

# Scanner Settings

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

Tool Search: Scanner Settings

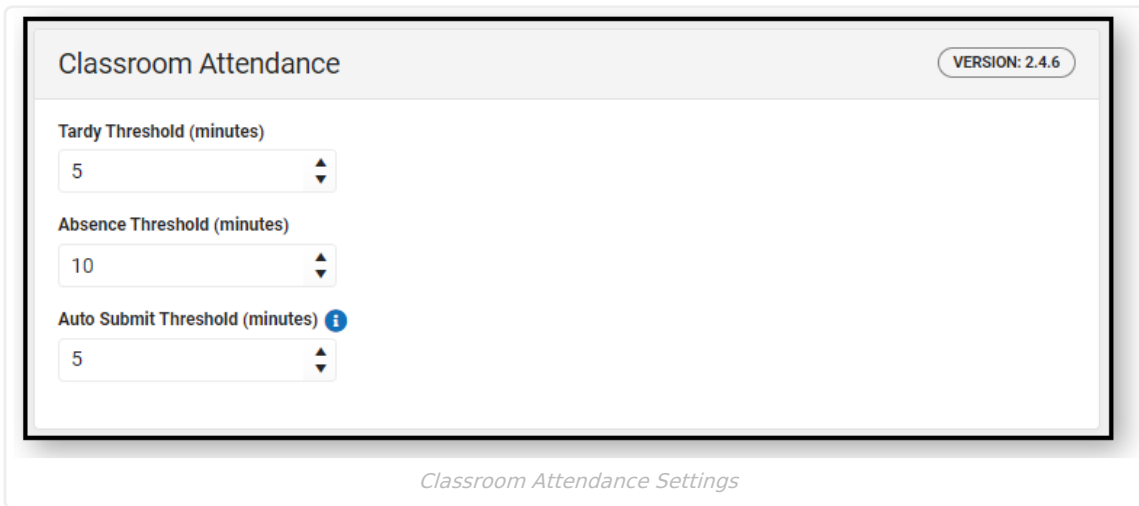
System administrators can manage scanning preferences with the Scanner Settings tool. Click **Save** to apply changes.

## School Wide Scanner Settings

The following settings are available when a school is selected in the toolbar.

## Classroom Attendance

**See Also:** [Classroom Attendance Kiosk](#)



Field	Description
<b>Tardy Threshold (minutes)</b>	The number of minutes after the period start time when the student will be considered tardy. This field is required.
<b>Absence Threshold (minutes)</b>	The number of minutes after the period start time when the student is considered absent. This field is required.


Field	Description
<b>Auto Submit Threshold (minutes)</b>	The minimum number of minutes after the Tardy Threshold that attendance for a period will be eligible for processing.

## Alternate Identifier

See Also: [Mass Assign Alternate IDs](#), [Alternate ID Lookup](#) 

Districts that use RFID tags and readers to have students scan in/out at kiosks can select to use Alternate Identifier.

**Alternate Identifier**

Enable Alternate Identifiers \* 

Yes w/ Fallback 

*Alternate Identifier Settings*

Field	Description
<b>Enable Alternate Identifiers</b>	<p>Enables if the Alternate Identifier is used for scanning in or out at kiosks.</p> <p>Options include:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b> - If selected, only Alternate Identifiers are used.</li> <li>• <b>Yes w/Fallback</b> - If selected, either Alternate Identifier or the value selected in <a href="#">District Wide Scanner Settings</a> can be used to scan in/out.</li> <li>• <b>No</b> - Alternate Identifiers will not be accepted at scanners.</li> </ul>

## Absence Requests

**Absence Requests**

Enable Absence Requests

The Absence Requests checkbox, if marked, enables parents/guardians to submit absence requests for students enrolled in the calendar selected in the Context Switcher using the [Absence Request](#) tool in Campus Parent. Students enrolled in calendars where this checkbox is **not** marked will not display on the parent's Absence Request tool.

< More | Absence Requests

If your student is not available in the list, contact a school administrator.

Select the students you wish to submit an absence request for

Abdi S Ahmed (Grade: 12)

Excuse \*

Absence Type \*

Full Day Absence

Arrive Late

Leave Early

## Scan Prevention

Scan Prevention gives schools the ability to configure behavior resolutions to add warnings or stop a student from scanning in if the student was not supposed to be in attendance. Stop/Warn will only look at behavior events for the currently selected calendar.

