Scanner Settings

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The Scanning toolset is part of the Campus Workflow Suite.

Tool Search: Scanner Settings

System administrators can manage scanning preferences with the Scanner Settings tool. Click **Save** to apply changes.

School Wide Scanner Settings

The following settings are available when a school is selected in the toolbar.

Classroom Attendance

See Also: Classroom Attendance Kiosk

Classroom Attendance Settings

Field	Description
Tardy Threshold (minutes)	The number of minutes after the period start time when the student will be considered tardy.

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Field	Description
Absence Threshold (minutes)	The number of minutes after the period start time when the student is considered absent.
Auto Submit Threshold (minutes)	The minimum number of minutes after the Tardy Threshold that attendance for a period will be eligible for processing.

Alternate Identifier

See Also: Mass Assign Alternate IDs, Alternate ID Lookup

Districts that use RFID tags and readers to have students scan in/out at kiosks can select to use Alternate Identifier.

Alternate Identifier Settings

Field	Description
Enable Alternate Identifiers	Enables if the Alternate Identifier is used for scanning in or out at kiosks. Options include: • **Yes** - If selected, only Alternate Identifiers are used. • **Yes w/Fallback** - If selected, either Alternate Identifier or the value selected in District Wide Scanner Settings can be used to scan in/out. • **No** - Alternate Identifiers will not be accepted at scanners.

Absence Requests

The Absence Requests checkbox, if marked, enables parents/guardians to submit absence requests for students enrolled in the calendar selected in the Context Switcher using the Absence Request tool in Campus Parent. Students enrolled in calendars where this checkbox is **not** marked will not display on the parent's

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Absence Request tool.

Scan Prevention

Scan Prevention gives schools the ability to configure behavior resolutions to add warnings or stop a student from scanning in if the student was not supposed to be in attendance. Stop/Warn will only look at behavior events for the currently selected calendar.

Field	Description
Type	Determines whether Behavior Resolution or Flag options populate in the Resolution/Flag drop-down column.
Resolution/Flag	The Behavior Resolution or Flag will trigger a stop or warning message to appear when a student attempts to scan in.
Action	Determines what type of message will appear when a student attempts to scan in. Three types of actions are available: • Stop - A Stop message will pop-up and a warning tone will trigger, stating that the student has a scan prevention and will not be able to scan in. • Warn - A Warning message will pop-up and a warning tone will trigger, stating that the student has a scan prevention, but can still be scanned in. • Display - A Display message will appear as a banner, stating the student has a scan prevention, but can still be scanned in.

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Stop/Warn Enabled Stations

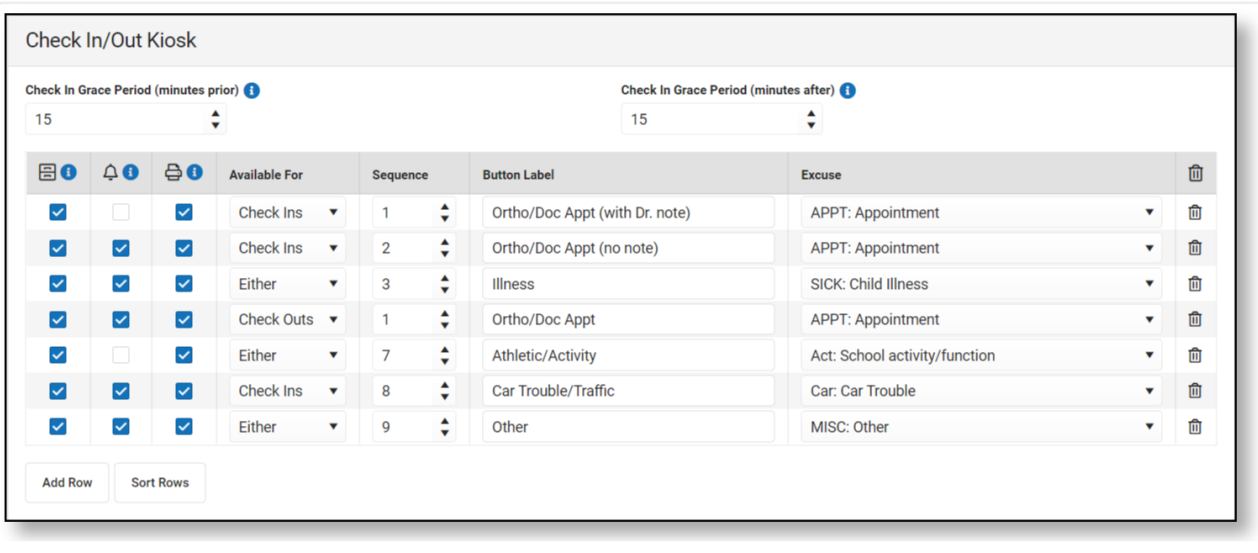
These are the stations where Stop/Warn messages can appear for Check In/Out kiosks and custom scanners.

