

Teacher Getting Started Guide

PowerSchool
Learning Earnings

Released June 2017

This edition applies to the June 2017 release of the Learning Earnings software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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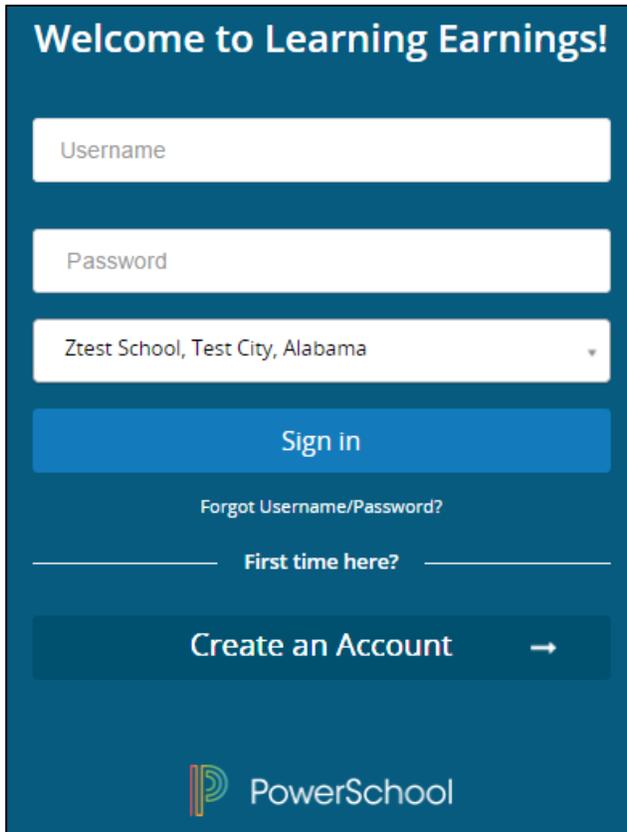
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Sign In

For new LE users, choose **Create an Account**. For current LE users, enter the **Username** and **Password**. Select the school from the list and choose **Sign In**.



Welcome to Learning Earnings!

Username

Password

Ztest School, Test City, Alabama

Sign in

[Forgot Username/Password?](#)

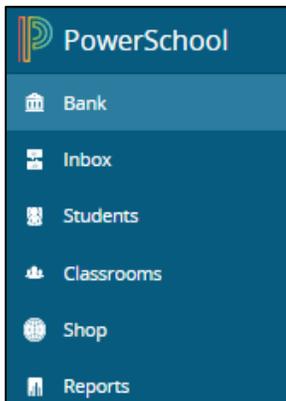
[First time here?](#)

Create an Account →

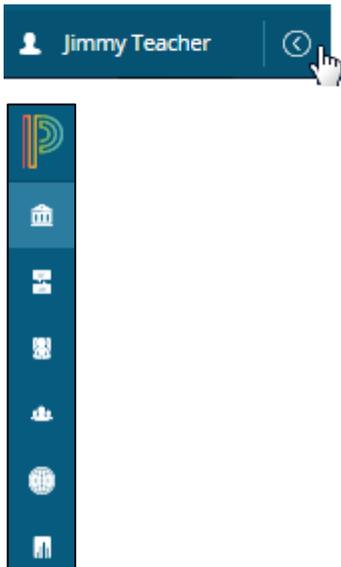
 PowerSchool

Basic Navigation

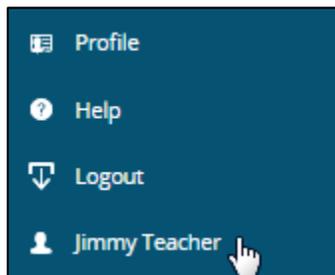
- Select one of the menu options on the left to navigate to the various menus.



- Select the arrow to the right of the user name at the bottom to minimize the menu to simple icons instead of icons and names.

