

SchoolMint Hero Webinar

Relaunching in the Updated SchoolMint Hero



Welcome!



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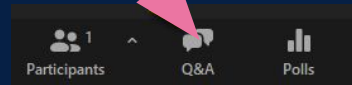
Different title here?

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



Agenda

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



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**



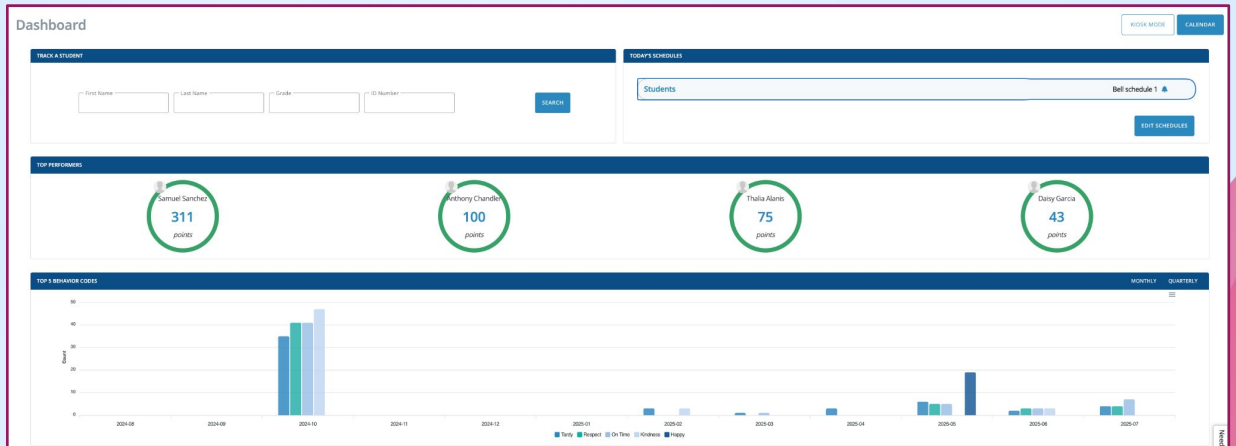
If you are not able to login, your account may need to be added as an account, so you will need to contact your school admin. Access levels may prevent you from being able to access areas we cover today, if you feel you need updated access this is also something to reach out to your school admin with

New Hero Dashboard



Dashboard - Admin/Staff View

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



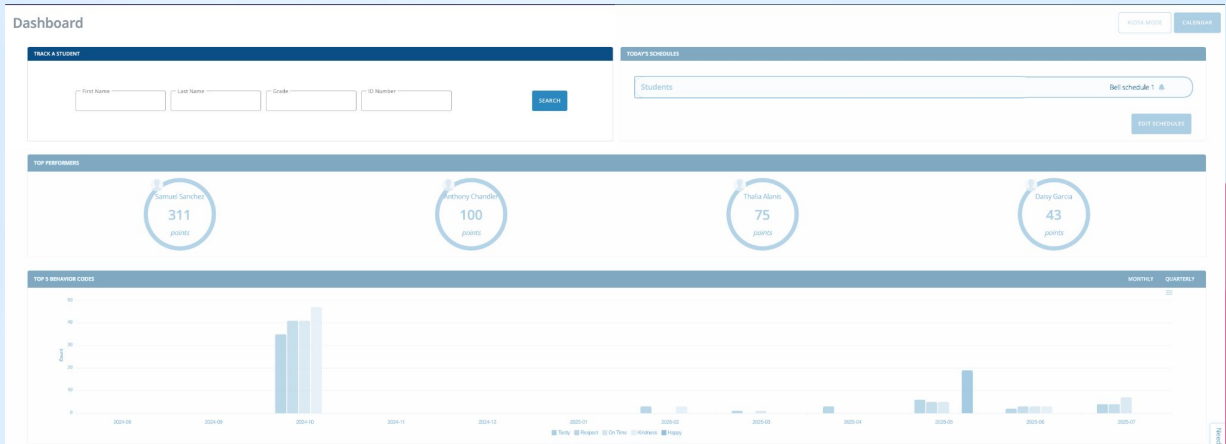
Dashboard - Admin/Staff View

Enter into Kiosk Mode or view the Calendar



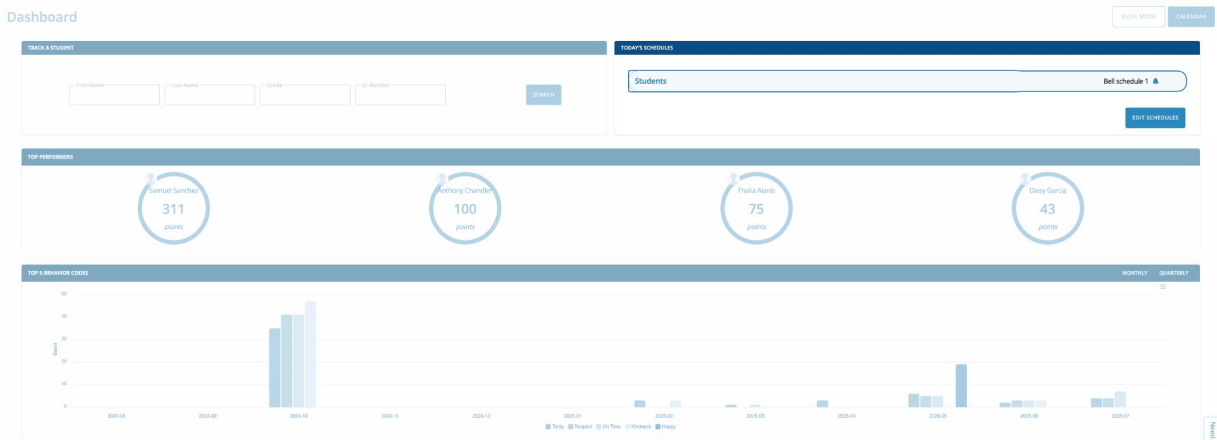
Dashboard - Admin/Staff View

Utilize the Track a Student feature from your dashboard



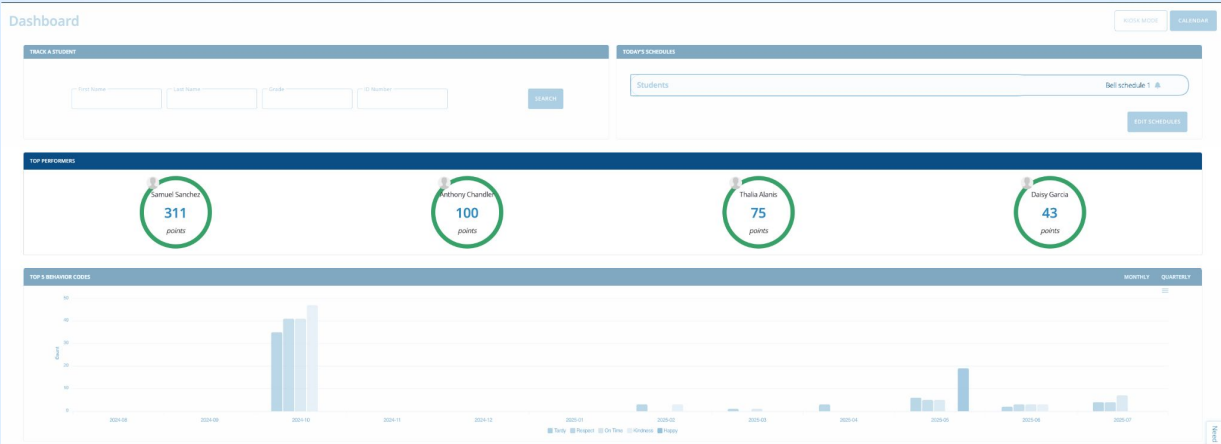
Dashboard - Admin/Staff View

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](#)
[About](#)
[Contact](#)

TRACK A STUDENT

TODAY'S SCHEDULE

Students

[Bell schedule 1](#)
[2](#)

[EDIT SCHEDULE](#)

TOP PERFORMERS

Samuel Sanchez

311

points

Anthony Chandler

100

points

Thalia Adams

75

points

Daisy Garcia

43

points

TOP 5 BEHAVIOR CODES

MONTHLY

QUARTERLY

Month	Tardy	Truancy	On-Time	Kindness	Happy
2024-09	35	42	40	40	45
2025-01	5	5	5	5	5
2025-02	5	5	5	5	5
2025-03	5	5	5	5	5
2025-05	10	10	10	10	10
2025-06	5	5	5	5	5
2025-07	10	10	10	10	10

Dashboard - Teacher View

The Teacher's view differs from the Administrator's view. Teachers will see their Rosters on the Dashboard.

