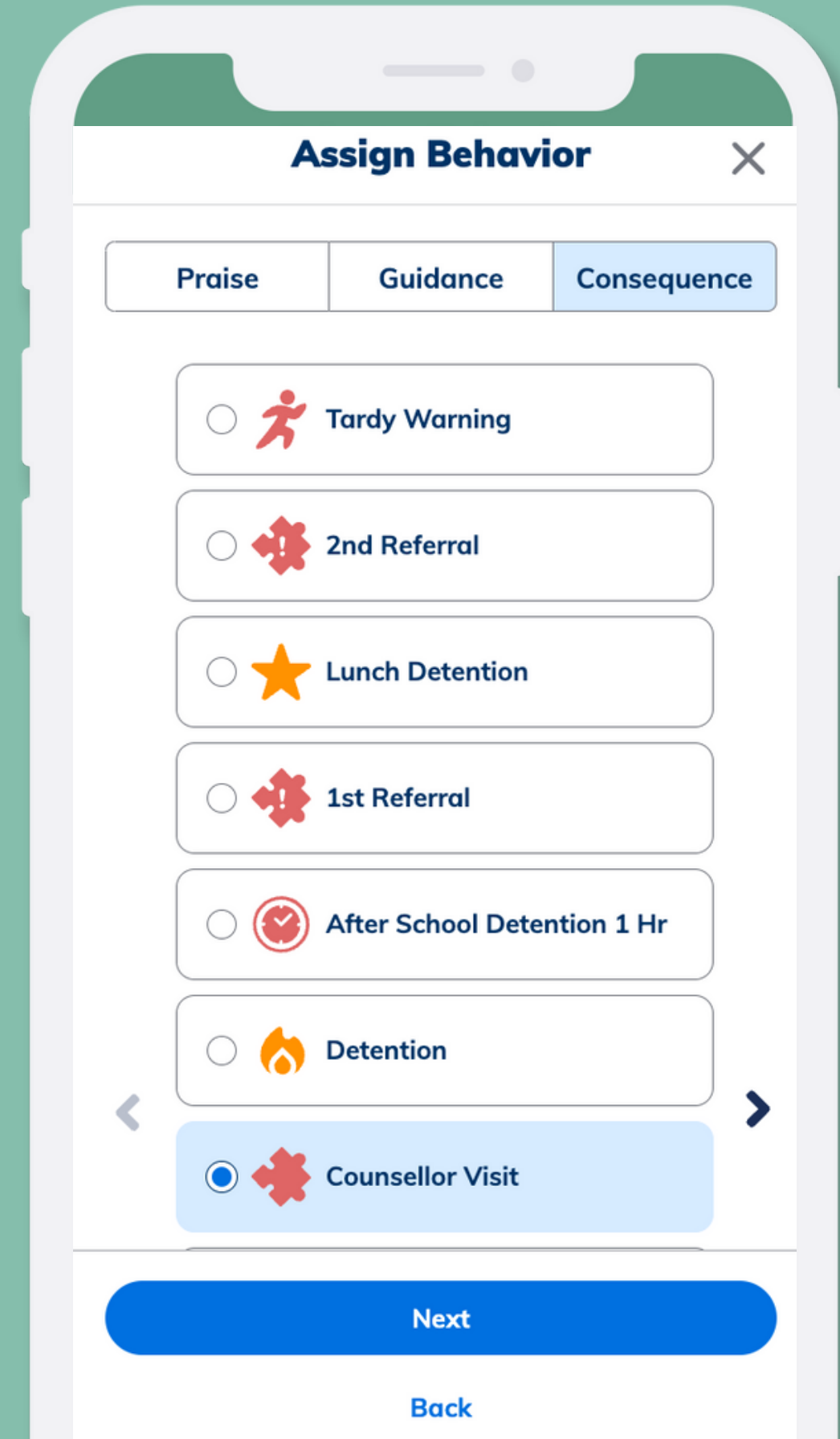




Setting up Consequences & Automations in Minga

A quick guide for school administrators on setting up and reviewing consequences for students with Minga