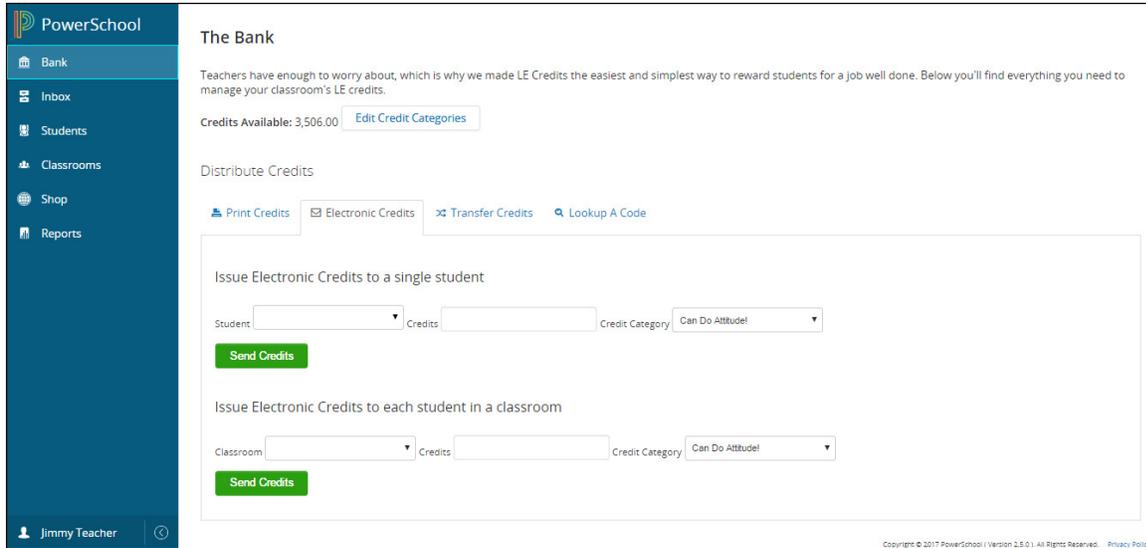


- Choose the user name at the bottom left to access the user profile. Select **Help** or click to **Logout** of Learning Earnings.

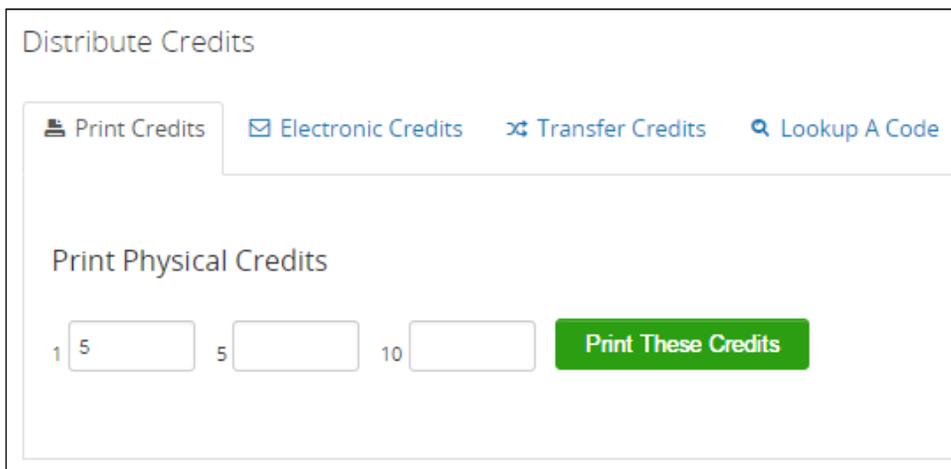


Bank

Use the bank to print credits, assign electronic credits or transfer credits to another teacher. Also use the bank to look up the code of a printed credit.



- **Credits Available:** Displays the total amount of credits that can be printed or electronically assigned to students. Contact the Learning Earnings administrator to obtain more credits.
- **Edit Credit Categories:** Select to add new or edit existing types of credits such as *Attendance* or *Behavior*.
- **Print Credits:** To print paper credits to give to students, select the *Print Credits* tab. Enter the number of denominations to print (i.e., 1, 5 or 10). Choose **Print These Credits**. Each credit is printed with a unique code that may only be redeemed once.



