Counseling Scanning

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

The Scanning toolset is part of the Campus Workflow Suite.

It is recommended to have a webcam with the ability to auto-focus at close distances if you plan to use your webcam as a scanner. Webcams without this feature may have trouble reading barcodes.

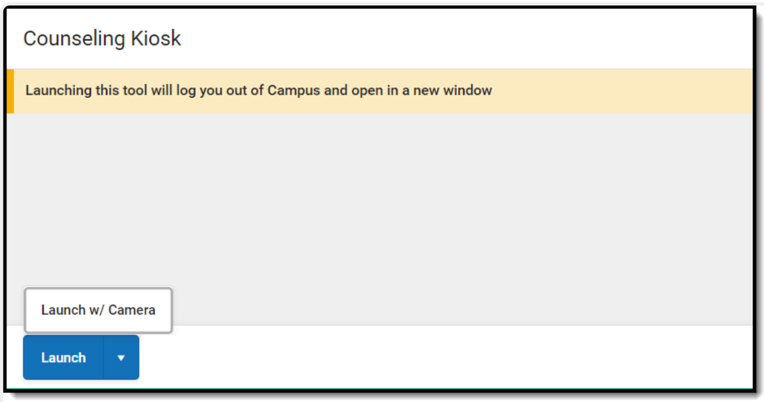
In order for scanners to work correctly, the cursor must be in the entry box prior to scanning a barcode. If the cursor is not in the box, the scanner will not be able to copy/paste the number into the box and the student will not be scanned in correctly.

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.



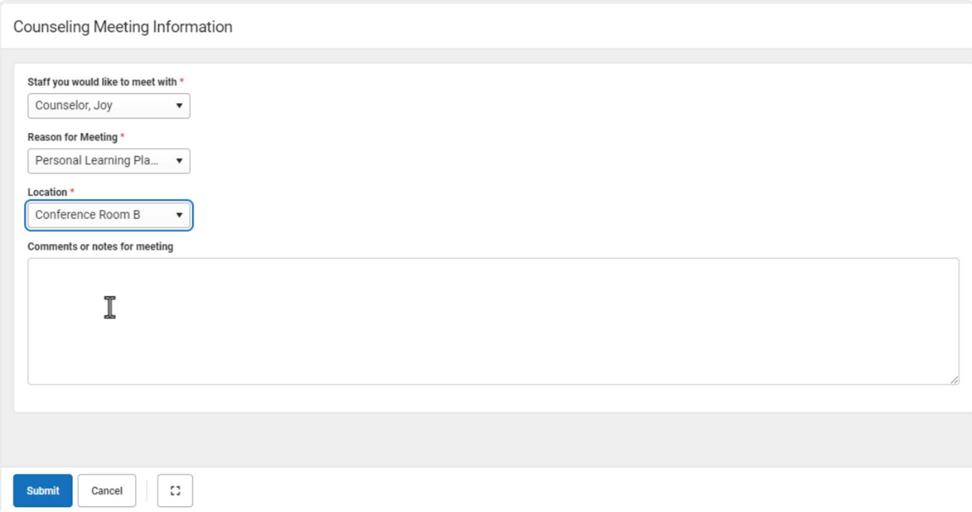
Counseling Kiosk Tool

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.

Counselor Scanning Kiosk

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



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**.