MINGA 7.0

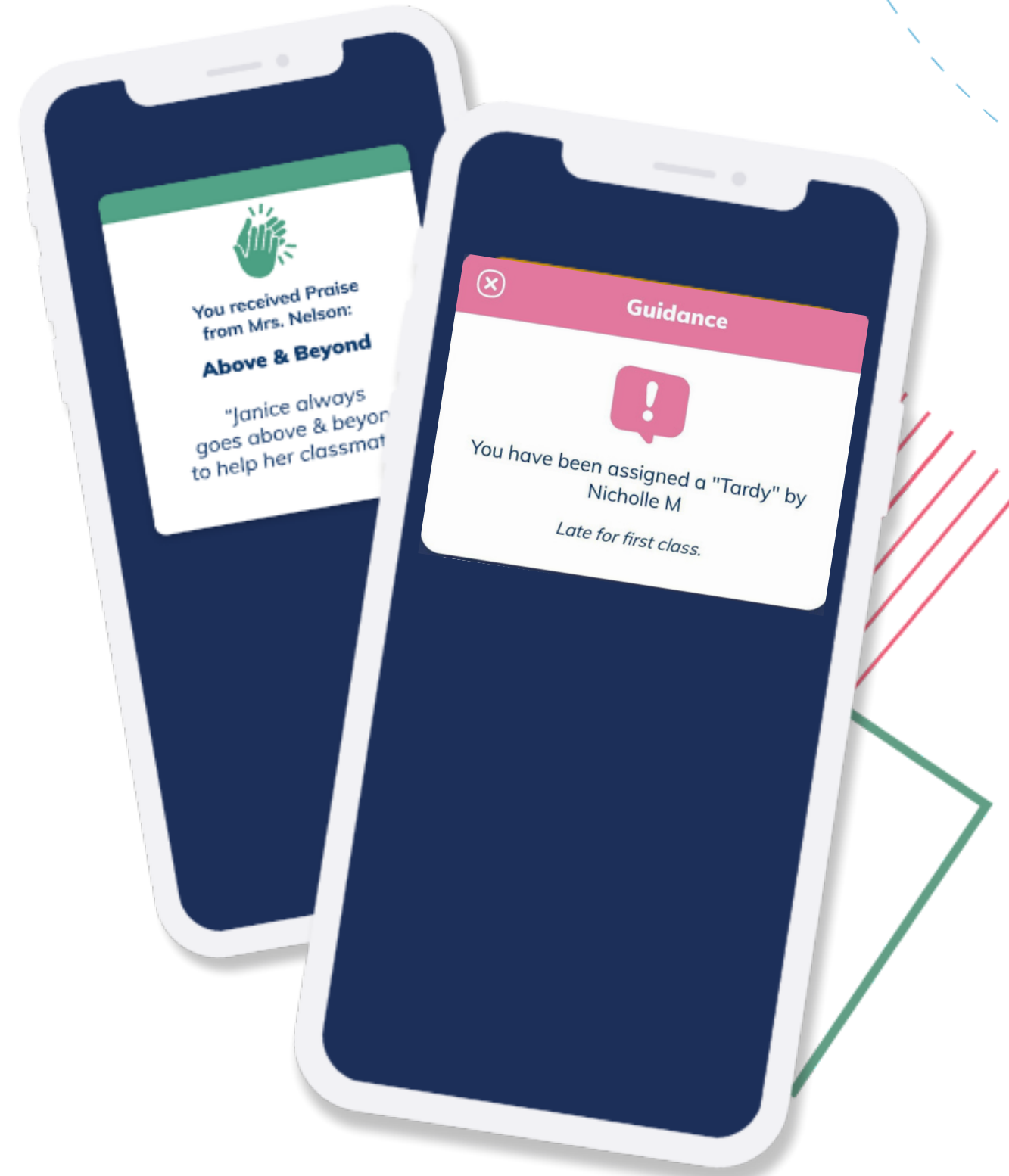


Setting up praise and guidance behaviors

To set up consequences and the automation of consequences in Minga you need to first create and review your school's **praise** and **guidance** behaviors.

Click on the guide below for instructions on creating and editing behaviors in Minga prior to setting up consequences.

[Set Up Behaviors](#)