The screenshot displays the 'My Rosters' section of the SchoolMint Hero dashboard. The interface includes a top navigation bar with tabs for DASHBOARD, BEHAVIOR, STUDENT GROUPS, REPORTS, and CONFIG. The user is identified as ARTHUR DENT at FICTION ACADEMY HIGH S... Below the navigation bar, the 'My Rosters' section is titled 'Select a period/roster to filter and track students'. It features a 'SELECT ALL' button and a 'BULK OPERATIONS' dropdown. The rosters are displayed in a grid, each with a student's profile picture, name, ID, grade, and points. Each roster card also has a blue icon with a checkmark and a link symbol in the top right corner. The rosters are sorted by 'ASCENDING'.

Student Name	ID	Grade	Points
May Boatwright	ID: 33567	Grade: 11	0 pts
Miles Morales	ID: 99888	Grade: 9	35 pts
Helen Troy	ID: 6788881	Grade: 10	40 pts
Percy Jackson	ID: 55667	Grade: 9	20 pts
Oliver Twist	ID: 55665	Grade: 10	10 pts
Liesel Meminger	ID: 55677	Grade: 10	10 pts
Fitzwilliam Darcy	ID: 55678	Grade: 10	30 pts
Anna Karenina	ID: 55666	Grade: 10	15 pts
Jay Gatsby	ID: 55669	Grade: 9	15 pts

Data Prep & Cleanup



Active Terms



Updating Active Terms

Config > Schools > Edit

Setting new Active Terms at the beginning of a school term or semester is important in making sure the attendance data collected is accurate and will ensure that your teacher and student rosters are populated correctly.

SchoolMint Hero DASHBOARD BEHAVIOR STUDENT GROUPS REPORTS CONFIG

MICHELLE MCNAMARA
FICTION ACADEMY HIGH S...

Schools

All schools that exist in your school/group.

Search by name

EXPORT

Reference ID	Name	School Group	Academic Year	Active	Actions
678888	Fiction Academy High School	Fiction Academy			



Updating Active Terms

Config > Schools > Edit

If you completed your schedule import already, you will see a dropdown available under "Active Terms." If not, you need to complete the schedule import to select Active Terms.

SchoolMint Hero DASHBOARD BEHAVIOR STUDENT GROUPS REPORTS CONFIG MICHELLE MCNAMARA FICTION ACADEMY HIGH S...

School

Schools

Create/Edit School

SCHOOL INFORMATION

Name * Fiction Academy High School

Address 123 Fiction Street

City Cityville

State CO

Zip 80123

Phone

Fax

Attendance Admin

Principal Name Elizabeth Ben

System Admin Name

Active Terms

1

Enable Push Notifications

Need Help?

Depending on your SIS, your Active Terms will vary in name. For example, PowerSchool generally uses "FY" "S1" and "S2" terminology.

Deactivate Records



Deactivating Records

Config > Schools > Edit

Throughout the school year, schools often want to reset tracked behavior codes. For example, at the start of a new quarter or semester, you may want students to begin with a clean slate.

The screenshot displays the 'Schools' management page in the SchoolMint Hero application. The page includes a search bar, an 'EXPORT' button, and a table of schools. The table has columns for Reference ID, Name, School Group, Academic Year, Active, and Actions. One school is listed: 'Fiction Academy High School' with Reference ID 678888. The 'Actions' dropdown menu is open, showing a pencil icon for editing.

Reference ID	Name	School Group	Academic Year	Active	Actions
678888	Fiction Academy High School	Fiction Academy			



Updating Active Terms

Config > Schools > Edit

1. Select ALL under the Behavior Code dropdown to Deactivate ALL records. Otherwise, you will need to individually select records to deactivate one at a time.
2. Choose the Start Date (generally this is today's date)
3. Determine if you want to preserve reactions (e.g. if there are Compliance Reactions like detentions or meetings, you can keep these Reactions logged and pending in the system)

The screenshot shows the 'Deactivate Records' modal in the SchoolMint Hero interface. The modal has a dark header with the title 'Deactivate Records' and a close button. Below the header, there is a 'Behavior Code' dropdown menu set to 'All'. A 'Start Date' field with a calendar icon is present. A 'Preserve Reactions' checkbox is checked. A text input field contains the text 'Type DEACTIVATE ALL to confirm'. At the bottom of the modal are 'CANCEL' and 'SUBMIT' buttons. In the background, the 'Edit School' page is visible, showing a 'DEACTIVATE RECORDS' button with a green arrow pointing to it from the modal.

- Avoid resetting positive points - this can devalue the points system
- Exercise caution when resetting negative codes, as some may not need to be reset



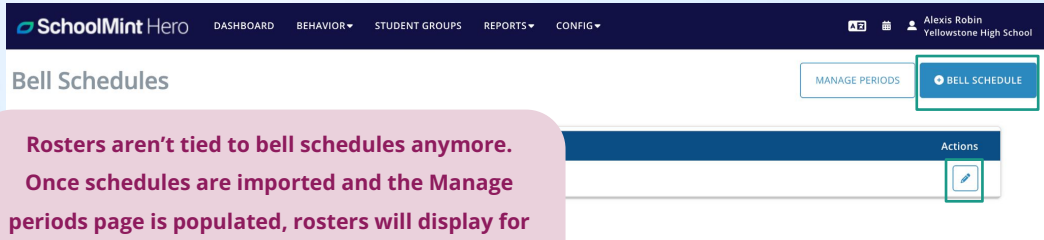
Bell Schedules



Update to Bell Schedules

Config > Bell Schedules

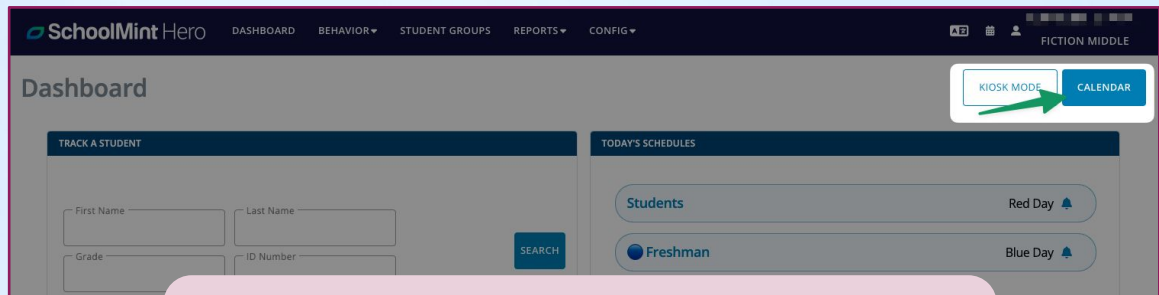
To create a new Bell Schedule, select the blue **+ Bell Schedule** button in the upper right-hand corner of the Bell Schedule page. To edit, click the **Edit** (pencil) icon next to the bell schedule.



