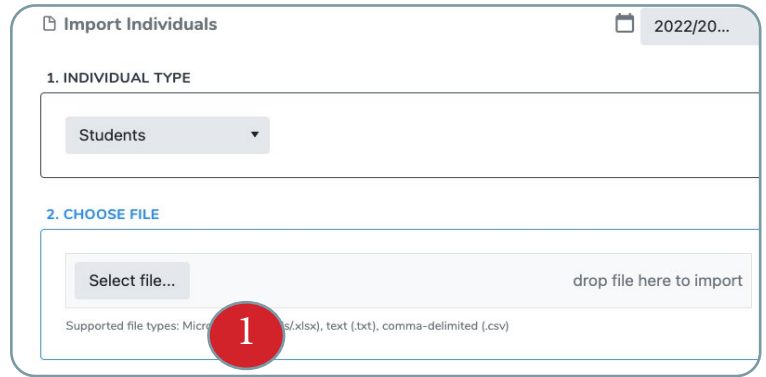
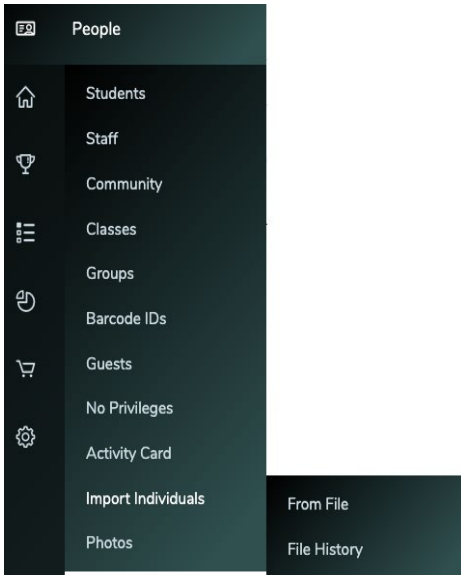
Manually Add a Student

Choose *People* from the icon menu, then select *Students* to navigate to the students page. Click the *Add* button at the top of the list.



Import a Roster

Choose *People* from the icon menu, then select *Import Individuals, From File*.



1. After file selection and validation, your file will be uploaded to 5-Star Students servers. When importing an Excel file, select the spreadsheet that contains the data when prompted.

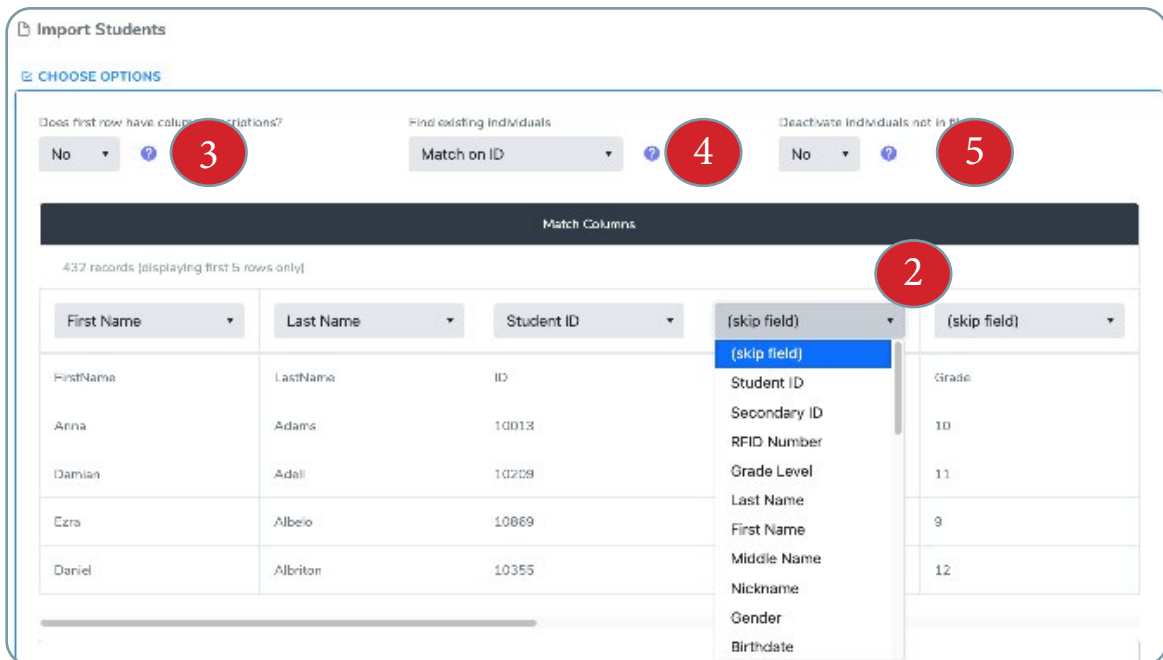
2. For each column, select the correct field type at the top (e.g. ID, Last Name, First Name, Gender). Leave the field type set to (skip field) on the columns to ignore.

