Scanner Settings

Last Modified on 10/27/2026 9:08 am CDT

Scanning tools are available with Campus Workflow Suite.

Path: Attendance Office > Settings > 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

To use any scanning tools in the Campus Workflow Suite, make sure all threshold fields are set under Classroom Attendance.

See Also: Classroom Attendance Kiosk

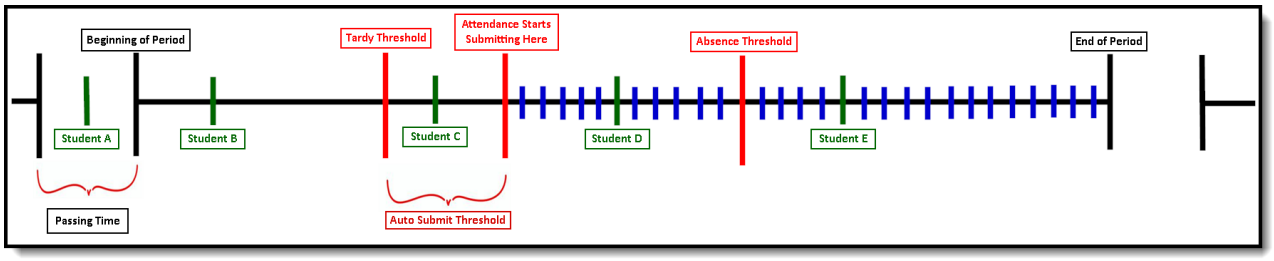


Classroom Attendance Settings

Field	Description
Tardy Threshold (minutes) ***Required***	The number of minutes *after* the period start time when the student is considered tardy. Attendance is NOT submitted at this time. Attendance submission is dependent on the Auto Submit Threshold number of minutes.
Absence Threshold (minutes) ***Required***	The number of minutes *after* the period start time when the student is considered absent.

Field	Description
Auto Submit Threshold (minutes) ***Required***	The number of minutes, in *addition* to the Tardy Threshold number of minutes, at which attendance is automatically submitted.For example, if the Tardy Threshold is set to 1 minute and the Auto Submit Threshold is set to 9 minutes, attendance is submitted 10 minutes after the period start time (1 minute Tardy Threshold + 9 minutes Auto Submit Threshold = 10 minutes). After this initial submission, the system continues to automatically sync and submit new scans every two minutes.

Example:



- Student A scans into class during Passing Time and is marked as Present.
- Student B scans into class just after the start of the period and is marked as Present.
- Student C scans into class and is marked as Tardy Unknown since they scanned in after the Tardy Threshold.
- The Attendance for Students A, B, and C will not be recorded or viewable in Infinite Campus until the Auto Submit Threshold is reached.
    - Do note that due to this delay, the time on the Scan History Report and the time stamp on when the attendance was actually written to Infinite Campus may differ.
    - This delay has no impact on whether the students will be marked Tardy Unknown/Absent Unknown.
- After the Auto Submit Threshold has been reached, attendance will begin syncing every 1 minute.
    - This is denoted by the blue lines.
    - Any student rostered in class who has not scanned in when Auto Submission begins will be marked as Absent Unknown.
        - In the above example, Students D and E would have been marked Absent Unknown
    - If a student was previously marked Absent Unknown by Auto Submission and scanned in prior to the Absence Threshold, their Absence Unknown will be changed to a Tardy Unknown.
        - Student D is a great example of this.
- Student D was marked Absent Unknown at the time of the Auto Submission. After they scan into class, they will be marked as Tardy Unknown since they scanned in after the Tardy Threshold, but before the Absence Threshold. Their attendance is updated the next minute when the scanner syncs attendance.
- Student E was marked Absent Unknown at the time of the Auto Submission. After they scan into class, they remain marked Absent Unknown, since they scanned in after the Absence Threshold.

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 scanners can select to use Alternate

Identifier.



