

# Adding Behavior Occurrence on Manager App

1. Open up the 5-Star Students Manager App. Use the same login (email and password) you use for the website.



2. Click on the Behaviors icon at the top of the screen.
3. Click on the Behavior you're adding an occurrence for.
4. Use 1 of the 3 scanning options.
  - a. **Manual Add:** manually enter the student's ID number or look them up by name. Hit enter to add the occurrence.
  - b. **Bluetooth Scan:** if you're using the mobile barcode scanner (CS3070), pair the Bluetooth scanner to your device and scan with the scanner. The ID number will appear in the text box and automatically enter the occurrence.
  - c. **Camera Scan:** this will open up your device's camera. Line up the barcode with the red lines and it will automatically scan and enter the occurrence.
5. Be sure to return to the home screen to ensure data syncs with the website.