



Student App Management Guide

This guide will assist you with managing the Student Mobile App using 5-Star Students

- ✓ Overview of Student App features
- ✓ How to configure app options for your school
- ✓ How to view and manage app registrations by students
- ✓ How to post news items and send mobile notifications
- ✓ How to display school activities and upcoming events within the app
- ✓ How to manage event codes for self check-in
- ✓ How to manage event proximity beacons

Overview of Student App features

The Student App provides the ability for students and staff members to access their school involvement data on a mobile device. The app is available for both iOS (Apple) and Android (Google) platforms.

Depending on your school configuration, individuals can view their own data related to:

- Participation in activities
- Attended events
- Behavior occurrences
- Attended and upcoming interventions
- Point totals
- Eligible surveys
- Eligible voting polls

In addition, students can view a list of school activities, upcoming events, and posted news items. School personnel can also send news items via mobile notification to all app users.

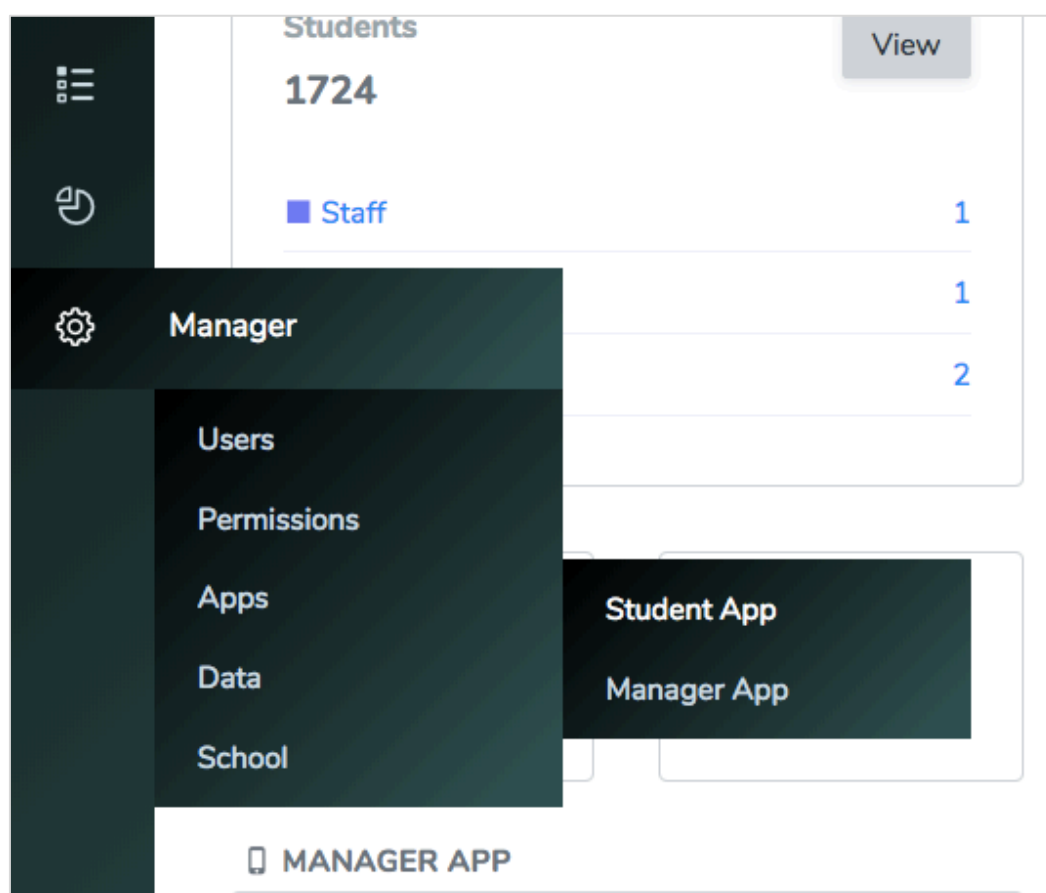
Lastly, students and staff have the ability to “self check-in” to school events with a predefined code or their proximity to a nearby Bluetooth beacon. This feature provides multiple options for schools to capture event attendance, without the need for barcode scanners or other manual check-in processes.