In legacy, if bell schedules weren't selected there was a pop up to remind that there isn't one set, but this is not the case in New Hero

Bell Schedules with Calendar View

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

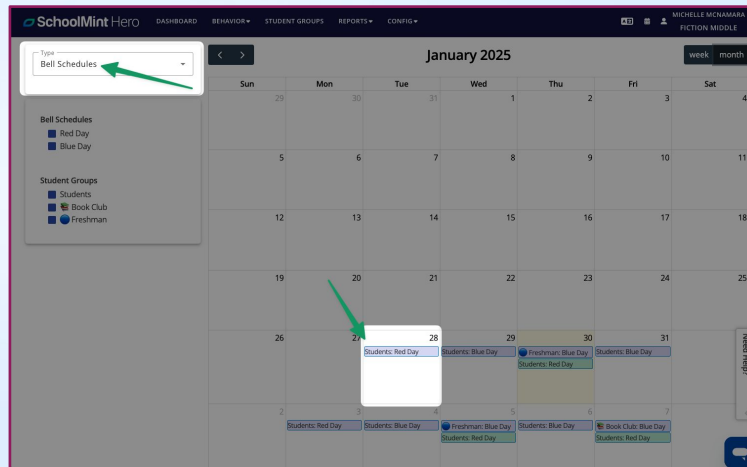


In Calendar view, users with relevant privileges can assign Bell Schedules to Student Groups

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.



Users



What are the default role types?

Config > Roles

A new Hero site has two pre-configured role types: Teacher & School Admin (aka School Admin).

Default Teacher Privileges

- CANNOT manage configuration settings
- CAN view reports
- CAN view & edit tracked behavior, but CANNOT delete tracked behavior
- CAN view student groups, CANNOT manage student groups

Default School Admin Privileges

- CAN manage all configuration settings
- CAN view reports
- CAN view, edit, and delete tracked behavior
- Can view and manage all students



While this is default, you can edit these rules for the roles, or create new roles

Custom Role Types

Config > Roles > + Role

The default roles of teacher and System Administrator fit many needs; however, you are likely to need additional role types at your site. This can be accomplished with custom role types.

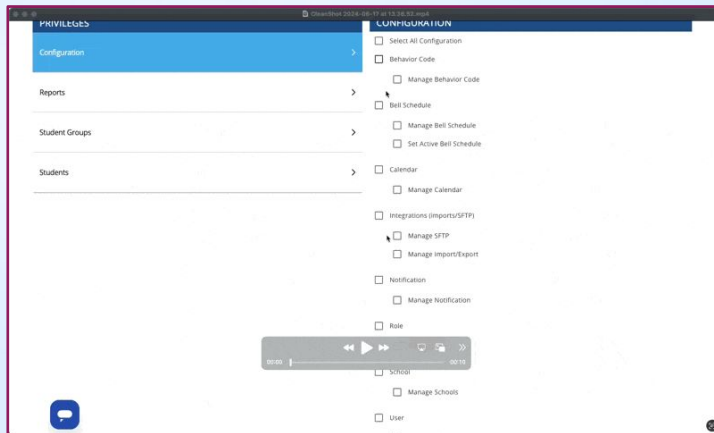
The screenshot displays the 'Config > Roles > + Role' interface. At the top, there are two input fields: 'Name' (containing 'Role Name') and 'School' (containing 'School'). To the right of these is a 'User Type' dropdown menu, which is currently open, showing a list of options: 'student', 'guardian', 'school', 'internal-admin', 'teacher', and 'group-admin'. Below the input fields, there are two main sections: 'PRIVILEGES' and 'CONFIGURATION'. The 'PRIVILEGES' section has a blue header and contains two items: 'Configuration' (with a right-pointing arrow) and 'Reports' (with a right-pointing arrow). The 'CONFIGURATION' section has a blue header and contains three items, each with a checkbox: 'Select All Configuration', 'Behavior Code', and 'Manage Behavior Code'. The 'Behavior Code' and 'Manage Behavior Code' items are currently unchecked.



Set Up User Permissions

Config > Roles > Edit

In the lower section of the screen, you will find privilege options. Click the checkbox next to the option if you want to ENABLE it for this role type. Click save.



[Learn More](#)



Manually Adding Users

Config > Users

The screenshot displays the 'School Users' configuration interface in SchoolMint Hero. The top navigation bar includes 'DASHBOARD', 'BEHAVIOR', 'SCHOOL HOUSES', 'REPORTS', and 'CONFIG'. The 'CONFIG' menu is expanded, showing 'SCHOOL USERS'. The 'School Users' page has buttons for 'UPDATE PASSWORDS', 'IMPORT SCHOOL USERS', and 'CREATE SCHOOL USER'. A modal form for adding a new user is open, titled 'User'. The form is divided into two sections: 'SCHOOL ACCESS' and 'USER INFORMATION'. The 'SCHOOL ACCESS' section contains a 'School Group' dropdown and a 'User Type' dropdown. The 'USER INFORMATION' section contains fields for 'First Name', 'Last Name', 'Email', 'Address', 'City', 'State', 'Zip', and 'Phone'. A 'SAVE' button is located in the top right corner of the modal. The background shows a table with columns for 'Instructor Code' and 'Actions'.

New hero and legacy are the same where after you faculty import, all faculty users need to be updated manually

Setting a Password

Config > Users > Edit

Search for the user you created in the list and click the edit button (pencil icon) on the right side of the screen. Click Set Password to create a new password for the user.

SchoolMint Hero DASHBOARD BEHAVIOR SCHOOL HOUSES REPORTS CONFIG PRODUCT LEARNING SYSTEM ADMIN SCHOOL 1

User SAVE

User:

SCHOOL ACCESS	USER INFORMATION
<div>School Group School Group 1</div>	<div>First Name * Product Learning</div>
<div>School(s) School 1</div>	<div>Last Name * Group Admin</div>
<div>Roles at School 1 Group Admin</div>	<div>Email * michelle.mcnamara+admin@schoolmint.net</div>
<div>User Type group-admin</div>	<div>Address Address</div>
<div>SET PASSWORD</div>	<div>City City</div>
	<div>State State</div>



Updating Key Processes



Reactions



What are Reactions?

Config > Reactions > + Add or Edit

Reactions are instructions that tell the system what to do when a behavior tracking code is used.

REACTION

Name

Detention

Message On Pass

Report to detention at 4:00 PM in Room 302

Choose a short but clear name to identify the reaction. These will be global and can be applied to any Behavior Code.

This message will appear on any passes issued with this reaction.

☒ Enable Compliance Reaction

Turn this ON if this reaction includes an activity that must be complied with, such as a detention or an administrative meeting.

