

# SchoolMint Hero Webinar

Bell Schedules, Calendar View, & Exports



# Welcome!



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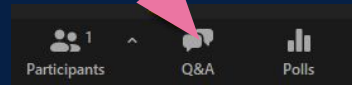
Different title here?

# Logistics

Slides, recording, and related resources will be shared in the follow up email tomorrow

Live Q&A throughout:

- Ask webinar related questions by clicking **Q&A**
- Send site-specific questions to [schoolminthero.zendesk.com](mailto:schoolminthero.zendesk.com)



# Agenda

- **Manage Bell Schedules**
- **Calendar View**
- **Use Exports - FKA  
“Writebacks”**



# Login to Hero

## Let's get started:

1. Navigate to: **hero.schoolmint.com**
2. If your organization does not use Google for email: Click [FORGOT PASSWORD?](#)  
If your organization does use Google for email: Click  [LOGIN WITH GOOGLE](#)
3. Bookmark **Hero**

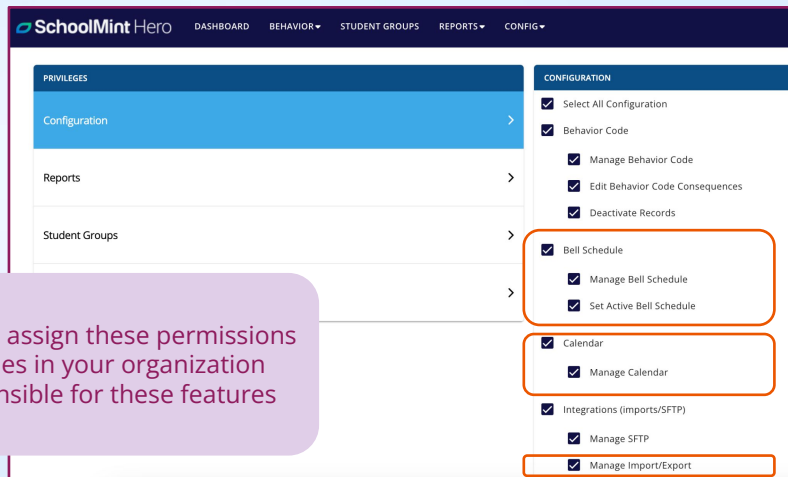
If you are not able to login, your account may need to be added as an account, so you will need to contact your school admin. Access levels may prevent you from being able to access areas we cover today, if you feel you need updated access this is also something to reach out to your school admin with

# Permissions



# Set Up User Permissions

Admins will need these permissions enabled to manage the areas we are covering today:



You can assign these permissions to roles in your organization responsible for these features



# New Hero Dashboard

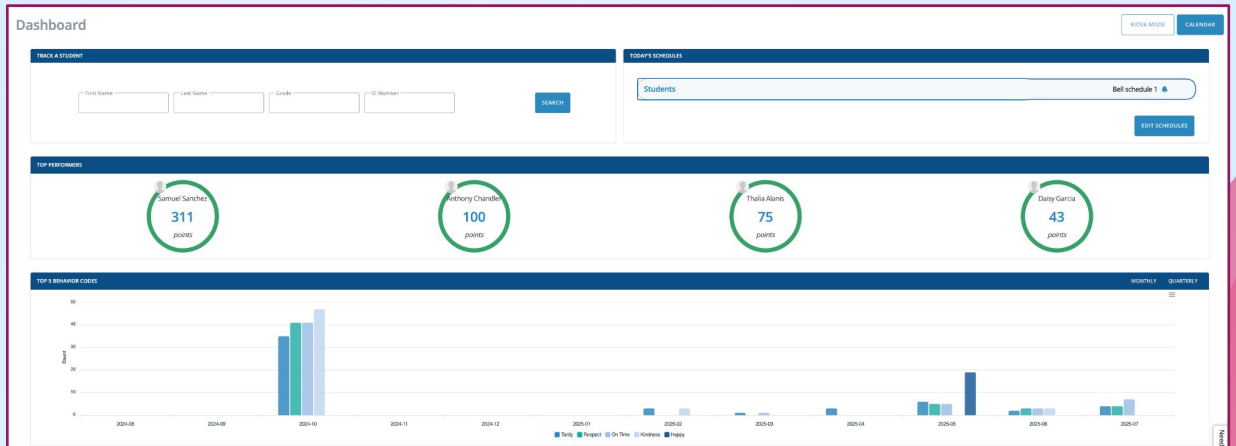


Existing legacy bell schedules were included in the migration script and are on the updated version of SchoolMint Hero.



