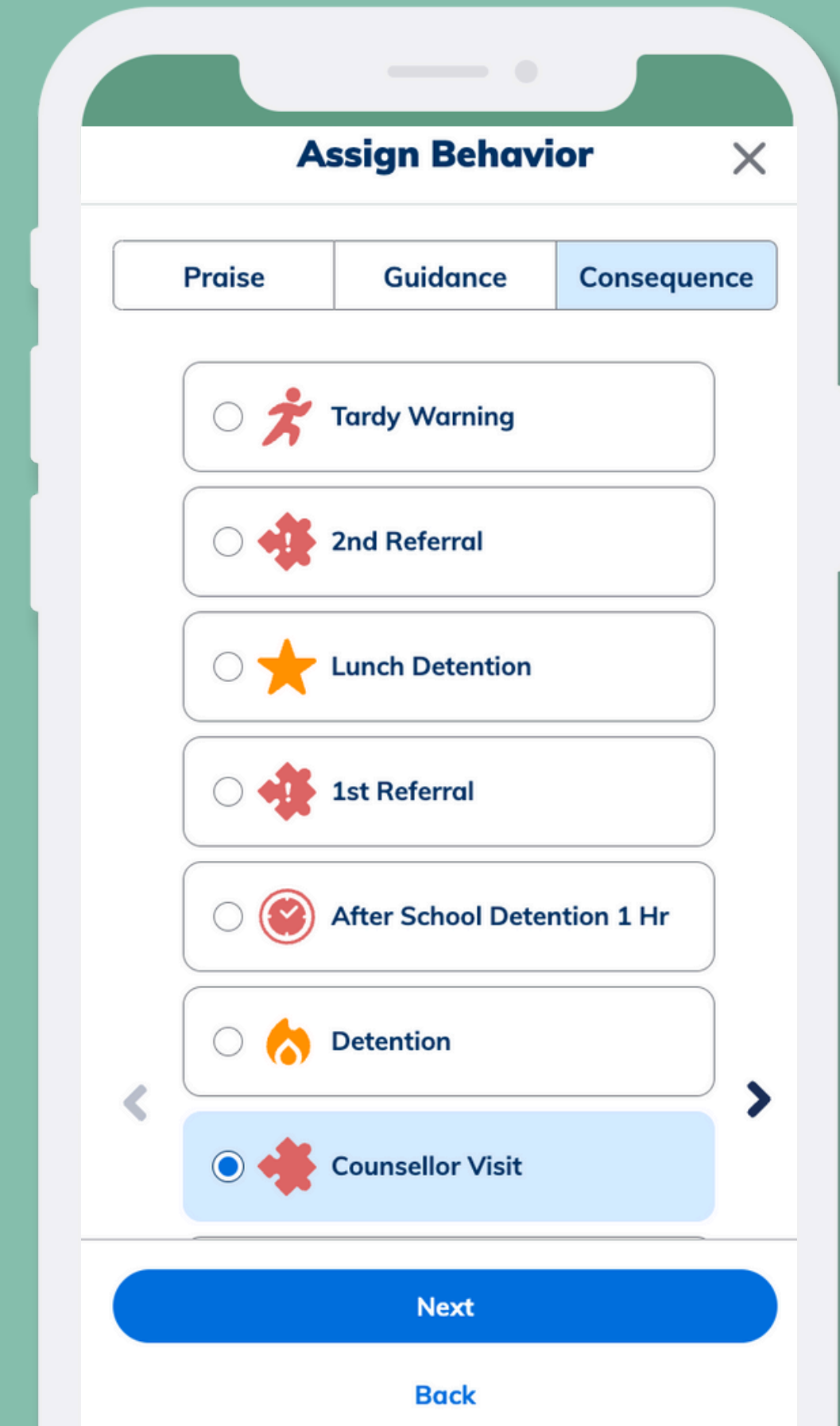# MiNGA

Setting up Consequences & Automations in Minga

A quick guide for school administrators on setting up
and reviewing consequences for students with Minga
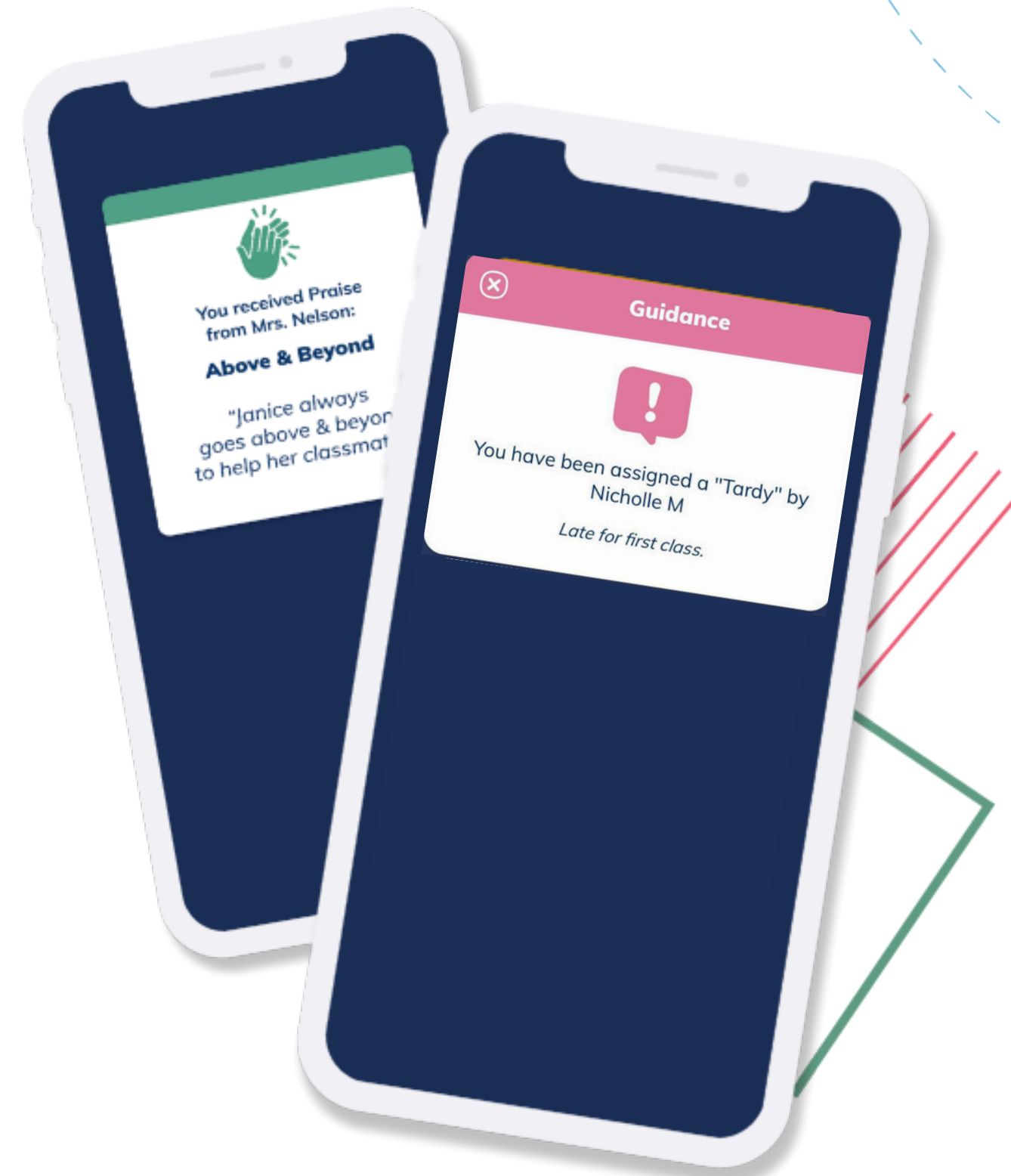
MINGA 7.0

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

You received Praise from Mrs. Nelson:

Above & Beyond

"Janice always goes above & beyon to help her classmat

Guidance

You have been assigned a "Tardy" by Nicholle M

Late for first class.

