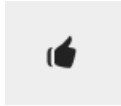


Adding a Behavior Occurrence on Website

1. Sign in to www.5starstudents.com



2. Click on Behaviors
3. Click on the Behavior you're adding the occurrence for.
4. To add the occurrence use 1 of the 5 options
 - a. **Add online**: use a USB scanner or manually type in the student's ID number and hit Enter to add the occurrence.
 - b. **Add from list**: select the students by name. Use the column filters for a quicker look up. After selecting the names, click *Save List*.
 - i. If your school uses Groups, select the groups tab and add from the list.
 - c. **Add from ID**: manually enter or scan IDs (one per line) and click process list.
 - d. **Import from file**: upload an excel, txt, or csv file. File must include the student's ID number. You can also include a column with date/time and number of occurrences.
 - e. **Import from scanner**: if you used a mobile barcode scanner (CS3000/CS3070) to scan behavior occurrences, plug the scanner in and upload the BARCODES.TXT file here.