Day(s) until reaction begin

5

Limit number of students to

1

Days when reaction can happen

Monday, Tuesday, Wednesday, Thursday

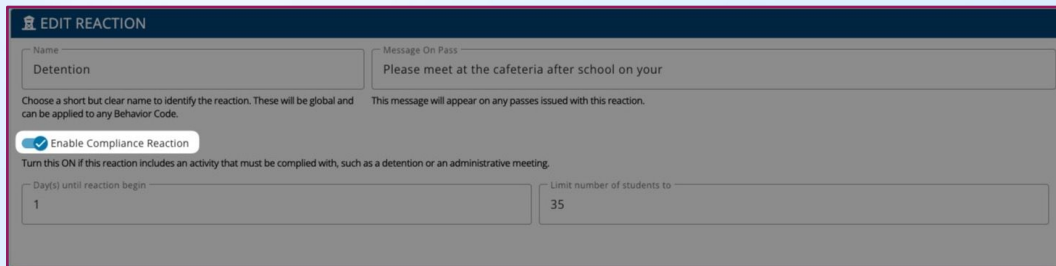


Reactions have to be created before behavior code, can not create a reaction within behavior code

Compliance Reactions

Config > Reactions > + Add or Edit

- If Compliance Reactions are ENABLED the reaction can be complied on the Compliance Report
- If Compliance Reactions are DISABLED, the Days, Limit #, and Days When boxes will NOT appear and the reaction CANNOT be complied on the Compliance Report



The screenshot shows a web form titled "EDIT REACTION". It contains two input fields at the top: "Name" with the value "Detention" and "Message On Pass" with the value "Please meet at the cafeteria after school on your". Below these fields, there is explanatory text: "Choose a short but clear name to identify the reaction. These will be global and can be applied to any Behavior Code." and "This message will appear on any passes issued with this reaction." A toggle switch labeled "Enable Compliance Reaction" is turned on. Below the toggle, a note states: "Turn this ON if this reaction includes an activity that must be complied with, such as a detention or an administrative meeting." At the bottom, there are two more input fields: "Days(s) until reaction begin" with the value "1" and "Limit number of students to" with the value "35".

EDIT REACTION	
Name Detention	Message On Pass Please meet at the cafeteria after school on your
Choose a short but clear name to identify the reaction. These will be global and can be applied to any Behavior Code.	
This message will appear on any passes issued with this reaction.	
<input checked="" type="checkbox"/> Enable Compliance Reaction	
Turn this ON if this reaction includes an activity that must be complied with, such as a detention or an administrative meeting.	
Days(s) until reaction begin 1	Limit number of students to 35



Behavior Codes



What are Behavior Tracking Codes?

Behavior Tracking is a system of **positive**, **negative**, **neutral**, and **tardy** behaviors. Behavior Tracking Codes make up a behavior system. Codes can be used to reward or deduct points, trigger a progressive matrix, or simply track an event.

Reactions within a Behavior Code's matrix determine what the code does and how it affects students and staff

A Reaction needs to be created **BEFORE** creating a Behavior Tracking Code, because a default Reaction needs to be selected from the dropdown in order to save



Creating Behavior Tracking Codes

Config > Behavior Codes > + Create Behavior Code or Edit

The screenshot shows the 'Edit Behavior Codes' interface in the SchoolMint Hero application. The top navigation bar includes 'Dashboard', 'Behavior', 'Student Groups', 'Reports', and 'Config'. The user is logged in as Michelle McNamara at Fiction Academy High 5. The form is divided into two main sections: 'BEHAVIOR CODE INFO' and 'ADD DEFAULT REACTION TO BEHAVIOR CODE'. In the 'BEHAVIOR CODE INFO' section, there is a 'Code (short name)' field with a red error message 'code should not be empty', a 'Description' field, an 'External Reference Code' field, and a 'Type' dropdown menu. Below these are three toggle options: 'Active' (checked), 'Print Pass' (checked), and 'Fast Track' (checked). The 'ADD DEFAULT REACTION TO BEHAVIOR CODE' section includes a 'Reaction' dropdown, a 'Remove or add points' field set to '0', a 'Repeat action X times when rule met' field set to '1', and a 'Print X copies of each pass' field set to '1'. A 'Need Help?' button is located on the right side of the form.

Crosswalk Tip:
You can no longer delete codes. Now, instead of deleting, you make codes "inactive" which eliminates the risk of deleting all entries associated with a code.

Active: Is this Behavior Tracking Code ready to be used? If not, toggle OFF "Active" to hide the code from any users. When the code is ready to be visible, toggle ON "Active."

Print Pass: Should this code print a pass when it is logged?

Fast Track: Will this code be bulk-tracked? For example, is this a behavior like "Good Participation" that might be applied to a group of students? If so, enable "Fast Track."

Types of Behavior Tracking Codes

Positive

A positive code is configured to reward students with points for positive behaviors. Some examples include: Participation, On-Task, Helped a Classmate

Negative

Often has a behavior matrix setup that triggers Reactions, Interventions, and/or Notifications after a set number of recurrences. It can also be configured to deduct points from a student's total

Neutral

Neutral codes do not impact student point totals. These codes have a variety of uses but may be utilized for tracking something like a student needing a math intervention, to indicate if the student's bus was late, or for early checkout.

Tardy

A tardy code is used for tracking tardiness, including tardy to school or class. Often, tardy codes are also configured with a behavior matrix set up to trigger reactions, interventions, and/or notifications after a set number of recurrences.



Add a Default Reaction to the Behavior Code

Config > Behavior Codes > + Create Behavior Code or Edit

ADD DEFAULT REACTION TO BEHAVIOR CODE

Reaction

Remove or add points

0

This action will add or remove the selected amount of points from a tracked student. Use negative numbers for removing points.

Repeat action X times when rule met

1

This will multiply the action by the number selected. For example, if you select 2 for a detention, the student will be given 2 detentions. This should not be changed in most cases.

Print X copies of each pass

1

This will determine how many passes are printed by default when this action is used.

Reminder:

If there are no reactions that should happen with a behavior code, select No Reaction from the dropdown

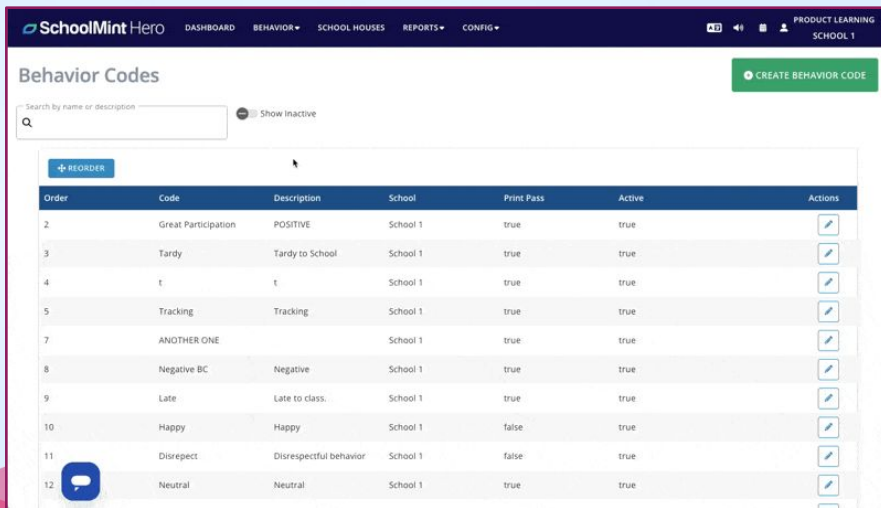
Remove or add points: Should this code add or deduct Hero points? If so, enter a positive number to add or a negative number to deduct.

Repeat action X times when the rule is met: This will multiply the action by the number selected. For example, if you select 2 for a detention, the student will be given 2 detentions. This should not be changed in most cases.

Print X copies of each pass: Should this code print multiple passes? If so, increase this number from "1".

Add Multiple Reactions to the Behavior Code

Config > Behavior Codes > Edit



Behavior Codes

Search by name or description Show Inactive

CREATE BEHAVIOR CODE

REORDER

Order	Code	Description	School	Print Pass	Active	Actions
2	Great Participation	POSITIVE	School 1	true	true	
3	Tardy	Tardy to School	School 1	true	true	
4	t.	t.	School 1	true	true	
5	Tracking	Tracking	School 1	true	true	
7	ANOTHER ONE		School 1	true	true	
8	Negative BC	Negative	School 1	true	true	
9	Late	Late to class.	School 1	true	true	
10	Happy	Happy	School 1	false	true	
11	Disrepect	Disrespectful behavior	School 1	false	true	
12	Neutral	Neutral	School 1	true	true	

There is an “Items per page” section that you can use to see all reactions





Email Notifications



Find Email Notifications

Config > Notification Templates

On this page, you will see any Notification Templates that have already been created. To edit an existing template, click the pencil icon on the right side of the relevant row.

