 Culture Reference Guide

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| **BASICS** |
| Your School’s Kickboard Website**dmcs.kickboardforteachers.com**Logging In**Username**: first initial + last name *Example: Suzy Jones would be sjones***Set Password:** Click the “Forgot your password?” link to create your unique password.  | Macintosh HD:private:var:folders:s0:nb4mt2r92hxcs5k2pq8550rw0000gn:T:com.skitch.skitch:DMD6C2147A6-55D7-4813-BCCD-E6DCE32EAD23:Kickboard.png |
| Adding Yourself to Groups* Go to **Students 🡪 Groups**
* Find the student group you need
* Hover over the orange action cog Macintosh HD:private:var:folders:s0:nb4mt2r92hxcs5k2pq8550rw0000gn:T:com.skitch.skitch:DMD5CCBF13C-8121-4C5E-856D-8FA1C08851A8:Kickboard.png
* Click **+ Add me to Group**
 | Macintosh HD:private:var:folders:s0:nb4mt2r92hxcs5k2pq8550rw0000gn:T:com.skitch.skitch:DMD3BBBC7D1-FF9B-4170-8777-D08896E2AB57:Kickboard.png |
| Creating New Groups* Go to **Students 🡪 Groups**
* Click **Create a New Group**
* Under **Group Info** name the group & select the grade level(s) of students in the group
* Under **Students** expand the grade list and select the students in the group
* Click **Create New Group**
 | Macintosh HD:private:var:folders:s0:nb4mt2r92hxcs5k2pq8550rw0000gn:T:com.skitch.skitch:DMD2DAD0501-A27B-4C80-9656-08C56E8E5A9B:Kickboard.png |

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| **CULTURE DATA ENTRY** |
| Entering Behaviors1. Go to **Culture** 🡪 **Daily Activity**
2. Choose the student **Group**
3. Select a **student** (or multiple students)
4. (Optional) Type a **note**
5. Select a **behavior** from the **dropdown list** or select a behavior **quick button**
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| Daily Activity Page Tips1. **Select** **multiple students** by clicking on multiple rows
2. **Select the whole group** at once by clicking the “All” button
3. A count of **how many students are selected** will appear in the small black banner
4. **To search for a student**, start typing the name in search box with the magnifying glass icon
5. **Assign multiple behaviors at once** by selecting a student, checking Assign Multiple Behaviors, choosing multiple quick buttons, then clicking Assign Behaviors
6. To switch between **list view and card view**, click the row or window icons
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| **CULTURE ANALYSIS** |
| Dashboard 🡪 SchoolThe Schoolwide Dashboard defaults to showing data for the current week, but you can change the date range by clicking on the calendar icon.Hovering over any parts of the graphs will show you more details. | Kickboard.pngKickboard.png |
| Culture 🡪 LeaderboardThe leaderboard will list students in order of their daily or weekly averages or total point balance. You can change the date range and metric, and you can filter down to a particular group. | Kickboard.png |
| Culture 🡪 AnalysisChoose how you want the data displayed:* **School**- compare grade levels
* **Groups**- Compare student groups within grade levels
* **Teachers**- Compare teachers within grade levels
* **Student**- Drill down to a single student

Filter the data to drill down even more:* **Behaviors**- select a specific behavior, a whole category of behaviors, or a combination of any behaviors.
* **Date Range**- defaults to whole school year, but can be narrowed by clicking on the calendar.
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| **HELP RESOURCES** |
| Learn More at the [Kickboard University](https://kickboard.zendesk.com/categories/20020886-kickboard-university-kbu) (KBU) KnowledgebaseClick on the **Question Mark (?)**Select any listed question or select **“Explore the Knowledgebase”**Scroll through the listed **categories** or type what you are looking for in the **search** box |  |
| Get HelpClick on the **Question Mark (?)**Select **“Ask a Question”**Enter your email addressType your questionClick **“Email Us”***You can also email directly to* *support@kickboardforteachers.com* |  |