Station	Attend	Kiosk
Nurse	No	No
Counseling	No	No
Hall Monitor	No	N/A
Check In/Out	Yes	N/A
Check In/Out Kiosk	N/A	Yes (Stop ONLY)
Custom Scanners	Yes	Yes (Stop ONLY)

Check In/Out Kiosk

See Also: Check In/Out Kiosk

Check In/Out Kiosk is designed to be used by students (not attended by staff) to check in/out. After scanning in and selecting check in/out, students select a button for the reason. Options set for each button determines how the event is processed.



Check In/Out Kiosk Settings

Field	Description

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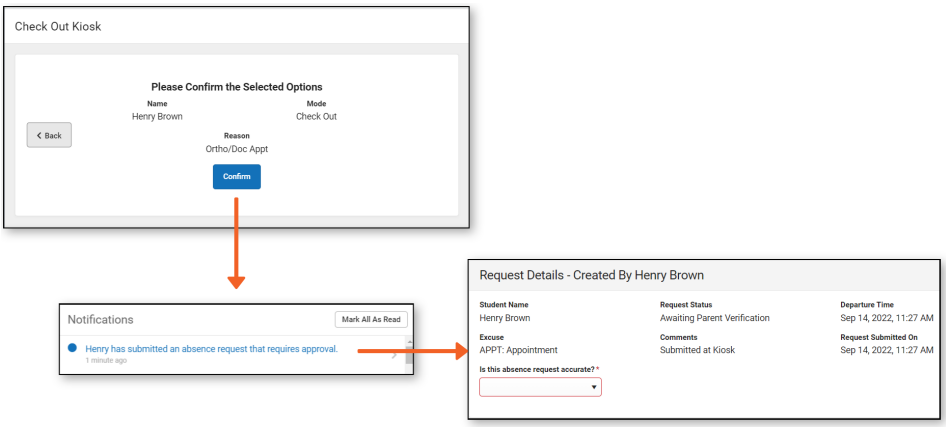
Field	Description
Check In Grace Period (Minutes Prior) **Check In Grace Period (Minutes After)**	The Grace Period works in conjunction with parent-entered absence requests. If a parent entered a late arrival request, and the student scans in within the grace period and selects a button linked to to the same excuse the parent entered, the scan in/out is matched up with the request and no other processing is needed. A hall pass is printed if selected. Example: A parent entered an absence request for a student with the excuse "APPT: Appointment" The parent selected an arrival time of 9:15am. The Grace Period is set for 15 minutes before/after. If the student scans in between 9 and 9:30 am and selects a button where APPT: Appointment is selected as the excuse, the scan in is matched with the parent request and is considered complete.
Request Processing	If checked, student scan in/outs are sent to Absence Request Processing to be processed by an attendance clerk.
Notify Parent/Guardian	If checked, parents receive a notification and will need to confirm the attendance request in Absence Request (Campus Parent) 
Print Pass	If enabled, students will receive both a printed physical hall pass and a digital hall pass. To set up scanning printers, follow the instructions on Scanning Administration and Tool Rights.
Available For	Defines if the button is available for Check In, Check Out, or Either.
Sequence	The sequence the buttons will display on screen.