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.
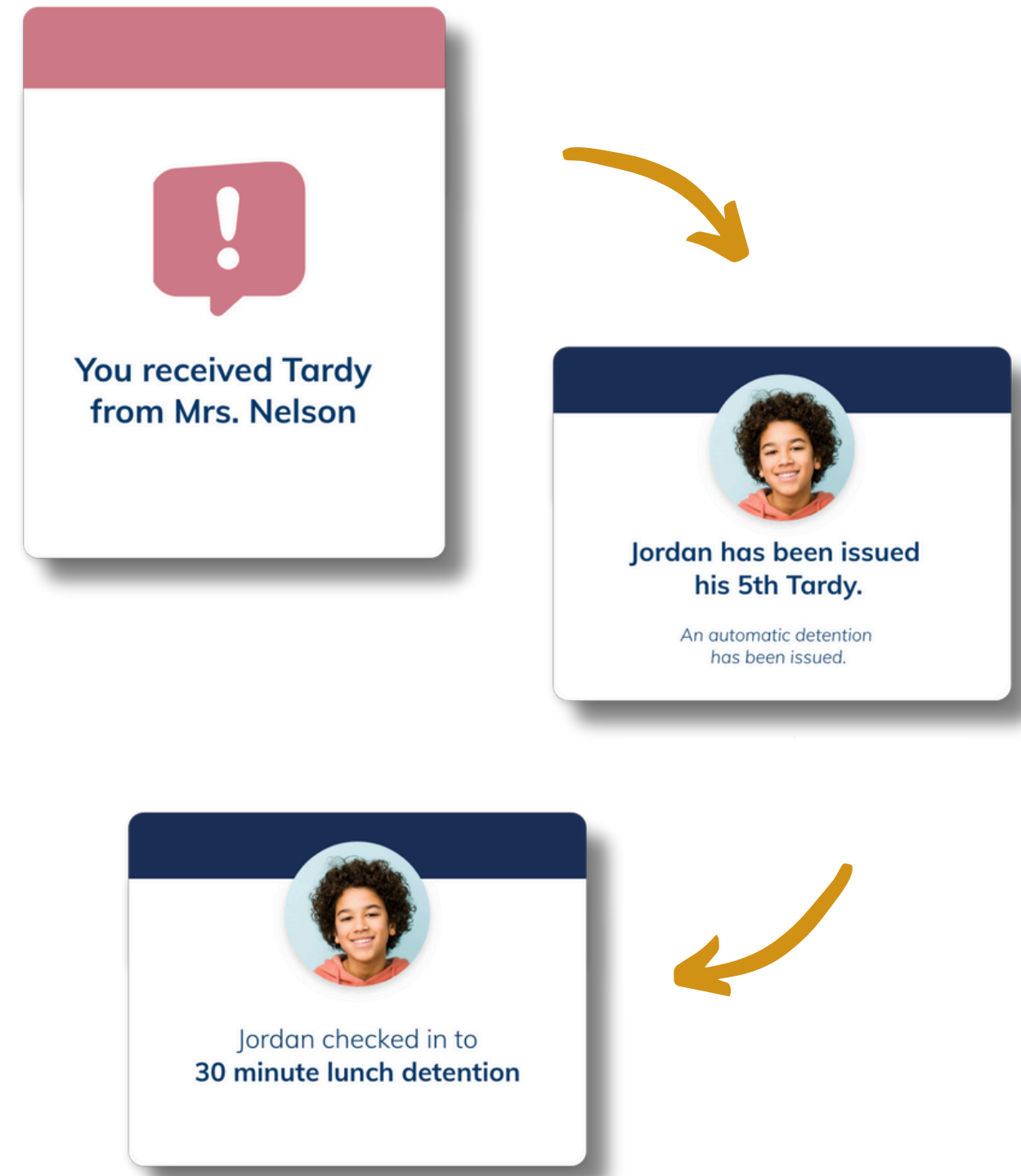
When a student receives a consequence, the system can be further configured to automatically