Alternate Identifier Settings

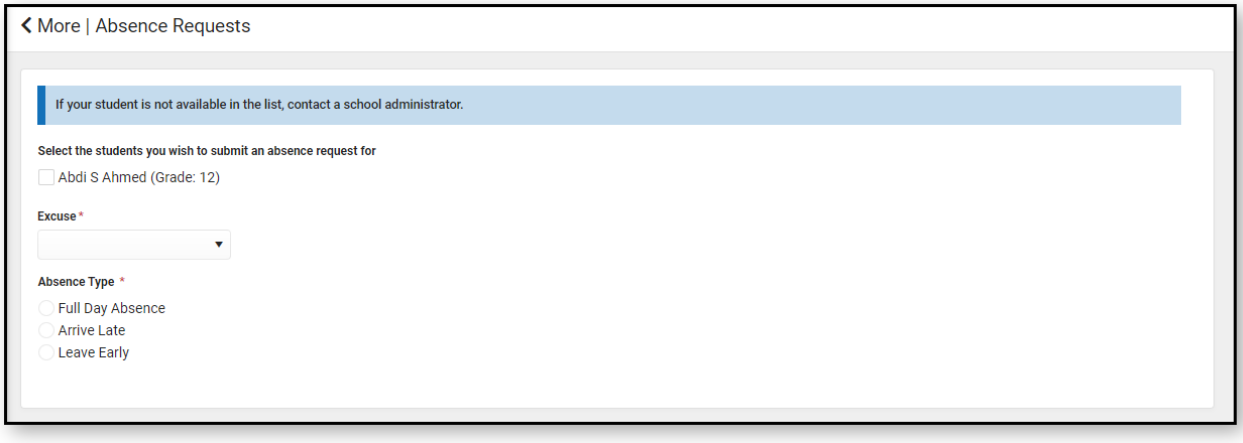
Field	Description
Enable Alternate Identifiers	Use this field to determine if and how Alternate Identifiers can be used for scanning in or out at scanners. Options include: • **Yes:** The scanner only accepts Alternate Identifiers. • **Yes w/Fallback:** The scanner accepts *both* the Expected Student Identifier *and* Alternate Identifiers. • **No:** Scanners do NOT accept alternate identifiers. The scanner only accepts the Expected Student Identifier.
Expected Student identifier in Scanner Tools	This is the District-Wide setting that determines the expected Student Identifier. This is read-only and can be changed by swapping your context to All Schools instead of a specific calendar and navigating to Scanner Settings.

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 Absence Request tool.

NOTE: In order for the Absence Requests tool to show up on the Parent Portal, you MUST also enable the district-wide Absence Request Portal Tab setting.



Scan Prevention

In order for Scan Prevention to work correctly with behavior resolutions, please ensure you are filling out the End Date and End Time on your behavior resolutions.

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.

Field	Description
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.

Stop/Warn Enabled Stations

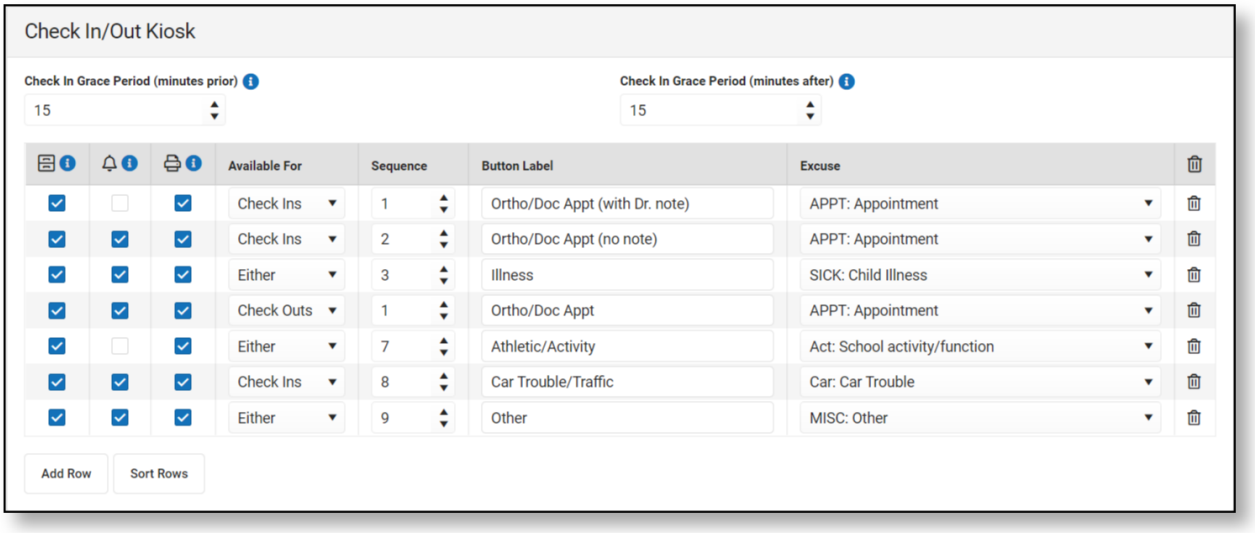
These are the stations where Stop/Warn messages can appear for Check In/Out scanners and custom scanners.