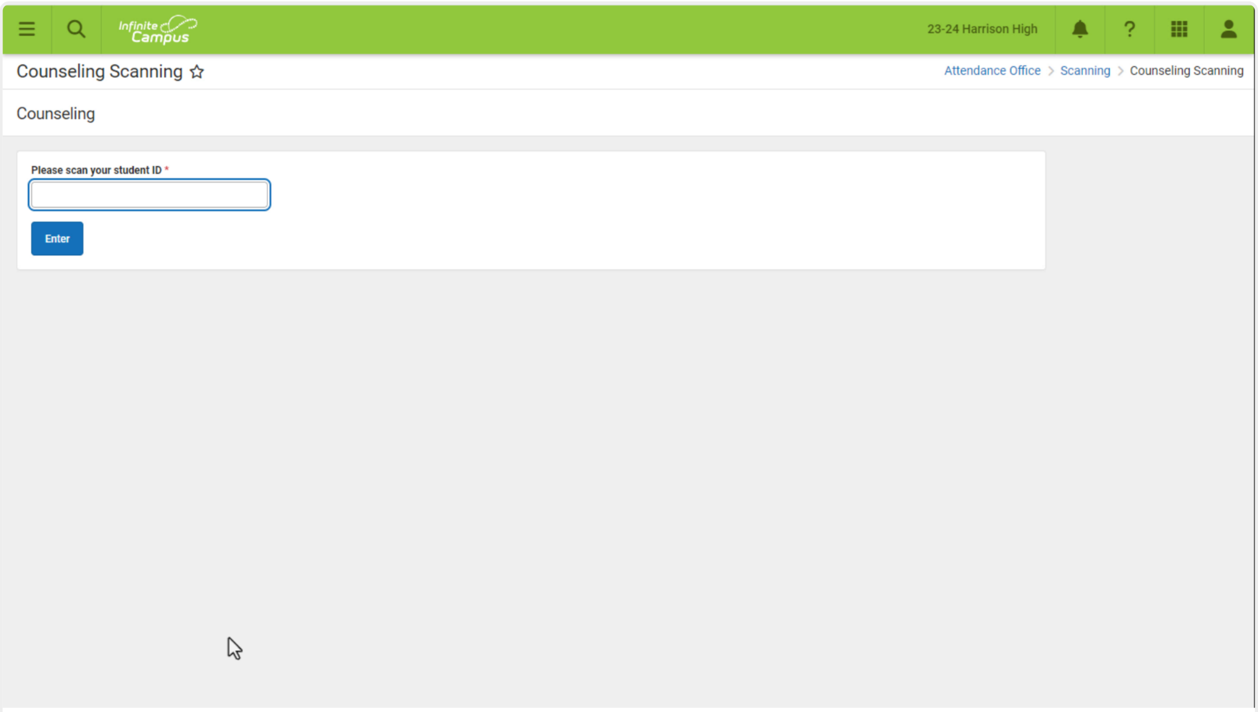
The Reason for Meeting and Location fields are populated with values set up in the Attribute/Dictionary. See the [Manage Custom Counseling Meetings Fields] document for additional information.

> 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.

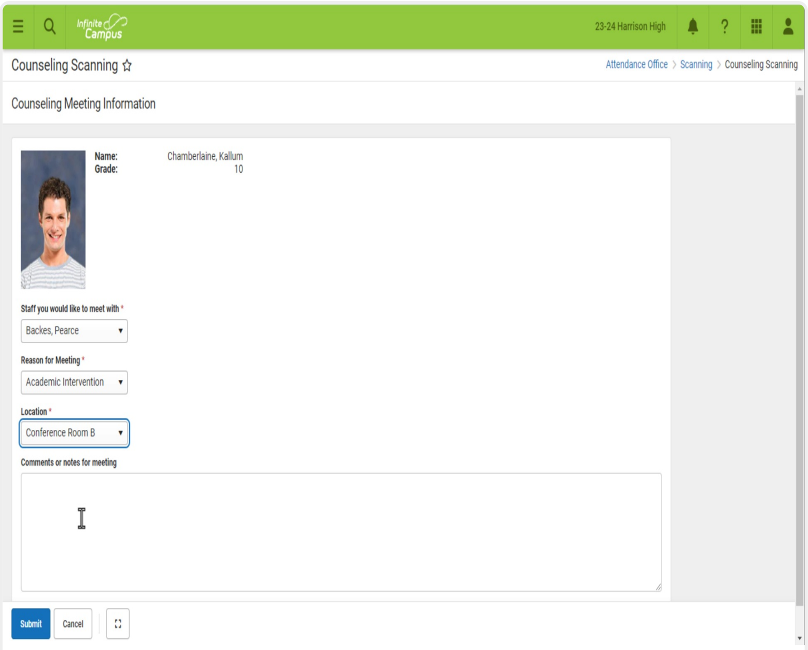
Counseling Attended Mode

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



Counseling Attended Mode

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



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.
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3. Select meeting location from the **Location** dropdown.
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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.