Scan History

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The Scanning toolset is part of the Campus Workflow Suite.

Tool Search: Scan History

The Scan History Report can be used to generate a view of scanning data over a period of time.

Campus does not track scans for teacher attendance. This is because it would be the same as a teacher taking regular attendance. The teacher would be submitting what is on the screen versus saving it for a period of time with Classroom attendance and submitting at the auto submit threshold. This is by design.

Scan History Report Editor

Field	Description
Scanner Type	The scanning tool for which the report will be generated. This includes core scanners, custom scanners, and all scanners. If a Custom Scanner is selected in the Scanner Type dropdown, the **Custom Scanner** field displays. See the Custom Scanner settings documentation for additional information on how to set up custom scanning locations.
Grade Level(s)	Filters the report for students who are in the selected grades.

Field	Description
Start Date	The start date for the report.
End Date	The end date for the report.
Room	The room number of the scanning location. This field only display if a custom scanner is selected that has the **Run with room selection** option enabled OR the Classroom Kiosk is selected. See the Custom Scanner settings documentation for additional information on how to set up custom scanning locations.

Generate Scan History Report

1. Select a **Scanner Type** from the dropdown.
   - If **Custom Scanner** is selected, select which scanner from the **Custom Scanner** dropdown.
     - Select the **Room** if the Run with room selection option is enabled for that custom scanner OR Classroom Kiosk is selected in the Scanner Type dropdown.
2. Enter a date in the **Start Date** field.
3. Enter a date in the **End Date** field.
4. Click **Load**. The report results display in the Scan History window, but can be exported to Excel.

> If you are exporting this report to Excel, be sure to format your Sign-In Time and Sign-Out Time columns to be in a Time format. This will then show the times for each scan instead of the date.

5. Modify any field and then click **Load** to generate a fresh report with the new values.

Report Layout

Column Name	Description
Scanner	The name of the scanner.
Room	The room number of the custom scanning location. The **Run with room selection** option must be enabled at System Administration > Scanning > Custom Scanners for this field to display. See the Custom Scanner settings documentation for additional information on how to set up custom scanning locations.
Student Number	The student's ID number.
Name	The student's first and last name.

Column Name	Description
Grade Level	The student's grade.
Date	The day the student scanned in or out of the location.
Sign-In Time	The time the student scanned in to the scanning location.
Sign-Out Time	The time the student scanned out of the scanning location. A hall pass that was not ended will appear as "Pass Not Ended."
Total Minutes (Minutes Over)	The amount of time it took the student to scan out and back into the location. The Minutes Over (shown in parenthesis) displays how many minutes the pass ran over the allowed time.

Report Examples

Scan History Report Example