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

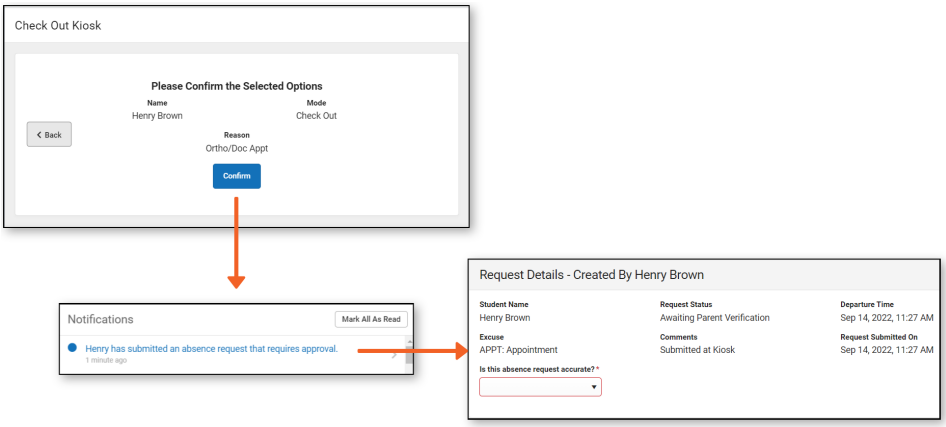
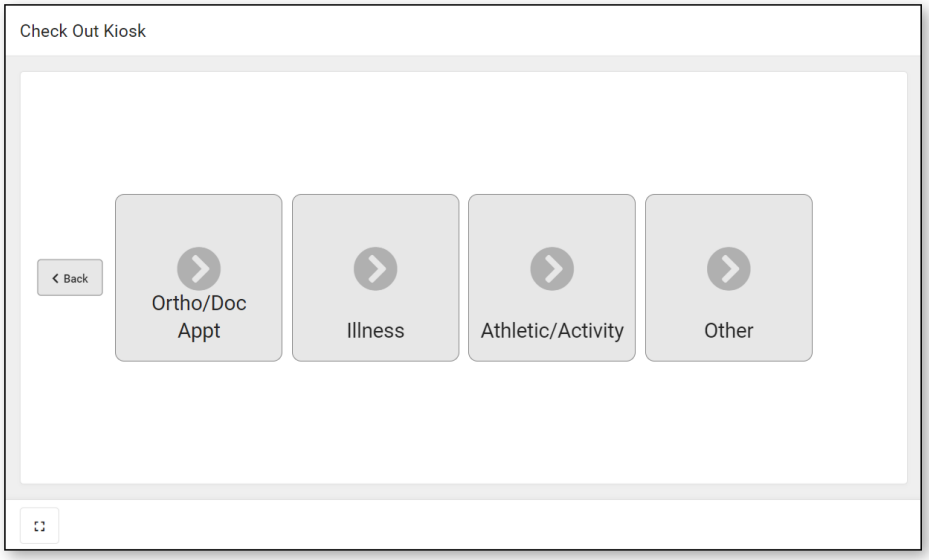
See Also: Check In/Out Kiosk