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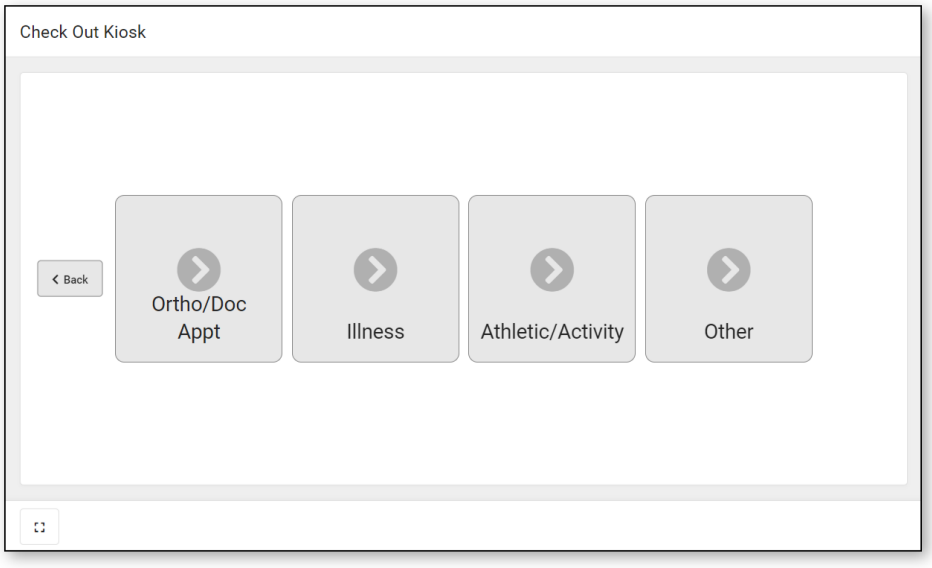
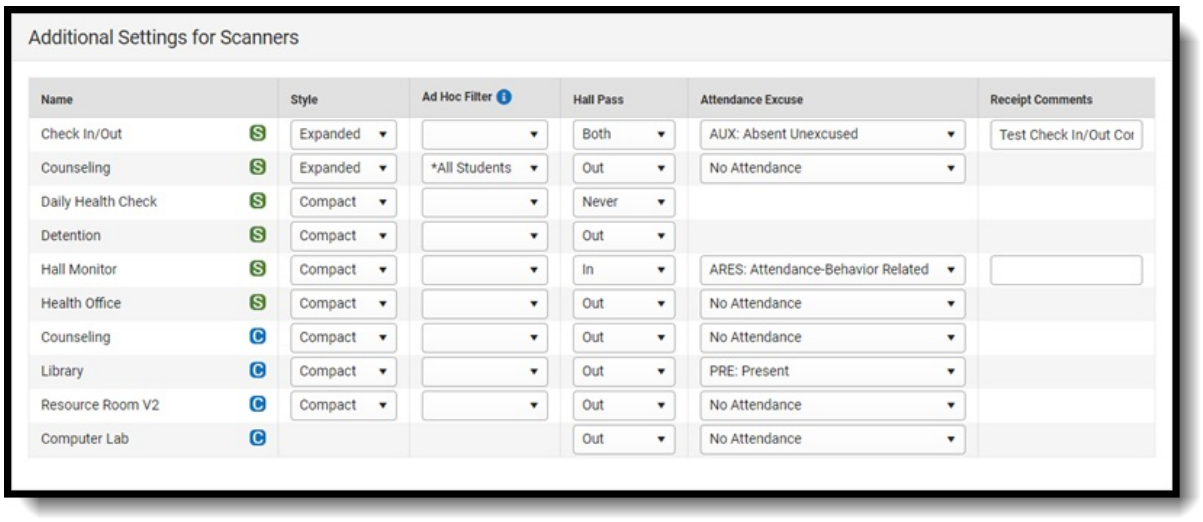
Field	Description
Button Label	Text label on buttons for students to select. 
Excuse	Excuse code recorded when the student selects the button. Excuse options are defined as part of Absence Request processing and may be different from attendance codes. Excuse options are created and modified as the Absence Request option in the Attribute Dictionary.