The Student Mobile App is available as an “add-on” product with your 5-Star Students subscription. Current pricing information is available at <http://5starstudents.com/pricing>

How to configure Student App options for your school

The configuration options for the Student App are located within the Manager area of the 5-Star Students website. That means ONLY designated school managers have the ability to make changes to settings that will affect the app.

Log into 5-Star Students at <https://app.5starstudents.com/login> and navigate to the Manager area. Select the **Student App** option to access app settings.



On the Student App page, you can view and make changes to app configuration options.

SUMMARY

Registration method: ID and Last Name ? Color theme: ?

App title 25 characters maximum: Adams High School ?

POINTS AND REWARDS

Access individual points? Yes ? Display star rank? Yes ?

Show individual leaderboard? Yes ? Mask ID on leaderboard? Yes ? Show secondary ID on leaderboard? No ?

Show grade level leaderboard? Yes ? Show groups leaderboard? Yes ? Show rewards? Yes ?

Registration method

Choose the method required for students to authenticate (i.e. login) and register their device. None of the Student App features can be accessed until a device is registered.

Students may only register ONE device at a time, and are limited to a maximum of 2 registrations per day to minimize issues with students temporarily impersonating other students.

Once students register their device, they will be able to utilize all app features enabled for your school. Each device will remain registered until:

- The student registers another device, rendering the previous device disabled
- A school manager removes the device registration via the 5-Star Students website

If a student attempts to continue using the app on a device that has been unregistered, they'll be prompted to authenticate (i.e. login) again to re-register that device.

If the registration method is set to "None", students or staff will NOT be able to locate your school when installing the app on their device. This option should be used to temporarily or permanently prevent new registrations of the app by your students.

Color theme

Choose a color for the icons that appear on the homepage of the app. The text in the icon will be white and will be easier to see with darker colors in the background.

App title

Enter a title that students will see when navigating within the Student App.

Typically, this should be the name of your school, however it could be something different (i.e. Viking Spirit).

There's a limitation of **25** characters for the app title, so use abbreviations if necessary.

Access individual points?

Choose whether or not to allow individuals to access their current point total via the app.

If there are multiple recognition periods defined, students will also be able to view their point totals by period.

If this feature is enabled, the Individual points options window will appear.

It can take up to 15 minutes for student point totals to be updated after recent data activity.

Display star rank?

Choose whether individuals can view their 5-Star ranking when viewing point totals.

Point total access must be enabled for the ranking to be displayed.

Show individual leaderboard?

Choose whether individuals can view the point leaderboard.

If this option is enabled, the Individual leaderboard options window will appear.

Mask ID on leaderboard?

This will hide the ID numbers on the leaderboard and only display the ranking numbers (i.e. #1, #2, #3).

Show secondary ID on leaderboard?

If your school uses secondary ID numbers, this will display that number instead of their ID number.

Show grade level leaderboard?

Choose whether individuals can view the grade point leaderboard.

Show groups leaderboard?

Choose whether individuals can view the groups point leaderboard.

Show rewards?

Choose whether individuals can view their reward eligibility and reward redemption history.

⊖ BEHAVIORS AND INTERVENTIONS

Access behaviors? Behaviors label 13 characters maximum

Yes ▾ PBIS ?

Access interventions? Interventions label 13 characters maximum

Yes ▾ Office Hours ?

☑ SURVEYS AND VOTING

Access surveys/voting?

Yes ▾ ?

👤 CONTACT

Contact name

Greg Hroch ?

Contact email Contact phone

greg@5starstudents.com optional

Access behaviors?

Choose whether individuals can view their own behavior occurrences.

If you are NOT using the behavior tracking feature within 5-Star Students, this option should remain disabled to avoid confusion by students.

Behaviors label

Choose a word or phrase to label your behaviors icon. Other than Behaviors, schools will typically use their unique rewards program as a label (i.e. PRIDE Points).

Access interventions?

Choose whether individuals can view their own intervention attendance. They will also be able to view upcoming interventions, as well as any eligibility lists they are on.

Interventions label

Choose a word or phrase to label your interventions icon (i.e. Tutoring, Study Hall, or Office Hours).

Access surveys/voting?

Choose whether individuals can access surveys and voting polls via the Student App.

Students can ONLY access open surveys and polls for which they are eligible. Previously completed or expired surveys and polls will also be listed.