- **Electronic Credits:** To issue electronic credits, select the *Electronic Credits* tab.

Note: Unused student credits will be carried over from year to year unless otherwise requested.

- **Issue Electronic Credits to a single student:** Select the **Student** from the list. Enter the number of **Credits** to issue the student and the **Credit Category**. Select **Send Credits**.

Distribute Credits

Print Credits | **Electronic Credits** | Transfer Credits | Lookup A Code

Issue Electronic Credits to a single student

Student: Avelar, Andy - (andya) | Credits: 5 | Credit Category: Can Do Attitude!

Send Credits

- **Issue Electronic Credits by classroom:** Select the Classroom from the available list. The list of currently enrolled students will display. Edit the number of **Credits** and the **Credit Category** next to each student name or, for faster data entry, if most students will receive the same number of credits for the same category, enter the **Credits** and select the **Credit Category** at the top next to the **Classroom** name. Each student in the list will be given the number of selected credits. When the list is completed, choose **Send Credits**.

Issue Electronic Credits to each student in a classroom

Classroom: My Math Class | Credits: 10 | Credit Category: Can Do Attitude!

First Name	Last Name	Credits	Reason
Mica	Adams	10	Can Do Attitude!
John	Blake	10	Can Do Attitude!
Amanda	Brown	15	Can Do Attitude!
Rebekah	Faith	10	Can Do Attitude!
Benjamin	Franklin	10	Can Do Attitude!
Joe	Friday	10	Can Do Attitude!
Logan	Grady	15	Can Do Attitude!
Anna	Rose	10	Can Do Attitude!
Samantha	Rose	10	Can Do Attitude!

Send Credits

- **Transfer Credits:** To transfer credits to another teacher, select the *Transfer Credits* tab. Enter the number of credits to transfer. Select the teacher from the list and choose **Transfer Credits**.

- **Lookup A Code:** To determine if a printed credit has already been redeemed, select the *Lookup A Code* tab. Enter the code in the field provided and choose **Lookup Code** to view pertinent information about the credit.

Inbox

View messages from peers or auctions. Send a message to Learning Earnings support.

Students

Add new students, edit existing students or import students from a file.

New Students

Note: Do not use the new students option if students are synced from a student information system.

New Students

Number of Students to Add:

Optionally Pre-Fill Common Data:

Grade: Gender: Classroom: Password:

First	Last	Username	Password	Grade	Classrooms	Gender	
<input type="text" value="Mindy"/>	<input type="text" value="Adams"/>	<input type="text" value="mbadams"/>	<input type="text" value="pass1234"/>	<input type="text" value="3"/>	<input type="text" value="My Math"/>	<input type="text" value="Female"/>	<input type="button" value="Remove Row"/>
<input type="text" value="Clark"/>	<input type="text" value="Gable"/>	<input type="text" value="cgable"/>	<input type="text" value="pass1234"/>	<input type="text" value="3"/>	<input type="text" value="My Math"/>	<input type="text" value="Male"/>	<input type="button" value="Remove Row"/>
<input type="text" value="Madison"/>	<input type="text" value="Monroe"/>	<input type="text" value="mmonroe"/>	<input type="text" value="pass1234"/>	<input type="text" value="3"/>	<input type="text" value="My Math"/>	<input type="text" value="Female"/>	<input type="button" value="Remove Row"/>

- **Number of Students to Add:** Select the number of students to be added. Extra rows may be added or deleted as needed.
- **Optional:** Pre-fill common data elements such as Grade, Gender, Classroom or Password by selecting them from the available list or entering them in the field provided.
- Select **Go**.
- Blank lines will display below for the number of records to be added. Any pre-fill data elements that were selected will be completed automatically but may be edited for each student as needed.
- Enter the First and Last name along with the username and password that the student will use to access Learning Earnings. Modify the grade level, classroom or gender as needed.
- Once all lines have been completed, choose **Add These Students**.