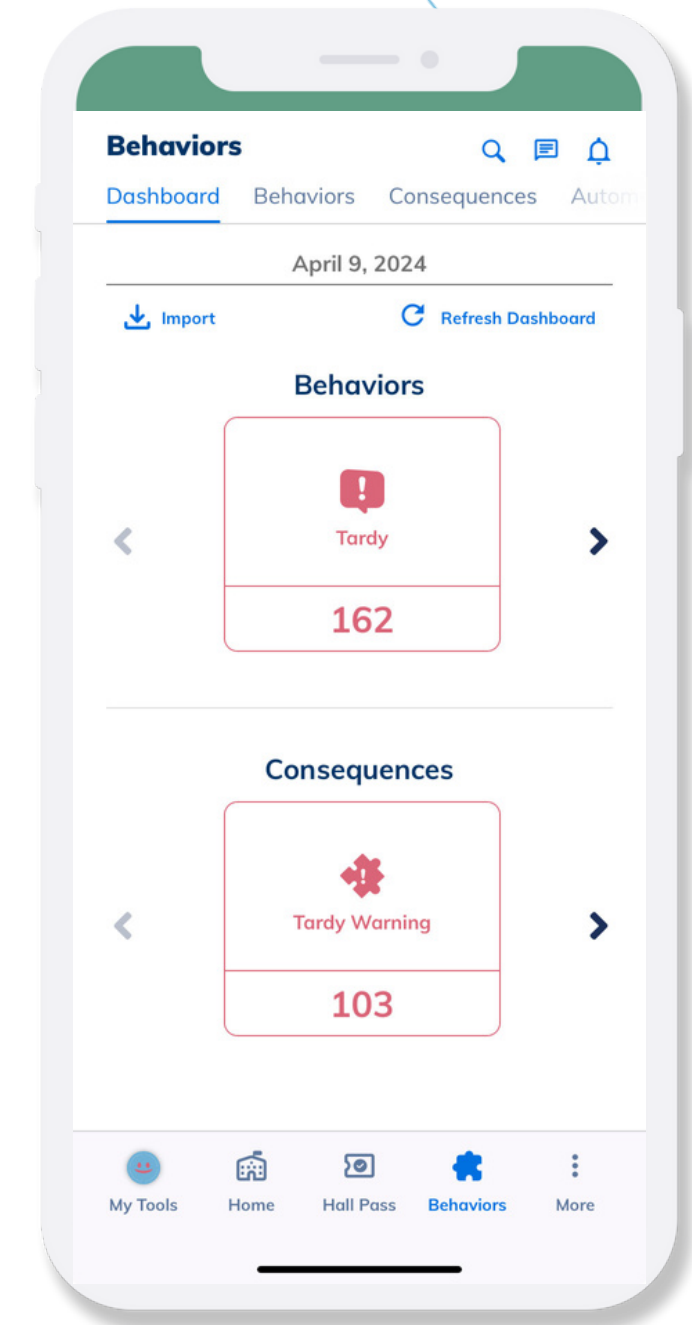
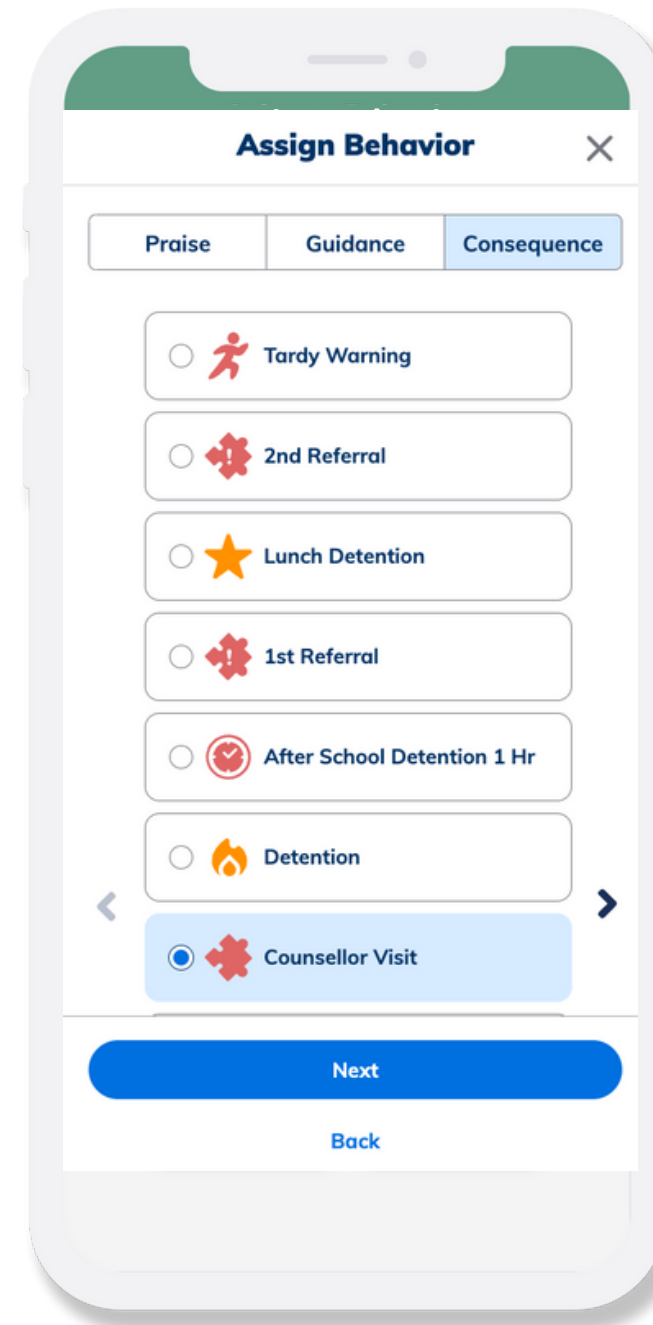
Minga consequences supports students and staff

What are consequences in Minga?

Minga consequences allows you to reduce the administrative paperwork associated with your school's behaviour program by setting up rewards or disciplines that can be sent to a student or group of students.

These can be automated based on the number of assigned behaviours each student receives.

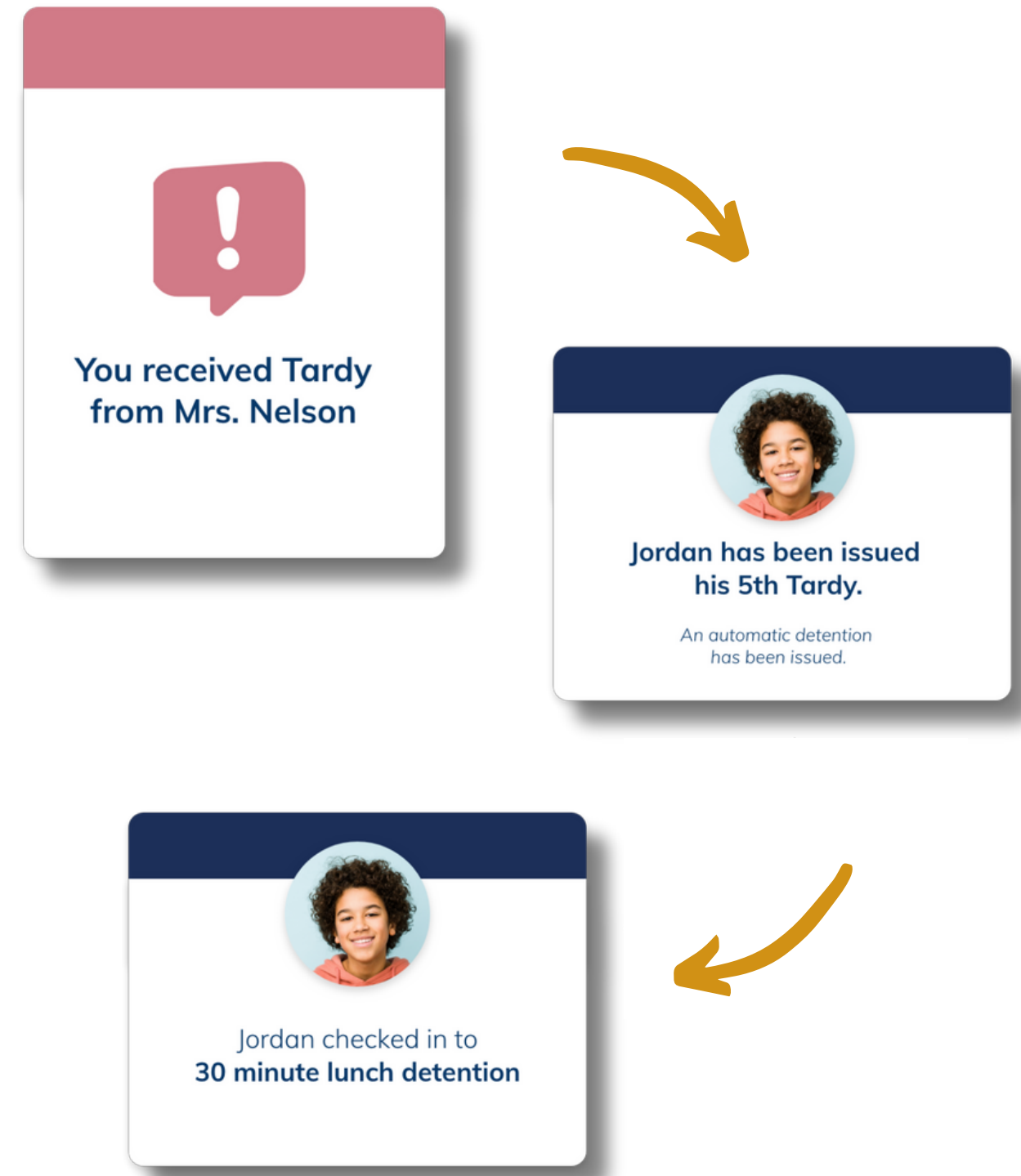
When a student receives a consequence, the system can be further configured to automatically send notifications to parents or administrative staff.



