

Counseling Scanning

Last Modified on 06/14/2024 12:42 pm CDT

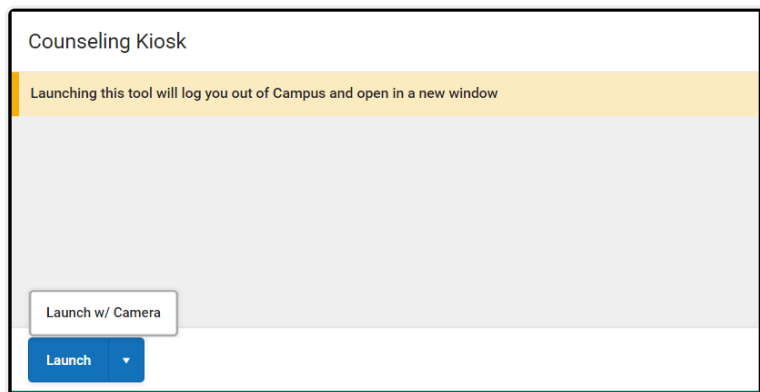
The Scanning toolset is part of the [Campus Workflow Suite](#).

Tool Search: Counseling Scanning

[Counseling Kiosk](#) | [Counseling Attended Mode](#)

The Counseling Scanner tool is used to check students into the counseling office in a kiosk mode. Click the **Launch Kiosk** button to begin taking attendance in an untended mode. Click the **Launch Attended Mode** button to begin taking attendance in an attended mode.

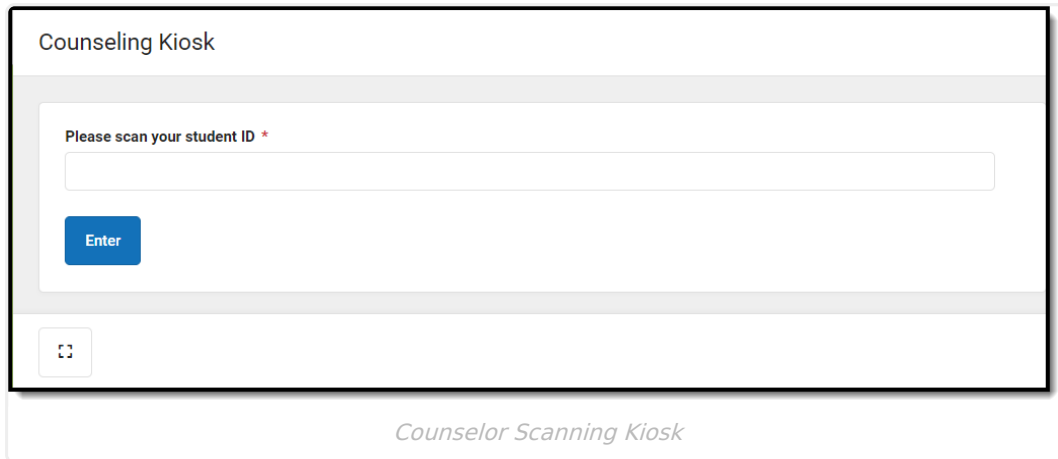
Selecting the **Launch Kiosk w/ Camera** option from the dropdown allows users to use the device's webcam to take a picture of the student's ID and use that to scan them in.



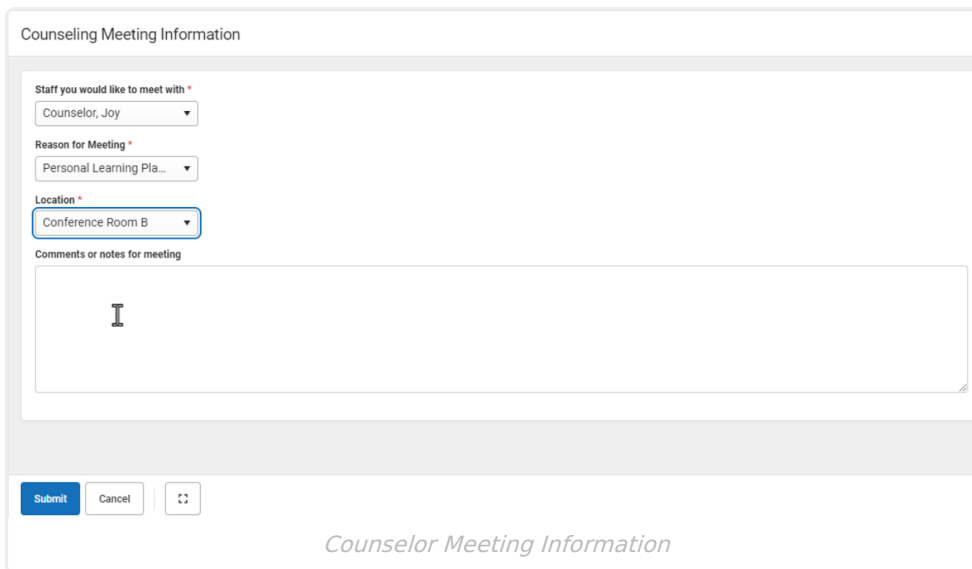
Counseling Kiosk Tool

Counseling Kiosk

Once the Counseling Kiosk tool is launched, a separate window displays and the user is automatically logged out of Campus. This allows students to check in to the counseling office without having access to a Campus account.