send notifications to parents or administrative staff.
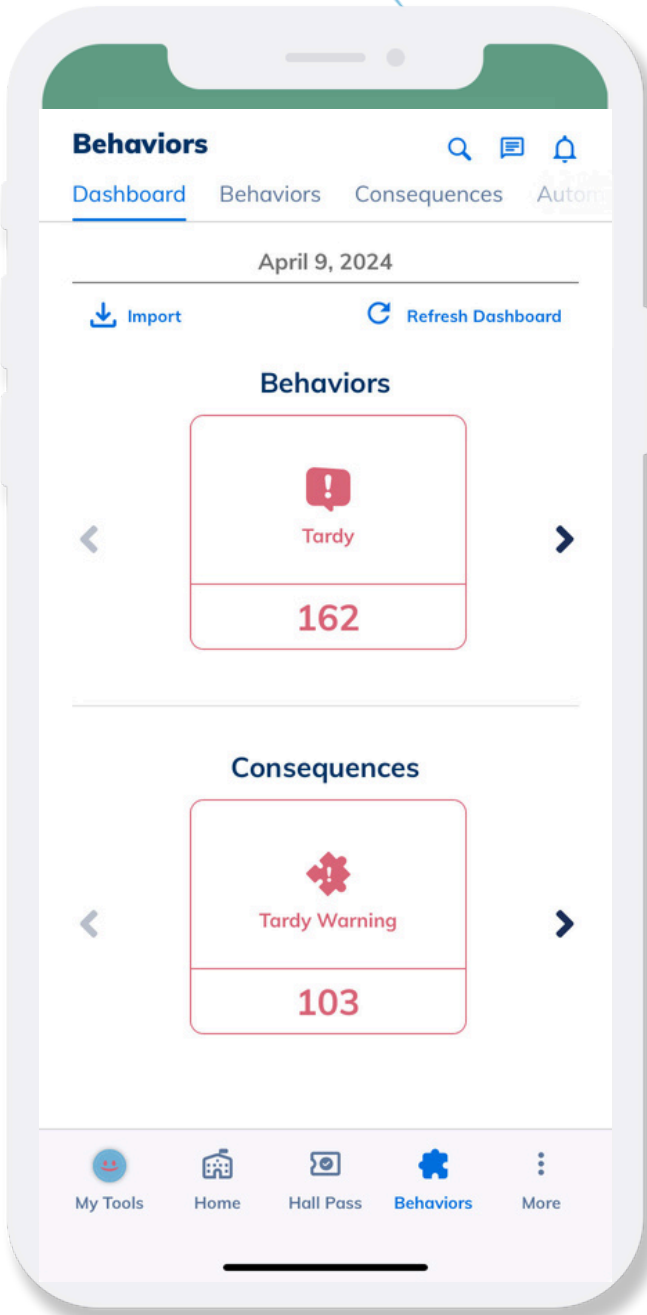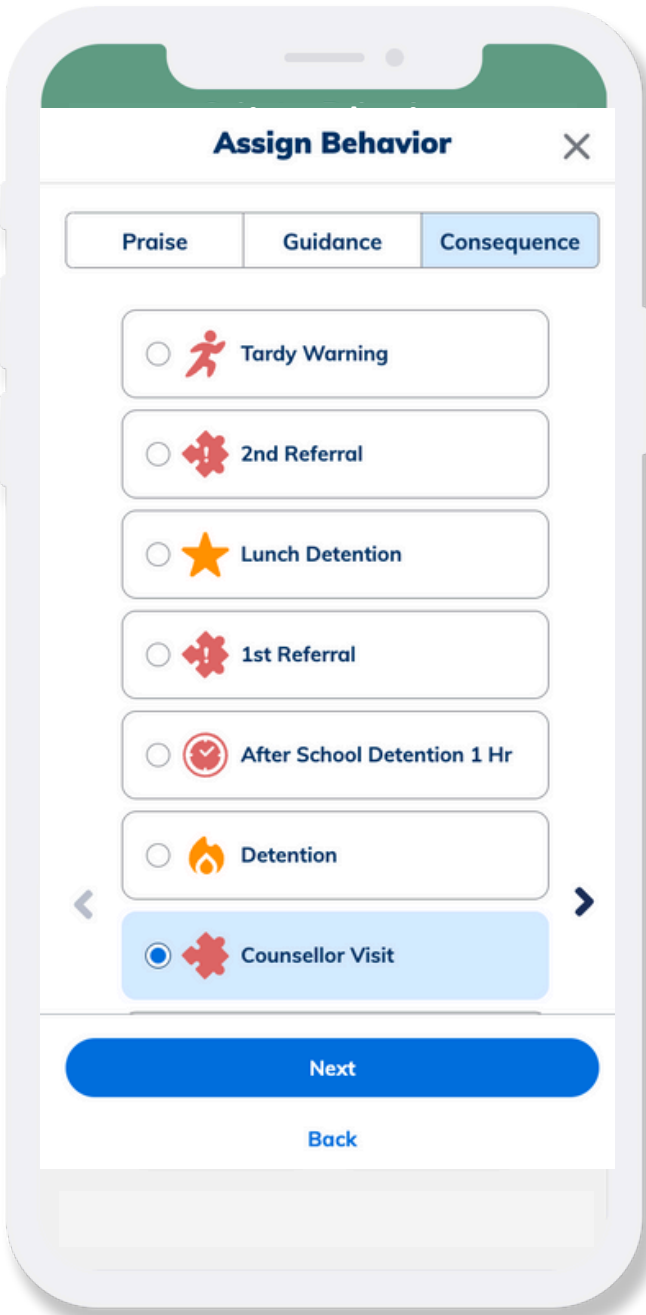
Consequences supports praise and guidance behaviors