EXPORT					
Name	Group Level	School Group	School	Body Type	Actions
Tardy to School	false	School Group 1	School 1	text	 
Disrespectful behavior on campus	false	School Group 1	School 1	text	 
Dress Code Violation Email	false	School Group 1	School 1	text	 
Multiple Tardies this Quarter	false	School Group 1	School 1	text	 



Creating Email Notifications

Config > Notification Templates > Edit

To create a new Notification Template, click the green "Create" button in the upper right-hand corner









Notification Template

CREATE

Body Type

Name
Search by name

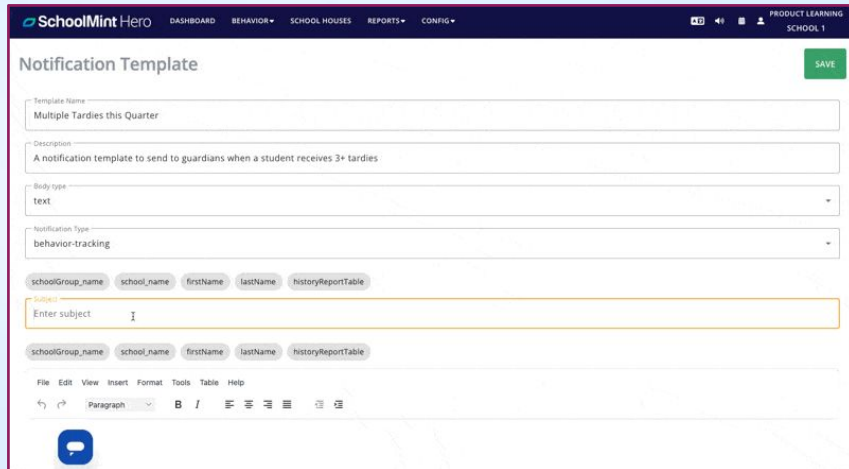
EXPORT

Name	Group Level	School Group	School	Body Type	Actions
Tardy to School	false	School Group 1	School 1	text	 
Disrespectful behavior on campus	false	School Group 1	School 1	text	 
Dress Code Violation Email	false	School Group 1	School 1	text	 
Multiple Tardies this Quarter	false	School Group 1	School 1	text	 



Creating Email Notifications

Config > Notification Templates > Edit > Create



The screenshot shows the 'Notification Template' creation page in the SchoolMint Hero application. The interface includes a top navigation bar with links for Dashboard, Behavior, School Houses, Reports, and Config. The main form area is titled 'Notification Template' and contains several input fields: 'Template Name' (with the value 'Multiple Tardies this Quarter'), 'Description' (with the value 'A notification template to send to guardians when a student receives 3+ tardies'), 'Body type' (set to 'text'), and 'Notification type' (set to 'behavior-tracking'). Below these fields are two rows of variable placeholders: 'schoolGroup_name', 'school_name', 'firstName', 'lastName', and 'historyReportTable'. A 'Subject' field is also present with the placeholder text 'Enter subject'. At the bottom of the form is a rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table, Help) and a toolbar with various formatting options. A green 'SAVE' button is located in the top right corner of the form area.

Guardian email address needs to be included in your student import in order for the notifications to send appropriately

Link Notification Templates to Behavior Code

Config > Behavior Codes > Edit > Add

SchoolMintHero

DASHBOARDBEHAVIOR+ SCHOOL HOUSESREPORTS+ CONFIG+PRODUCT LEARNING SCHOOL 1

Behavior Codes

CREATE BEHAVIOR CODE

Search by name or description

Show Inactive

+ REORDER

Order	Code	Description	School	Print Pass	Active	Actions
1	Great Participation	POSITIVE	School 1	true	true	
3	On Task	A positive behavior code for when a student is on task.	School 1	false	true	
4	Dress Code	Dress Code Violation	School 1	true	true	
5	LATE BUS	Late Bus - Student was late to school due to bussing.	School 1	true	true	
6	t	t	School 1	true	true	
7	Tracking	Tracking	School 1	true	true	
8	ANOTHER ONE		School 1	true	true	
9	Negative BC	Negative	School 1	true	true	
10	Late	Late to class.	School 1	true	true	

Using Hero



Tracking Students



Students can be tracked from:

**Teacher or
Custom Rosters**

**Admin
Dashboard**

Student Profile

**Behavior >
Students**



Dashboard - Teacher View

The Teacher's view differs from the Administrator's view. Teachers will see their Rosters on the Dashboard.

The screenshot displays the SchoolMint Hero interface for a teacher. The top navigation bar includes 'DASHBOARD' (highlighted), 'BEHAVIOR', 'STUDENT GROUPS', 'REPORTS', 'CONFIG', and a user profile for 'ARTHUR DENT' at 'FICTION ACADEMY HIGH S...'. The main section is titled 'My Rosters' with the instruction 'Select a period/roster to filter and track students'. It features a 'SELECT ALL' button, a 'BULK OPERATIONS' dropdown, and 'SORT BY' and 'ASCENDING' filters. A grid of nine student cards is shown, each with a profile picture, name, ID, grade, and points. Each card has a blue icon in the top right corner.

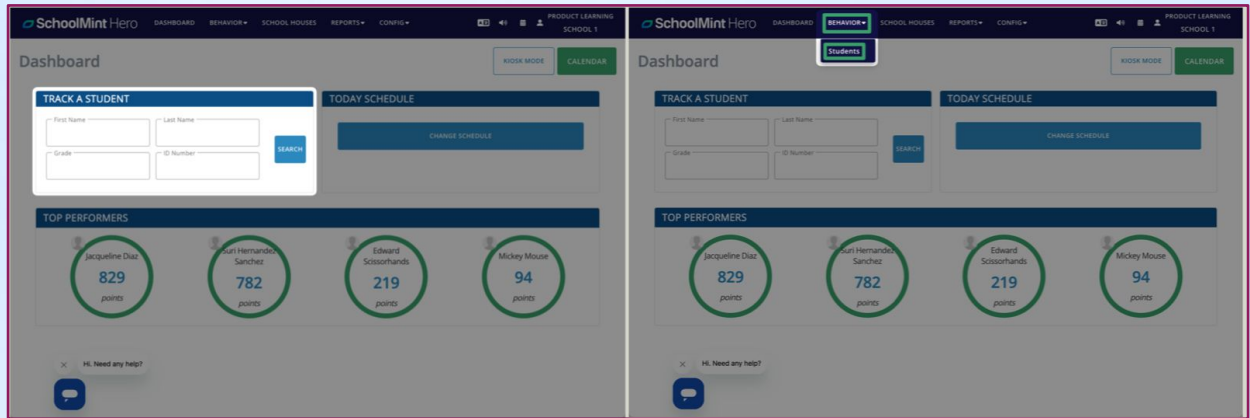
Student Name	ID	Grade	Points
May Boatwright	33567	11	0 pts
Miles Morales	99888	9	35 pts
Helen Troy	6788881	10	40 pts
Percy Jackson	55667	9	20 pts
Oliver Twist	55665	10	10 pts
Liesel Meminger	55677	10	10 pts
Fitzwilliam Darcy	55678	10	30 pts
Anna Karenina	55666	10	15 pts
Jay Gatsby	55669	9	15 pts

Student Lookup



Where is Student Lookup located?

Users can get to **Student Lookup** via the **Track a Student** search box or from **Behavior > Students**.



