

Scanner Settings

Last Modified on 05/06/2024 10:23 am CDT

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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


VERSION: 2.4.6

Tardy Threshold (minutes)

5

Absence Threshold (minutes)

10

Auto Submit Threshold (minutes) 

5

Classroom Attendance Settings

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


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

Enable Alternate Identifiers * 

Yes w/ Fallback ▼

Alternate Identifier Settings

Field	Description
Enable Alternate Identifiers	<p>Enables if the Alternate Identifier is used for scanning in or out at kiosks. Options include:</p> <ul style="list-style-type: none"> • 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

Absence Requests

Enable Absence Requests

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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

Absence Request tool.

More | Absence Requests

If your student is not available in the list, contact a school administrator.

Select the students you wish to submit an absence request for

☐ Abdi S Ahmed (Grade: 12)

Excuse *

Absence Type *

☐ Full Day Absence
☐ Arrive Late
☐ Leave Early

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.

Type	Resolution/Flag	Action	
Behavior	40: 4 Oaks Temporary Placement	Stop	
Behavior	S: Out-of-school suspension	Stop	
Behavior	Int: Intervention	Stop	
Behavior	E: Expulsion	Stop	
Behavior	MT: Make up time for absences	Warn	
Behavior	TC: Teacher-Student Conference	Warn	
Flag	See Principal	Stop	
Flag	No-Contact	Warn	
Add Row			

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	<p>Determines what type of message will appear when a student attempts to scan in. Three types of actions are available:</p> <ul style="list-style-type: none"> • 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.

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

Check In Grace Period (minutes prior) ⓘ

15

Check In Grace Period (minutes after) ⓘ

15



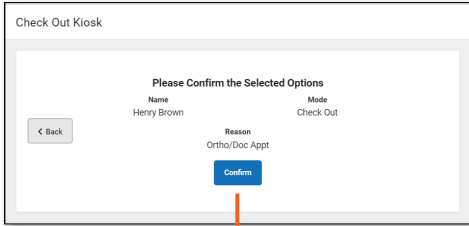
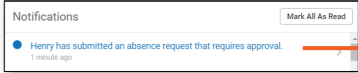
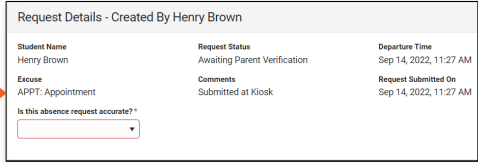

			Available For	Sequence	Button Label	Excuse	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Check Ins ▾	1	Ortho/Doc Appt (with Dr. note)	APPT: Appointment ▾	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check Ins ▾	2	Ortho/Doc Appt (no note)	APPT: Appointment ▾	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Either ▾	3	Illness	SICK: Child Illness ▾	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check Outs ▾	1	Ortho/Doc Appt	APPT: Appointment ▾	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Either ▾	7	Athletic/Activity	Act: School activity/function ▾	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check Ins ▾	8	Car Trouble/Traffic	Car: Car Trouble ▾	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Either ▾	9	Other	MISC: Other ▾	