Type	Resolution/Flag	Action	
Behavior	40: 4 Oaks Temporary Placement	Stop	
Behavior	S: Out-of-school suspension	Stop	
Behavior	Int: Intervention	Stop	
Behavior	E: Expulsion	Stop	
Behavior	MT: Make up time for absences	Warn	
Behavior	TC: Teacher-Student Conference	Warn	
Flag	See Principal	Stop	
Flag	No-Contact	Warn	

Add Row

Field	Description
<b>Type</b>	Determines whether Behavior Resolution or Flag options populate in the Resolution/Flag drop-down column.
<b>Resolution/Flag</b>	The Behavior Resolution or Flag will trigger a stop or warning message to appear when a student attempts to scan in.
<b>Action</b>	Determines what type of message will appear when a student attempts to scan in. Three types of actions are available: <ul style="list-style-type: none"> <li>• Stop - A Stop message will pop-up and a warning tone will trigger, stating that the student has a scan prevention and will not be able to scan in.</li> <li>• Warn - A Warning message will pop-up and a warning tone will trigger, stating that the student has a scan prevention, but can still be scanned in.</li> <li>• Display - A Display message will appear as a banner, stating the student has a scan prevention, but can still be scanned in.</li> </ul>

# Stop/Warn Enabled Stations

These are the stations where Stop/Warn messages can appear for Check In/Out kiosks and custom scanners.

Station	Attend	Kiosk
Nurse	No	No
Counseling	No	No
Hall Monitor	No	N/A
Check In/Out	Yes	N/A
Check In/Out Kiosk	N/A	Yes (Stop ONLY)
Custom Scanners	Yes	Yes (Stop ONLY)

## Check In/Out Kiosk

See Also: [Check In/Out Kiosk](#)

Check In/Out Kiosk is designed to be used by students (not attended by staff) to check in/out. After scanning in and selecting check in/out, students select a button for the reason. Options set for each button determines how the event is processed.

Check In/Out Kiosk




Check In Grace Period (minutes prior) Check In Grace Period (minutes after)

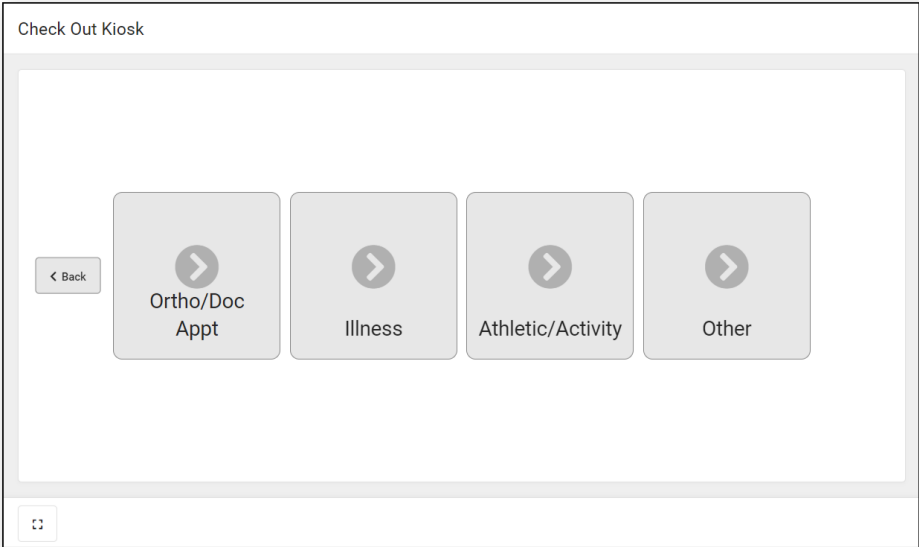
15 15

			Available For	Sequence	Button Label	Excuse	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Check Ins ▾	1	Ortho/Doc Appt (with Dr. note)	APPT: Appointment ▾	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check Ins ▾	2	Ortho/Doc Appt (no note)	APPT: Appointment ▾	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Either ▾	3	Illness	SICK: Child Illness ▾	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check Outs ▾	1	Ortho/Doc Appt	APPT: Appointment ▾	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Either ▾	7	Athletic/Activity	Act: School activity/function ▾	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Check Ins ▾	8	Car Trouble/Traffic	Car: Car Trouble ▾	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Either ▾	9	Other	MISC: Other ▾	