Track a Student: Get to the Student Lookup page by searching for a student, grade level, or ID number in the Track a Student search box.

Navigate Directly: Go to Behavior > Students to get to the Student Lookup page.

Student Lookup Functionality

After searching for a specific student, grade level, or ID number, the corresponding students will populate below. Select one or more students to start tracking.

Students

TRACKING IMPORT

First Name

Last Name

Grade

ID Number

TRACK STUDENTS 3

FAST TRACK

BULK OPERATIONS

Items per page: 25

1 - 25 of 393

<< < > >>


<div><div>Abigail Hall</div><div>ID: 1020</div><div>Grade: 9 0 pts</div></div>	<div><div>Henry Allen</div><div>ID: 1021</div><div>Grade: 10 0 pts</div></div>	<div><div>Emily Young</div><div>ID: 1022</div><div>Grade: 11 0 pts</div></div>	<div><div>Jack King</div><div>ID: 1023</div><div>Grade: 12 0 pts</div></div>
<div><div>Ella Wright</div><div>ID: 1024</div><div>Grade: 9 0 pts</div></div>	<div><div>William Scott</div><div>ID: 1025</div><div>Grade: 10 0 pts</div></div>	<div><div>Grace Green</div><div>ID: 1026</div><div>Grade: 11 0 pts</div></div>	<div><div>Michael Adams</div><div>ID: 1027</div><div>Grade: 12 0 pts</div></div>

Need Help?




Student Profile

Students can also be tracked from the Student Profile page.




Helen Troy
ID: 6788881
Grade: 10 | 15 pts



SCHOOL HOUSES REPORTS CONFIG

PRODUCT LEARNING
SCHOOL 1

TRACK STUDENT



Hannah Montana
ID: N/A Grade: 12 House Group: School house 2
+89 pts

INFORMATION SCHEDULE CONTACTS BEHAVIOR HISTORY INCIDENTS HISTORY ACCOUNTS

PERSONAL INFORMATION

Email:

N/A

Date of Birth:

1/1/1995

Ethnicity:

Caucasian

Language:

EN

Gender:

M

CONTACT INFORMATION

Home Phone:

555-555-5555

Work Phone:

555-555-5555

Address:

New Orleans, LA 70115

Hi, Need any help?



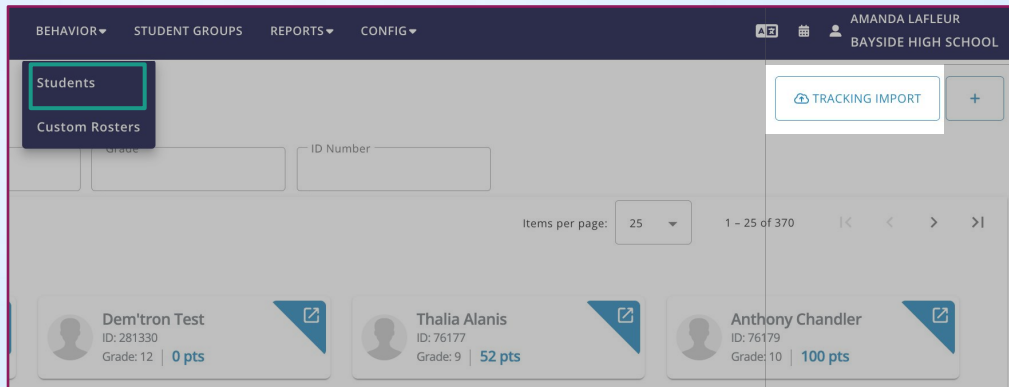
Import Tracking



New Feature: Import Tracking

Behavior > Students > Tracking Import

The Tracking Import feature in Hero allows you to track students in bulk for existing Behavior Codes.



Behavior Code Import

Behavior > Students > Tracking Import

Select **Student, Behavior** when you want to track a group of students in bulk for existing Hero behavior code(s). You can assign the same or different Hero codes to each student.

Your CSV must have a Header Row and two columns:

- Column 1: Student ID
- Column 2: Hero Behavior Code

Using the Behavior Code Import Feature:

1. Select the prepared CSV file.
2. Click "Track."

Upload Behavior Tracking

Student, Behavior

Notes

Behavior Code Import - Sheet1.csv selected

Drag & drop your file to import or click the button below to select one from your computer

CHOOSE FILE

CANCEL TRACK



Point Import

Behavior > Students > Tracking Import

Select **Student, Points** when you'd like to issue a specific point total to a group of students for a particular Hero Behavior Code. You can assign the same or different point values per student.

Your CSV must have a Header Row and two columns:

- Column 1: Student ID
- Column 2: Numeric Point Amount

Using the Point Import Feature:

1. Select a Code Type (Positive)
2. Select a Hero Code
 - a. Option to use an existing code or create a specific one before this step.
3. Select the prepared CSV file.
4. Click "Track" to process the points instantly

Confirm Reactions: ×

Student, Points ▼

Positive ▼

Kindness ▼

Notes
Notes ↗


Points for Perfect Attendance.csv selected

Drag & drop your file to import or click the button below to select one from your computer

CHOOSE FILE

CANCEL

TRACK



Student ID Import

Behavior > Students > Tracking Import

Select **Student** when you'd like to track a group of student IDs for one of your existing codes and have students earn the default or subsequent reaction in your progressive matrix.

Your CSV must have a Header Row and one column:

- Column 1: Student ID

Using the Student ID Import Feature:

1. Select a Code Type
2. Select a Hero Code
3. Select the prepared CSV file.
4. Click "Track."

Confirm Reactions: ✕

Student

Tardy

Tardy

Notes

Notes

Tardy Import.csv selected

Drag & drop your file to import or click the button below to select one from your computer

CHOOSE FILE

CANCEL

TRACK



Student / Guardian Accounts



New Feature: Import Accounts

Accounts are created in one of two ways now: via import or through manually creating individual accounts. After accounts are created using one of the two methods, the accounts are in the system, but they will not have passwords to log in.

NOTE:

Unlike guardian accounts, which send the guardian an email to activate, student accounts will need to be activated by a teacher. This is because, often, student emails reject/bounce emails sent from outside the school domain.



Activating Student Accounts

Behavior > Students

Select all student accounts that need to be activated by clicking on the respective tile(s).

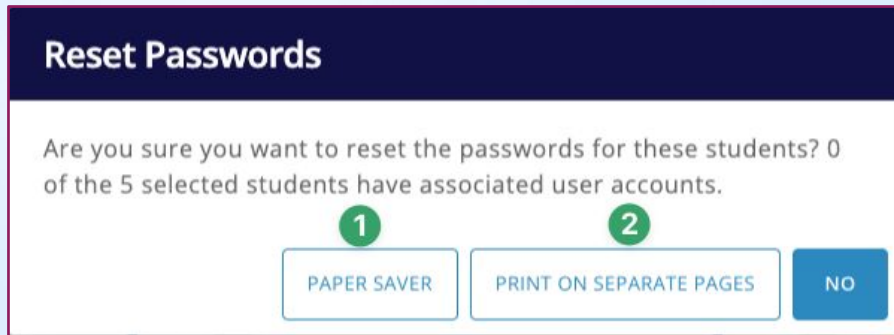
The screenshot displays the 'Students' page in the SchoolMint Hero application. The page features a navigation bar at the top with links for DASHBOARD, BEHAVIOR, STUDENT GROUPS, REPORTS, and CONFIG. Below the navigation bar, there are search filters for First Name, Last Name, Grade, and ID Number, along with buttons for 'TRACK STUDENTS 10' and 'RESET PASSWORDS 10'. The main content area is a grid of student account tiles, each showing a student's name, ID number, grade, and points. A 'Need help?' button is visible on the right side of the grid.