Consequences supports praise and guidance behaviors

The automation of consequences in Minga enables a simple process which allows for the assignment of a behaviour or behaviors to result in a consequence.

Consequences can then be monitored within Behavior Manager to see if and when they are completed.



STEP 1

Enable Consequences

Behaviors Dashboard Reports Behaviors Consequences Automations **Settings**

System Settings

- Behavior Manager List [?](#) [Add](#)
- Behavior Report Viewers [?](#) [Add](#)
- Track List [?](#) [Add](#)
- No Track List [?](#) [Add](#)

Behaviors Settings

- Teachers can assign behaviors
- Staff can assign behaviors
- Student leaders can assign behaviors

Consequences Settings

- Enable consequences
 - Teachers can assign consequences
 - Staff can assign consequences

In Behaviors navigate to Settings.

First 'Enable consequences'.

Then choose if you want to enable the ability for Teachers and Staff to assign consequences and toggle on accordingly.

Owners and Managers can assign consequences by default.

When this is enabled, those roles will be able to view Behavior Tools from within MyTools to send a Consequence to a student or group of students.



Minga's best practice is to primarily have automations generating consequences.

STEP 2

Create custom consequences

Consequences in Minga allow you to set up custom rewards or disciplines to be able to be assigned to a student.

- Click the Consequences tab > 'Create Consequence'
- Choose a category of **Praise** or **Guidance**.
- Name the Consequence.
- Select the consequence type (eg. warning or detention).
- Give a description (describes the consequence internally).
- Enable due date (for Detentions, consequences will have to be completed in Minga when selected).
- Choose if you want to escalate the consequence.
- Decide if you want the consequence to automatically assign or remove a sticker.
- Choose icons, color and if you want to add points.
- Choose if you want to notify a parent or admin and toggle on.
- Set status to ACTIVE.



Create Consequence

Praise **Guidance**

Consequence name
Lunch Detention

Type of consequence
Detention

This type requires completion when assigned

Internal description (optional)

Enable due date

Icon

Icon color

Points awarded or subtracted (optional)

Overdue action
Define what happens if a consequence is not completed on time

Enable action for overdue consequence

Additional consequence
An additional consequence will be added on top of the overdue one

Escalate consequence
A new consequence will replace the overdue one

Consequence

Enable due date for overdue escalated / additional consequence

Number of days to complete consequence

Consequence restriction

Limit who can assign this consequence manually

Sticker

Assign or remove sticker

[Cancel](#) [Create](#)

STEP 3

Set up custom Automation Groups

Automations in Minga allow you to automate assigning consequences to a student based on the number of behaviors received.

- Click Automations tab > 'Create Automation Group'
- Choose a name for your new automation group
- Set a description (how the automation group is described internally).
- Choose the behaviour triggering the automation
- Reset counter automatically (optional)
 - Select dates representing new semesters or time frames your school uses to track behaviors as per your school policy
- Click Create



Create Automation Group



Automation group name (eg. Tardy Policy)

Tardy Policy

Internal description (optional)

Students will receive these consequences automatically when assigned tardy behavi

Behavior triggering automation

Behavior

Tardy X

Reset counter automatically

All students will be reset back to 0 for the behaviors triggering the automation



Frequency (option)

Custom

May 1, 2024 X

Sep 1, 2024 X

Nov 1, 2024 X

+ Add date

Time

02:14 PM



Cancel

Create

STEP 4

Add to Automation Groups

- Click Add Automation in your Automation Group
- Choose a name for your new automation.
- Set a description (how the automation is described internally).
- Select behavior count threshold (how many times the behavior has to occur to trigger the automation. Corresponds with the step in your policy).
- Select the consequence you want to automatically assign.
- Toggle on send note to student and insert the variables.
- Select number of days to complete consequence (applicable for consequences that are detentions or referrals).

Add automation for Tardy Policy

Automation name

Internal description (optional)

Behavior count threshold
This automation will be triggered when this threshold is met

Consequence to assign

Type: Warning

Send note to student

Note to student

Preview

Number of days to complete consequence

Repeat automation

Repeat every

End

Never

After

[Cancel](#) [Add](#)



Repeat automation if you want to repeat this for multiple steps in your discipline policy.