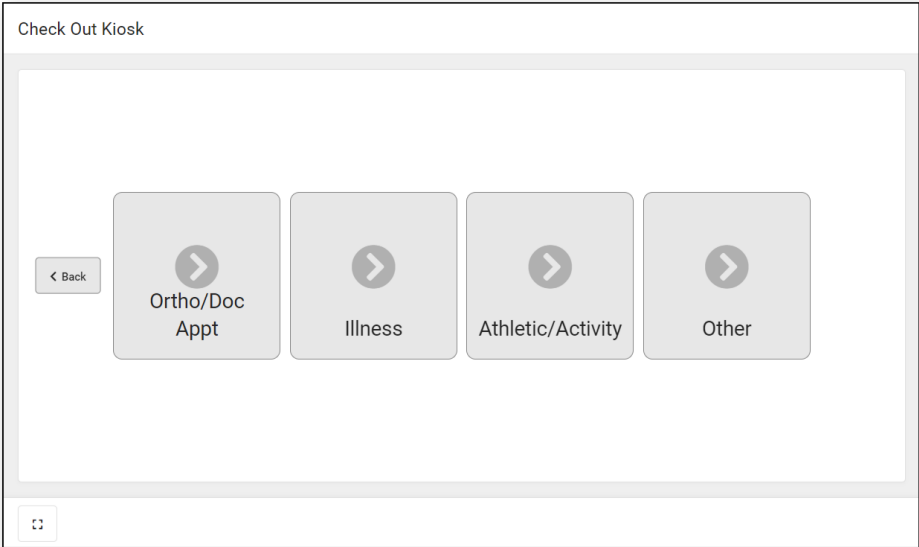
Add Row

Sort Rows

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)	<p>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 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.</p> <p>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.</p>
 Request Processing	<p>If checked, student scan in/out are sent to Absence Request Processing to be processed by an attendance clerk.</p>
 Notify Parent/Guardian	<p>If checked, parents receive a notification and will need to confirm the attendance request in Absence Request (Campus Parent)</p> <div>    </div>
 Print Pass	<p>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.</p>
Available For	Defines if the button is available for Check In, Check Out, or Either.
Sequence	The sequence the buttons will display on screen.

Field	Description
Button Label	<p>Text label on buttons for students to select.</p> 
Excuse	<p>Excuse code recorded when the student selects the button.</p> <p>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.</p>

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.

Name	Style	Ad Hoc Filter ⁱ	Hall Pass	Attendance Excuse	Receipt Comments
Check In/Out	 Expanded		Both	AUX: Absent Unexcused	Test Check In/Out Cor
Counseling	 Expanded	*All Students	Out	No Attendance	
Daily Health Check	 Compact		Never		
Detention	 Compact		Out		
Hall Monitor	 Compact		In	ARES: Attendance-Behavior Related	
Health Office	 Compact		Out	No Attendance	
Counseling	 Compact		Out	No Attendance	
Library	 Compact		Out	PRE: Present	
Resource Room V2	 Compact		Out	No Attendance	
Computer Lab	 Compact		Out	No Attendance	

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	<p>The information defined on the ad-hoc filter will display with the student information when they scan in.</p> <p>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."</p>
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.

Lunch Config

Ignore lunch minutes in calculations i

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A

Lunch at Beginning or End of Period

B

Lunch at Beginning or End of Period

C

Lunch at Beginning or End of Period

Example of Ignore lunch minutes in calculations checkbox - not marked

Lunch Config

Ignore lunch minutes in calculations i

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Example of Ignore lunch minutes in calculations checkbox - marked

Field	Description
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Field	Description
Ignore lunch minutes in calculations	<p>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.</p> <p>When left unchecked, Campus will display all configured lunches in the calendar under Scheduling > Lunch or Scheduling and Courses > Build Schedules > Lunch Setup.</p> <p>Once lunches are created, they also need to navigate to the course/section and select which lunch that section goes to.</p>
Lunch at Beginning or End of Period	<p>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.</p> <p>This field only displays when the <i>Ignore lunch minutes in calculations</i> checkbox is not marked.</p>

Lunch Config Example

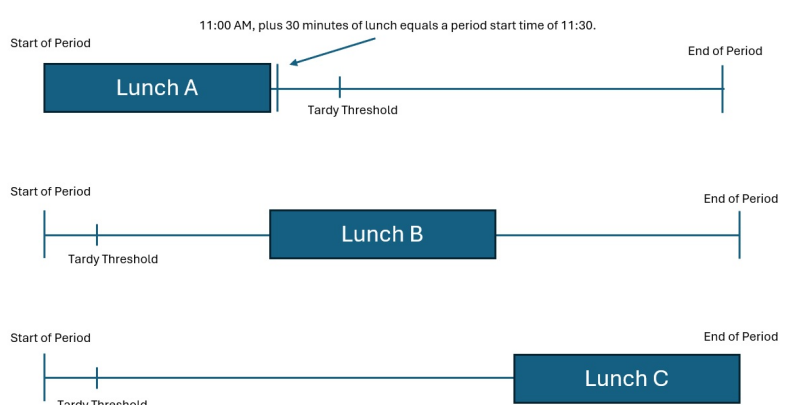
Period Start Time 11:00 AM, with 30 minutes of lunch on the period.

Lunch Config Setting:

Lunch A = Beginning of Period

Lunch B = End of Period

Lunch C = End of Period



Students assigned to A Lunch go to Lunch at the beginning of period. Students will scan into class AFTER lunch, so we add the number of lunch minutes (30) to the original period start time of 11:00 i.e. 11:30.

Students assigned to B or C lunch will scan into class at the beginning of the period, so the regular rules apply.

District Wide Scanner Settings

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

Student Barcodes

District Wide Scanning Settings

Student Barcodes

VERSION: 2.3.15

Expected Student Identifier in Scanner Tools *

Student Number

Student Number

Person ID

State ID

Save

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.