3. If the first row in your file contains column headings or descriptions, make sure to select “Yes” for that option to ignore the row during processing.

4. 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.

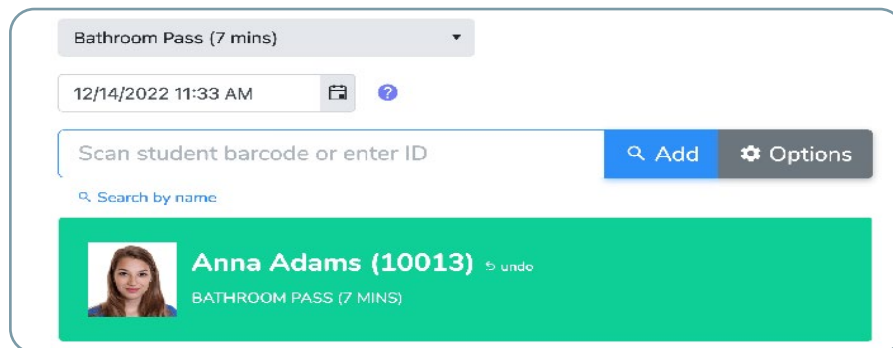
5. The next time you import a roster, you can select to deactivate individuals not in the file. Any student no longer on your roster will be placed on the “inactive” list, meaning it will save their data if they return to the school.

6. After field matching is done and other options have been set, click the Process File button. You’ll be routed to another page to monitor file processing progress and results.



Import Photos

Schools can import student photos. The student picture will appear on the digital ID feature in the Student App, as well as when they are scanned by a user (from the Manager App or website).



There are 2 methods for importing student and/or staff photos.

1. Upload a .zip file containing photos named with each individual's ID number
2. Upload a .zip file containing photos and a mapping file that indicates the individual for each photo

Method #1

Prepare a .zip file containing the photos. Each photo's file name should correspond to an existing student (or staff member).

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

Invalid .zip file contents

Name	Type
21-22 students	File folder
data	Text Document

Valid .zip file contents

Name	Type
122475	JPG File
215425	JPG File
221222	JPG File
2020121	JPG File
2020161	JPG File

The .zip file cannot be larger than 100MB. If necessary, upload multiple .zip files with fewer photos to stay under the maximum size.

Navigate to the Photos Import page at <https://app.5starstudents.com/Person/Photos/Import>

The screenshot shows the 'Import' page in the 5StarStudents application. At the top, there is a search bar with the placeholder text 'Start typing last name of student or staff...'. Below the search bar, the page title is 'Import' and the current school year is '2021/2022'. The page is divided into two main sections:

- 1. SELECT OPTIONS**: This section contains two dropdown menus. The first is labeled 'Type' and is set to 'Students'. The second is labeled 'Match option' and is set to 'Match on ID'. There are also two checkboxes: 'Include mapping file?' which is set to 'No', and a 'Match option' dropdown which is set to 'Match on ID'.
- 2. CHOOSE ZIP FILE (MAXIMUM SIZE ALLOWED 100MB)**: This section contains a 'Select file...' button and a 'drop file here to import' area.

Choose whether the .zip file contains student or staff photos. Leave the mapping file option set to 'No' and adjust the ID matching option as needed. Note that email matching is not valid for method #1.

The screenshot shows the 'Import' page after a file has been uploaded. The '2. CHOOSE ZIP FILE (MAXIMUM SIZE ALLOWED 100MB)' section now displays a 'Select file...' button with a checkmark, indicating that a file has been selected. Below the button, a file named 'student_photos.zip' is shown with the status 'File(s) uploaded successfully.' At the bottom of the page, there is a blue button labeled 'Process Photos'.

Upload the .zip file. Once uploaded, click the Process Photos button. You will automatically be routed to another page where the import process can be monitored. Depending on the number of photos, it may take some time. You can navigate elsewhere within the website and do other work while the import is running. Return to the Photos History page to check the status at any time: <https://app.5starstudents.com/Person/Photos/History>

In general, it can take about 2 seconds per photo in order to process and store in the system.

