

Sign in

Enter user name and password. Choose the school and then **Sign In**.

- Choose name in the lower left to access profile, help or log out.
- Choose the arrow to the right of your name to minimize the menu to just icons.

Bank

- Edit Credit Categories: Add new categories such as Attendance or Behavior or edit/delete existing categories.
- Print Credits: Print paper copies of credits to be distributed to students. Enter the number of 1, 5 or 10 credits to print and choose **Print These Credits**.
- Electronic Credits: Issue electronic credits that students can use to purchase rewards. Unused student credits roll forward each year unless otherwise requested. To give credits to a single student select the student from the list, enter the number of credits to give them and select **Send Credits**.
To issue credits to an entire classroom select the classroom from the list. A list of all of the students in the class will display. Enter the number of credits to give to each student and choose **Send Credits**.
- Transfer Credits: To transfer credits to another teacher enter the number of credits to transfer, select the teacher from the list and choose **Transfer Credits**.

- Lookup A Code: Enter the code from a printed transcript to determine if it has been redeemed by a student.

Inbox

- Messages: View peer or auction messages.
- Send LE A Message: Send a message to LE support.

Students

Warning! If students are synced from a student information system, only the username and password should be edited in Learning Earnings. All other changes should be made in the student information system.

New Students

Choose the number of students to be added. Use the pre-fill options to select the default grade level, gender, etc. to be assigned to the list below. Choose **Go**. Blank lines will display below. Complete the fields as needed and choose **Add These Students**.

Edit Students

- 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 = User Name: Change 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: Enter a unique password for each student. Check the students to be changed, enter the 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: Check to students to be deleted and choose **UPDATE These Students**.

Import Students

Import students from a delimited file.

Classrooms

Warning! Do not use these options if classes and students are synced from a student information system. Classes and students should be updated in the student information system.

- Create a new class: Enter the name and choose **Create**.
- View/Edit Classroom: Choose the classroom from the list. Select the class name to see the students in the class. Choose a student name to edit. Make the desired changes and choose **Update Student**. Remove students from classes as needed.

Shop

Manage the rewards that your students can purchase with their LE credits.

[Add or Manage Your Rewards](#)

View awards that students can purchase.

- Create a New Reward: Choose **Create a New Reward** to add a new reward. Select to create a new reward from an existing template or choose **Create a New Custom Reward**. Enter a Name and Description. Use **Choose File** to select an image for the reward. Enter the quantity available for purchase and the price (number of credits). Select the classes for which the item is to be available to purchase and choose **Create Reward**.
- Edit An Existing Reward: Choose the name of the reward. Change the name, description, category, image, quantity on hand, student price or class. To deactivate a reward set quantity on hand to 0. Choose **Update Reward**.
- Suggest A Reward: To contact LE with an idea for a new reward choose **Suggest A Reward** link. Enter your suggestion and select **Send Message**. We'd love to hear from you.

Reports

- Purchases Report: A report by student of purchases made within a specified date range. Users may also mark rewards as delivered or refunded from this report.

- Student Roster: A list of students by class including their username and password. Report can be filtered by grade level or classroom.
- Student Activity Report: A report of student activity including the user name, time they last logged in and their account activity.
- Student Credit History Report: A list of all students along with their available savings and checking account balances. The report can be generated for all students in the school, students who have been issued credit, all classes or a selected class.
- 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).

Check it out at <http://www.learningearnings.com>.

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Welcome to Learning Earnings



PowerSchool

Teacher Guide