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## Tutorial for Setting Up a Digital Reinforcement Structure: A Step-by-Step Guide

Reference: Buckman, M. M., Howe, H. C., Lane, K. L. (2020, August).  
Tutorial for Setting Up a Digital Reinforcement Structure: A Step-by-  
Step Guide. Ci3T Strategic Leadership Team. [www.ci3t.org](http://www.ci3t.org)

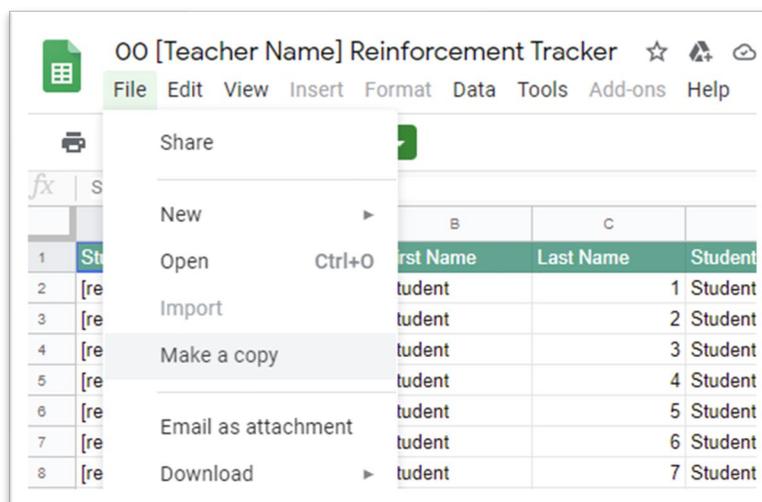
This is guide for setting up a Reinforcement Structure for your classroom using the Digital Reinforcement Tracker Templates shared on [ci3t.org/covid](http://ci3t.org/covid). Feel free to use this guide on its own, or alongside the companion [Video Tutorial](#). The estimated time to set this structure up for one class is 60-90 minutes (including watching the 35-minute video tutorial).

Please note these templates are designed with elementary schools in mind. They would require substantial modifications to apply in middle or high schools. However, you are welcome to take inspiration from these materials and modify them (once copied into your Google Drive) in a way that works for you school if you like!

If you decide to use this structure for your classroom, please be sure to take student privacy into consideration and ensure that (a) student names and information are protected, and (b) district policies are followed. Also, please consider alignment between the reinforcement system you create and your schools' Procedures for Reinforcing (e.g., refraining from taking tickets away as a response to challenging behavior). See the Tips for Providing Reinforcement in Virtual Settings (available as an [Infographic](#) and as a [VoiceThread](#)) for further guidance.

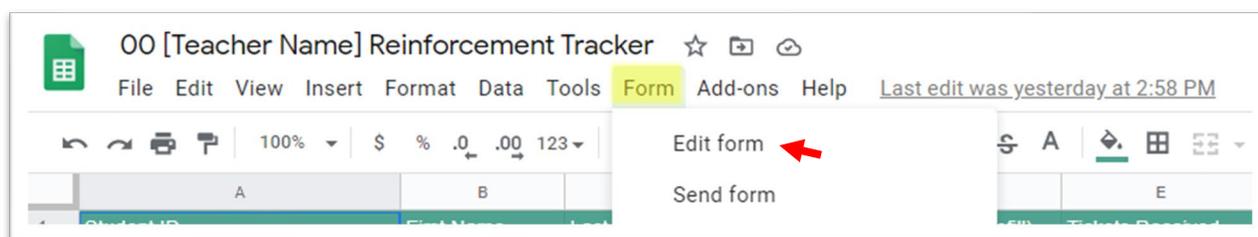
### Copying Files to your Google Drive and Getting Organized

1. Create a new folder in your Google Drive where you will copy files.
2. Copy the Teacher Reinforcement Tracker Template from [ci3t.org/covid](http://ci3t.org/covid) to your Google drive; save in the folder you created in step 1.



