

Scan History

Last Modified on 02/09/2026 12:57 pm CST

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

Tool Search: Scan History

The Scan History Report provides a view of scanning data over a period of 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 ★

Attendance Office > Reports > Scan History

Scan History Report for "25-26 High School"

Scanner Type (Required)	Grade Level(s)
All Scanners	
Start Date (Required)	End Date (Required)
02/09/2026	02/09/2026
Student	
<input type="button" value="Load"/>	

Scan History Report Editor

Scan History Report Editor Fields

Field	Description
Scanner Type Required	<p>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.</p> <p>Users may only select one item from the drop-list.</p> <p>NOTE: If Custom Scanner is selected, the Custom Scanner field displays. See the Custom Scanner field below for more information.</p>

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 student 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

Scan History ★

Scan History Report for "25-26 High School"

Attendance Office > Reports > Scan History

Scanner Type (Required) All Scanners Grade Level(s)

Start Date (Required) 02/01/2026 End Date (Required) 02/09/2026

Student

Scanner	Room	Student Number	Name	Grade Level	Date	Sign-In Time	Sign-Out Time	Total Minutes	Excuse
Classroom Kiosk	100	000000	A, Student	12	02-02-2026	10:26 AM			
Classroom Kiosk	100	000000	A, Student	12	02-02-2026	10:26 AM			
Check In/Out		000000	A, Student	12	02-06-2026		09:05 AM		
Check In/Out		111111	B, Student	12	02-06-2026		09:05 AM		
Check In/Out		222222	C, Student	10	02-06-2026		09:05 AM		
Check In/Out		333333	D, Student	10	02-06-2026		09:06 AM		
Check In/Out		444444	E, Student	10	02-06-2026		09:06 AM		
Check In/Out		666666	F, Student	10	02-06-2026		09:06 AM		
Check In/Out		777777	G, Student	10	02-06-2026		09:06 AM		
Check In/Out		555555	H, Student	10	02-06-2026		09:06 AM		

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Sample Scan History Report