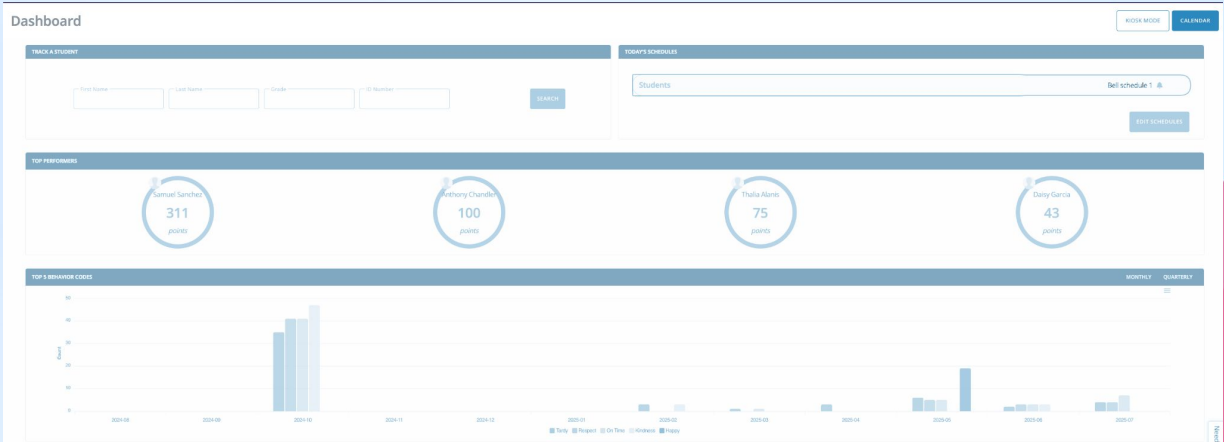
# Dashboard - Admin/Staff View

Note: Administrators and Non-Rosters Staff have a different Dashboard view from Teachers