Additional Settings for Scanners

Additional fields can appear when students scan into standard or custom rooms based on an ad-hoc filter that is selected for that room. Fields on the selected ad-hoc filter will be displayed alongside the student's name, grade, and picture. The selected filter is not used to determine if a student can scan into a location.



Field	Description

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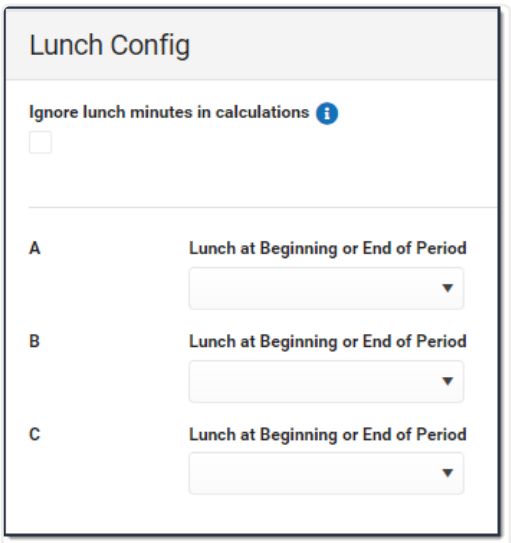
Field	Description
Type	The type of room, either Standard or Custom, that can have an ad-hoc information added to it.
Name	The name of the room where ad-hoc filter will be applied.
Style	How the ad-hoc information will be displayed when scanned in.
Ad Hoc Filter	The information defined on the ad-hoc filter will display with the student information when they scan in. **Note:** If a user does not have rights to the filter configured for a scanner, the field will display, "You do not have rights to the filter." When scanning in a student, a Rights Error will appear stating "You do not have rights to the filter configured for this tool."
Hall Pass	Create a physical and/or digital hall pass when signing in, signing out, for both, or never.
Write Attendance	When checked, this adds a Present code to the course when a student to scans into the location.
Attendance Excuse	Allows for students to be assigned the selected attendance code when they scan into a Custom location.

Lunch Config

This setting is only used for the Classroom Attendance Kiosk.