In this example a student will receive a tardy warning for their 1st and 2nd assigned tardy.

STEP 5

Complete Steps

- Add other Automations in your Automation Group as needed.
- Each Automation should match the steps in your discipline policy.
- Repeat for other behaviors as needed. Eg. Cell Phone or Hall Passes.



Tardy Policy  

 Tardy

Tardy Warning  Tardy Warning
1 2

Lunch Detention  Lunch Detention
3 4

After School Detention  After School Detention 1 Hr
4 5

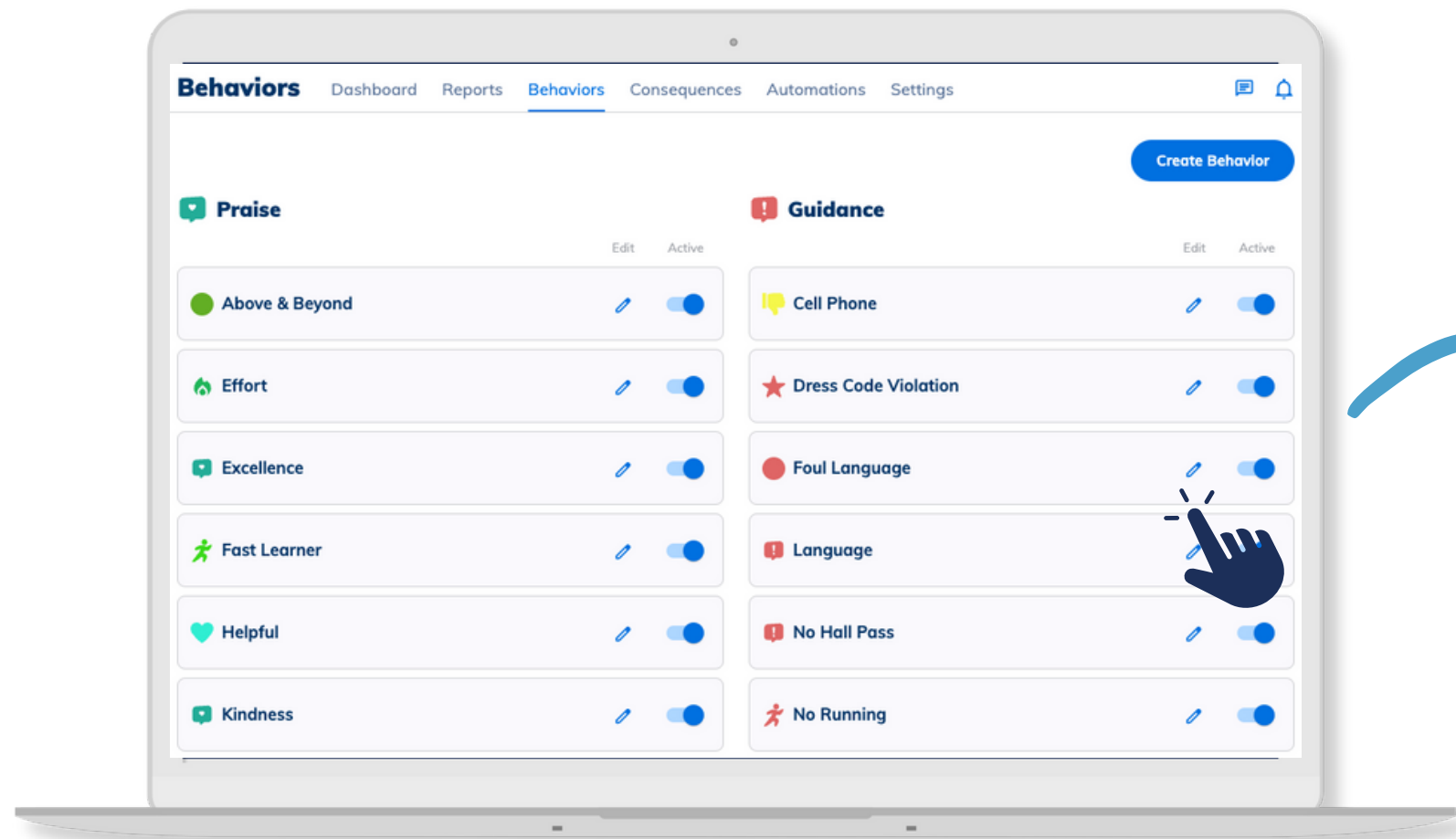
Saturday School  Saturday School
6 7

In School Suspension  Referral
8 9

[Add automation](#)

STEP 6

Send customized notification emails to parents



Admins have the ability to customize the email notifications that are sent to parents. This allows schools to add relevant information, ensuring enhanced communication and clarity.

Customized notification emails to parents can be created for both behaviors and consequences.

Behavior restriction

Limit who can assign this behavior manually

Notification

Send Parent Email

Email Subject
NO REPLY: \${firstName} \${lastName} has been assigned a behavior by \${mingaName}

Email Body (optional)

B I " |≡≡ Normal ⚙️ **[Insert Variable]** ⚙️

Hello, your child \${firstName} \${lastName} has been assigned \${typeName} at \${mingaName}

Preview

The 'Preview' button allows admins to see what the email to parents will look like in their inbox.

There is also a setting for sending an SMS message to parents.