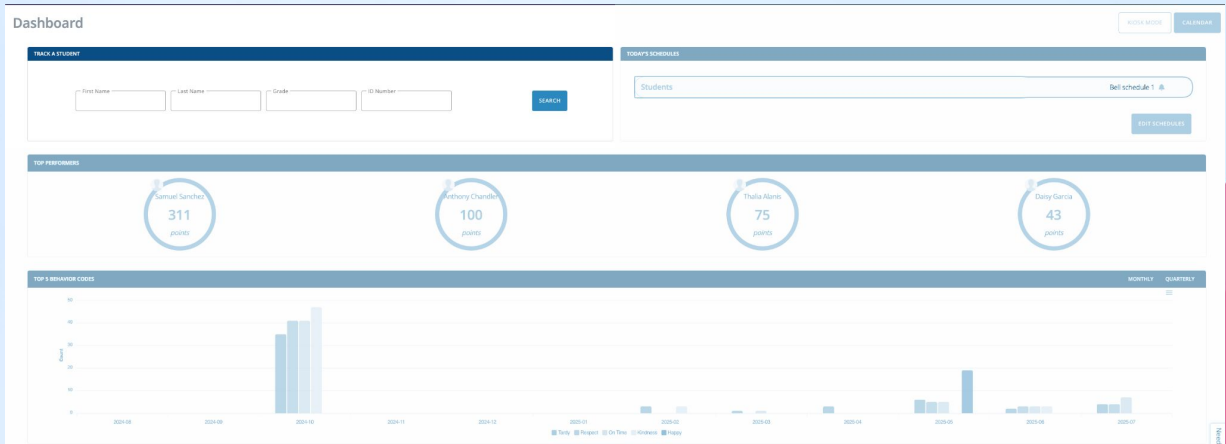
# Dashboard - Admin/Staff View

Enter into Kiosk Mode or view the Calendar



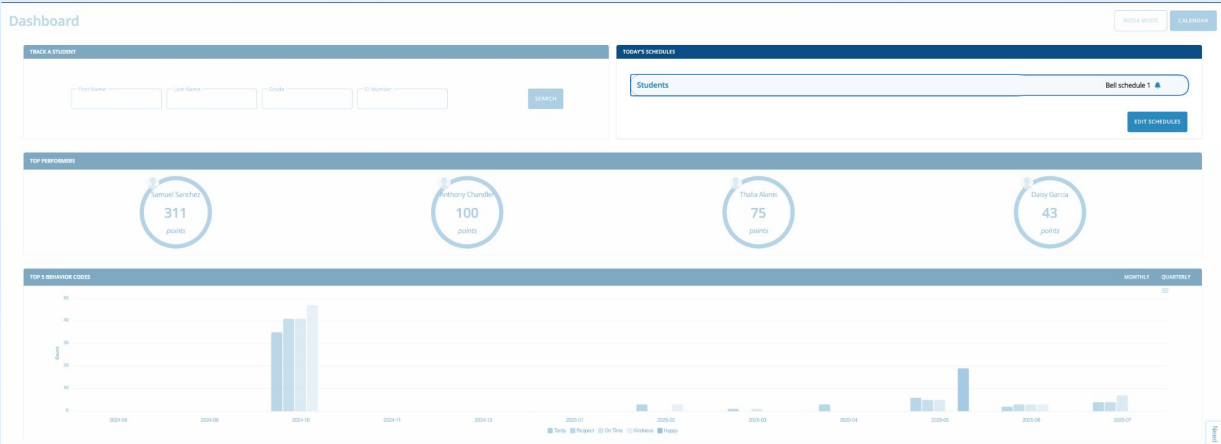
# Dashboard - Admin/Staff View

Utilize the Track a Student feature from your dashboard



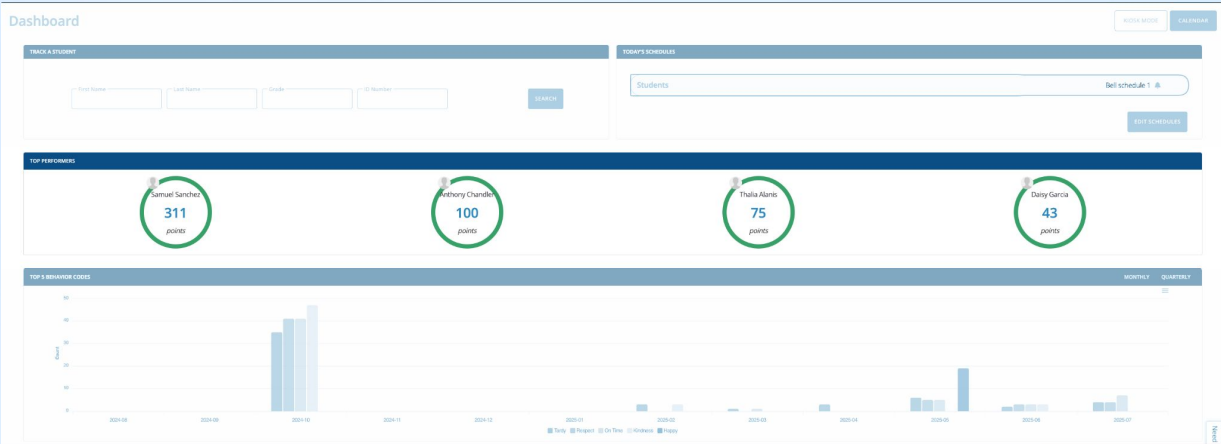
# Dashboard - Admin/Staff View

View and edit schedules from the dashboard



# Dashboard - Admin/Staff View

See the Top 4 points performers across the school



See the Top 5 Behavior Codes tracked across the school

Dashboard

[Home](#)
[Reports](#)
[Calendar](#)

