

Hall Monitor Scanner

Last Modified on 12/14/2025 8:45 pm CST

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

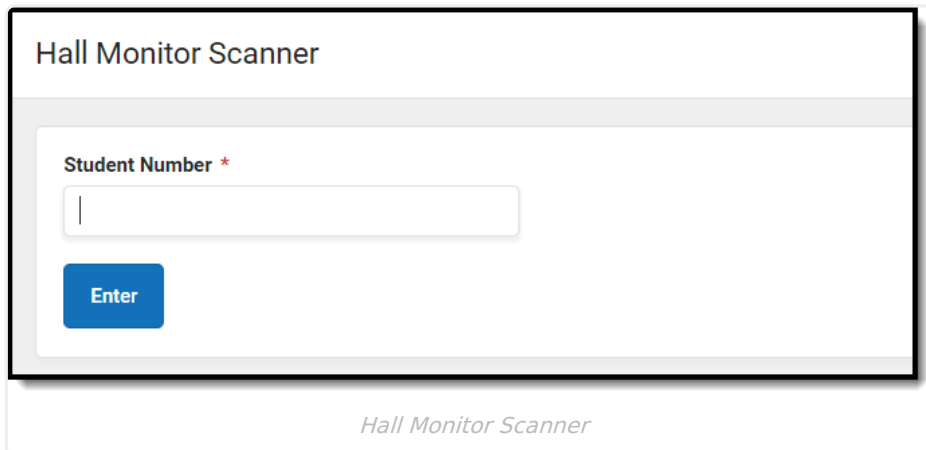
Tool Search: Hall Monitor Scanner

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

In order for scanners to work correctly, the cursor must be in the entry box prior to scanning a barcode. If the cursor is not in the box, the scanner will not be able to copy/paste the number into the box and the student will not be scanned in correctly.

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

First, students either scan ID cards or the attendance taker enters the ID number manually from the **Hall Monitor Scanner** screen. Click the Enter key on the keyboard or the **Enter** button when manually entering ID numbers to continue.



The screenshot shows a web interface titled "Hall Monitor Scanner". Below the title is a light gray header bar. Underneath is a white form area. Inside the form, there is a label "Student Number *" in red. Below the label is a text input field with a vertical cursor. Below the input field is a blue button with the text "Enter". Below the form area is a light gray footer bar with the text "Hall Monitor Scanner" in a smaller, italicized font.

The **Scanned in Student** screen displays when a student ID is entered. An image of the student displays, as well as identification information and any current term attendance data for the student. The attendance personnel then selects a Tardy Excuse from the dropdown, enters any comments related to the tardy, and then clicks **Confirm** to print a hall pass for the student.

Hall Monitor Scanner

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

Field	Description
Name	The name of the student.
Grade	The student's grade level.
PersonID	The student's person ID number.
Current Classes	The student's currently and next scheduled class for the day. This includes the Period Name, Start Time, End Time, Period Sequence, Course Name, Course Number, Room number, and Teacher.
Current Term Attendance	The student's number of absences and tardies entered for the term.

Field	Description
Tardy Excuse	<p>The reason the student is tardy.</p> <div> <p>Users with R (Read) rights only cannot modify the Tardy Excuse. The default Tardy Excuse can be set in System Administration > Scanning > Scanner Settings. See the Scanner Settings document for additional information.</p> </div>
Comments	Additional information about the tardy.

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 the [Attendance documentation](#) for additional information.