

Check In/Out

Last Modified on 04/02/2025 12:01 pm CDT

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

Tool Search: Check In/Out

The Check In/Out tool can be used to track tardies at the beginning of the school day when students enter the building late or to track students that leave before the end of the school day. Students can scan their ID cards at a designated area like the front office or the attendance taker can enter student ID numbers manually on the **Check In/Out** screen. Attendance takers may also enter the reason why the student is checking in or out. This information is automatically sent to a printer and a hall pass prints for the student.

An alert will sound for when a student who triggers a stop or warn scan in, or if the scanned student number is not valid.

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.

Check In/Out ☆
Attendance Office > Scanning > Check In/Out

Student Number *

Enter

Check In/Out



Name: Aagard, Jonathan
Grade: 12
PersonID: 18725

Check In
Check Out

Period	Course(s)	Room(s)	Excuse Name	Status	Excuse	New Excuse	Comments
1	Homeroom	100				<input type="text"/>	
2	Art	148				<input type="text"/>	
3	Science	200	Absent Unknown	A		Absent Unknown <input type="text"/>	Created by IC scanning module
4	History	100				<input type="text"/>	
5	Algebra II	220				<input type="text"/>	
6	Study Hall	300	Absent Unknown	A		Absent Unknown <input type="text"/>	Created by IC scanning module
7	Science	135				<input type="text"/>	
8	Physical Education	175				<input type="text"/>	
9	Technology Education	222				<input type="text"/>	
10 ⌚	Health	100				NO: Nurse Office <input type="text"/>	

Confirm
Cancel
Fill Down
Reset
Clear

Check In/Out Field Descriptions

After you enter a Student ID and click **Enter**, an image of the student displays, as well as identification information and the current period schedule for the student. The current period is indicated with a clock icon.

Field	Description
Check In or Check Out	A toggle indicating if the student is checking in or out.
Period	The name of the Period.
Course(s)	The name of the course.
Room	The room in which the Course is scheduled.
Excuse Name	The existing excuse code and name for the period.
Status	The attendance status for the period; T: Tardy, P: Present, or A: Absent.

Field	Description
Excuse	The existing excuse code for the period.
New Excuse	<p>The new excuse code for the period.</p> <p>Users with R (Read) rights only cannot modify the New Excuse. The default New Excuse can be set at System Administration > Scanning > Scanner Settings. See the Scanner Settings document for additional information.</p>
Comments	Additional information about the absence.

Logic

- The current period is indicated with a clock icon.
- The current period and any past periods with a non-present code are updated by default. Past "present" codes or periods without any attendance codes are not updated by default.
- The default code will be used unless there is exactly one non-present code in the past, in which case that code will be used instead. Unknowns (not coded, entered by a teacher) are not counted as "coded" absences for this calculation.
- Future codes matching a code in the past or unknowns will be removed by default.
- When a student scans in using the Check In/Out scanner, a notification is sent to the parent/guardian via the Campus Parent Portal.

Actions

Action	Description
Confirm	Saves the values and navigates the user back to the Tardy Scanning Screen.
Cancel	Navigates back to the Tardy Scanning screen.
Fill Up/Down	Select a New Excuse for the Period the student scanned in, then click Fill Up . All previous periods' New Excuse will change to the selected excuse. Fill Down is used when the Check Out is selected.
Reset	Resets the default New Excuse values if the values were cleared in error.
Clear	Removes all selected values in the New Excuse and Comments fields.

Attendance data in the grid is automatically captured on the student's Attendance tab once you click Confirm. See the [Attendance documentation](#) for additional information.