Hall Pass Settings

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The Scanning toolset is part of the Campus Workflow Suite.

Tool Search: Hall Pass Settings

The Hall Pass Settings tool allows schools to create designated locations for hall passes, helping to manage student movements within the school. These hall passes can be assigned by faculty and requested by students within the Campus Student Portal/Student App.

A default hall pass labeled “Return to Class” comes with the Hall Pass functionality. The default hall pass is the location that is issued when a student scans out of a kiosk location. Since no staff members attend kiosks, a default hall pass is needed to assign when students scan out. The default hall pass name and duration can be modified.

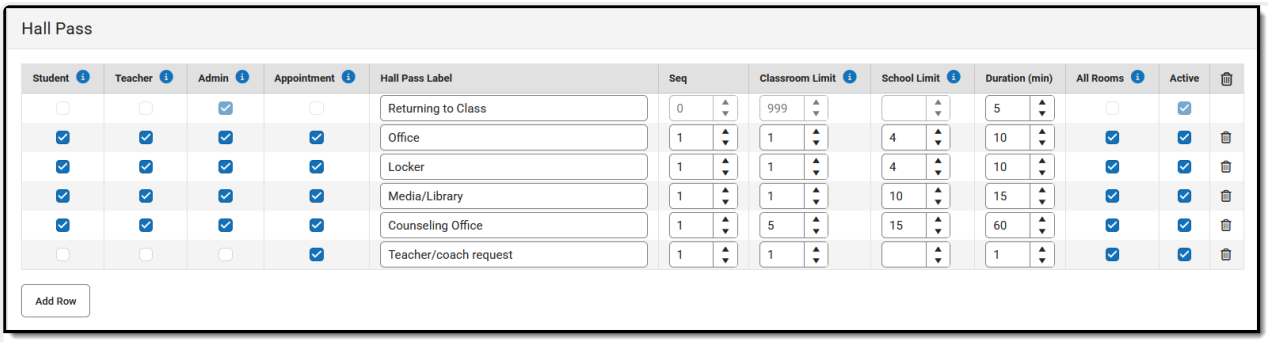
At least one hall pass must be created for Hall Passes to be created via the Scanning tools. The default "Returning to Class" hall pass does not count towards this.

Hall Pass Settings are school-scoped, meaning that if your district has multiple calendars within a single school, all schools use the same Hall Pass Settings page. These settings carry forward year-over-year.

Read - View Hall Pass Settings.
Write - Edit Hall Pass Settings.
Add - Add new Hall Pass Settings.
Delete - Remove Hall Pass Settings.

For more information about Tool Rights and how they function, see the Tool Rights article.

Hall Pass



Hall Pass Settings

Clicking **Add Row** in the Hall Pass table immediately creates a new row with blank fields. These fields and checkboxes can be filled in to define the parameters of each hall pass type. These hall pass types are used for hall monitors to determine why students are in locations other than a classroom throughout the day.

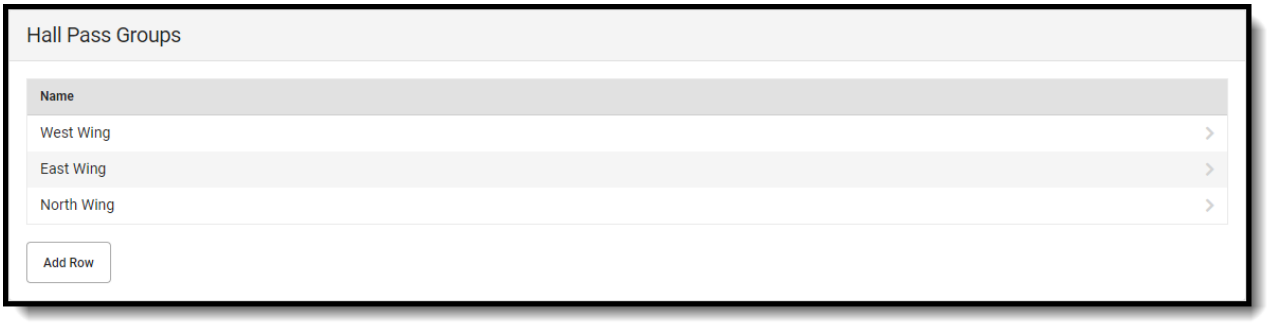
Field	Description
Student	If Student is checked, students can select this location from the Student Portal/Student App or the classroom kiosk if it is selected when the Classroom Attendance Kiosk is launched. To enable students to create hall passes from the Student Portal/Student App, this setting can be enabled by navigating to System Settings > Portal Preferences > Hall Pass. This is a district-wide setting.
Teacher	If checked, this will allow teachers to select this location from the Teacher Hall Pass View.
Admin	If checked, this allows anyone who has rights to the Hall Monitor Grid or Student Hall Pass Lookup to issue a pass to this location.
Appointment	If checked, the hall pass is available in the Appointments module. Leave the pass unchecked if the pass should not be available in the Appointments module. **NOTE:** The Appointments tool ignores the **Duration (min)** setting for hall passes TO the appointment and automatically sets the duration to 10 minutes. For Return to Class passes, the appointment adds ONE minute to the duration of the Return to Class pass set in Hall Pass Settings. All other Hall Pass tools DO reference the Duration (min) setting.