Student Name	ID Number	Grade	Points
Helen Troy	ID: 55681	Grade 10	15 pts
Percy Jackson	ID: 55682	Grade 9	10 pts
Scarlett O'Hara	ID: 55683	Grade 9	10 pts
Jay Gatsby	ID: 55689	Grade 9	10 pts
Gandalf Grey	ID: 55691	Grade 9	15 pts
Edward Cullen	ID: 55692	Grade 9	25 pts
Lisbeth Salander	ID: 55693	Grade 10	10 pts
Jack Sparrow	ID: 55694	Grade 10	10 pts
Oliver Twist	ID: 55695	Grade 10	10 pts
Anna Karenina	ID: 55696	Grade 10	15 pts
Liesel Meminger	ID: 55697	Grade 10	10 pts
Fitzwilliam Darcy	ID: 55698	Grade 10	5 pts
Count Monte Cristo	ID: 55699	Grade 11	5 pts
Ellenor Dashwood	ID: 55701	Grade 11	10 pts
Augustus Waters	ID: 55702	Grade 11	5 pts
Amy Dunne	ID: 55703		
Mia Thermopolis	ID: 55704		
Andy Dufresne	ID: 55705		

Activating Student Accounts

Behavior > Students

After selecting all accounts, click the Bulk Operations button in the upper left corner. Select Reset Passwords. You will see a popup with two options for printing: Paper Saver or Print on Separate Pages.



Reset Passwords

Are you sure you want to reset the passwords for these students? 0 of the 5 selected students have associated user accounts.

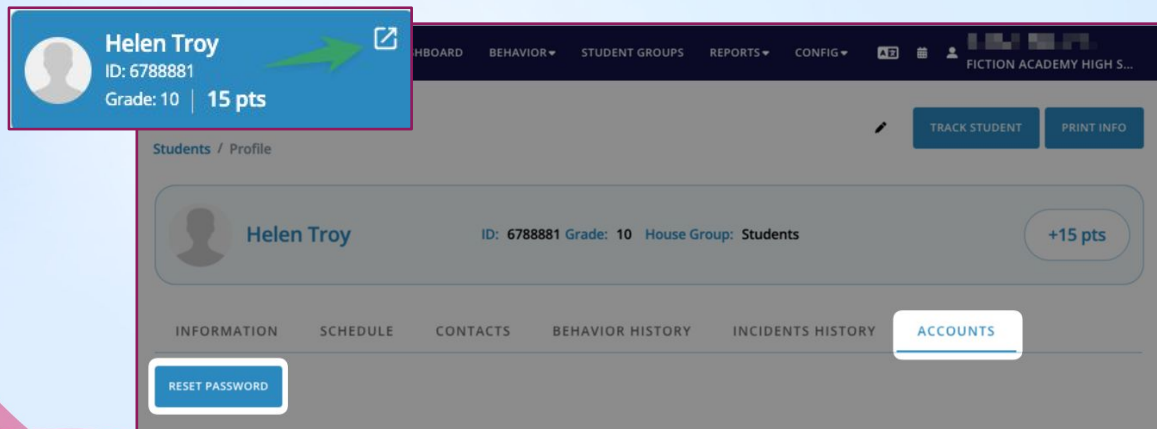
1 PAPER SAVER 2 PRINT ON SEPARATE PAGES NO

- (1) Paper Saver will print all student account information on as few pages as possible. This means that the teacher will need to cut the passwords or intentionally show them to the relevant students one at a time.
- (2) Print on Separate Pages will print student account information on an individual piece of paper per student.

Reset Student Password after Activation

Behavior > Students

If a student loses or forgets their password, you can reset their password on the Accounts tab of the Student Profile Page or via the bulk action



The Reset Password button will only appear here after a student has activated their account using the above method.

After clicking on Reset Password, a popup will appear, allowing you to share the password directly with the student on the screen or via printing.

Reports



Schoolwide Points Report

Reports > Schoolwide Points Report

The Schoolwide Points Report provides a list of all students and the total number of points they have earned over a period of time, as well as the available number of points they can redeem for incentives.

The screenshot shows the SchoolMint Hero interface for the 'Report: Schoolwide Points'. The top navigation bar includes 'DASHBOARD', 'BEHAVIOR', 'STUDENT GROUPS', 'REPORTS', and 'CONFIG'. The user is logged in as 'FICTION ACADEMY HIGH S...'. The report title is 'Report: Schoolwide Points'. Below the title, there are filters for 'Start Date', 'End Date', and 'Grade Level', with an 'APPLY FILTERS' button. A 'Filter Results' dropdown is also present. Two radio buttons allow users to toggle between 'Show Deactivated Records' and 'Show Year-To-Date Totals'. The main data is presented in a table with columns: 'Student ID', 'Student Name', 'Grade Level', 'Available Points', and 'Total Points'. The table lists seven students, all with 5 available points and 5 total points. A 'Need Help?' button is on the right side of the table. A chat bubble at the bottom right says 'Hi, Need any help?'.

Student ID	Student Name	Grade Level	Available Points	Total Points
6788881	Helen Troy	10	5	5
55667	Percy Jackson	9	5	5
55668	Scarlett O'Hara	9	5	5
55669	Jay Gatsby	9	5	5
55661	Gandalf Grey	9	5	5
55662	Edward Cullen	9	5	5
55663	Lisbeth Salander	10	5	5



Daily Activity Report

Reports > Daily Activity Report

The "Daily Activity Report" shows every tracked Behavior, Reaction, and User within a set date range.

SchoolMint Hero

DASHBOARD

BEHAVIOR

STUDENT GROUPS

REPORTS

CONFIG

FICTION ACADEMY HIGH S...

Report: Daily Activity

Behavior Code

User

Start Date
8/29/2024

End Date

Student ID	Student Name	Grade	Entry Date	Entry Time	Behavior Code	Reaction	Issued By
55675	Andy Dufresne	12	8/29/2024	11:36 AM	Participation	Default Positive Reaction	Elizabeth Bennet
55674	Mia Thermopolis	12	8/29/2024	11:36 AM	Participation	Default Positive Reaction	Elizabeth Bennet
55676	Abel Magwitch	12	8/29/2024	11:36 AM	Participation	Default Positive Reaction	Elizabeth Bennet
55779	Chuck Cathcart	12	8/29/2024	11:36 AM	Participation	Default Positive Reaction	Elizabeth Bennet
55778	Abra Bacon	12	8/29/2024	11:36 AM	Participation	Default Positive Reaction	Elizabeth Bennet
55674	Mia Thermopolis	12	8/29/2024	11:37 AM	On Task	Default Positive Reaction	Elizabeth Bennet
55779	Chuck Cathcart	12	8/29/2024	11:37 AM	On Task	Default Positive Reaction	Elizabeth Bennet
55675	Andy Dufresne	12	8/29/2024	11:37 AM	On Task	Default Positive Reaction	Elizabeth Bennet
55778	Abra Bacon	12	8/29/2024	11:37 AM	On Task	Default Positive Reaction	Elizabeth Bennet
55673	Amy Dunne	11	8/29/2024	11:37 AM	On Task	Default Positive Reaction	Elizabeth Bennet

Need help?

Hi, Need any help?



Compliance Report

Reports > Compliance Report

The Compliance Report is an interactive report in SchoolMint Hero. On this report, a user can view any Reactions, active or complied, that have compliance enabled within a specific date range and can comply Reactions.