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.

You received Tardy from Mrs. Nelson

Jordan has been issued his 5th Tardy.

An automatic detention has been issued.

Jordan checked in to **30 minute lunch detention**

Enable Consequences

Behaviors   Dashboard   Reports   Behaviors   Consequences   Automations   **Settings**

System Settings

Behavior Manager List ⑦   (Add)

Behavior Report Viewers ⑦   (Add)

Track List ⑦   (Add)

No Track List ⑦   (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 consequence**s'.

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 My Tools to send a Consequence to a student or group of students.

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

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 ⑦   ⬤

Icon   ❋ ⌄

Icon color   ▭

Points awarded or subtracted (optional)   0

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 ⑦   0

Consequence restriction

Limit who can assign this consequence manually   ◯

Sticker

Assign or remove sticker   ◯

Cancel   **Create**

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 ✕ ⌄

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

Frequency (option)
Custom ⌄

May 1, 2024 ✕   Sep 1, 2024 ✕   Nov 1, 2024 ✕   ⊕ Add date

Time
02:14 PM 🕐

Cancel   Create

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
Tardy Warning

Internal description (optional)
Student is receiving a warning for being late.

Behavior count threshold
This automation will be triggered when this threshold is met   1

Consequence to assign
Tardy Warning

Type: Warning

Send note to student

Note to student
[Insert variables] ⌄

You were assigned ${consequenceName} for being ${behaviorName}.