Send Parent Notification Email

Email Subject
NO REPLY: \${firstName} \${lastName} has been assigned a guidanc

Email Body (optional)

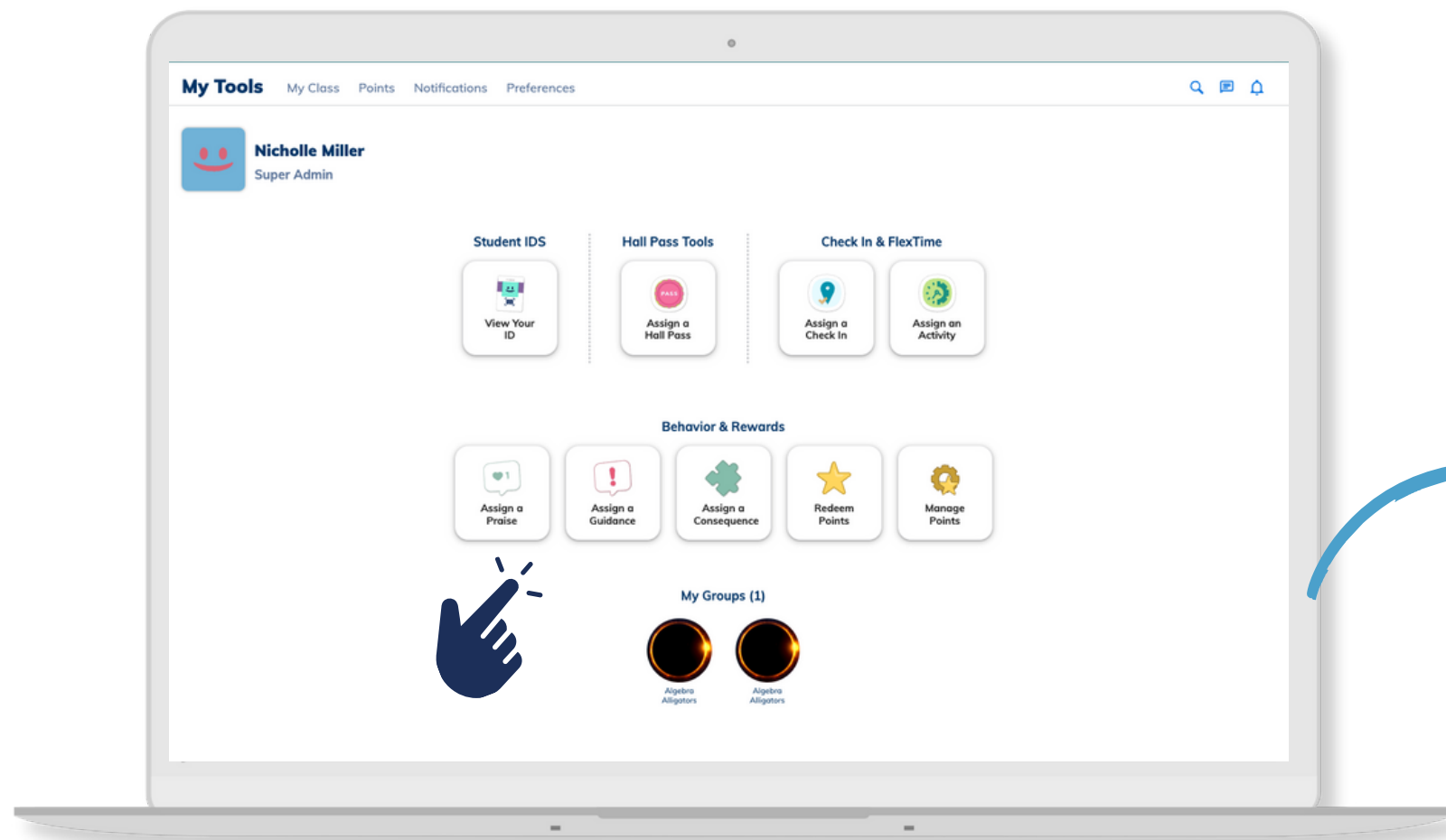
Hello, your child John Doe has been assigned Lunch Detention at Minga Mingle

*** Add your customized notification to parents here ***

Preview

STEP 7

Assign behaviours to automatically send consequences to students



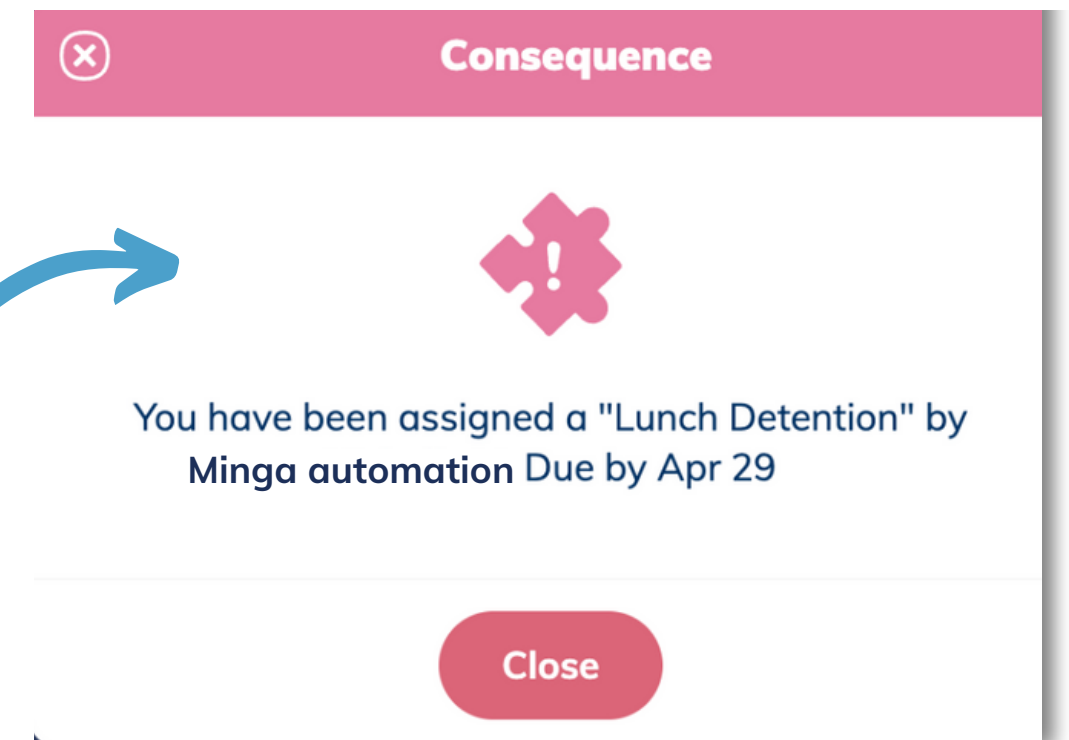
Go to My Tools in the Minga App.