Hall Pass Label	The name of the location that the student is going to.
Seq	The order in which the locations appear within the Student Portal/Student App and Teacher Hall Pass View.
Classroom Limit	The number of active hall passes (of this type) a teacher can have at one time. This setting is based on the classroom, not on the total number of passes given out across the entire school for a particular location. Once a pass is ended, either by the student, teacher, or administrator, the pass location is eligible to be issued again within a classroom.
School Limit	The maximum number of active hall passes (for this type) at any given time for the entire school. If left blank, there is no school limit for that type of hall pass.
Duration (min)	The length of time the hall pass will be valid. When a hall pass reaches the end of its duration, it becomes flagged as expired. A hallway monitor viewing students in the hallway will see on their device that a hall pass has expired and how long it has been expired.
All Rooms	If checked, this hall pass type is available for all rooms. This should be selected when the location is unique within a school, such as the main office, library, or auditorium. If a school would like to limit a specific location to a set of rooms, this option should not be selected and should be assigned in the Hall Pass Group area.
Active	If checked, this hall pass type will be available to use.
Delete	Clicking the Delete icon will remove the hall pass type.

Hall Pass Groups

Hall Pass Groups are used to group locations to specific rooms, such as a bathroom near classrooms. This helps school staff identify when a student has a pass to a location but has decided to wander to another area. Once a classroom has been assigned to a location, teachers and students will not see other locations of that type in the building to select from.

Any hall pass marked as **All Rooms** cannot be added to a Hall Pass Group. If a room-specific hall pass is added to a Hall Pass Group and is later changed to an All Rooms hall pass, the hall pass is removed from any Hall Pass Groups it is in.



1. Click **Add Row**.
2. Enter a Group Name.
3. Select Classrooms and Hall Passes.
4. Click **Save**.

Field	Description
Group Name	The name of a group location.
Classrooms	Used to assign all the rooms that would use a specific location. Only teachers and students who are currently scheduled in these rooms can select this location.
Hall Passes	The hall pass types can be selected by students requesting a hall pass or a teacher assigning one.

Hall Pass Restricted Student Groups

The Hall Pass Restricted Student Groups are groups of two or more students restricted from receiving or requesting hall passes at the same time as another group member. When a student goes to select a location, only locations that are flagged as Student in your Hall Pass Settings and are either in a Hall Pass Group for the room the student is in or are marked as All Rooms will appear.

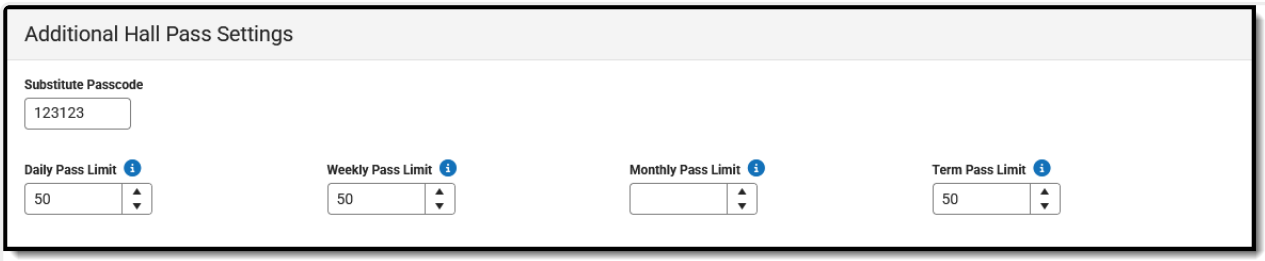
Administrators can override this by using Student Hall Pass Lookup and issuing a hall pass. They will however see that the student has a restriction.

