



Reward Management Guide

This guide will assist you with creating rewards and managing redemptions using 5-Star Students

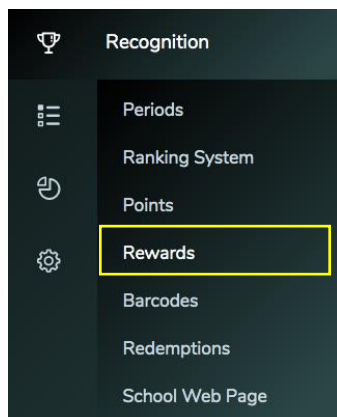
✓ *Create and configure rewards*

- ✓ *View reward-eligible individuals*
- ✓ *Error! Reference source not found.*
- ✓ *Error! Reference source not found.*

✓ Add Inventory

Create and configure rewards

Navigate to the Rewards page in 5-Star.



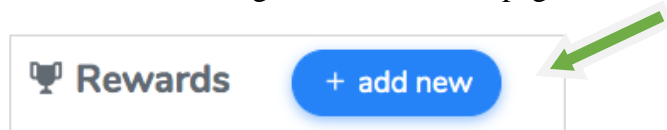
 The Rewards page interface includes a '+ add new' button, a calendar icon for '2019/2020', and a breadcrumb trail 'Recognition > Rewards'. Below the header are buttons for 'Add redemptions', 'Scan redemptions', 'Import redemptions', and 'Pickup redemptions'. A table lists three rewards:

	Name	Type	Requirement	Other Criteria	Points Deducted?	Available		
	Churro	Points	10 points	Student	Yes	189		
	Draw String bag	Rank	Top 50	Student, Grades: 9	-	45		
	Festival T-Shirt	Points	25 points	Student	Yes	97		

The Rewards page can be used to help manage your point system incentives. Once you've defined a reward, you can easily see which individuals are qualified and even mark specific reward redemptions.

Add a new Reward

To create rewards, go to the **Rewards** page within the **Recognition** menu after login.



Click **Add new reward** to create a new reward.

DETAILS

Name

Description

Link
 ?
Make sure to include http:// or https://

Image (optional)
 Max display size: 500x500 pixels
Supported file types: png, jpeg, gif

Recognition period: ?

Reward type:

Points required:

Track redemptions?:

Reward limit (0 for unlimited):

Are points deducted?:

Redemption instructions
 ?

Allow self-redemption?: ?

Track inventory?: ?

Type:

Gender:

Grades:

Additional qualification: ?

Private?: ?

Closed?: ?

Reward name – give a meaningful name to the reward, such as "Super Fan T-Shirt". There's a limit of 100 characters.

Reward description – you can optionally add text that provides additional details about the reward. There's a limit of 1000 characters.

Image – Select an image for the reward. This will be displayed on the school webpage and/or student app.

Recognition period – Choose a period other than the school year to determine eligibility based on points earned during that period. Points cannot be deducted for redemptions of period-based rewards.

Reward type – there are 3 types of rewards to choose from:

- **Points:** *a specific number of points is required to be eligible for the reward*
- **Percentage:** *inclusion in the top x percentage, based on point total, is required for the reward*
- **Rank:** *inclusion in the top x number of individuals, based on point total, is required for the reward*

Track redemptions? – do you want to keep track of who received the reward? For point-based rewards, enabling redemptions will also uncover an additional option to deduct points from individual totals.

Reward limit – set a limit for how many units a student can redeem for this item (0 for unlimited).

Are points deducted? – if redemption tracking is enabled, points can be deducted from individual totals if applicable. For example, in order to receive a spirit t-shirt, a student must accumulate and then redeem points for the reward. In this scenario, after redemption the student will have a “remaining point balance” that is less than their total points earned. For rewards that require point deductions, the system will determine whether individuals have enough “remaining points” to qualify for the reward. *The remaining point balance is separate from the total points in 5-Star.*

Allow self-redemption? – Choose **Yes** to allow individuals to redeem this reward themselves, via the Student App or school web page (if available). Self-redeemed rewards must be picked up or delivered by the school. You can view self-redemptions for each reward, or by individual, and mark them as received. If allowing self-redemptions, we recommend including details about how to pick up the reward in the **Redemption Instructions** area.