Check In/Out Kiosk Settings

Field	Description
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Field	Description																																		
<b>Check In Grace Period (Minutes Prior)</b> <b>Check In Grace Period (Minutes After)</b>	<p>The Grace Period works in conjunction with parent-entered absence requests. If a parent entered a late arrival request, and the student scans in within the grace period and selects a button linked to the same excuse the parent entered, the scan in/out is matched up with the request and no other processing is needed. A hall pass is printed if selected.</p> <p>Example: A parent entered an absence request for a student with the excuse "APPT: Appointment" The parent selected an arrival time of 9:15am. The Grace Period is set for 15 minutes before/after. If the student scans in between 9 and 9:30 am and selects a button where APPT: Appointment is selected as the excuse, the scan in is matched with the parent request and is considered complete.</p>																																		
 <b>Request Processing</b>	<p>If checked, student scan in/out are sent to <a href="#">Absence Request Processing</a> to be processed by an attendance clerk.</p>																																		
 <b>Notify Parent/Guardian</b>	<p>If checked, parents receive a notification and will need to confirm the attendance request in <a href="#">Absence Request (Campus Parent)</a></p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Check Out Kiosk</p> <p style="text-align: center;">Please Confirm the Selected Options</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Name</td> <td style="width: 33%;">Henry Brown</td> <td style="width: 33%;">Mode</td> <td style="width: 33%;">Check Out</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">Reason</td> <td></td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center;">Ortho/Doc Appt</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: left;"><a href="#">← Back</a></td> <td style="text-align: center;"><a href="#">Confirm</a></td> <td></td> </tr> </table> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid gray; padding: 5px; width: 30%;"> <p>Notifications</p> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;"> <span style="color: blue;">●</span> Henry has submitted an absence request that requires approval.                             <span style="float: right; font-size: small;">Mark All As Read</span> </li> </ul> </div> <div style="border: 1px solid gray; padding: 5px; width: 60%;"> <p>Request Details - Created By Henry Brown</p> <table style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td style="width: 33%;">Student Name</td> <td style="width: 33%;">Request Status</td> <td style="width: 33%;">Departure Time</td> </tr> <tr> <td>Henry Brown</td> <td>Awaiting Parent Verification</td> <td>Sep 14, 2022, 11:27 AM</td> </tr> <tr> <td>Excuse</td> <td>Comments</td> <td>Request Submitted On</td> </tr> <tr> <td>APPT: Appointment</td> <td>Submitted at Kiosk</td> <td>Sep 14, 2022, 11:27 AM</td> </tr> <tr> <td colspan="3">Is this absence request accurate? *</td> </tr> <tr> <td colspan="3" style="text-align: center;"> <input style="width: 100%;" type="text"/> </td> </tr> </table> </div> </div>	Name	Henry Brown	Mode	Check Out			Reason				Ortho/Doc Appt		<a href="#">← Back</a>		<a href="#">Confirm</a>		Student Name	Request Status	Departure Time	Henry Brown	Awaiting Parent Verification	Sep 14, 2022, 11:27 AM	Excuse	Comments	Request Submitted On	APPT: Appointment	Submitted at Kiosk	Sep 14, 2022, 11:27 AM	Is this absence request accurate? *			<input style="width: 100%;" type="text"/>		
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 <b>Print Pass</b>	<p>If enabled, students will receive both a printed physical hall pass and a digital hall pass. To set up scanning printers, follow the instructions on <a href="#">Scanning Administration and Tool Rights</a>.</p>																																		
<b>Available For</b>	Defines if the button is available for Check In, Check Out, or Either.																																		
<b>Sequence</b>	The sequence the buttons will display on screen.																																		

Field	Description
<b>Button Label</b>	<p>Text label on buttons for students to select.</p> 
<b>Excuse</b>	<p>Excuse code recorded when the student selects the button.</p> <p>Excuse options are defined as part of Absence Request processing and may be different from attendance codes. Excuse options are created and modified as the Absence Request option in the <a href="#">Attribute Dictionary</a>.</p>

## Additional Settings for Scanners

Additional fields can appear when students scan into standard or custom rooms based on an ad-hoc filter that is selected for that room. Fields on the selected ad-hoc filter will be displayed alongside the student's name, grade, and picture. The selected filter is not used to determine if a student can scan into a location.