Preview

Number of days to complete consequence ⓘ   0

Repeat automation

Repeat every   1   behavior

End

○ Never

● After   2   occurences

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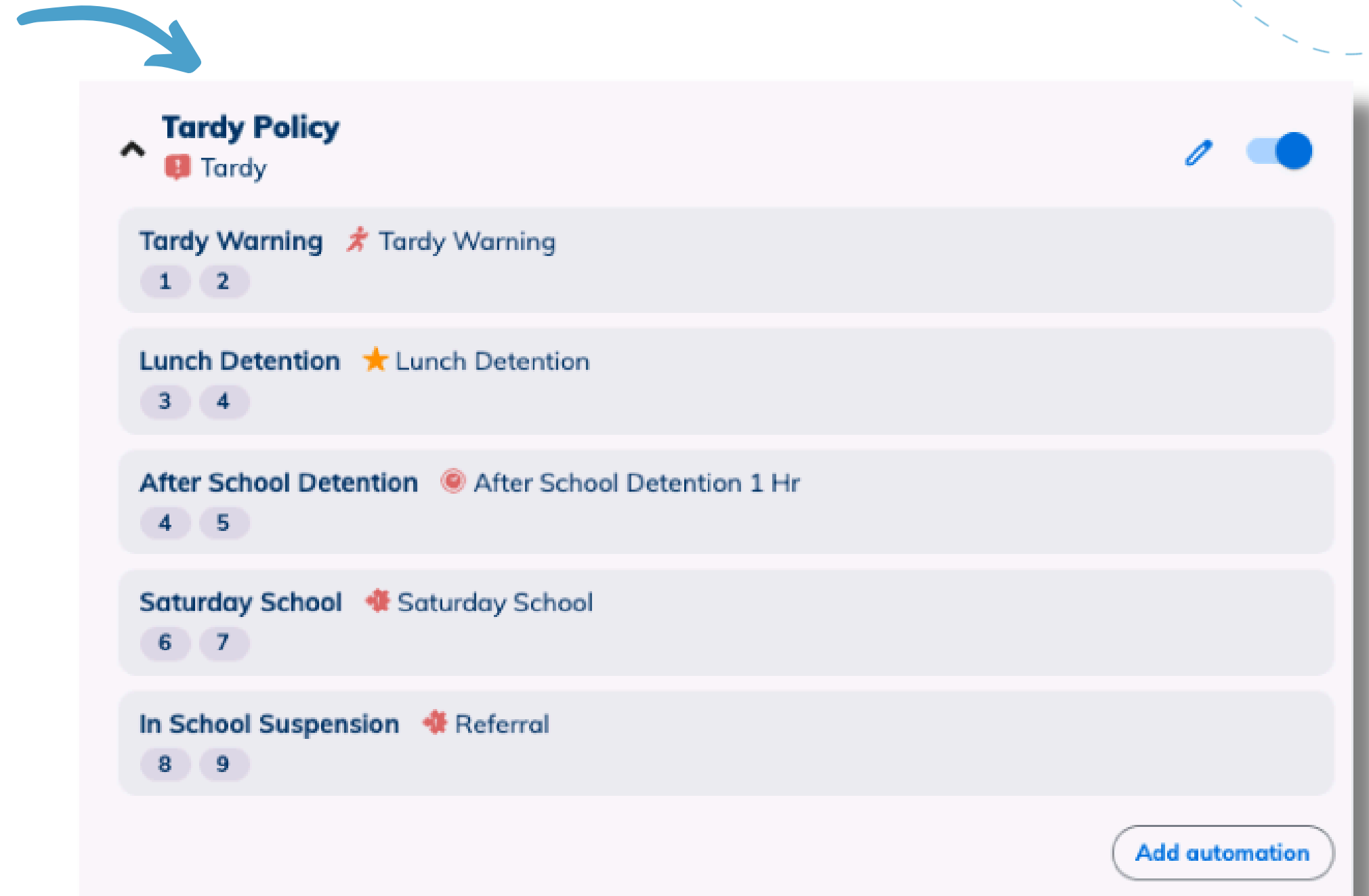
Repeat automation if you want to repeat this for multiple steps in your discipline policy.