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

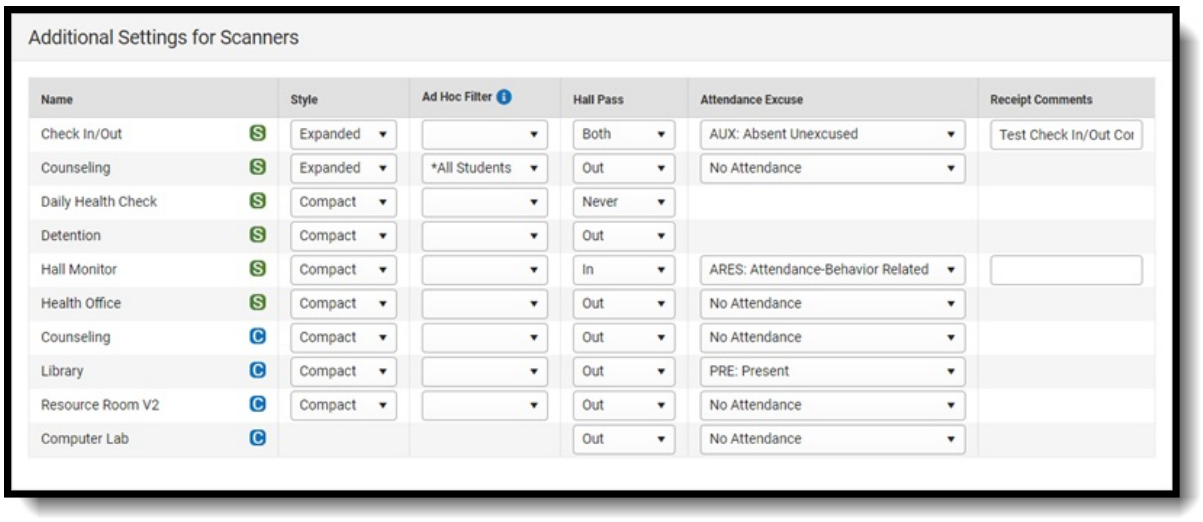
Field	Description
Check In Grace Period (Minutes Prior) **Check In Grace Period (Minutes After)**	The Grace Period works in conjunction with parent-entered absence requests. If a parent entered a late arrival request, and the student scans in within the grace period and selects a button linked to to 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. If a student checks in/out outside of the grace period, the absence request is placed in an "Awaiting Parent Verification" status and parents are notified via Campus Parent that they need to review the absence request. 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.

Field	Description
Notify Parent/Guardian	If checked, parents receive a notification and will need to confirm the attendance request in Absence Request (Campus Parent). If unchecked, parents still receive a notification that their student has submitted an absence request, but no verification is required. 
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.
Button Label	Text label on buttons for students to select. 

Field	Description
Excuse	Excuse code recorded when the student selects the button. • To launch the kiosk in **Check In Only** mode, be sure that check-in excuses are set up. • To launch the kiosk in **Check Out Only** mode, be sure that check-out excuses are set up. • To launch the kiosk in **Check In/Out** mode, be sure that both check-in and check-out excuses are set up. Excuse options are defined as part of Absence Request processing and may differ from attendance codes. Excuse options are created and modified as the Absence Request option in District-Wide Scanner Settings. Be aware that creating multiple rows with the same excuse and combination of "Check Ins"/"Check Outs" and "Either" may result in a hall pass being unintentionally printed when a student scans in for a parent-submitted Absence Request.

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
Type	The type of room, either Standard or Custom, that can have ad-hoc information added to it.
Name	The name of the room where the ad-hoc filter will be applied.
Style	How the ad-hoc information will display when scanned in.

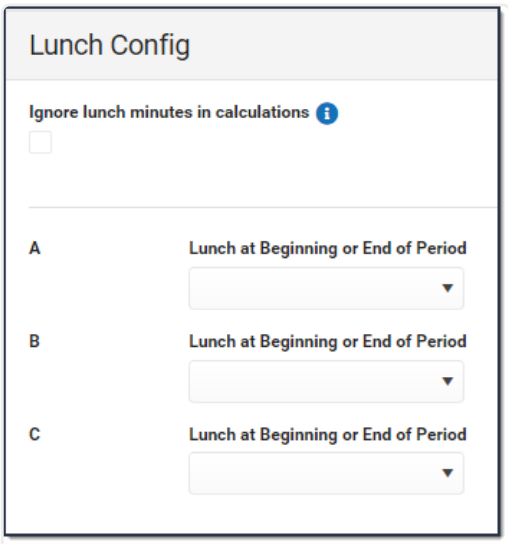
Field	Description
Ad Hoc Filter	The information defined on the ad-hoc filter will display with the student information when they scan in. **Note:** If a user does not have rights to the filter configured for a scanner, the field will display, "You do not have rights to the filter." When scanning in a 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. • In - A hall pass is created when they sign in. • Out - A hall pass is created when they sign out. • Both - A hall pass is created when they sign in and out. • Never - A hall pass is never created. A printer must be set up for physical hall passes. To set up scanning printers, follow the instructions in Scanning Administration and Tool Rights.

Attendance Excuse	This is the default excuse code given to students when they scan in. The list of codes you can select from is determined by the scanner you are working with:
	
	• Check In/Out and Hall Monitor
	  ◦ You can select any absent or tardy attendance code. No present or early dismissal codes are available.
	• All other scanners where attendance is available:
	  ◦ You can select any present code.
	  ◦ If "No Attendance" is selected, then no attendance will be written.