If you are NOT using the survey or voting features within 5-Star Students, this option should remain disabled to avoid confusion by students.

Contact name/email/phone

You can optionally provide a name, email and/or phone number for individuals to contact regarding the Student App.

Please make sure the contact is able to assist Student App users with device registration problems and answer other general questions on behalf of the school.

If any contact information is available, registered students and staff will be able to view it on the app's [Help](#) screen.

If a contact email is available, students will be able to create an email message via the email client on their device (if available).

If a contact phone number is available, students will be able to initiate a phone call via the app.

IMPORTANT: Changing Student App configuration options

Students or staff members with *existing* app registrations may not immediately see changes you make to Student App configuration options. It can take up to 12 hours for existing users to receive changes, depending on app usage.

How to view and manage Student App registrations

Once students or staff members begin installing the app and registering their devices, each registration is available to view and manage within 5-Star Students. From the **Student App** area, select the [App Registrations](#) tab.

A list of all registered students and/or staff members will be displayed.

Student App Home > Manager > Apps > Student App

Configuration News Beacon Information Beacon Schedules App Registrations

Click : for column settings and filter options [Red Circle] [Download Icon]

Type	Last name	First name	ID	Grade	Gender	
Student	Abe	Kyle	109684	10	M	[X]

Platform	Device	Registered	Active?
iOS	iPhone	12/11/2018 11:47 AM	Yes

Clicking the “expand” icon next to each individual will display additional information about each registration:

- Platform (iOS or Android)
- Device type (i.e. iPhone)
- Date of app registration
- Status of registration (active or not active)

As noted earlier, only ONE device at a time can be registered per individual. In addition, there’s a maximum of two registrations allowed per day.

If necessary, you can remove registrations for an individual or ALL registrations for the school.

Below are scenarios when student or staff registrations should be deleted:

- A student indicates they have exceeded the max number of registrations per day. Removing their existing registrations will allow them to attempt another device registration.
- You make changes to any app configuration options. Removing ALL existing registrations will require individuals to re-register their device the next time they attempt to use the app.
- At the end of the school year, you want to stop individuals from using the app. Changing the app registration method to “None” and removing ALL existing registrations will disable the ability to use the app or register with the school.

How to post news and send mobile notifications

Schools can post news items that are visible through the Student App by users. In addition, you can send mobile notifications to app users that correspond with news items. From the **Student App** area, select the **News** tab.

A list of existing news items will be displayed.

Configuration News Beacon Information Beacon Schedules App Registrations							
Post news items to communicate with your Student App users. You can also send or schedule mobile push notifications							
+ Add news item							
Title	Message	Updated	Enabled?	Important?	Notification	Notification Date	
Winter Formal	Winter Formal is on Satur...	12/11/2018	<input type="checkbox"/>	<input type="checkbox"/>	None		
Homecoming Week	Be sure to wear your PJ's...	9/17/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sent	9/17/2018 10:25 AM	
Back to School BBQ	Our back to school BBQ is...	5/19/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None		
Football vs. Lincoln HS	Come to the football game...	2/6/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None		
Dress up Tomorrow	Don't forgot to wear your...	2/6/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	None		

10 items per page 1 - 5 of 5 items

To add a new news item, Click the **Add news item** button

Add/Edit News Item ✕

Title

Message

Link optional

Email contact optional **Phone contact optional**

Enabled? **Important?**

Show or hide this news item as needed Display this news item at the top of the list, regardless of date

Send notification?

Title

Enter a title for the news item in 50 characters or less.

Message

Enter a message for the news item in 500 characters or less.

Link

It is optional to include a link for more information about the news item. Make sure to include the complete website address (i.e. <http://5starstudents.com>).

Email contact

It is optional to include an email contact for the news item.

Phone contact

It is optional to include a phone contact for the news item.

Enabled?

Choose whether the news item should be enabled. Enabled news items will be visible through the Student App. Disabled items will not be visible.

Important?

Choose whether the news item is critical or important. Important news items will be listed **at the top** when viewed through the Student App.

Send Notification?

Choose whether to send a notification when posting the news item. Registered app users that have agreed to receive notifications will receive a standard mobile notification containing the **Message** text of the news item.

The news title and optional link will NOT appear in the notification. Those items will only be visible when navigating to the News page within the app.