Track inventory – keep track of quantities for this reward, and have the system verify availability before allowing a redemption.

Initial quantity – enter in the original stock count. If students have already redeemed this reward before inventory was tracked, enter that quantity plus any additional stock (i.e. 30 students already redeemed this item last semester and you have a starting balance of 45, add 75 as the initial quantity).

Type – specify the type of individual that is eligible for the reward (student, faculty, or community member).

Grade – applicable to students only, specify the grade level that is eligible for the reward.

Gender – if applicable, select the gender that is eligible for the reward.


Additional Qualification – if applicable, you can sort by Class, Group, House, Activity participation, or Event attendance (i.e. only individuals that attend the Rally event are eligible for a Raffle Entry reward).

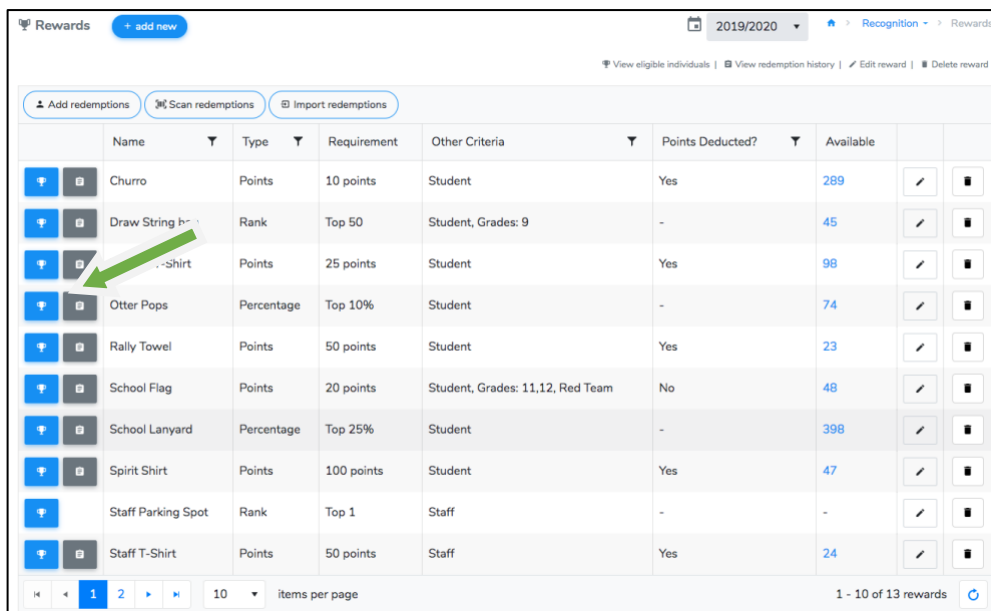
Is private? – if you wish to keep the reward private and not visible within published school web pages or the Student Mobile app, set this option to "Yes".

Closed? – Choose **Yes** to close the reward and halt further redemptions (if applicable). The reward will also be hidden on published school web pages and the Student App. Use this option to *remove* a reward that's no longer available but keep existing redemption records. If needed, you can re-open the reward at any time.

After making your selections, click the *Save* button to finish creating the reward. You can edit or remove rewards at any time by clicking the appropriate button next to each reward in your list.