Track a Student

Today's Schedules

Top Performers

Samuel Sanchez

311

points

Anthony Chandler

100

points

Thalia Adams

75

points

Daisy Garcia

43

points

Top 5 Behavior Codes

MONTHLY

QUARTLY

Month	Tardy	Truancy	On-Time	Missed
2024-08	0	0	0	0
2024-09	0	0	0	0
2024-10	45	40	40	45
2024-11	0	0	0	0
2024-12	0	0	0	0
2025-01	5	0	5	0
2025-02	2	0	2	0
2025-03	5	0	5	0
2025-04	0	0	0	0
2025-05	10	10	10	20
2025-06	5	5	5	5
2025-07	10	10	10	10

# Bell Schedules

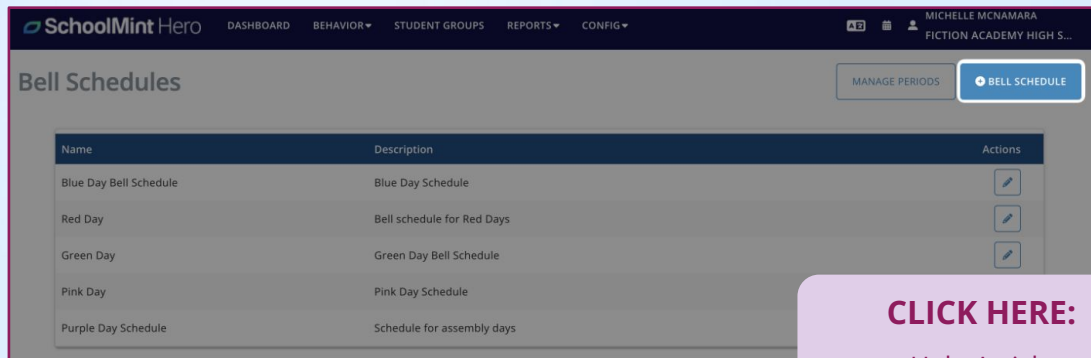


Existing legacy bell schedules were included in the migration script and are on the updated version of SchoolMint Hero.

# Create a New Bell Schedule

## Config > Bell Schedules

To create a new Bell Schedule, select the blue **+ Bell Schedule** button in the upper right-hand corner of the Bell Schedule page



**CLICK HERE:**  
Help Article

Give the Bell Schedule a Name and Description, then click Save.

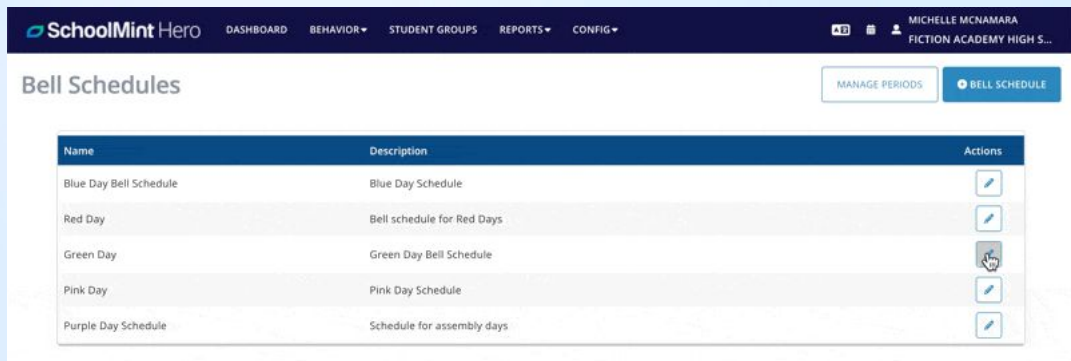
On the next page, add as many periods/blocks/increments as you need in your schedule.