SchoolMint Hero

DASHBOARD

BEHAVIOR

STUDENT GROUPS

REPORTS

CONFIG

CRUZ MIDDLE SCHOOL

Report: Compliance Report

Student

Complied

Reactions

Start Date7/1/2024

End Date8/29/2024

Student Id	Student Name	Grade	Entry Date	Entry Time	Behavior Code	Reaction	Reaction Date	Comply
12345	Liam Cruz	7	8/26/2024	11:09 AM	Tardy	Detention	8/27/2024	

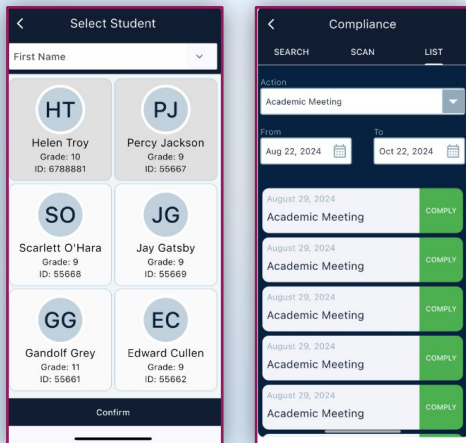


New Mobile App



New Feature: Mobile App

The new Hero app is designed to make tracking behaviors, complying disciplinary actions, and reviewing student information an efficient experience on any mobile device.



- ★ Track single or multiple behaviors at once
- ★ Choose disciplinary actions or apply a policy
- ★ Comply student disciplinary actions
- ★ See contact information in student profile
- ★ Enhanced security through FaceID, TouchID

Remove existing legacy app, new app to be downloaded

Feature Differences

You are now able to select multiple behaviors and then initiate a scan or search to select a student

Once you have selected a student, you can confirm all the behaviors and consequences to apply

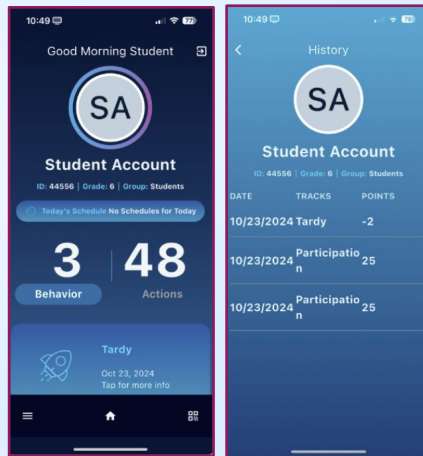
A student's behavior history only shows the 200 most recent entries

Compliance now has three modes: search, scan, and list



Students

Students can log into the app to view point totals, logged behaviors, compliance actions, redemption codes, schedules, and more.



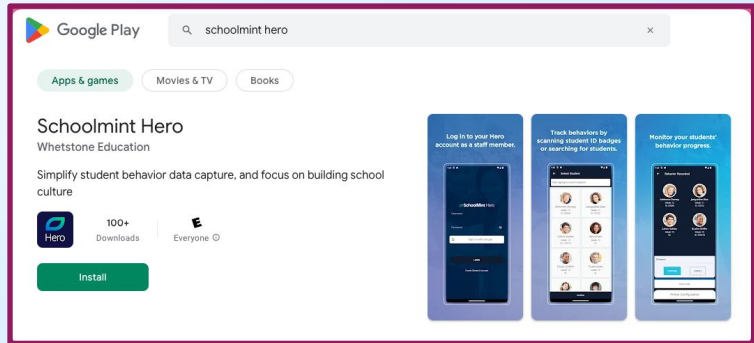
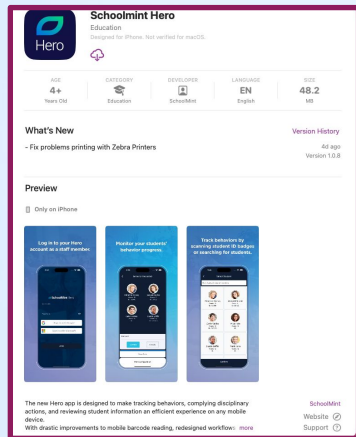
Parents & Guardians

Parents and Guardians can log into the app to view any connected students. On the app, parents and guardians can view point totals, logged behaviors, overdue actions, student schedules, and more.



Download the App

You can download the app on Apple or Android devices. Use the same login credentials as the desktop version to log in to the app.



Q&A

Survey



SCAN ME

bit.ly/3lg5NjK



Q&A

can I reset each week so students have a clean slate each week	Yes, you can deactivate any code(s) as you need to meet your school-wide goals.
whats the help desk email. I can not get in and I am the admin on campus	You can use this link to reach out to our Technical Support team: https://schoolminthero.zendesk.com/hc/en-us/requests/new
Can the same user be logged in in multiple locations?	There isn't a user limit for the website!
How do you enter 2 days ISS versus 1 day?	You'll do that with the "Repeat action X times when rule is met." You can edit this once the reaction is tied to the Behavior Code via Config > Behavior Codes > Reactions table > Edit the Reaction that should occur more than once.
So within the system, it can send a reaction to parents informing them that their child has a detention with every 3 infractions each week but it must be reset each week; correct.	Hero can send an email to guardians informing them of a consequence their child has received. These don't need to be reset once configured.
I want the same user to be logged into two different computers. Can this be done?	Yes, that should not be a problem!
Last year I was told I needed to reset the system every week but now I can just place it in the reactions for it to occur every 3 infractions? What I want to occur is that the child is issued a detention with every 3 infractions within one week but then they get a clean slate once Monday begins.	If you want students to have a clean slate for a consequence they earned from a behavior code, you can use the Deactivate Records feature and leave the Preserve Reactions toggle off. This will reset the consequences along with the tracks earned. https://schoolminthero.zendesk.com/hc/en-us/articles/29062776743195-Deactivating-Records

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

Q&A

With the reaction frequency, does that mean 5 detentions would be issued for a single transgression or after every 5 trac code trackings, a detention would be issued?	You'll use the Assign At dropdown to issue a consequence at the X time a student is tracked. If a detention to be assigned at the fifth track, you'll put a 5 in the Assign At dropdown. If you want more than one consequence to be assigned at a specific track amount, you'll use the Repeat Action dropdown.
Is there a way to delete a behavior reaction assignment? Ex if I gave a tardy to a student and they were not actually tardy but Hero has already assigned the reaction, can I "delete" it and back it up to assign the reaction on the next offense?	Yes! You can do this via the student's Behavior History. https://schoolminthero.zendesk.com/hc/en-us/articles/27490055062427-Student-Behavior-History-Report
Is there someone that I can speak with to assist with that while I am on the platform	Yes, you can reach out to success@schoolmint to contact our team of Hero Success Managers for assistance.
Does this automatically send when the reaction is triggered? How do I know it was sent?	Yes, and you can use the Communications Report to view this.
How do we make guardian and student accounts?	Accounts are created when we import student and guardian email addresses through your student import. https://schoolminthero.zendesk.com/hc/en-us/articles/29060658497691-Activating-Deactivating-Student-Accounts
You mentioned missed trainings for school set up through imports. Where can I access training to ensure we are fully set up with 25-26 school year,	Previously recorded webinar and resource information can be found at the bottom of this article: https://schoolminthero.zendesk.com/hc/en-us/articles/36947970524699-FAQ-SchoolMint-Hero-Software-Update
With the reaction frequency, does that mean 5 detentions would be issued for a single transgression or after every 5 trac code trackings, a detention would be issued?	You'll use the Assign At dropdown to issue a consequence at the X time a student is tracked. If a detention to be assigned at the fifth track, you'll put a 5 in the Assign At dropdown. If you want more than one consequence to be assigned at a specific track amount, you'll use the Repeat Action dropdown.

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 Webinar Resources



In Case You Missed It

On July 15, we reviewed Bell Schedules, Calendar View, and Exports

- Creating Bell Schedules
- Using Calendar View
- Writebacks

Click Here:
Access Webinar Resources



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?