You can re-send notifications by editing existing news items and selecting the Send Notification option. The most recent date/time a notification was sent will appear in the News Item list.

How to display school activities and upcoming events


You can enable both school activities and events to be visible through the Student App. This feature can provide students with up-to-date information about available activities and upcoming events.

Each activity and event in 5-Star Students has a privacy option. For example, an event designated as private will not be visible through the Student App. Conversely, any activities or events considered public will be visible to all registered app users in the school.

When new activities and events are created, they are considered public by default.


To view and/or change the privacy option for activities or events, navigate to the appropriate activity or event page in 5-Star Students.


Select **Edit activity** (or **Edit event** for events)


 Edit activity


Type

Activity

Code 

Include in metrics? 

Require permissions? 

Related interests 

Description


Points

Gray points

Contact name

Contact phone

Contact email

Is private? 

Adjust the **Is private** option as needed and save your changes. For activities and events that remain public, consider populating the **Description** and **Contact** fields as those will be visible to app users. Point values will also be displayed if greater than zero (with the exception of gray points).

Only upcoming events, scheduled to occur within 30 days or less, will be displayed in the Student App.


How to manage event codes for self check-in

The Student App allows the possibility for individuals to “self check-in” to school events with a predefined code. A check-in code can be assigned to an event at any time, along with a date and time when the code will no longer be valid.


To view or change the check-in code and expiration date option, navigate to the appropriate event page in 5-Star Students.



EVENT - ATTENDEES
7/29/2016 - Back to School BBQ


[RETURN TO CALENDAR](#) [REMOVE EVENT](#)



 Edit event


Event


Check-in code 

Check-in code expiration  

Event date 

Start time  

End time 

Category 

Set the **Check-in code** and **Check-in code expiration** options as needed and save your changes. The check-in code has a maximum of **five** digits. Make sure the code entered does not conflict with any other active event codes. Once the expiration time passes, the code will no longer work for event check-in through the Student App.

Remember, any students that know the code will be able to check into the event using the Student App prior to the expiration time. The event code option should only be used for situations where the possibility for code sharing by students would be controlled or limited.

How to manage event proximity beacons

General information about proximity beacons is available at <http://5starstudents.com/Products/beacon>

Schools with proximity beacons purchased from 5-Star Students can assign them to any available event using **Beacon Schedules**. A beacon assigned to an event during a specified time frame will allow students (or staff) with the Student App to check into the event if within range.

To add beacon schedules for events, select the **Beacon Schedules** tab from the **Student App** area.

A list of previous beacon schedules will be displayed.

Status	Beacon Name	Event Name	Start Time	End Time	Notification	Notification Date	
Expired	DEMO 1	Football Game vs. North	2/1/2019 7:00 PM	2/1/2019 8:30 PM	Sent	2/1/2019 7:00 PM	
Expired	DEMO 1	Halloween Dance	11/28/2018 7:00 PM	11/28/2018 7:30 PM	None		

1 - 2 of 2 schedules

To add a new beacon schedule for an event, click the **Add schedule** button. Choose the beacon and select any event, whether it is one-time or repeating. Make sure to set the begin and end date when the beacon should be visible to app users. You can send students a push notification and schedule when the message is sent. You can edit the content in the message textbox. Click the **Update** button to finish adding the schedule.

Edit ×

Beacon

Event

Start date/time

End date/time

Send notification?

Send at

Send a message to app users, letting them know self check-in is available. Set the date/time for when the notification should be delivered and edit default message as needed


Message


Once a beacon is assigned, you are ready to use it at the event location. Keep in mind, multiple beacons can be assigned to the same event if needed. You can also add multiple schedules for the same beacon to prepare for upcoming events throughout the next week, month, etc. Lastly, it's a good idea to periodically remove beacon schedules that have **Expired** to avoid any confusion.


Make sure to review the instructions that came with your beacons to ensure they are used correctly during events and properly stored when not in use.

Beacon Information

Configuration News Beacon Information Beacon Schedules App Registrations

Update beacon information 

Name	Description	Owner	Location	Notes	
DEMO 1	Green		Gymnasium	Above south entrance	

⏪ ⏩ **1** ⏪ ⏩ 1 - 1 of 1 beacons 

Beacon information will include the name of the beacon, the description and any other notes. To edit the information, click the edit button next to the beacon.