# Updating a Bell Schedule

## Config > Bell Schedules

To create a new Bell Schedule, select the blue **+ Bell Schedule** button in the upper right-hand corner of the Bell Schedule page



The screenshot displays the 'Bell Schedules' configuration page in the SchoolMint Hero system. The page header includes the SchoolMint Hero logo and navigation links for Dashboard, Behavior, Student Groups, Reports, and Config. The user is logged in as Michelle McNamara at Fiction Academy High School. The main content area shows a table of existing bell schedules with columns for Name, Description, and Actions. A '+ BELL SCHEDULE' button is located in the top right corner of the table area.

Name	Description	Actions
Blue Day Bell Schedule	Blue Day Schedule	
Red Day	Bell schedule for Red Days	
Green Day	Green Day Bell Schedule	
Pink Day	Pink Day Schedule	
Purple Day Schedule	Schedule for assembly days	















# Managing Periods

Config > Bell Schedules > Manage Periods

MANAGE PERIODS

Schools will use the data from the Manage Periods page to create or edit an existing bell schedule

## Periods

Period Name		Reference Code	Actions	
Period 1		7764		
Period 2		7763		
Period 3		7752		
Period 4		7751		
Period 5		7765		
Period 6		7750		

You may need to edit an External Reference Code if the code does not match the code of your SIS.

We recommend that you verify that the reference codes on existing bell schedules match the reference codes on the Manage Periods page after a schedule file is imported.

# Clean Up Periods

**Config > Bell Schedules > Manage Periods > Clean Up**

The Clean Up button can remove any periods that are not attached to student schedules. If you have extraneous periods that you want to remove, select Clean Up and follow the instructions on the pop-up. This action cannot be undone.

The screenshot displays the 'Periods' management interface. At the top, there are buttons for 'BACK', 'CLEAN UP', and 'CREATE PERIOD'. Below these is a table with the following columns: 'Period Name', 'Reference Code', 'External Code', and 'Actions'. The table lists seven periods, each with a corresponding reference and external code. The 'Actions' column contains edit and delete icons for each period. A 'Clean up?' dialog box is overlaid on the table, containing the text: 'This will permanently remove all periods that are not associated with other records. Type "CLEAN UP" below to confirm, this action cannot be undone.' Below the text are three buttons: 'CLEAN UP', 'CANCEL', and 'CONFIRM'. The 'Nitec' logo is visible in the bottom right corner of the interface.

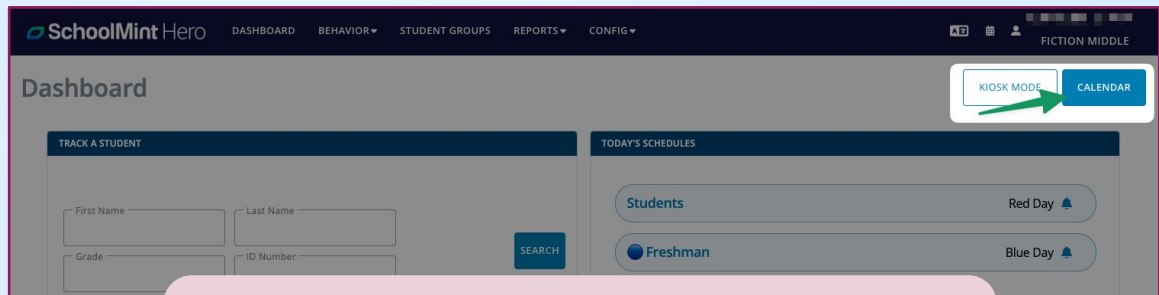
Period Name	Reference Code	External Code	Actions
Period 1	7764	7764	[Edit] [Delete]
Period 2	7763	7763	[Edit] [Delete]
Period 3	7752		[Edit] [Delete]
Period 4	7751		[Edit] [Delete]
Period 5	7765		[Edit] [Delete]
Period 6	7750		[Edit] [Delete]
Period 7	7759		[Edit] [Delete]

# Calendar View



# What is Calendar View in Hero?

Administrators and non-rostered staff with privileges to the Calendar can access Calendar View in Hero via the Dashboard.