Method #2

Prepare a .zip file containing the photos. Each photo's file name should correspond to an existing student (or staff member).

The .zip file should not contain any sub-directories (i.e. folders), only photo files. Only .jpg or .png image formats are acceptable.

The .zip file cannot be larger than 100MB. If necessary, upload multiple .zip files with fewer photos to stay under the maximum size.

Prepare a mapping file containing a list of IDs and corresponding file name for the photo. The file must contain two data columns, in either Excel, .csv or tab-delimited text format. Column headers are optional.

Mapping File example:

420101752	1.jpg
420103883	2.jpg
420101493	3.jpg
420101494	4.jpg

Navigate to the Photos Import page at <https://app.5starstudents.com/Person/Photos/Import>

Choose whether the .zip file contains student or staff photos. Change the mapping file option to 'Yes' and adjust the ID matching option as needed.

5★

Start typing last name of student or staff...

Import 2021/2022

1. SELECT OPTIONS

Type
Students

Include mapping file? Yes

Match option
Match on ID

2. CHOOSE ZIP FILE (MAXIMUM SIZE ALLOWED 100MB)

Select file... drop file here to import

3. CHOOSE MAPPING FILE

Select file... drop file here to import

Supported file types: Microsoft Excel (.xls/.xlsx), text (.txt), comma-delimited (.csv)

Does first row have column headers?
No

Upload the .zip file first. Then, upload the mapping file and specify whether the mapping file contains column headers. If uploading an Excel file, you will be prompted to select the worksheet containing the data.

2. CHOOSE ZIP FILE (MAXIMUM SIZE ALLOWED 100MB)

Select file... ✓

student_photos.zip
File(s) uploaded successfully.

3. CHOOSE MAPPING FILE

Select file... ✓

student_photos_mapping.csv
File(s) uploaded successfully.

Supported file types: Microsoft Excel (.xls/.xlsx), text (.txt), comma-delimited (.csv)

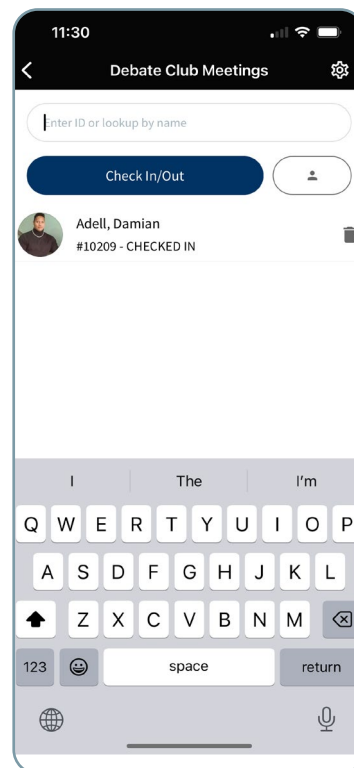
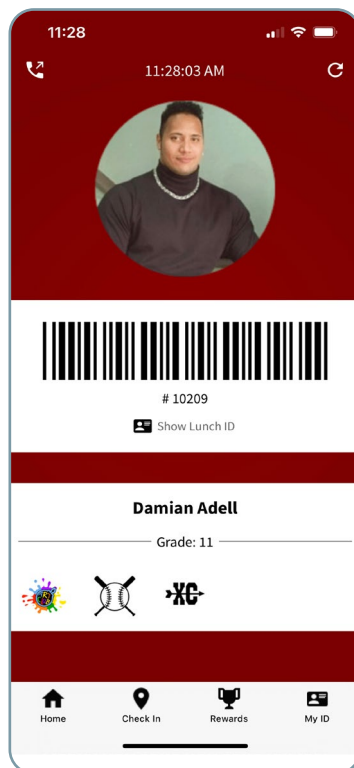
Does first row have column headers?

No ?

Process Photos

Finally, click the Process Photos button. You will automatically be routed to another page where the import process can be monitored. Depending on the number of photos, it may take some time. You can navigate elsewhere within the website and do other work while the import is running. Return to the Photos History page to check the status at any time: <https://app.5starstudents.com/Person/Photos/History>

In general, it can take about 2 seconds per photo in order to process and store in the system.



