



Learning Earnings – Getting Started

About This Document

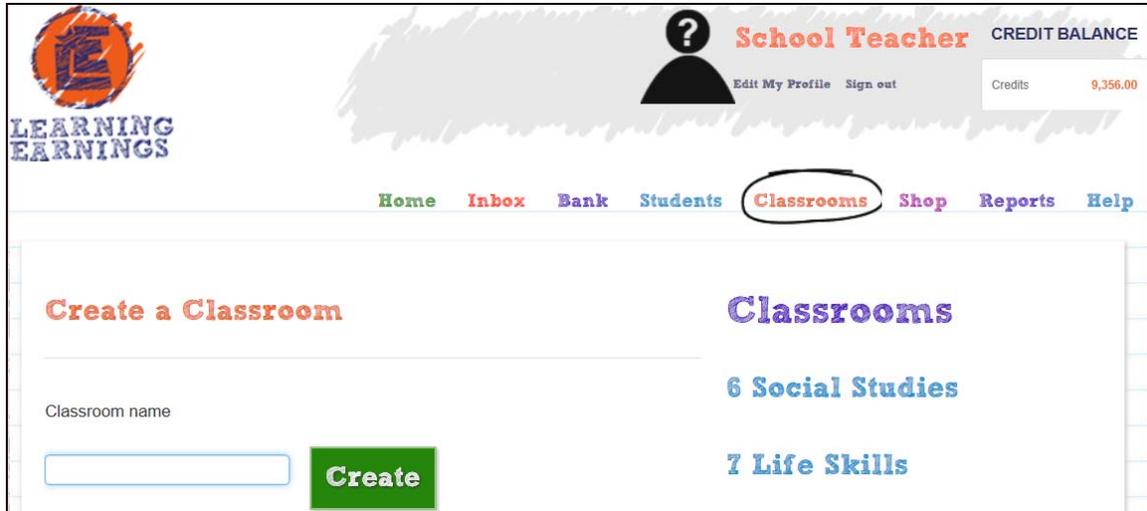
This document provides a general overview of the initial setup for Learning Earnings along with instructions for issuing credits to students and marking rewards as distributed or refunded.

In addition to this document, check out the following resources:

- Instructional Videos For Students: <http://support.sti-k12.com/lestudentvideo/>
- Instructional Videos For Teachers/Administrators: <http://support.sti-k12.com/leteachervideo/>
- Learning Earnings Tri-Fold printable guides for students and teachers:
 - Go to <http://support.sti-k12.com/docsalsde/docswform.asp>.
 - Complete the form and click **Submit**.
 - Select **Quick Reference Guides**.
 - Select **Learning Earnings**.
 - Choose the **Learning Earnings – Tri-Fold Student** guide or the **Learning Earnings – Tri-Fold Teacher** guide.

Create a Classroom

- Click **Classrooms** on the navigation menu.



The screenshot shows the Learning Earnings website interface. At the top left is the 'LEARNING EARNINGS' logo. In the top right, a user profile for 'School Teacher' is visible with a 'CREDIT BALANCE' of 9,356.00. A navigation menu includes 'Home', 'Inbox', 'Bank', 'Students', 'Classrooms' (circled in red), 'Shop', 'Reports', and 'Help'. The main content area is split into two columns. The left column is titled 'Create a Classroom' and contains a text input field labeled 'Classroom name' and a green 'Create' button. The right column is titled 'Classrooms' and lists two existing classrooms: '6 Social Studies' and '7 Life Skills'.

- Existing *Classrooms* will display in the list on the right.
- To create a new *Classroom*, enter a name in the field provided and click **Create**.
- The new *Classroom* will display in the list on the right.
- Click the name of the *Classroom* to **Delete classroom** or **Edit classroom** (name).

Adding Students to Classroom

- Click **Classrooms** on the navigation menu.
- Click the name of the class that appears in the list on the right.
- Select the student from the available list. To search, enter a one or more letters of the student's first or last name and select them from the list.

Classroom: 6 Social Studies

Select Students to add to 6 Social Studies

Please Note:

You can only add students from your school. If you do not see your students, you may click the New Student button below or email theteam@learningearnings.com to request the .csv or Excel template.



- Click **Add Student**.
- Continue adding students to complete the classroom.

Note: The list contains only the students already in Learning Earnings from the school. To add a new student click **New student**. Complete the fields provided and click **Save**.

Create Student

First name Grade

Last name Password

Username

Save

Users may also email theteam@learningearnings.com to request a CSV or Excel template that can be used to import students.

Awarding Credits

- Click **Bank** on the navigation window.
- *Credits Available* will display at the top of the screen and the *Electronic Credits* tab will be selected by default.
 - **Electronic Credits:** To issue electronic credits click the *Electronic Credits* tab.