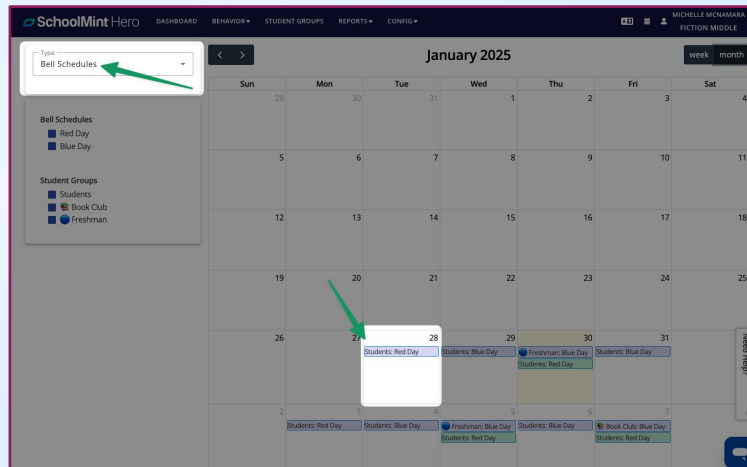


**In Calendar view, users with relevant privileges can assign Bell Schedules to Student Groups and view and manage Compliance Reaction events.**

With the new Calendar View, schools have the opportunity to determine and view their Bell Schedules for each day.

# Assigning Bell Schedules

To assign a Bell Schedule, ensure that the Bell Schedule view is selected in the upper left corner and click on the calendar square for a specific date.



# Assigning Bell Schedules

You will see all existing Student Groups and can assign a Bell Schedule for each group by choose a schedule from the dropdown selector. Click Update to save.

1/28/2025: Bell Schedules

MANAGE STUDENT GROUPS MANAGE BELL SCHEDULES

Select a bell schedule for each group:

Students: Red Day

Book Club

Freshman: Freshman

CANCEL UPDATE

**Repeat this process for each day  
to assign Bell Schedules to date in  
the future**

**CLICK HERE:**

Help Article



# Managing Reactions

To manage Compliance Reactions, ensure that the Reactions view is selected in the upper left corner

The screenshot displays a user interface for managing reactions. At the top left, there is a dropdown menu labeled 'Type' with 'Reactions' selected. To the right of the dropdown are navigation arrows. Below the dropdown is a section titled 'Reactions' containing three items, each with a blue square icon:

- ☒ No Reaction
- ☒ Detention
- ☒ High Performers Lunch

To the right of the list is a calendar view showing the days of the week and dates. The visible portion of the calendar shows 'Sun' for the 29th and 5th.

