

# Custom Scanners

Last Modified on 01/22/2026 2:37 pm CST

The Scanning toolset is part of the [Campus Workflow Suite](#).

It is recommended to have a webcam with auto-focus at close range if you plan to use it as a scanner. Webcams without this feature may have trouble reading barcodes.

The cursor must be in the entry box before scanning a barcode for the scanner to properly work. If the cursor is not in the box, the scanner cannot copy/paste the number into the box, and the student is not scanned in correctly.

Tool Search: Custom Scanners

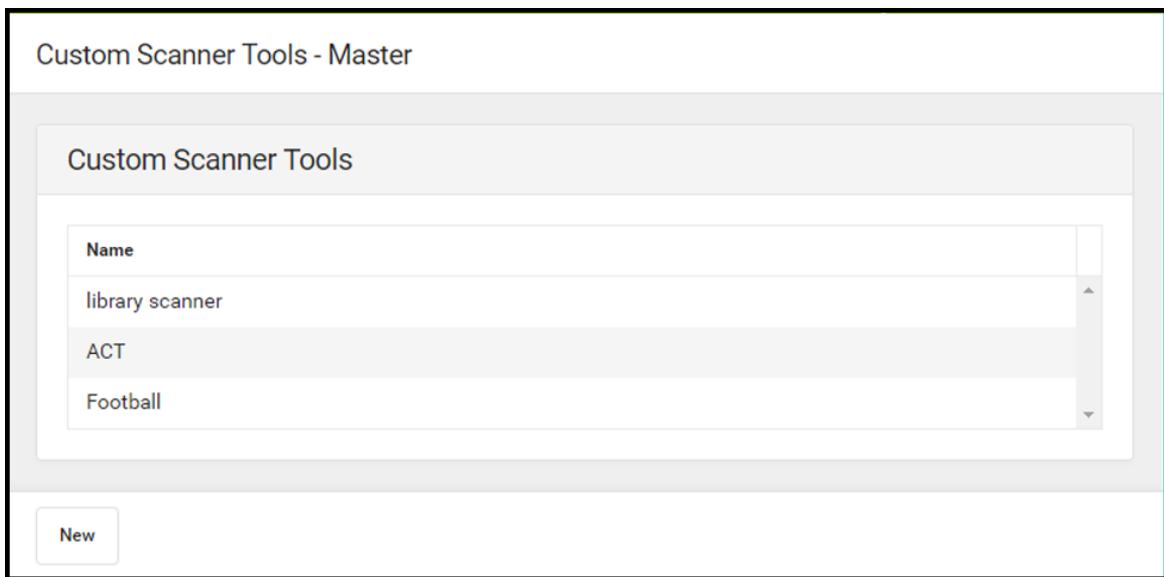
System administrators can create custom scanning locations with the Custom Scanners tool, such as a computer lab, study hall, library, etc.

Custom Scanner Tools - Master

Custom Scanner Tools

Name
library scanner
ACT
Football

New



## Create New Custom Scanner

Click **New** to create a new custom scanner location. The Custom Scanner Tab Detail displays.

### Custom Scanner Tab Details

Name (Required)

Library

Enable Sign Outs

Use Ad Hoc Filter

Run as a Kiosk

Display Current Class 

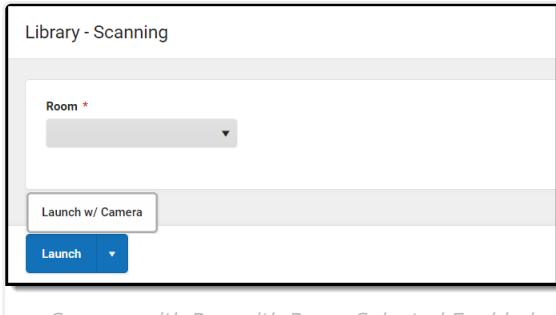
Run with room selection

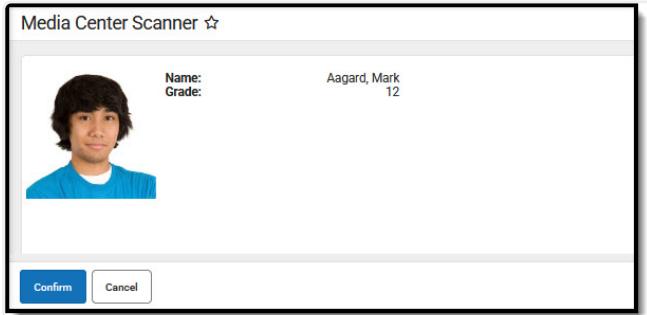
Remove calendar restrictions for scans

Enable Confirmation Page

Custom Scanner Settings

## Custom Scanner Setting Fields

Field	Description
<b>Name</b> <b>Required</b>	Enter a <b>Name</b> for the scanner being added.  The Name can only contain letters, numbers, and spaces. This field is limited to 27 characters.
<b>Enable Sign Outs</b>	Mark the <b>Enable Sign Outs</b> option to allow students the ability to check out from the custom scanning location. Leave this option unmarked if students should be allowed to only sign in at the location.
<b>Run as a kiosk</b>	Mark the <b>Run as a Kiosk</b> option if the scanner should function as a Kiosk. Leave the option unmarked to use the device as a scanner only.
<b>Run with room selection</b>	To enable room selection for the device, mark the <b>Run with room selection</b> option. This allows the user to specify a specific room when launching the scanner. The selected room is recorded on the student's scans. Leave this option unmarked if room selection is not necessary.  When this option is selected, the scanner's first screen requires the user to select a <b>Room</b> .    Scanner with Run with Room Selected Enabled