Receipt Comments	This is the comment printed on a physical hall pass for either the Check In/Out Manned Scanner or Hall Monitor Scanner.

Lunch Config

This setting is only used for the Classroom Attendance Kiosk.



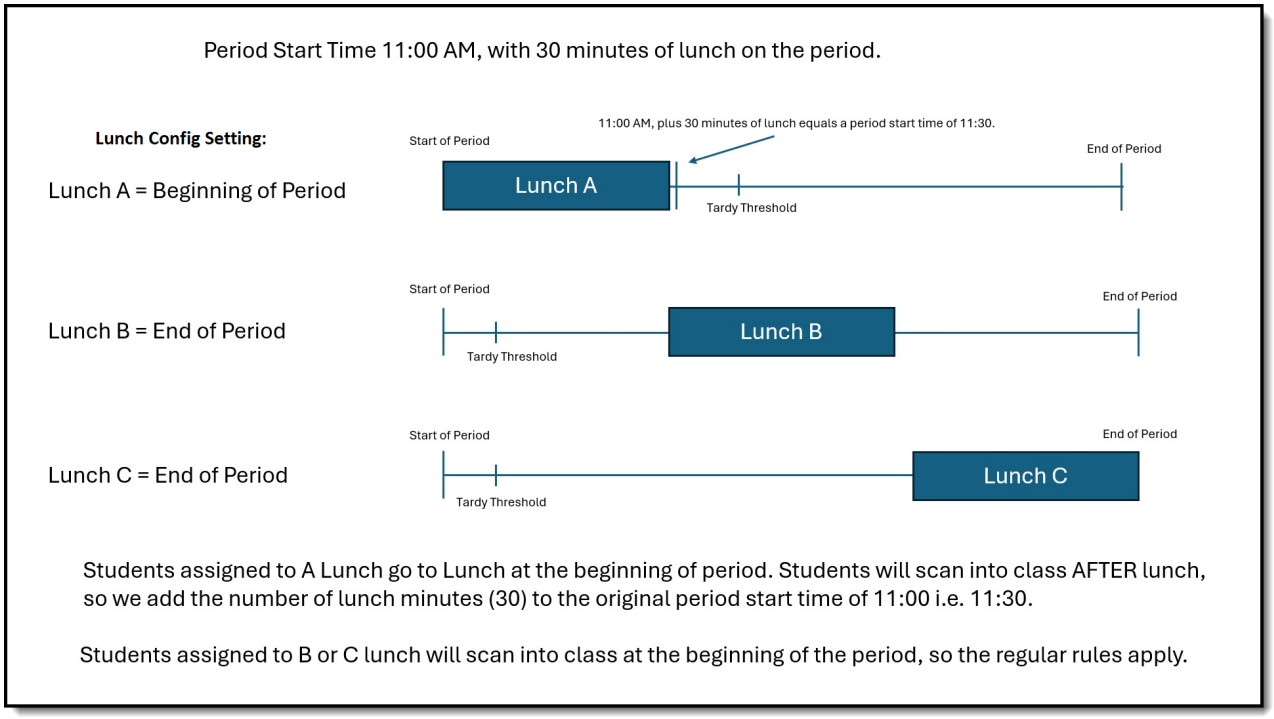
Example of Ignore lunch minutes in calculations checkbox - not marked



Example of Ignore lunch minutes in calculations checkbox - marked

Field	Description
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.

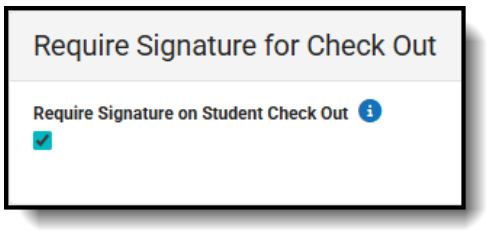
Lunch Config Example



Require Signature for Check Out

The Require Signature for Check Out setting allows districts to require a signature from parents when checking their student out via the attended Check In/Out Scanner.