Once a student enters or scans in a student ID, the **Counselor Meeting Information** screen displays.



The student then enters information concerning the counseling meeting:

1. Select a staff member from the **Staff you would like to meet with** dropdown.
2. Select a **Reason For Meeting** from the dropdown.
3. Select meeting location from the **Location** dropdown.
4. Enter any Comments or notes for meeting in the text field.
5. Click **Submit** or **Cancel**.

The Reason for Meeting and Location fields are populated with values set up in the Attribute/Dictionary. See the [Manage Custom Counseling Meetings Fields](#) document for additional information.

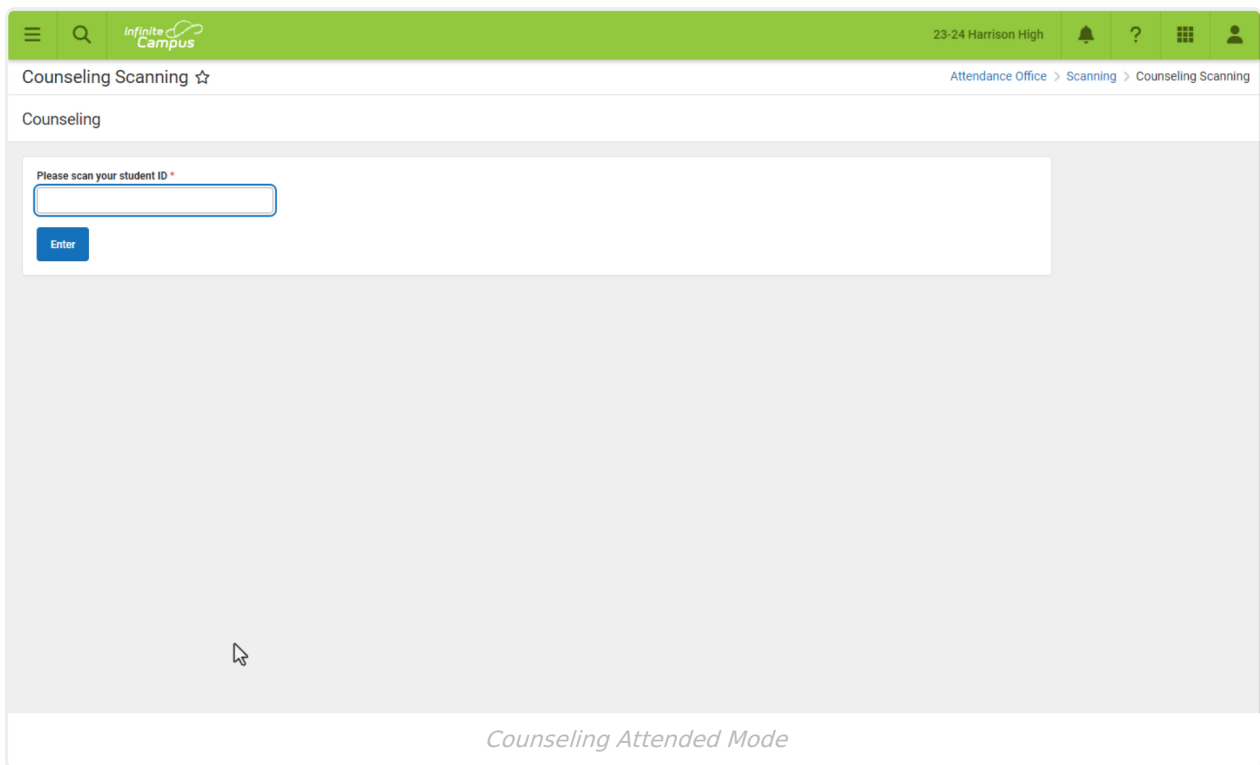
Staff members appear in the "Staff you would like to meet with" dropdown list when the

"Counselor" checkbox is selected in their District Assignment profile.

The student's attendance is automatically captured on the counselor's Meetings tool at Counseling > Meetings. See the [Meetings](#) documentation for additional information.

Counseling Attended Mode

Once the Counseling Office Attended tool is launched, counseling staff can enter or scan in student ID numbers.



Once a student enters or scans in a student ID, the **Counselor Meeting Information** screen displays.

Counseling Meeting Information

Name: Chamberlaine, Kallum
Grade: 10

Staff you would like to meet with *
Backes, Pearce

Reason for Meeting *
Academic Intervention

Location *
Conference Room B

Comments or notes for meeting

Submit Cancel

Counselor Meeting Information

The student then enters information concerning the counseling meeting:

1. Select a staff member from the **Staff you would like to meet with** dropdown.
2. Select a **Reason For Meeting** from the dropdown.
3. Select meeting location from the **Location** dropdown.
4. Enter any Comments or notes for meeting in the text field.
5. Click **Submit** or **Cancel**.

The Reason for Meeting and Location fields are populated with values set up in the Attribute/Dictionary. See the [Manage Custom Counseling Meetings Fields](#) document for additional information.

Tip: The **Expand** button can be used to extend the work space to the full size of the user's screen. Click the Expand button again or **Esc** on the keyboard to exit full screen mode.