Field	Description
<b>Enable Confirmation Page</b>	<p>Mark the <b>Enable Confirmation Page</b> option to require staff to confirm student sign-in. When a student signs in to the custom scanning location, a screen displays with the student's name and grade. The staff member must press <b>Confirm</b> to continue the sign-in. Leave this option unmarked if a confirmation is not needed.</p> <p>This page can be printed and used as a hall pass if a printer is set up. See <a href="#">Printer Setup</a> for additional information.</p> <div data-bbox="377 471 1024 853"><p>Media Center Scanner ☆</p><p>Name: Aagard, Mark Grade: 12</p><p>Confirm Cancel</p></div> <p><i>Scanner with Confirmation Enabled</i></p> <p><b>NOTE:</b> This option cannot be used if the scanner is set to <b>Run as a Kiosk</b>.</p>
<b>Use Ad Hoc Filter</b>	<p>To allow specific students to use this scanner for sign-in, mark the <b>Use Ad Hoc Filter</b> option. Users then choose the Ad Hoc Filter they'd like to use when launching the scanner. Leave this option unmarked to allow anyone to use the scanner for sign-in. When this option is selected, the scanner's first screen requires the user to select an <b>Ad Hoc Filter</b>.</p> <div data-bbox="377 1179 1413 1516"><p>Media Center Scanner ☆</p><p>Ad Hoc Filter (Required)</p><p>Launch</p></div> <p><i>Scanner with Use Ad Hoc Filter Enabled</i></p> <p><b>NOTE:</b> This option cannot be used if the scanner is set to <b>Run as a Kiosk</b>.</p>

Field	Description																											
<b>Display Current Class</b>	<p>Mark the <b>Display Current Class</b> option to display the student's name, grade, personID, and current schedule on the confirmation screen. Leave this option unmarked if the student's schedule should not display.</p> <p>When this option is selected, the student's current and next class information displays upon check-in.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Student Information</p>  <p>Name: Aagard, Jonathan Grade: 12 PersonID: 18725</p> <p>Current Classes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Period Name</th> <th>Start Time</th> <th>End Time</th> <th>Period Seq</th> <th>Course Name</th> <th>Course Number</th> <th>Room</th> <th>Teacher</th> </tr> </thead> <tbody> <tr> <td>Current Class</td> <td>8</td> <td>1:00 PM</td> <td>1:55 PM</td> <td>8</td> <td>Scanning</td> <td>00001</td> <td>100</td> <td>Administrator, System</td> </tr> <tr> <td>Next Class</td> <td>9</td> <td>2:00 PM</td> <td>4:55 PM</td> <td>9</td> <td>Scanning</td> <td>00001</td> <td>100</td> <td>Administrator, System</td> </tr> </tbody> </table> </div> <p style="text-align: center;"><i>Scanned in Student Current and Next Class Display</i></p> <div style="background-color: #e0f2f1; padding: 10px; border-radius: 5px; margin-top: 10px;"> <p><b>NOTE:</b> The <b>Enable Confirmation Page</b> option MUST also be enabled for the Current Class information to display.</p> </div>		Period Name	Start Time	End Time	Period Seq	Course Name	Course Number	Room	Teacher	Current Class	8	1:00 PM	1:55 PM	8	Scanning	00001	100	Administrator, System	Next Class	9	2:00 PM	4:55 PM	9	Scanning	00001	100	Administrator, System
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<b>Remove calendar restrictions for scan</b>	<p>To enable scanning for students across multiple schools at the same custom scanner, mark the <b>Remove calendar restrictions for scan</b> option. This option is often used for school events that include students from multiple schools. Leave this option unmarked to limit scanning on this device to the selected school/calendar.</p> <div style="background-color: #e0f2f1; padding: 10px; border-radius: 5px; margin-top: 10px;"> <p><b>NOTE:</b> This option cannot be used if <b>Ad Hoc Filters</b> and <b>Enable Confirmation Page</b> options are enabled.</p> </div>																											

Click **Save** after entering data into each desired field.

**NOTE:** When creating new scanners or altering existing scanners, users MUST log out and then log back in to insure new scanners and scanner modifications are recognized. See [Custom Scanning Tools](#) for additional information.

## Edit or Delete Existing Custom Scanners

After a custom scanner has been created, it can be edited or deleted. Click on the custom scanner record in System Administration to change existing data or click **Delete** to remove the custom scanner.

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