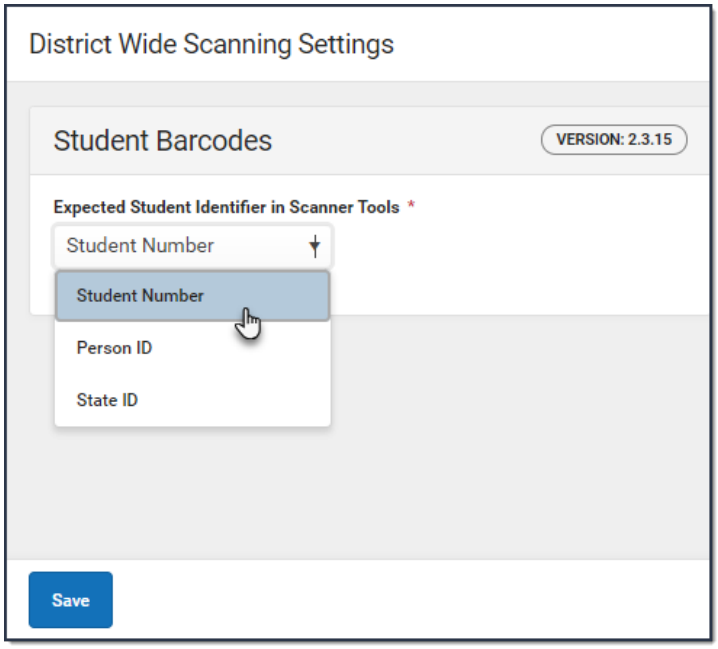
This setting is only used for the attended Check In/Out Scanner.



District-Wide Scanner Settings

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

Student Barcodes



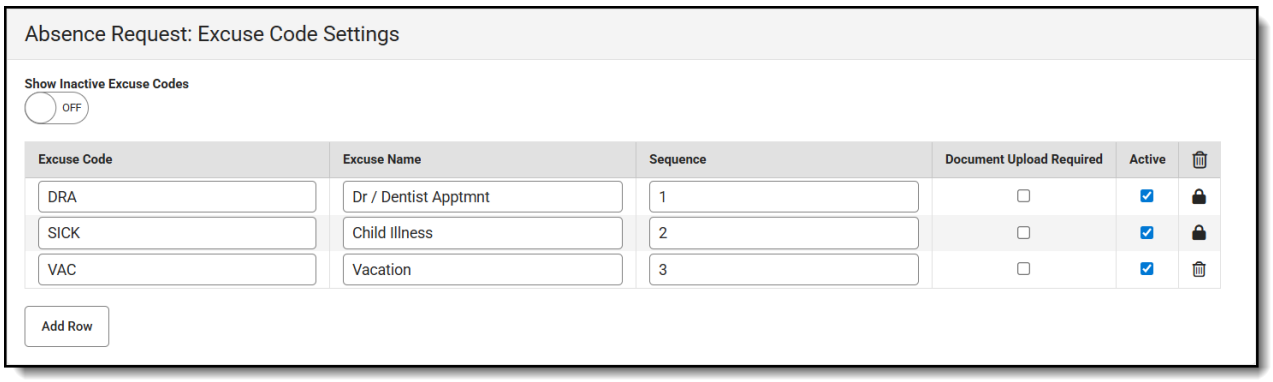
Field	Description
Expected Student Identifier in Scanner Tools	The District-Wide setting that determines the expected Student Identifier scanners look for when students scan into them. Options include Student Number, Person ID, or State ID.

Absence Request: Excuse Code Settings

Path: Attendance Office > Settings > Scanner Settings

> Excuse Codes are set at the district level. To view or modify excuse codes, **All Calendars** MUST be selected in the toolbar.

Districts can add, edit, and modify excuse codes from the Absence Request: Excuse Code Settings. In the Campus Parent Portal, the codes appear under More > Absence Request.



Field	Description
Show Inactive Excuse Codes	Toggle On to show all excuse codes or toggle Off to only see active excuse codes.
Excuse Code	The internal code for the excuse. **NOTE: Excuse Codes MUST be unique.**
Excuse Name	The name of the excuse that parents will see on the portal when filling out their absence request.
Sequence	The order excuses will appear in the Excuse field.
Document Upload Required	Indicates whether a document upload is required when selecting the excuse. Documents are limited to 2 MB. See Supported File Types for a list of accepted file types. If this is unchecked, the document upload button appears, but is not required. Parents may only upload one document per request. This means if the absence request has three students, all three students have the same document attached to their absence request, even if it does not pertain to them. The uploaded document is only viewable/live on the Absence Request itself. It is not viewable in Person Documents or elsewhere in Infinite Campus.
Active	If checked, the excuse is available for users to select. If unchecked, it is not available for users to select.
Delete	Remove the excuse from the Absence Request: Excuse Code Settings. Excuse Codes cannot be deleted if they are associated with an Absence Request record or with a Check In/Out Kiosk button. These codes are denoted by a lock icon instead of a trashcan.