1. Click **Add Row**.
2. Enter a Group Name.
3. Select Students.
4. Enter any comments about the group.
5. Click **Save**.

Field	Description
Group Name	The name of a restricted group.
Students	Used to select students for the group.
Comments	Used to inform administrators and teachers of any additional information related to a group restriction.

Additional Hall Pass Settings

Use the Additional Hall Pass Settings to set a substitute passcode and hall pass limits for the school.



Additional Hall Pass Settings

Assign a Substitute Passcode

The Substitute Passcode is an optional setting that can be set by districts to allow substitute staff members to issue a hall pass for students.

1. In the **Substitute Passcode** field, enter a six-digit code for substitute staff members to use

when issuing hall passes. Leave this field blank if substitute staff members should not be assigning hall passes to students.
2. Once the number is entered and saved in Hall Pass Settings, an option for "Substitute" in the Staff List appears when and a student requests a hall pass via the Student Portal. The substitute teacher can then use that option to enter the code and assign the hall pass.

Global Hall Pass Limits

Schools can set a global limit for the number of hall passes a student may receive based on a daily, weekly, monthly, or term basis. Limits can be set for all four categories or for any combination of them.

NOTE: Global Hall Pass Limits apply to every student in the school. Student Limits override Global Hall Pass Limits for students who have Individual Hall Pass Limits. See Student Limits for more information.

Hall Pass Limit Exceptions:

- Default Return to Class Hall Passes do NOT count towards a student's hall pass limit.
- Return to Class Hall Passes can be issued to students who are at their hall pass limit.
- Hall Passes issued via Student Hall Pass Look Up/Hall Monitor Grid allow staff to issue hall passes when hall pass limits are reached. These hall passes DO count toward a student's hall pass limit.

Set Daily Hall Pass Limits for the School

1. In the **Daily Pass Limit** field, enter the daily limit for student hall passes by typing in the desired value or using the scroll arrows to determine the value. This is the number of hall passes an individual student can be issued in a day. When the daily limit is reached, non-default hall passes may no longer be issued for that student for the rest of the day.
    1. Leave the Daily Pass Limit value blank if the school does not wish to set a daily limit.
2. When finished, press **Save**.

Set Weekly Hall Pass Limits for the School

1. In the **Weekly Pass Limit** field, enter the weekly limit for student hall passes by typing in the desired value or using the scroll arrows to determine the value. This is the number of hall passes an individual student can be issued in a week. When the weekly limit is reached, non-default hall passes may no longer be issued for that student for the rest of the week.
    1. Leave the Weekly Pass Limit value blank if the school does not wish to set a weekly limit.
2. When finished, press **Save**.