Set up the Student App

Overview of Student App Features

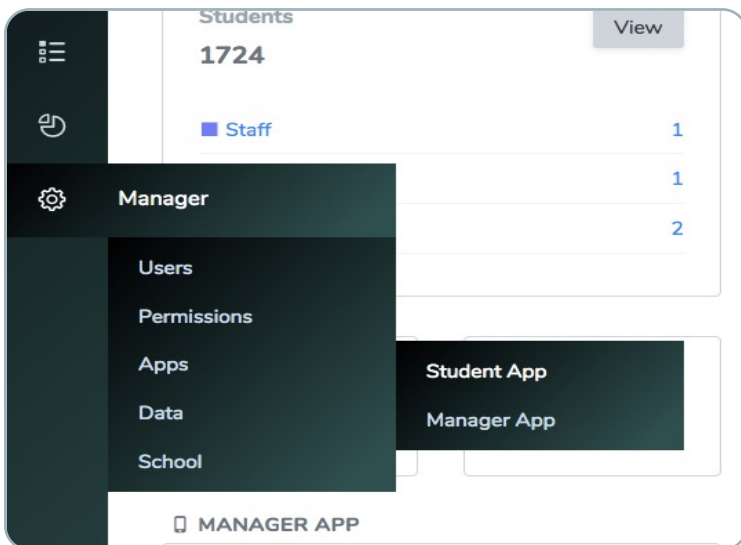
The Student App provides the ability for students and staff members to access their school involvement data on a mobile device. The app is available for both iOS (Apple) and Android (Google) platforms. Depending on your school configuration, individuals can view their own data related to:

- **Participation in activities**
- **Hall Passes (active and upcoming)**
- **Attended events**
- **Behavior occurrences**
- **Attended interventions**
- **Point totals**
- **Eligible surveys/polls**
- **Rewards**
- **School online store (for ticket and item purchases)**

In addition, students can view a list of school activities, upcoming events, and posted news items. School personnel can also send news items via mobile notification to all app users.

Lastly, students and staff have the ability to “self check-in” to school events with a predefined code or their proximity to a nearby Bluetooth beacon. This feature provides multiple options for schools to capture event attendance, without the need for barcode scanners or other manual check-in processes.

Configure the Student App



Put up posters around your campus to encourage students to download the app.

[Student App Posters](#)

SUMMARY

Registration method: ID and Last Name

Color theme: Red

App title: Adams High School

Default barcode for virtual ID: Barcode (Code 39)

Secondary ID label: Lunch ID

Save Changes

- 1. Registration method:** Choose the method required for students to authenticate (i.e. login) and register their device. None of the Student App features can be accessed until a device is registered. Once this has been set, your school will appear in the Student App.
- 2. Color theme:** Choose the background color.
- 3. App title:** Enter the name of your school
- 4. Default barcode for virtual ID:** this will appear on the student virtual ID. *Tip: QR codes are quicker for scanners to read*
- 5. Secondary ID label:** Enter the label that students will see on their virtual ID page, if they have a secondary ID. ex) state ID for testing

- 1. Access individual points:** Enable this option to allow students to view their total and available points.
- 2. Display star rank:** Star ranking is based on point earning. You can adjust the percentages here: <https://app.5starstudents.com/Recognition/System>
- 3. Show rewards:** Allow students to view and purchase (determined by school) rewards and prizes from the app

POINTS AND REWARDS

Access individual points? Yes

Display star rank? Yes

Show rewards? Yes

Save Changes

Student App

Configuration Features

- 1. Switch to the features tab to design the app.**
- 2. Enable specific tools**
- 3. Adjust the order of the menu**

+ Add link		Add custom links to your school's app menu			
Type	Label	Description	Enabled?		
	Profile	Profile	View points and oth	<div style="border: 1px solid gray; border-radius: 10px; padding: 2px 5px; display: inline-block;">Enable or disable the feature</div>	
	Hall Passes	Hall Passes	View hall passes	Yes	
	Intervention Sign Ups	Office Hours Sign Up	View office hours sign ups	Yes	
	School Interventions	Office Hours	View upcoming office hours	Yes <div style="border: 1px solid red; padding: 2px;"> </div>	
	Voting	Voting	View eligible voting polls	<div style="border: 1px solid gray; border-radius: 10px; padding: 2px 5px; display: inline-block;">Adjust the placement on the menu</div>	
	School Activities	Activities	View school activities		
	School Events	Events	View school events	Yes	
<div style="border: 1px solid red; padding: 2px;"> </div>	Manage specific tool settings	Leaderboards	View leaderboards	Yes	
	Surveys	Surveys	View eligible surveys	Yes	
	Store	Store	View store	Yes	
	School Web Page	School Web Page	View school web page	-	

Download the Manager App

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