Example of Ignore lunch minutes in calculations checkbox - not marked

Example of Ignore lunch minutes in calculations checkbox - marked

Field	Description

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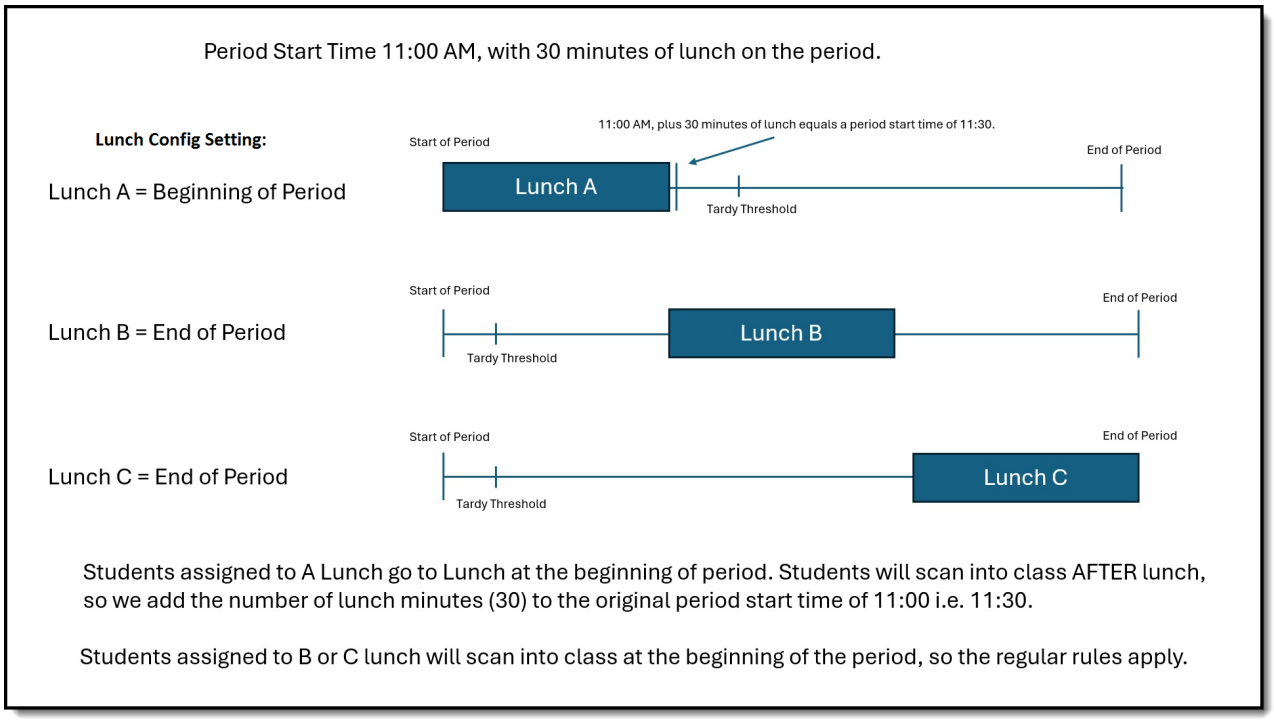
Field	Description
Ignore lunch minutes in calculations	When this option is checked, Campus will disregard any minutes allocated to lunch periods in Scheduling & Courses > Calendar Setup > Period Setup. Student check-ins for classes are expected to occur promptly at the start of the period and the Tardy and Absence Thresholds will be calculated based on the Start of the Period. When left unchecked, Campus will display all configured lunches in the calendar under Scheduling > Lunch or Scheduling and Courses > Build Schedules > Lunch Setup. Once lunches are created, they also need to navigate to the course/section and select which lunch that section goes to.
Lunch at Beginning or End of Period	Allows you to identify whether lunch is at the beginning or the end of the period. This will determine where the Tardy and Absence Thresholds will be. Please see the example below explaining how the setting works. This field only displays when the *Ignore lunch minutes in calculations* checkbox is **not** marked.

Lunch Config Example



District Wide Scanner Settings

The District Wide Scanner Settings are available when **All Calendars** is selected in the toolbar.

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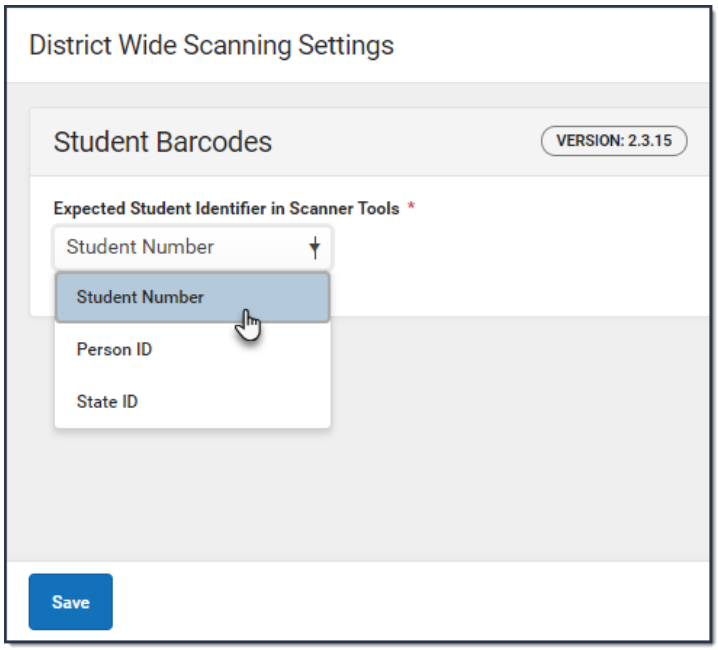
Student Barcodes



Field	Description
Expected Student Identifier in Scanner Tools	Changes the barcode student identifier in the Scanning toolset to either the Student Number, Person ID, or the State ID.

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