Scan History

Last Modified on 10/26/2026 2:48 pm CDT

Scanning tools are available with Campus Workflow Suite.

Tool Search: Scan History

The Scan History Report provides a view of scanning data over time.

Campus does not track teacher attendance via scans. This is because it would be the same as a teacher taking regular attendance. The teacher would submit what is on the screen rather than saving it for a period of time in Classroom attendance and submitting it at the auto-submit threshold. This is by design.



Scan History Report Editor

Scan History Report Editor Fields

Field	Description
Scanner Type ***Required***	Use the **Scanner Type** drop-list to select the type of scanner for which to generate the report: All Scanners, Check In/Out, Check In/Out Kiosk, Custom Scanner, Classroom Kiosk, Counseling Scanner, Detention Scanner, Hall Monitor Scanning, Health Office Scanner, and All Stopped Scans. Users may only select one item from the drop-list. **NOTE: If Custom Scanner is selected, the Custom Scanner field displays. See the Custom Scanner field below for more information.**

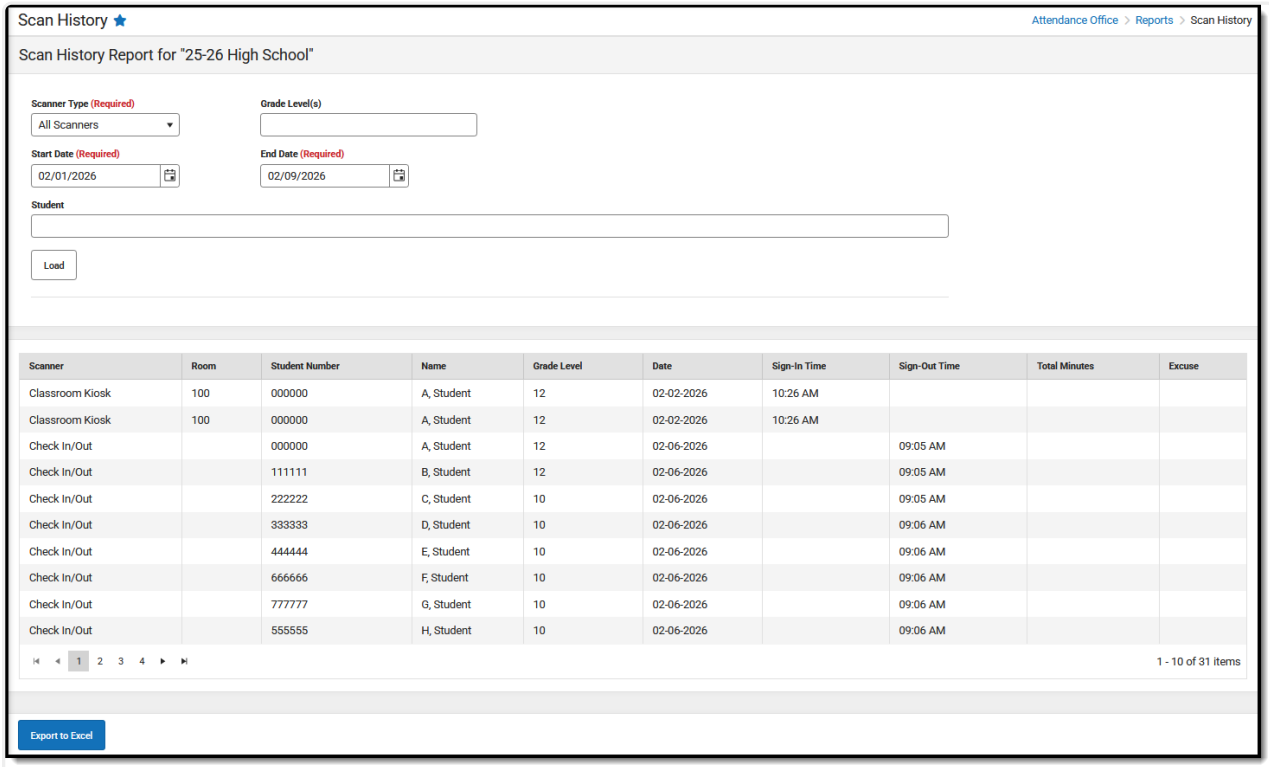
Field	Description
Grade Level(s)	In the **Grade Level(s)** field, use the drop-list to select the grade(s) to include in the report. This is a multi-select field. To include all grade levels in the report, leave this field unpopulated.
Custom Scanner ***Required**	This field only displays if Custom Scanners is selected as the Scanner Type. If you are creating a report for Custom Scanners, use the **Custom Scanner** field to select the scanner for which to create a report. Users must select a custom scanner from the drop-list. See the Custom Scanner Settings documentation for additional information on setting up custom scanning locations.
Start Date ***Required***	The **Start Date** field is used to enter the beginning of the date range for which to create the report.
End Date ***Required***	The **End Date** field is used to enter the end of the date range for which to create the report.
Student	To create a report for a specific student(s), use the **Student** field to select the desired students from the list. Users may also begin typing the student's name to find the student more quickly. This is a multi-select field. Leave this field unpopulated to include all students in the report.
Load	Press the **Load** button to display a list of students who meet the specified parameters in the Scan History window.
Export to Excel	Use the Export to Excel button to view the report in an Excel spreadsheet. **NOTE: If exporting this report to Excel, be sure to format the Sign-In Time and Sign-Out Time columns to be in a Time format. This ensures the scans display the scan time rather than the scan date.**

Scan History Report Layout

Report Column	Description
Scanner	The type of scanner used for the scan.
Room	The room number of the Classroom Attendance Kiosk or Custom Scanning Location. For Custom Scanners, the **Run with room selection** option must be enabled for this field to display. See the Custom Scanner settings for more information.
Student Number	The student's ID number.
Name	The student's first and last name.

Report Column	Description
Grade Level	The grade level of the student.
Date	The Date on which the student scanned in/out of the location.
Sign-In Time	The time at which the student scanned into the scanning location.
Sign-Out Time	The time at which the student scanned out of the scanning location.
Total Minutes	The amount of time the students was scanned into the location before scanning out of the location.
Excuse	The Absence Excuse used for the student when scanning in/out.

Scan History Sample Report



Sample Scan History Report