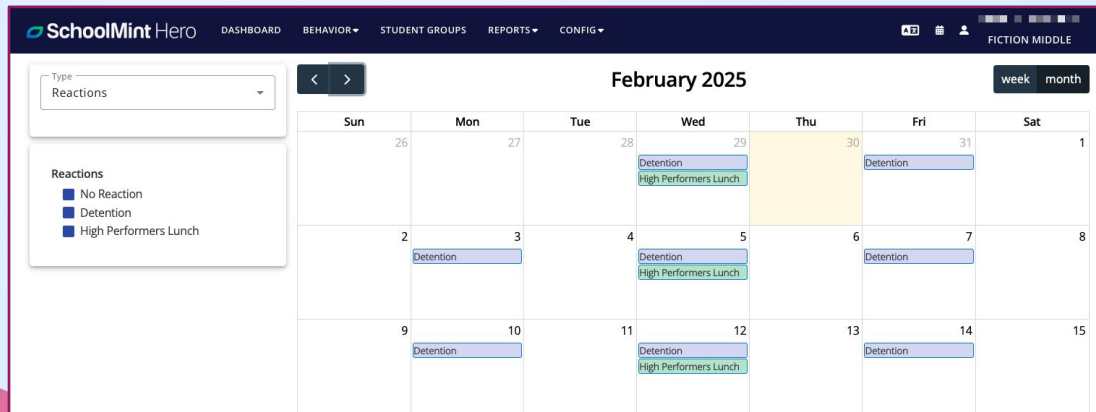
Day	Date
Sun	29
	5





# Managing Reactions

This view will display all future dates on which a Compliance Reaction could take place based on how the Reaction was configured. Click on the calendar square for a specific date to manage the Reactions




# Managing Reactions

If the event does not have students assigned, you can delete it from the Calendar by clicking the Trash Can icon. If the event does have students scheduled, you can navigate to the Compliance Report to comply attendance/completion by clicking on the Compliance button.

2/5/2025: Reactions

Detention

COMPLIANCE



High Performers Lunch

COMPLIANCE

MANAGE REACTIONS

CLOSE



# Exports



# Exports on Hero

## Config > Imports > Exports

Users can access Exports, formerly known as “Writebacks,” to send information from SchoolMint Hero to their FTP and onto their SIS.

The screenshot displays the SchoolMint Hero web application interface. The top navigation bar includes the SchoolMint Hero logo and menu items: DASHBOARD, BEHAVIOR, STUDENT GROUPS, REPORTS, and CONFIG. The user profile for Alexis Robin at Bayside High School is visible in the top right corner. The main content area is divided into two sections: Imports and Exports. The Imports section features a table with columns for Import Name, School Group, School, Last Run, Schedule, Active status, and Actions. It lists four imports, all of which are active. The Exports section is partially visible at the bottom, showing a table with columns for Export Name, Save To, Last Run, Schedule, Active status, and Actions.

Import Name	School Group	School	Last Run	Schedule	Active	Actions
student-import	Bayside School District	Bayside Middle	Mon, Jul 14, 2025 at 12:00 PM	Daily	On	[Edit] [Delete]
student-import	Bayside School District	Bayside Middle	Mon, Jul 14, 2025 at 4:00 AM	Daily	On	[Edit] [Delete]
schedule-import	Bayside School District	Bayside Middle	Mon, Jul 14, 2025 at 2:00 AM	Weekly	On	[Edit] [Delete]
schedule-import	Bayside School District	Bayside High School	Thu, Oct 10, 2024 at 1:47 PM	One Time	On	[Edit] [Delete]

Export Name	Save To	Last Run	Schedule	Active	Actions
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Exports are not a direct integration with any SIS

Exports from Hero are not restricted, but oftentimes an organization's SIS will not allow imports of data other than attendance (tardy codes)

# Configuring Tardy Write-Back to your SIS

Tardy write-back is a process in which Hero will export tardy-related data to your SIS automatically. Below is a quick guide on integrating tardy data from SchoolMint Hero back into your SIS.

## Export Settings:

- What codes should be included?
- What format should the data be exported in?
- When and how often should an export run?

## Build Export:

- What fields should be included?
- In what order should the fields be?

## Save & Run

- Send what you've created to the SFTP!

**CLICK HERE:**

[Help Article](#)



Each SIS will have different requirements for the export, so it's important that you identify the codes and fields you need in the export and get those into Hero before setting up the tardy write-back. Config > Behavior Codes > Edit

# Configuring Tardy Write-Back to your SIS

Config > Imports > Exports

Click the + Export button to create a new export

## Exports

+

EXPORT

Export Name	Save To	Last Run	Schedule	Active	Actions
users95	N/A	Thu, Jan 2, 2025 at 1:50 AM	Daily	<div></div>	<div>RUN</div> <div></div> <div></div> <div></div>
Students	N/A	Wed, Dec 18, 2024 at 2:46 AM	Monthly	<div></div>	<div>RUN</div> <div></div> <div></div> <div></div>

Need Help?