Set Monthly Hall Pass Limits for the School

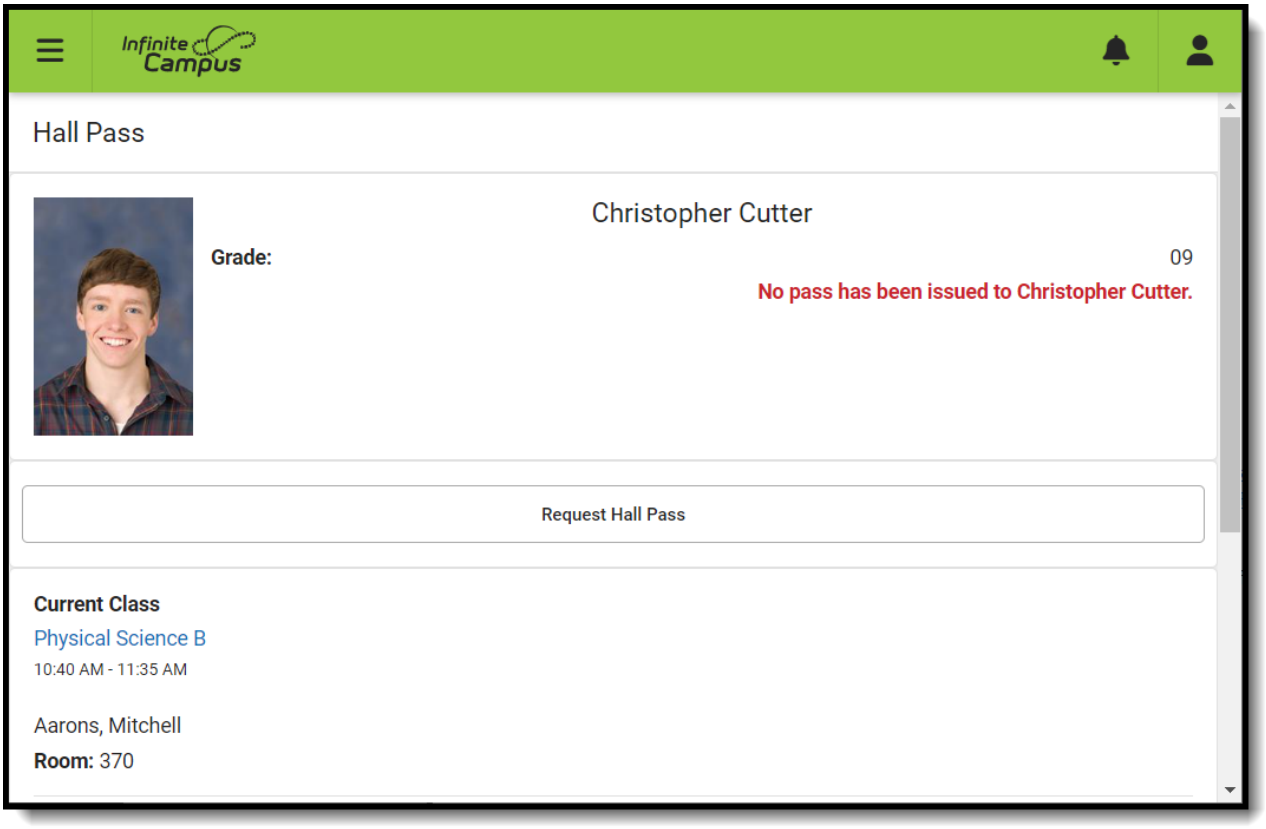
1. In the **Monthly Pass Limit** field, enter the monthly limit for student hall passes by typing in the desired value or using the scroll arrows to determine the value. This is the number of hall passes an individual student can be issued in a month. When the monthly limit is reached, non-default hall passes may no longer be issued for that student for the rest of the month.
    1. Leave the Monthly Pass Limit value blank if the school does not wish to set a monthly limit.
2. When finished, press **Save**.

Set Term Hall Pass Limits for the School

1. In the **Term Pass Limit** field, enter the term limit for student hall passes by typing in the desired value or using the scroll arrows to determine the value. This is the number of hall passes an individual student can be issued in a term. When the term limit is reached, non-default hall passes may no longer be issued for that student for the rest of the term.
    1. Leave the Term Pass Limit value blank if the school does not wish to set a term limit.
2. When finished, press **Save**.

NOTE: To ensure Term Limits work properly, be sure the calendar in which the student is enrolled is selected when issuing a hall pass for the student.

Student Requested Hall Passes (Student Portal)



If Hall Pass is enabled, students can request hall passes from the Student Portal/Student App. When a student goes to select a location, only locations that are flagged as a student will appear, in addition to the group locations that are specific to the room that the student is currently scheduled into. Once a pass location is selected, the teacher who is currently assigned to that student will be required to enter their passcode to approve the request. When a student returns to class or reaches the location for the hall pass, students can end their hall passes by selecting the end current hall pass.

1. Click **Request Hall Pass**.
2. Select a destination.
3. Click the checkmark button.
4. Select a teacher and enter the teacher's Passcode. The hall pass will start as soon as it is entered.
    - If a substitute is working that day, select the substitute and enter the Substitute Passcode.
5. Click **End Current Hall Pass** to immediately end the hall pass.