Scroll down to Behavior Tools and select **Praise** or **Guidance**.



Tap on the chosen behavior.

Write a message explaining why the student has received the Praise or Guidance.



The selected student(s) will receive a notification with the consequence issued and any notes added.

STEP 5

Review and complete consequences

Schedule a report Export list Column settings

Select all 41 results Mark as completed Delete

Status	Name	ID Number	Grade	Role	Note	Consequence name	Consequence ID	Category	Type	Assigned by	Source ID
<input checked="" type="checkbox"/> Not completed	Gabby Green	111	11	S		Detention	375609	Guidance	Detention	Cell Phone Policy	—
<input type="checkbox"/> Completed	Gabby Green	111	11	S		Warning	375608	Guidance	Warning	Cell Phone Policy	—
<input type="checkbox"/> Completed	Gabby Green	111	11	S		Warning	375607	Guidance	Warning	Cell Phone Policy	—
<input type="checkbox"/> Completed	Gabby Green	111	11	S		Warning	375606	Guidance	Warning	Cell Phone Policy	—
<input type="checkbox"/> Completed	Annie Aqua	123456	11	S		Served Lunch Detention 1	374834	Praise	Notification	Served Lunch Detention	—
<input type="checkbox"/> Completed	Annie Aqua	123456	11	S		Served Lunch Detention 1	369010	Praise	Notification	Served Lunch Detention	—
<input type="checkbox"/> Completed	Annie Aqua	123456	11	S		Served Lunch Detention 1	368999	Praise	Notification	Served Lunch Detention	—
<input type="checkbox"/> Completed				S		Served Lunch			Served Lunch	—

Review a summary and status of your consequences in the Reports tab. Choose 'Consequence History' and desired date range.



You can further filter the report by category type, consequence status and consequence type to monitor and streamline your behavior program.







Here you can see all consequences and their status and mark detentions as 'Complete' once completed.

STEP 6

Review overdue consequences

Overdue Consequences

Grade Consequence name Automation group [Apply filters](#) [Clear filters](#) [Schedule a report](#) [Export list](#)

Name	ID Number	Outstanding	Overdue	Assigned	Served	
Jeff Student	600000600	9	8	82	73	
Amrit Student	600001800	13	11	43	30	
Finn Student	600002200	6	5	17	11	
Monika Brenner	—	6	3	17	11	
Monika Student	500000100	10	3	17	7	
Matt Student	600002400	3	1	15	12	

Selecting 'Overdue Consequences' in the reports tab allows you to see all the students who have outstanding consequences.

Clicking the history icon allows you to generate a consequence history report filtered to that specific student.