# Configuring Tardy Write-Back to your SIS

**Config > Imports/Exports > + Export**

Enter information into the Export Settings categories depending on your export needs

### Export Settings

Create a new SFTP Export.

EXPORT SETTINGS

File Name

Select Schools

Select All

Export Start Date

1/2/2025

Select Delimiter

Select Codes

Select All

Export Interval

New email address...

Record Options

Record Options

☐ Include Column Headers

☒ SFTP Account Found



# Configuring Tardy Write-Back to your SIS

**Config > Imports/Exports > + Export**

Scroll down to build your export. Click on the plus sign "+" next to a field to add it to the export

The screenshot shows the 'Build Your Export' interface. At the top right, there are two buttons: 'SAVE & RUN NOW' (blue) and 'SAVE EXPORT' (green). Below these is a table with the following headers: 'Position', 'Field Name', 'Column Header', and 'Actions'. The table body contains the text 'Add Fields to Start'. To the left of the table, there are three sections of fields to be added:

- School Information**
  - School ID (+)
- Student Information**
  - Student ID (+)
  - Student First Name (+)
  - Student Last Name (+)
  - Student Grade (+)
- Student Schedule Info**
  - Course Number (+)
  - Section (+)
  - Term (+)

Click Save & Run Now to immediately run the export or Save to run the export at your requested frequency.



**Q&A**

## Survey



**[bit.ly/3lg5NjK](https://bit.ly/3lg5NjK)**



# Q&A

<b>Q: Are we able to change the Ext Code if needed?</b>	A: The external code will automatically populate once you select the reference code.If you need to change the external code, you can do so from the Manage Periods page.
<b>Q: How do we upload our students?</b>	A: You'll add your students via the Import Process in SchoolMint Hero! Here is the webinar we hosted last week that covers this process: <a href="https://schoolminthero.zendesk.com/hc/en-us/articles/38754138827547-Webinar-SFTP-Connection-and-Imports-on-the-Updated-Version-of-Hero">https://schoolminthero.zendesk.com/hc/en-us/articles/38754138827547-Webinar-SFTP-Connection-and-Imports-on-the-Updated-Version-of-Hero</a>
<b>Q: Can you assign Bell Schedules on the Calendar?</b>	A: Yes! Here's the support article: <a href="https://schoolminthero.zendesk.com/hc/en-us/articles/33414745338011-Calendar-View">https://schoolminthero.zendesk.com/hc/en-us/articles/33414745338011-Calendar-View</a>
<b>Q: Did this information being exported to our SIS move from the previous site?</b>	A: No, you'll need to rebuild those in Hero which was covered at the end of the webinar. You can also find a help article resource here: <a href="https://schoolminthero.zendesk.com/hc/en-us/articles/31807437874075-Configuring-Tardy-Write-Back-to-your-SIS">https://schoolminthero.zendesk.com/hc/en-us/articles/31807437874075-Configuring-Tardy-Write-Back-to-your-SIS</a>



Do we want to include items related to these topics? If so, one slide per item or leave altogether like this?

# In Case You Missed It...

On July 8, we discussed configuring your new SFTP.  
You can find resources from the webinar on Zendesk

- Setting up the SFTP
- Student Imports
- Schedule Imports
- Faculty Imports

**Click Here:**  
Access SFTP Webinar  
Resources



# Upcoming Webinar

## July 21: Relaunching in the Updated SchoolMint Hero

- Data Prep & Cleanup
- Behavior Configurations
- Kicking off the new school year



# Resources

[Admin Migration Guide](#)

[FAQ](#)

[Submit a Ticket](#)

[Walk Me](#)

Need Help?

How can we help you?

🔍 Type in your question...

📄 Accrued Record Report

📄 Add a User

📄 Create Behavior Codes

📄 Create Reactions

📄 Creating or Editing Email Notifications

📄 Manage Recurring Compliance Days

Helpdesk

Chat With Us!



Add Teacher Training Resources



# Thank you!

Do we want to include items related to these topics? If so, one slide per item or leave altogether like this?