

Student Hall Pass Lookup

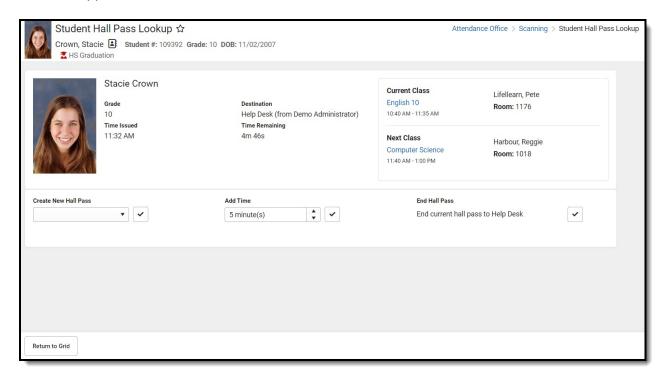
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The Scanning toolset is part of the Campus Workflow Suite.

Create New Hall Pass | Add Time | End Hall Pass

Tool Search: Student Hall Pass Lookup

The Student Hall Pass Lookup allows administrators to create a current hall pass, add additional time to a current hall pass, or end a hall pass. This can be accessed by clicking on a student's tile or using the search within the <u>Hall Monitor Grid</u>. Any comments made in the Teacher Hall Pass View will appear.



Read - Allows the user to view Student Hall Pass Lookup.

Write - Allows the user to add time to hall passes.

Add - Allows the user to create hall passes.

Delete - Allows the user to end hall passes.

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

Create New Hall Pass

1. Click on the student's tile or the Search Button in the <u>Hall Monitor Grid</u> to find the student.



- 2. Click the drop-down under Create New Hall Pass.
- 3. Select the location for the new hall pass.
- 4. Click the checkmark button next to the drop-down. The Time Issued, Destination, and Time Remaining will update according to the newly issued hall pass.

Add Time

- 1. Click on the student's tile within the Hall Monitor Grid.
- 2. Click the drop-down under Add Time.
- 3. Enter the amount of time that will be given to the student.
- 4. Click the checkmark button next to the drop-down. The Time Remaining will update according to the newly issued hall pass.

End Hall Pass

- 1. Click on the student's tile within the Hall Monitor Grid.
- 2. Click the checkmark under End Hall Pass. The hall pass will immediately end.