Edit Students

Note: If students are synced from a student information system, only the student username and password should be edited. Any other changes should be made in the student information system.

Edit Students

Optionally Filter List of Students:

Classroom: Grade: Gender: [Filter List](#)

Action for 3 Selected Students:

Password: [UPDATE These Students](#)

<input type="checkbox"/>	Last	• First	• Username	• Grade	• Gender	• Password	•
<input checked="" type="checkbox"/>	Rose	Anna	arose	3	Female	abc123	
<input checked="" type="checkbox"/>	Friday	Joe	jfriday	3	Male	abc123	
<input checked="" type="checkbox"/>	Franklin	Benjamin	bfranklin	3	Male	abc123	

All students will display in a list. To filter the list, select a classroom, grade, or gender and choose **Filter List**.

- **Actions:** Select the action to be completed:
 - Update Passwords to this Password: Enter a new password in the field provided, check each student to be changed and choose **UPDATE These Students**.
 - Update Passwords = Usernames: Changes the student's password to be equal to their user name. Check the students to be changed and select **UPDATE These Students**.
 - Update Passwords as Indicated: Allows you to enter a unique password for each student. Check the students to be changed, enter their new passwords for each student in the password column next to their name. Choose **UPDATE These Students** to change each selected student's password.
 - Add to Classroom I Select: Mass assign the students in the list below to a classroom.
 - Edit Students Information: For users whose information is integrated with a student information system, users may only change user name and passwords. All other data is updated automatically for you. To change Username or Password, check the student who is to be changed. Edit the Username or Password fields as desired. Choose **UPDATE These Students**.

- Delete these students: Place a check next to the students to be deleted from Learning Earning. Choose **UPDATE These Students**.

Import Students

Students may be imported from a delimited file.

Note: Do not use the import students option if students are synced from a student information system. Students should be added to the student information system.

Import Students

Required Format Example:

First	Last	Grade	Gender	Username	Password
John	Doe	1	m	jdoe1	password

Click here to download an example spreadsheet.
Upload the students for Ztest School

No file chosen

- Create a spreadsheet as shown or choose to download an example spreadsheet that may be populated with the student information to import.
- Once the file is ready to import, select **Choose File**. Select the file and choose **Import Students**.

Classrooms

Create or edit classrooms.

Note: Do not use the classroom menu if classes are synced from a student information system. Classroom changes should be made in the student information system.

Create a Classroom

- Enter the name of the classroom to be added and select **Create**.

Edit Classroom

Existing classrooms display in the list on the right. Select the name of the classroom.

- **Set Homeroom:** Make this class the homeroom for all students in the class.
- **Delete Classroom:** Delete this classroom from Learning Earnings. Students will not be deleted from Learning Earnings. Only the classroom is deleted.
- **Edit Classroom:** Change the name of the classroom and select **Update Classroom**.
- **Add Existing Students:** Add students who already exist in Learning Earnings to this classroom.

Select the drop-down arrow. In the search field, enter part of the student's first or last name. Select them from the list and choose **Add**. The student is added to the class.

Note: To remove the student, just select Remove next to their name.

- **Add New Student:** Add a student to this class who is not already in Learning Earnings.

Add New Student

First name

Last name

Username

Grade

Password

Enter the first name, last name, user name, grade level, and password to access Learning Earnings. Select **Add**.

- Continue adding students to complete the classroom.

Note: The list contains only students who are already in Learning Earnings. To add a new student, choose **New student**. Complete the fields and choose **Save**. Do not use this option if students are synced from a student information system.

Shop

Add and manage rewards that students can purchase with Learning Earning credits.

- All the existing rewards that are available for the school will display along with the name, image, price in credits, and type.
- Choose **Suggest A Reward** to send a message to Learning Earnings support to suggest a new reward.
- Filter the list by Teacher, Type, or enter a name/description and choose **Go**.