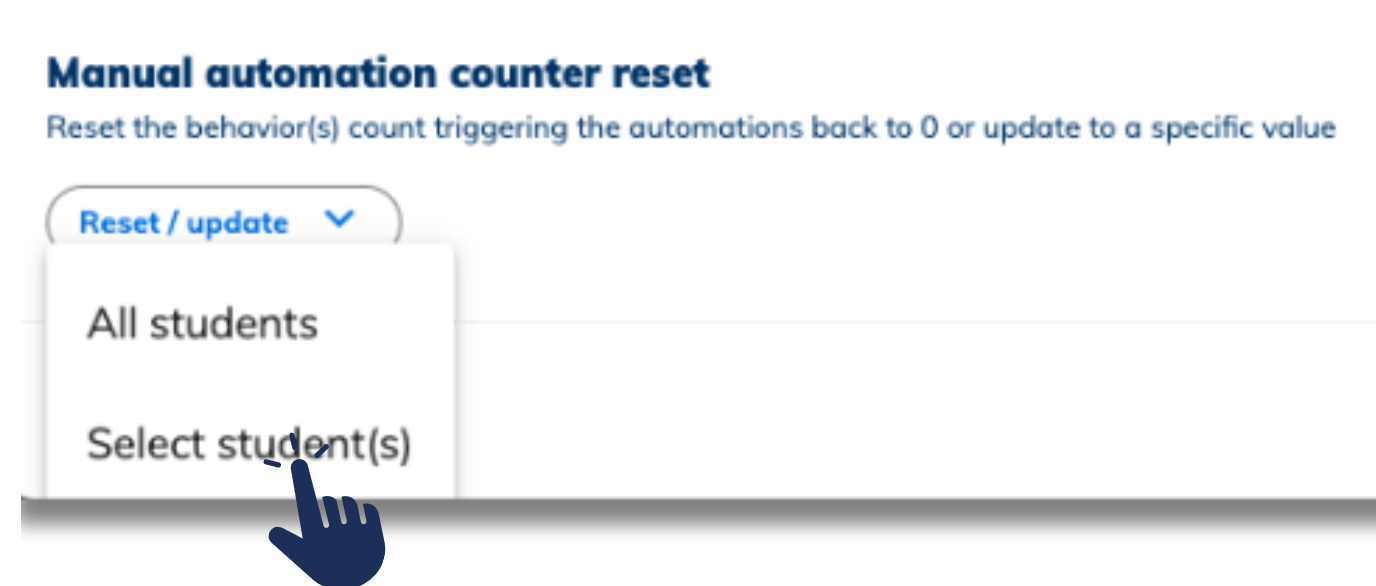


You can generate CSVs for all of your consequence reports by clicking 'Export List'. You can then upload these along with your behavior reports in to your SIS system.

STEP 7

Reset behavior counting and students in automations

If you wish to reset the number of behaviors counted for an automation or reset a student currently in the automation workflow you can do so by clicking the edit pencil on the selected automation group.



We recommend pulling the **automation counter report** and sorting from highest to lowest and then resetting the students back to zero as desired.

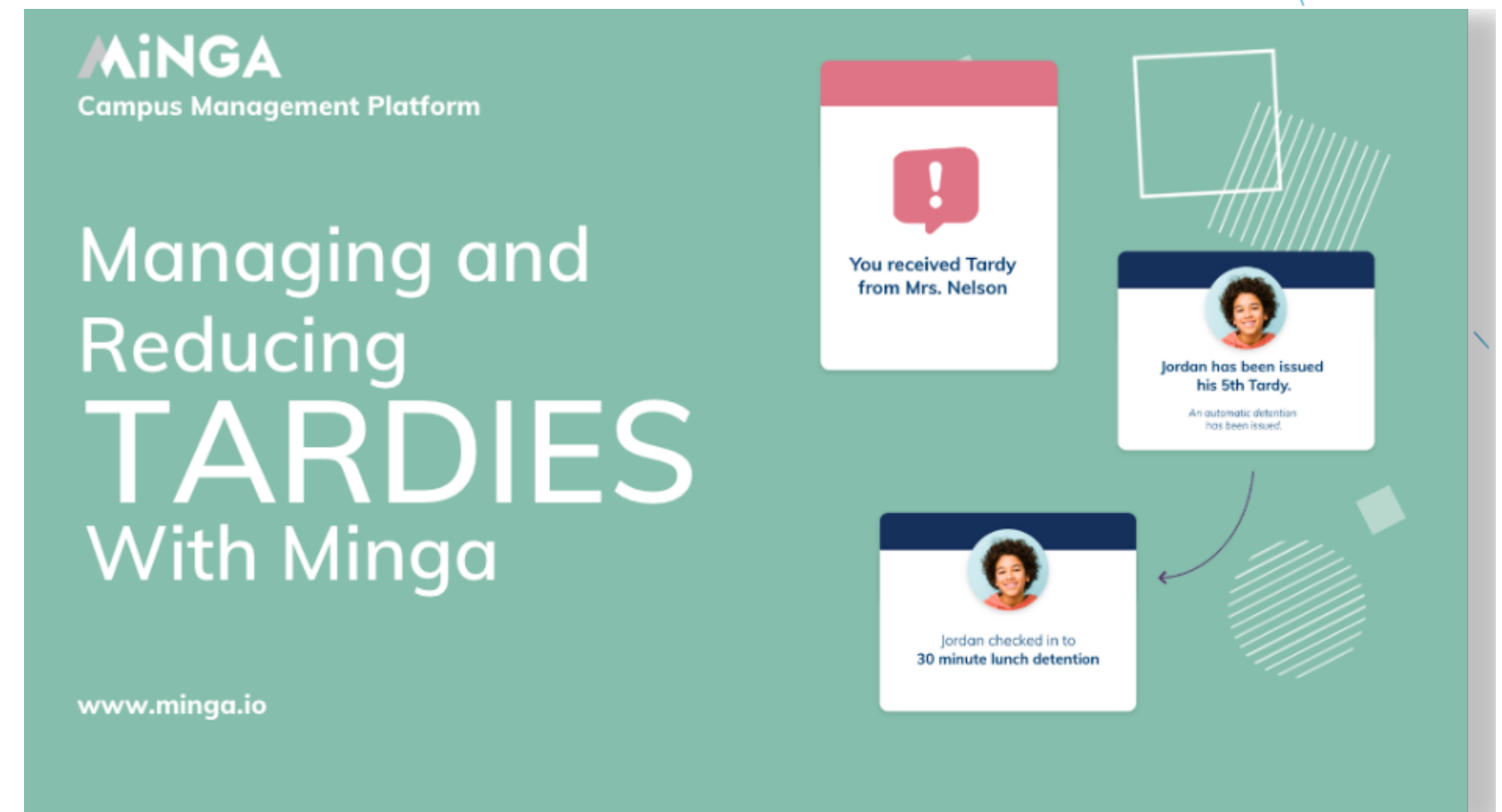
Managing Tardies with Minga

You can streamline and manage your school's tardies through behavior monitoring and automated consequences.

Minga allows for managing and reducing tardies with behavior measuring, reporting, and automated notifications for parents and administrative staff.

Learn about how to manage your school's tardies through the Minga behavior manager, automated hall passes and a centralized check in system by watching a recording of our tardy webinar at the link below!

[Tardy Webinar](#)



Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