3. Copy the Student Reinforcement Tracker Template from [ci3t.org/covid](http://ci3t.org/covid) to your Google Drive; save in the folder you created in step 1.

- Use the “Form” Dropdown menu from your Teacher Reinforcement Tracker to ‘edit form’ (see below). Then, re-name and customize the form.



- Locate the Form from Step 4 in your Google Drive (it will likely be found in the ‘quick-access’ section of your Google Drive page; it can also be found using the search bar). Move the Form to the folder you created in step 1.

### Setting up the Teacher Reinforcement Tracker

- Type the names of a few students in the Teacher Reinforcement Tracker. Only use First Name (column B) and Last Name (column C). The names are automatically joined in the Student Name (First Last Autofill) column (D). We suggest starting by typing in only a few students at first to get a feel for how the whole set-up process works, then circling back to fill-in your full roster.
- Edit the Google Form to list the same students as were entered into the Teacher Reinforcement Tracker. **Be sure the names are listed exactly the same between documents.**

### Setting up the Student Reinforcement Tracker

- Open the Student Reinforcement Tracker and Teacher Reinforcement Tracker so both files are easily accessible (e.g., each open in their own tab in your web browser).
- In the Teacher Reinforcement Tracker, copy the URL of the file.
- In the Student Reinforcement Tracker, click in cell A8 (“Student 1”). Be sure the formula bar is visible (if not, use the “View” dropdown menu, click “Formula bar”).
- Use your mouse to select everything **between** the quotation marks in the formula (which is the URL of the template document). Paste the URL from your Teacher Reinforcement Tracker so that it replaces the old URL. Your formula will look similar to the image below with the only difference being the URL between the quotation marks:



12. When the error message pops up, click “Give Access”. You should now see the Student’s name who is listed first in your Teacher Reinforcement Tracker.
13. Copy the formula in this cell and paste it in the cell directly to the right, then update the formula at the end (i.e., change “D2” to “G2”) so the number of tickets is linked between the two sheets.



14. Test the structure by opening the Google Form (use the “Send” button to copy the link and open a submittable form in another browser window). Open the Student Reinforcement Tracker in a separate window off to the side of your form. Choose the first student listed (the one whose name shows up in the Student tracker) and hit submit. You should see the number of tickets available to use go up by 1!

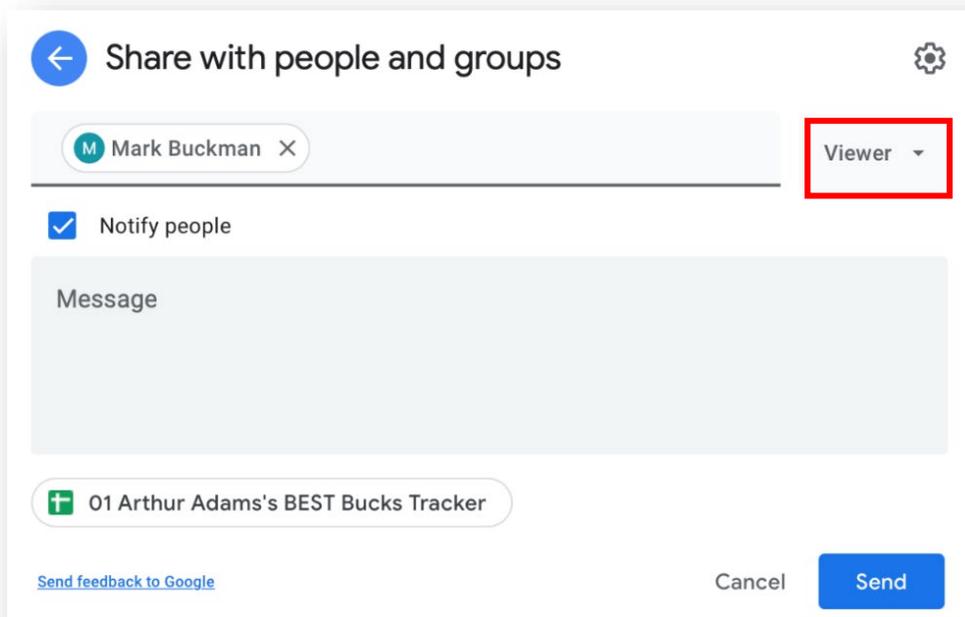
### Designing the Student Reinforcement Tracker