The screenshot shows the PowerSchool interface. On the left is a dark blue sidebar with the PowerSchool logo and navigation icons for Bank, Inbox, Students, Classrooms, Shop, and Reports. The main content area is titled "Products" and includes a button "Add or Manage Your Rewards". Below this is a "Suggest a Reward" section with a green background containing filter dropdowns for "Teacher" and "Type" (both set to "All"), a search input field labeled "Name, Description", and a "Go!" button. A pagination bar shows page numbers from 6 to 12. Three product cards are visible: "SAVE A SEA TURTLE" (Price: 50.00, Available: 93611), "SAVE THE PLANET" (Price: 50.00, Available: 77236), and "Skittles" (Price: 85.00, Available: 28). The bottom of the sidebar shows the user "Jimmy Teacher".

Add or Manage Your Rewards

To add rewards that students may purchase with their credits choose **Add or Manage Your Rewards**.

- Existing rewards will display.
 - To filter the list by grade level, select it from the list and choose **Search**.
 - To search for a reward, enter a few letters from the reward name and select **Search**.
- To insert a new reward, choose **Create a Custom Reward**. Sample templates are available. Select a template from the list and modify it for your own reward or choose **Create a New Custom Reward**. Complete the fields provided including selecting a classroom. Required fields are indicated with an asterisk (*). Select **Create Reward**.

Marking Rewards Delivered or Refunded

Once a student has purchased a reward it can be marked as delivered or refunded.

- Choose **Reports** on the navigation menu.
- Select **Purchases Report**.
- **Filter By:** All purchased rewards will display. Filter the list using one of the following:
 - **Date Range:** Select *Everything, Last 90 Days, Last 60 Days, Last Month, This Month, This Week, Last Week* or *Last 7 Days*.
 - **Show Rewards:** Select *Everything, Undelivered* or *Delivered*.
 - **Homeroom Teacher:** To filter rewards to students of a specific teacher select the teacher from the list.
 - **Show Reward Creator:** To filter rewards by the creator, select them from the list.
- **Options:** The report will generate in student alphabetic order by last name. Choose how the name will display - *Last, First* or *First Last*. Select the format for the teacher name of either *Last, First* or *First Last*.

Note: If items are not listed on the report, try modifying the filtering options. If the item still does not display, have the student verify the purchase by logging in and going to **Bank**. Select **View Checking History** to view their purchase history.

- **Run/Print Report:** After making filter and option selections, choose Run Report or Print Report.
- **Sort:** When viewing the report on the screen, choose a column heading to reorder the list. To sort by multiple columns, select the first column, then hold shift when selecting the second column.
- **Search:** Enter search criteria such as part of a person's name or the name of the reward.
- **Delivered:** To mark an item as delivered, place a check next to the item in the Deliver column. Check the box in the upper right corner to check all items. When all delivered items are marked, choose **Mark Rewards Delivered**.
- **Refund:** To refund an item, select the **Refund** next to the item to be refunded. Choose **OK** to refund the item or **Cancel** to close the message without refunding. A student may confirm that the item was refunded by logging into Learning Earnings and going to **Bank**. Select **View Checking History**. A message will display indicating that a credit was added to the account due to a refunded item.

Reports

- **Purchases Report**: View or print a list of students and rewards that have been delivered/undelivered for a specified date range or teacher.
- **Student Roster**: A list of students including classroom, grade level, name, username and password.
- **Student Activity Report**: A list of students for a selected date range that includes name, user name, grade level, total credits awarded by the teacher, total system credits awarded, credits refunded, credits deposited, credits spent on purchases, number of logins, last sign in, and current account balance.
- **Student Credit History Report**: A list of students including their name, username, checking balance and savings balance.
- **Student Earnings Report**: A list of students including their name, username, classroom, total credits, total deposited and the number of credits that were issued to them electronically but have not yet been deposited in one of their accounts (undeposited).