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

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

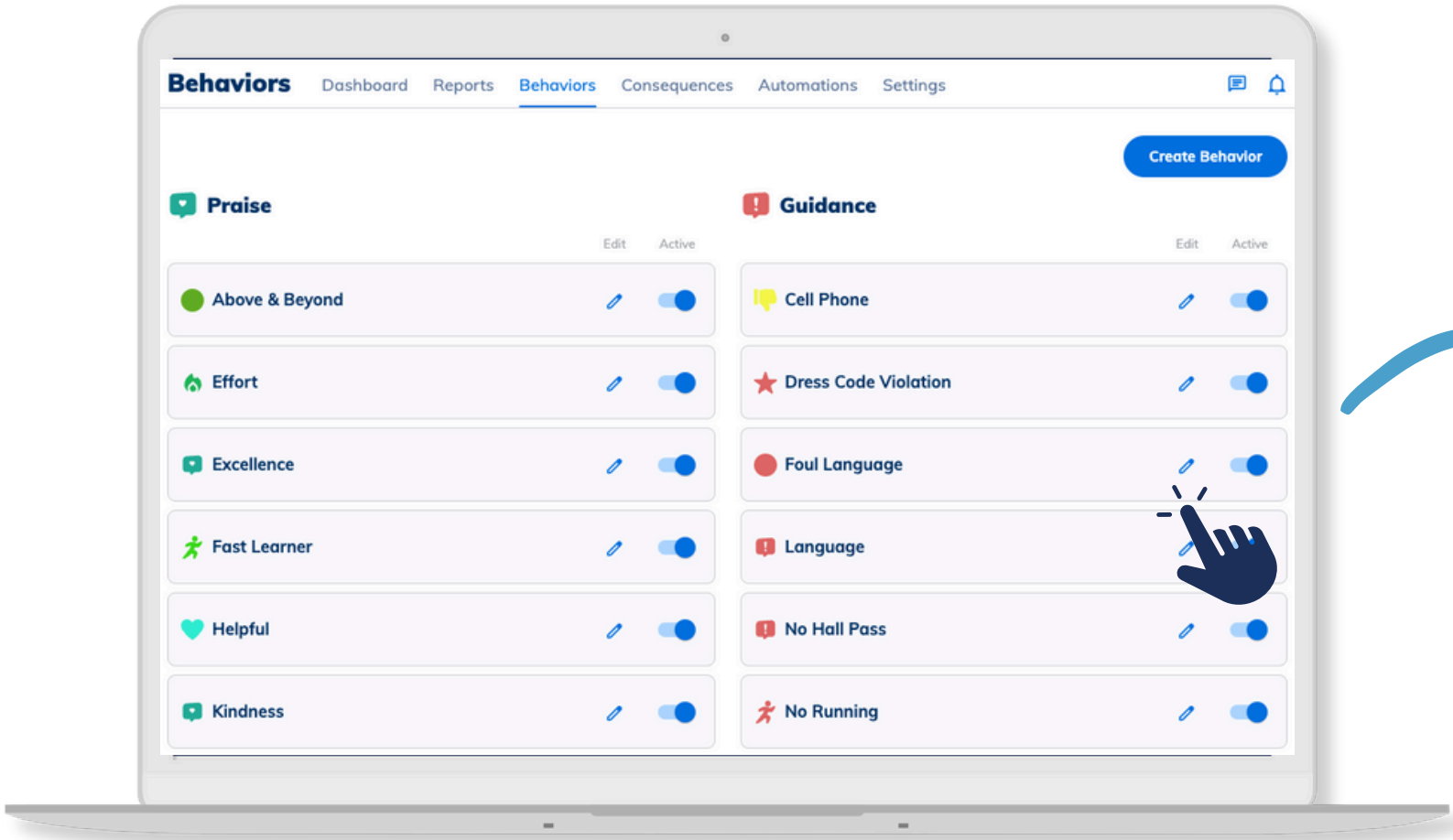**After School Detention** ◎ After School Detention 1 Hr
4 5

