Adding Multiple Behavior Occurrences for Different Behaviors

Behavior Barcodes

Similar to events, users can only use the mobile barcode scanners (in batch mode) to scan for one behavior at a time unless behavior barcodes are used. To print out behavior barcodes, navigate to the Barcodes page in the Behavior area of the program. Select the behaviors you will be scanning for and choose how you want to export them. Print out this list before scanning. Users will scan the behavior barcode first and then the student. To switch behaviors, scan the next behavior barcode before scanning a student.

Add Online

The Add Online (Multiple Behaviors) option can be used when adding live occurrences for different behaviors. In order to use this area, you must print out Behavior Barcodes *first*.

1. Scan the individual's ID card, manually enter their ID number, or look them up by name.
2. Scan the behavior barcode(s).
3. To change individuals, scan or enter the next ID number.

Any wired USB scanner or Bluetooth scanner connected to the computer can be used for scanning. The system will attempt to match the scanned ID with an existing individual in the system. Because behaviors do not have a check-in limit, an individual can be scanned multiple times for that behavior.

Import Occurrences (Scanner)

When using the behavior barcodes on a mobile barcode scanner (in batch mode), you will need to upload the scanner file in the Import Occurrences (Scanner) area.

By doing this, the program will know to look for the behavior barcodes on the scanner and sort the occurrences accordingly. Use the same steps as importing from scanner for behavior occurrences:

1. Plug the mobile scanner into the computer using the USB cable provided.
2. Navigate to the Import Occurrences (Scanner) page.
3. Hit *Select file…* and find the scanner on the computer (CS3000, CS3070, or CS4070).
4. Open the Scanned Barcodes folder and select the BARCODES.TXT file.
5. Hit *Process File*.

Import Occurrences (File)

If users keep track of behavior occurrences on paper or in a spreadsheet, they can use this option to upload the occurrences. The file must contain the individual's ID numbers and the name (or code) of the behavior. The behavior must match the behavior name in 5-Star. The file can also include the date/time of the occurrences. If the user keeps track of the number of occurrences, rather than recording each individual occurrence, they can include that in a column as well.

Behavior Code	ID	Last Name (optional)	First Name (optional)	Occurrence date	# of Occurrences
RESPECT	10415	Rogers	Brian	9/15/15 4:30 PM	
RESPECT	10321	Brown	Gerrard	9/15/15 4:30 PM	
RESPONSIBLE	10674	Simpson	Rachel	9/15/15 4:30 PM	
RESPONSIBLE	10674	Simpson	Rachel	9/16/15 4:32 PM	
RELIABLE	10674	Simpson	Rachel	9/16/15 1:30 PM	
RELIABLE	10345	Adams	Anna	9/16/15 1:35 PM	
Clean Campus	10013	Smith	John		5
Clean Campus	10015	Brown	Justin		8
Respect	12486	Jones	Carrie		4