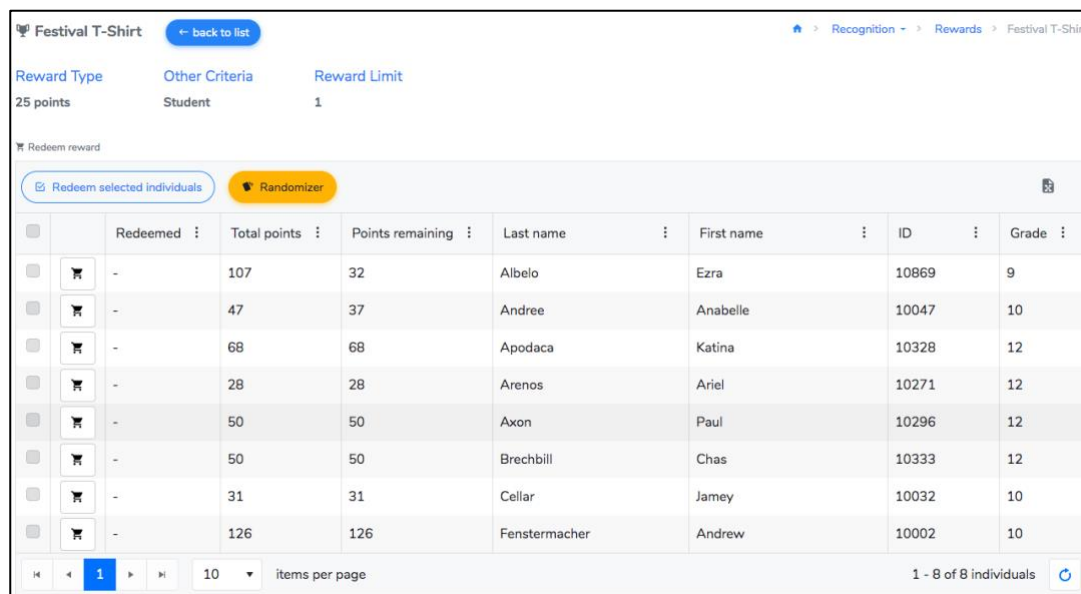
View reward-eligible individuals

To see which individuals are eligible for a reward at any time, click the  button next to a reward.



	Name	Type	Requirement	Other Criteria	Points Deducted?	Available		
	Churro	Points	10 points	Student	Yes	289		
	Draw String bow	Rank	Top 50	Student, Grades: 9	-	45		
	Festival T-Shirt	Points	25 points	Student	Yes	98		
	Otter Pops	Percentage	Top 10%	Student	-	74		
	Rally Towel	Points	50 points	Student	Yes	23		
	School Flag	Points	20 points	Student, Grades: 11,12, Red Team	No	48		
	School Lanyard	Percentage	Top 25%	Student	-	398		
	Spirit Shirt	Points	100 points	Student	Yes	47		
	Staff Parking Spot	Rank	Top 1	Staff	-	-		
	Staff T-Shirt	Points	50 points	Staff	Yes	24		

For a point-based reward, you'll see the list of all individuals that have accumulated *at least* the number of points required. All the filter and sorting options you find on other 5-Star Students pages are available. In addition, you can export the list to an Excel file format.



Redeemed	Total points	Points remaining	Last name	First name	ID	Grade
	107	32	Albelo	Ezra	10869	9
	47	37	Andree	Anabelle	10047	10
	68	68	Apodaca	Katina	10328	12
	28	28	Arenos	Ariel	10271	12
	50	50	Axon	Paul	10296	12
	50	50	Brechbill	Chas	10333	12
	31	31	Cellar	Jamey	10032	10
	126	126	Fenstermacher	Andrew	10002	10


For percentage and rank reward types, you'll see those individuals that qualify based on the reward criteria. In the case of a tie for the lowest eligible member, all individuals having the same point total will be included.

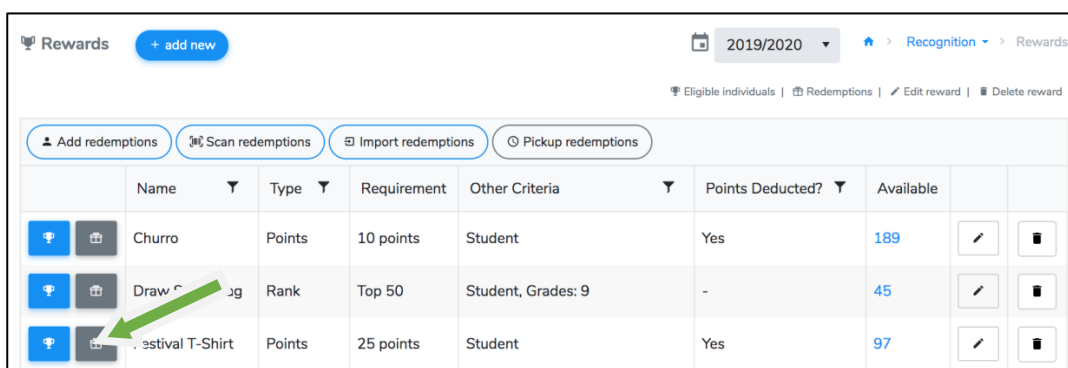
Example 1:

Reward X is designated for the top 3 students, based on point total. Samuel has the most points with 250, Janet has the second most points with 225, and both Robert and Susan have the third most points with 200. In this case, there would be 4 students listed on the reward page, since Robert and Susan are tied in third place.

Example 2:

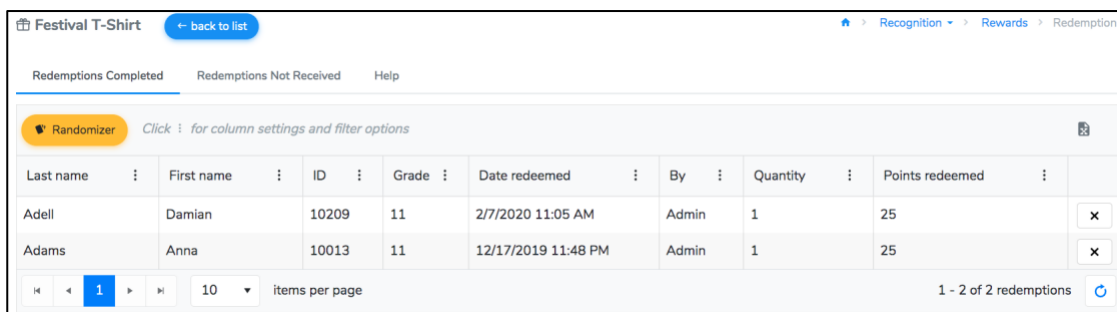
Reward Y is designated for the top 10% of 12 grade students, based on points. Using a percentile calculation, being in the 90th percentile and above requires at least 175 points. All 12 grade students having at least 175 points, regardless of how many, would be displayed in the list of individuals eligible for the reward.

Upon returning to the rewards page, you can view the complete redemption history for a reward by clicking the  button.



	Name	Type	Requirement	Other Criteria	Points Deducted?	Available		
	Churro	Points	10 points	Student	Yes	189		
	Draw C...	Rank	Top 50	Student, Grades: 9	-	45		
	Festival T-Shirt	Points	25 points	Student	Yes	97		

The redemption history page is organized by the date of redemption, but can be sorted, filtered or exported as necessary. If necessary, you can delete a redemption from the list. If points were redeemed, those points will be returned to the associated individual.



Last name	First name	ID	Grade	Date redeemed	By	Quantity	Points redeemed	
Adell	Damian	10209	11	2/7/2020 11:05 AM	Admin	1	25	
Adams	Anna	10013	11	12/17/2019 11:48 PM	Admin	1	25	

1 - 2 of 2 redemptions

Add Inventory

Throughout the school year, you may need to add additional inventory for a reward. Click on the available number next to the reward name.

Rewards 2019/2020

Home > Recognition > Rewards

Eligible individuals | Redemptions | Edit reward | Delete reward

+ Add redemptions + Scan redemptions + Import redemptions + Pickup redemptions

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Inventory: Rally Towel Home > Recognition > Rewards > Rally Towel

+ Add ← back to list

Date	Quantity added	Notes	User	
12/24/2019	15	Initial quantity	Admin	

10 items per page 1 - 1 of 1 entries

You will be directed to the inventory management page for that item where all of the entries will be listed. Click the add button.

Add/Edit Inventory ×

Quantity

Notes

The quantity will be saved and updated in 5-Star.