Saturday School ✳ Saturday School
6 7

In School Suspension ✳ Referral
8 9

Add automation

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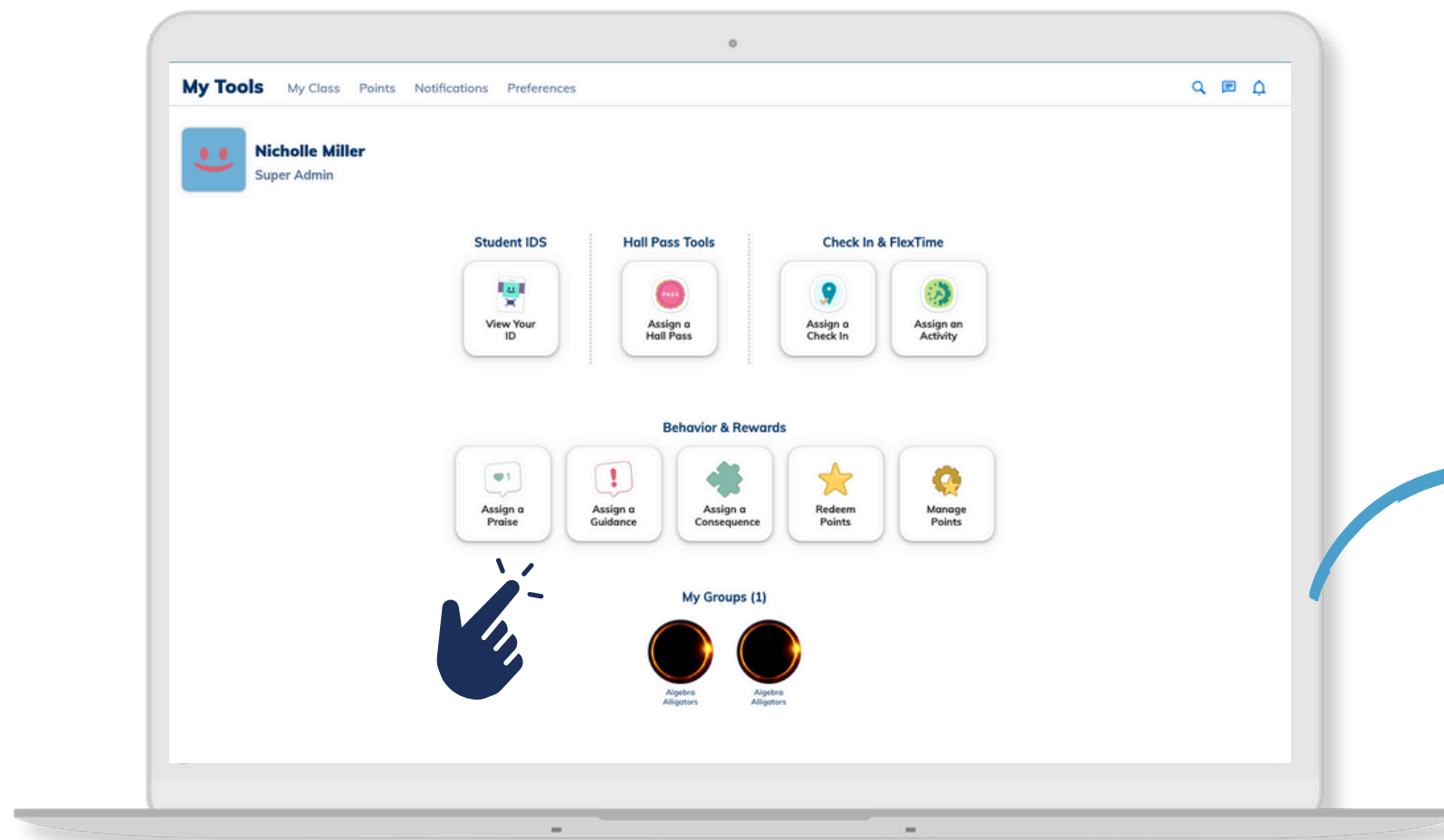
Customized notification emails to parents can be created for both behaviors and consequences.

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.

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.

Review and complete consequences

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

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

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

Review **overdue** consequences

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.

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**.

Manual automation counter reset

Reset the behavior(s) count triggering the automations back to 0 or update to a specific value

Reset / update

All students

Select student(s)

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 mesauring, reporting, and automated notifications for parents and administrative staff.

Learn about how to manage your school's tardies through the Minga behavior monaager, 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

MINGA HELP CENTER

Sign in to Minga at app.minga.io and click on the Help Center to access all resources;

- Video Tutorials
- PDF Guides
- Webinars
- Live Training Sessions

app.minga.io

Help Center
Welcome to the Minga Help Center. Ask a question or explore the help materials.

What are you looking for?

Resources by Manager

People Manager

ID Manager

Hall Pass Manager

Community & Communication

Check In Manager

Behavior Manager

Points Manager

Minga Support

Live Training Calendar