

# Hall Monitor Scanner

Last Modified on 03/10/2026 1:52 pm CDT

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

Tool Search: Hall Monitor Scanner

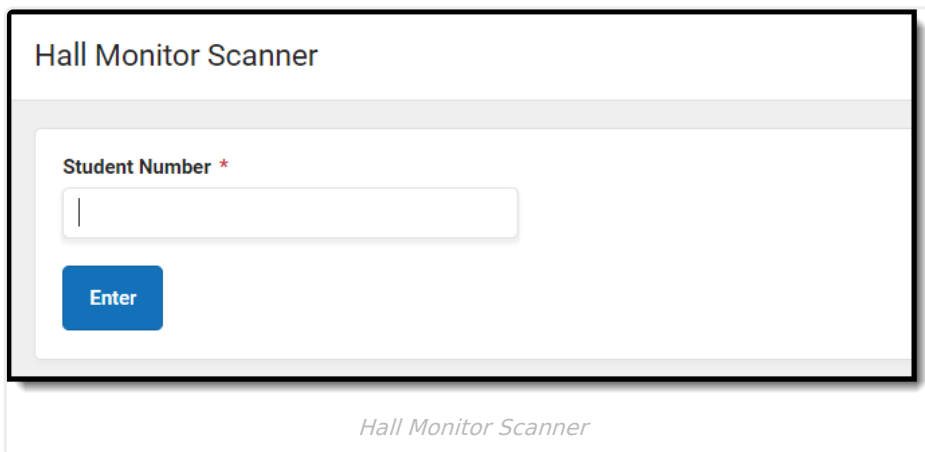
The Hall Monitor Scanner tool is used to track tardy students during the school day. Once the tardy student scans an ID card, the Hall Monitor can enter the tardy reason. This information is automatically sent to a printer, and a hall pass is printed for the student.

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

Printers must be configured to automatically print hall passes. See the [Printer Setup](#) documentation for additional information.

## Using the Hall Monitor Scanner

To begin taking attendance using the Hall Pass Scanner, students either scan their ID cards or the attendance taker manually enters the student ID number from the **Hall Monitor Scanner** screen. When manually entering student IDs, the user must press **Enter** to continue.



The screenshot shows a web interface titled "Hall Monitor Scanner". It features a text input field labeled "Student Number \*" with a vertical cursor inside. Below the input field is a blue button labeled "Enter". The interface is enclosed in a light gray border with a drop shadow.

The **Scanned in Student** screen displays when a student ID is entered. An image of the student, as well as identification information and current-term attendance data for the student.

The attendance personnel uses the **Tardy Excuse** droplist to select the reason for the tardy. Users may enter any additional notes for the tardiness in the **Comments** box.

When finished, press **Confirm** to print a hall pass for the student. Press Cancel to exit without printing the hall pass.

Hall Monitor Scanner

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Lamb, Lloyd

Student will be marked absent if more than 10 minutes late for the period

**Name:** Lamb, Lloyd  
**Grade:** 11  
**PersonID:** 18638

**Current Classes**

	Period Name	Start Time	End Time	Period Seq	Course Name	Course Number	Room	Teacher
Current Class	3	09:00 AM	09:55 AM	4	Pre-Calculus I	12345	510	Jones, A
Next Class	4	10:00 AM	10:55 AM	5	Chemistry	45678	122	Smith, M

**Current Term Attendance**

	BS	1	2	3	4	5	6	7	8	AFT
Absences	0	1	2	0	1	0	0	0	0	0
Tardies	0	0	1	0	1	0	2	0	0	0

**Tardy Excuse \***

Truant ▼

**Comments**

Confirm
Cancel

*Scanned in Student*

## Hall Monitor Scanner Fields

Field	Description
<b>Name</b>	The <b>Name</b> field displays the student's name. This is a read-only field.
<b>Grade</b>	The <b>Grade</b> field indicates the student's grade level. This is a read-only field.
<b>PersonID</b>	<b>PersonID</b> indicates the student's person ID number. This is a read-only field.

Field	Description
<b>Current Classes</b>	In the <b>Current Classes</b> section, users are able to view the class in which the student is currently and the next scheduled class for the day. Class Information includes Period Name, Start Time, End Time, Period Sequence, Course Name, Course Number, Room number, and Teacher. These are read-only fields.
<b>Current Term Attendance</b>	In the <b>Current Term Attendance</b> section, users can view the student's total number of Absences and Tardies entered for each period in which they are scheduled for the term. These are read-only fields.
<b>Tardy Excuse</b>	Use the <b>Tardy Excuse</b> drop-list to select the reason for the tardy.  <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>Users with R (Read) rights only cannot modify the Tardy Excuse. The default Tardy Excuse can be set in System Administration &gt; Scanning &gt; Scanner Settings. See the <a href="#">Scanner Settings</a> document for additional information.</p> </div>
<b>Comments</b>	Users may enter any additional notes for the tardiness in the <b>Comments</b> box. Additional information about the tardy.
<b>Confirm/Cancel</b>	Press <b>Confirm</b> to send the information to the printer and print a hall pass for the student. Press <b>Cancel</b> to exit without printing the hall pass.

**NOTE:** When a student scans in using the Hall Monitor Scanner, a notification is sent to the parent/guardian via the Campus Parent Portal.

Attendance data is automatically captured on the student's Attendance tab as students scan their ID cards. See [Attendance \(Student\)](#) for additional information.