Name	Style	Ad Hoc Filter	Hall Pass	Attendance Excuse	Receipt Comments
Check In/Out	Expanded		Both	AUX: Absent Unexcused	Test Check In/Out Cor
Counseling	Expanded	*All Students	Out	No Attendance	
Daily Health Check	Compact		Never		
Detention	Compact		Out		
Hall Monitor	Compact		In	ARES: Attendance-Behavior Related	
Health Office	Compact		Out	No Attendance	
Counseling	Compact		Out	No Attendance	
Library	Compact		Out	PRE: Present	
Resource Room V2	Compact		Out	No Attendance	
Computer Lab	Compact		Out	No Attendance	

Field	Description
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Field	Description
<b>Type</b>	The type of room, either Standard or Custom, that can have an ad-hoc information added to it.
<b>Name</b>	The name of the room where ad-hoc filter will be applied.
<b>Style</b>	How the ad-hoc information will be displayed when scanned in.
<b>Ad Hoc Filter</b>	<p>The information defined on the ad-hoc filter will display with the student information when they scan in.</p> <p><b>Note:</b> If a user does not have rights to the filter configured for a scanner, the field will display, "You do not have rights to the filter." When scanning in a student, a Rights Error will appear stating "You do not have rights to the filter configured for this tool."</p>
<b>Hall Pass</b>	Create a physical and/or digital hall pass when signing in, signing out, for both, or never.
<b>Write Attendance</b>	When checked, this adds a Present code to the course when a student scans into the location.
<b>Attendance Excuse</b>	Allows for students to be assigned the selected attendance code when they scan into a Custom location.

## Lunch Config

This setting is only used for the Classroom Attendance Kiosk.

**Lunch Config**

Ignore lunch minutes in calculations i

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**A**      Lunch at Beginning or End of Period

**B**      Lunch at Beginning or End of Period

**C**      Lunch at Beginning or End of Period

*Example of Ignore lunch minutes in calculations checkbox - not marked*

**Lunch Config**

Ignore lunch minutes in calculations i

*Example of Ignore lunch minutes in calculations checkbox - marked*

Field	Description
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Field	Description
<b>Ignore lunch minutes in calculations</b>	<p>When this option is checked, Campus will disregard any minutes allocated to lunch periods in Scheduling &amp; Courses &gt; Calendar Setup &gt; Period Setup. Student check-ins for classes are expected to occur promptly at the start of the period and the Tardy and Absence Thresholds will be calculated based on the Start of the Period.</p> <p>When left unchecked, Campus will display all configured lunches in the calendar under Scheduling &gt; Lunch or Scheduling and Courses &gt; Build Schedules &gt; Lunch Setup.</p> <p>Once lunches are created, they also need to navigate to the course/section and select which lunch that section goes to.</p>
<b>Lunch at Beginning or End of Period</b>	<p>Allows you to identify whether lunch is at the beginning or the end of the period. This will determine where the Tardy and Absence Thresholds will be. Please see the example below explaining how the setting works.</p> <p>This field only displays when the <i>Ignore lunch minutes in calculations</i> checkbox is <b>not</b> marked.</p>

## Lunch Config Example

Period Start Time 11:00 AM, with 30 minutes of lunch on the period.

**Lunch Config Setting:**

Lunch A = Beginning of Period

Lunch B = End of Period

Lunch C = End of Period

11:00 AM, plus 30 minutes of lunch equals a period start time of 11:30.

Students assigned to A Lunch go to Lunch at the beginning of period. Students will scan into class AFTER lunch, so we add the number of lunch minutes (30) to the original period start time of 11:00 i.e. 11:30.

Students assigned to B or C lunch will scan into class at the beginning of the period, so the regular rules apply.

## District Wide Scanner Settings

The District Wide Scanner Settings are available when **All Calendars** is selected in the toolbar.



# Student Barcodes

District Wide Scanning Settings

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Student Barcodes
VERSION: 2.3.15

Expected Student Identifier in Scanner Tools \*

Student Number ▾

Student Number

Person ID

State ID

Field	Description
<b>Expected Student Identifier in Scanner Tools</b>	Changes the barcode student identifier in the Scanning toolset to either the Student Number, Person ID, or the State ID.