15. We will use the first Student Tracker as a template for all the other students you want to create trackers for. Before copying, consider designing it to look nice and include your school-wide expectations. You might also consider:
  - Incorporating your school colors and mascot
  - Adding images of your school-wide expectation matrix or remote instruction expectation matrix
  - See the Tutorial Video for additional ideas and tips for designing your Student Reinforcement Trackers

### Making Reinforcement Trackers for the Rest of your Students

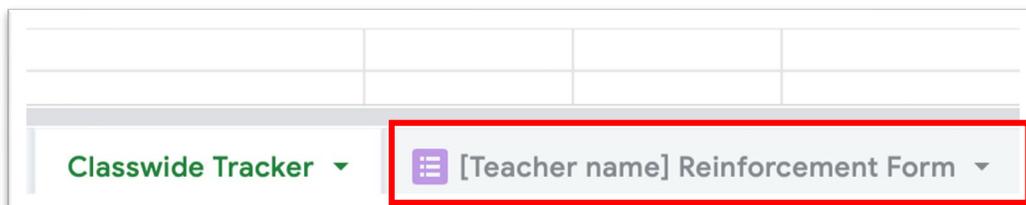
16. Once the first student’s tracker looks the way you want it, make a copy of it. Rename it to have the name of second student listed on your Teacher Reinforcement Tracker in the title, update the number to 02.
17. You will need to update the formulas to pull in the information for this student. You only need to change one number in the formula to update the Name cell. In the formula bar, change where it says D2 to D3. This will tell the sheet to pull in information from cell D3 in your Teacher tracker (go back and look at your Teacher tracker and you will see that D3 is the cell that provides the name of the second student on your class list).
18. You will also need to update the number in the “Tickets Available to Use” cell in your second student’s Tracker. Update that number (G2) to G3 (pulling in information in cell G3 in the teacher tracker).

19. Test the new tracker you created for your second student by submitting a Google Form with that student selected. You should see the number of tickets available to use go from 0 to 1.
20. Repeat this process for each student you have listed in your Teacher Tracker. Be sure to test it after you create each form to ensure you have it set up correctly for that student!



### Clearing out “Test” Responses

21. Now that you have submitted test responses to check the working of each student tracker, you will want to remove those so each student starts with zero. To do this, return to the Teacher Reinforcement Tracker. Click on the tab that says “Form” (see below; you can re-title this tab with your name if you like):



22. Select the rows under the header row (do not select the header row [i.e., row 1]). Delete those rows. That will remove the data that causes the numbers in the Classwide Tracker tab to increase.

## Sharing the Student Trackers with Students

23. When you are ready to share the individualized student sheets with your students, you will want to do this in a way that allows them to view but not edit the sheet. Click the green share button on the sheet you want to share with a student. Type the student's email address in and be sure to select "Viewer" from the dropdown menu (see below). **This is very important as it ensures students cannot edit their sheets!**
24. Consider how you want students to use their tracker. Do you want them to have it pulled up during instruction? Can you post it to your learning platform (e.g., Seesaw, Google Classroom) in a way that is private (only the student can see their tracker) but accessible?

## Sharing the Google Form with Other Adults who work with your Students

25. You can share your Google Form with other Adults by using the Send button on the form. This allows other adults who interact with your students to reinforce students for meeting expectations.



26. Consider how to organize and share these links (e.g., a shared document with links for all teachers in your school who are using a Google Form, which would give people who work with many students (e.g., paraprofessional) access to all Forms that they might need!).