Distribute Credits

[Print Credits](#)
 [Electronic Credits](#)
 [Transfer Credits](#)
 [Lookup A Code](#)

Issue Electronic Credits to a single student

Student Credits Otu code category

[Send These Credits](#)

Issue Electronic Credits to each student in a classroom

Classroom Credits Otu code category

First Name	Last Name	Credits	Reason
Shirley	Andrews	<input type="text"/>	<input type="text"/>
Brenham	DeWitt	<input type="text"/>	<input type="text"/>
Kyle	Forelich	<input type="text"/>	<input type="text"/>
Aleah	Freeman	<input type="text"/>	<input type="text"/>
Kendrick	Lowery	<input type="text"/>	<input type="text"/>
Adarnus	N	<input type="text"/>	<input type="text"/>
Madison	Rutherford	<input type="text"/>	<input type="text"/>
Emily	Smith	<input type="text"/>	<input type="text"/>
Jerica	Williams	<input type="text"/>	<input type="text"/>

[Send These Credits](#)

- **Issue Electronic Credits to a single student:** Select the student from the available list. Enter the number of credits to issue the student and click **Send These Credits**.
- **Issue Electronic Credits to each student in a classroom:** Select the *Classroom* from the available list. The list of students in the class will display below. Enter the credits to be issued to the student in the field provided next to their name. When all credits have been entered click **Send These Credits**.
- **Print Credits:** To print paper credits to distribute click the *Print Credits* tab. Enter the number of denominations to print (i.e., 1, 5 or 10). Click **Print These Credits**.

Distribute Credits

Print Credits Electronic Credits Transfer Credits Lookup A Code

Print Physical Credits

1 5 10 **Print These Credits**

- **Transfer Credits:** To transfer credits to another teacher click the *Transfer Credits* tab. Enter the number of credits to transfer. Select the teacher from the list and click **Transfer Credits**.

Distribute Credits

Print Credits Electronic Credits Transfer Credits Lookup A Code

Transfer Credits to Another Teacher

Credits To teacher **Transfer Credits**

- **Lookup A Code:** If a printed credit slip is found, to determine if the credit has already been redeemed click the *Lookup A Code* tab. Enter the code in the field provided and click **Lookup Code** to view pertinent information regarding the reward.

Distribute Credits

Print Credits Electronic Credits Transfer Credits Lookup A Code

Enter the code to lookup:

Lookup Code

Add Rewards

To add rewards that students may purchase with their credits:

- Click **Shop** on the navigation bar.
- Click **Add or Manage Your Rewards**.
- Existing rewards will display.
 - To filter the list by grade level, select the grade level from the list and click **Search**.
 - To search for a reward enter a few letters from the name of the reward and click **Search**.
- To insert a new reward click **Create a Custom Reward**. Complete the fields provided. Required fields are indicated with an asterisk (*). Click **Create Reward**.

Creating a New Reward

Name and Price

* Name

Description

Category

Image

* Quantity On Hand

* Students' Price

Time frame

Min grade

Max grade

This reward will be viewed and can be purchased by any student at your school. You can use the minimum and maximum grade settings to limit to a particular grade or grades.

Reward Scope

- Specific Classrooms

Select Classrooms for your reward

6 Social Studies 7 Life Skills 7 Social Studies 8 Life Skills 8 Social Studies

This reward will be available to every student at the school.

Marking Rewards As Delivered Or Refunded

Once a student has purchased a reward it can be marked as delivered or refunded.

- Click **Reports** on the navigation menu.
- Select **Purchases Report**.
- **Filter By:** All purchased rewards will display. Filter the list using one of the following:
 - **Date Range:** Select *Everything, Last 90 Days, Last 60 Days, Last Month, This Month, This Week, Last Week* or *Last 7 Days*.
 - **Show Rewards:** Select *Everything, Undelivered* or *Delivered*.

- **Show Teachers:** To filter rewards to students of a specific teacher select the teacher from the list.
- **Options:** The report will always generate in student alphabetic order by last now. However users may select how the name displays. Select *Last, First* or *First Last*. Select the format for the teacher name of either *Last, First* or *First Last*.

Note: If items are not listed on the report try modifying the filtering options. If the item still does not display, have the student verify the purchase by logging in and going to **Bank**. Select **View Checking History** to view their purchase history.

- **Delivered:** To mark items as delivered, place a check next to the item. Check the box in the upper right hand corner to check all items. When all delivered items are marked click **Mark Rewards Delivered**.

The report can be sorted using the arrows in the heading of the report results. To sort by more than 1 column, sort the first column and then hold shift when clicking the second column. You can also search your report to find something or someone in particular using the search box below.

Search:

Delivery Teacher	Student (username)	Classroom	Grade	Purchased	Reward	Quantity	Status	Refund	Deliver	
Admin, School	Andrews, Shirley (sandrews)	Teacher: 7 Social Studies	6th Grade	05/19/2014	10 mins of Ipad	1	Pending	Refund	<input type="checkbox"/>	
Benson, Jimmy	Benson, Kari (kbenson4)	Benson: Benson's Best	7th Grade	04/13/2014	Sunday Test	1	Pending	Refund	<input type="checkbox"/>	
Pearson-Test, Adam	G, Adam (adamgamble)	Benson: Mrs. O'Bradovich's 2nd Period Math	1st Grade	12/13/2013	Animal Pencil	1	Pending	Refund	<input type="checkbox"/>	

Mark Rewards Delivered

- **Refund:** To refund an item, click the **Refund** next to the item to be refunded. Click **OK** to refund the item or **Cancel** to close the message without refunding. A student may confirm that the item was refunded by logging into Learning Earnings and going to **Bank**. Click **View Checking History**. A message will display indicating that a credit was added to the account due to a refunded item.