Scanning Tools Tool Rights

Last Modified on 09/10/2026 9:54 am CDT

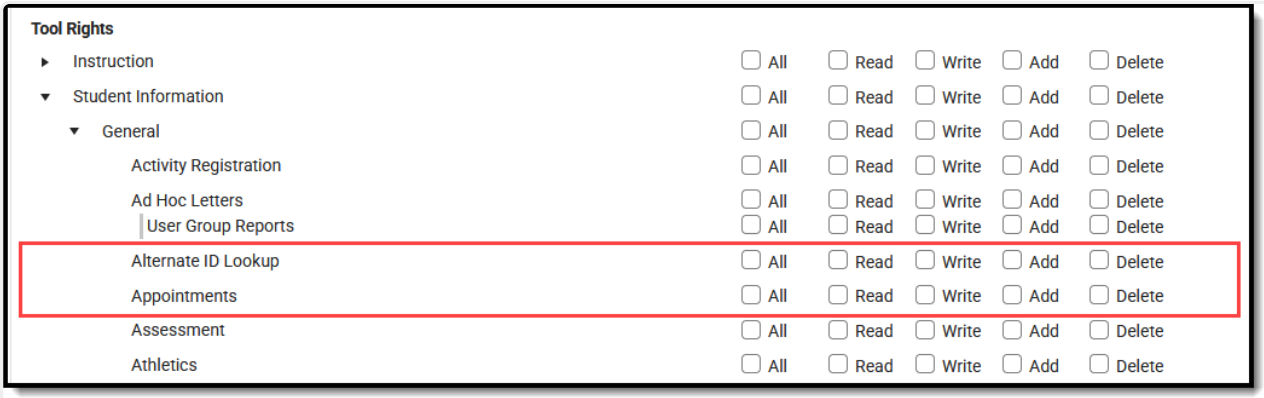
The **Scanning toolset** is part of the Campus Workflow Suite.These tools are used to manage scanning of badges/ID's for various situations where schools choose to implement scanning capabilities..

Scanning tools are found in different locations within Campus. Users may need rights to general tools that are related to the ones used to scan students in and out (e.g. health office, hall pass, attendance, detention). When creating user groups and assigning rights, consider how your district plans to use the entire toolset and what your local workflow(s) will be.

To learn more about scanning-related tools, follow the article links in the tables below.

Student Information

The **Appointments** tool is used to view, add, and manage appointments for individual students. There is a Create Returning Pass checkbox that can be used to create a scannable Return to Class hall pass for the student.



Appointments Tool Rights

Tool	R	W	A	D
Alternate ID Lookup	View student Alternate IDs.	N/A	N/A	Add, edit, and delete Alternate IDs for students.

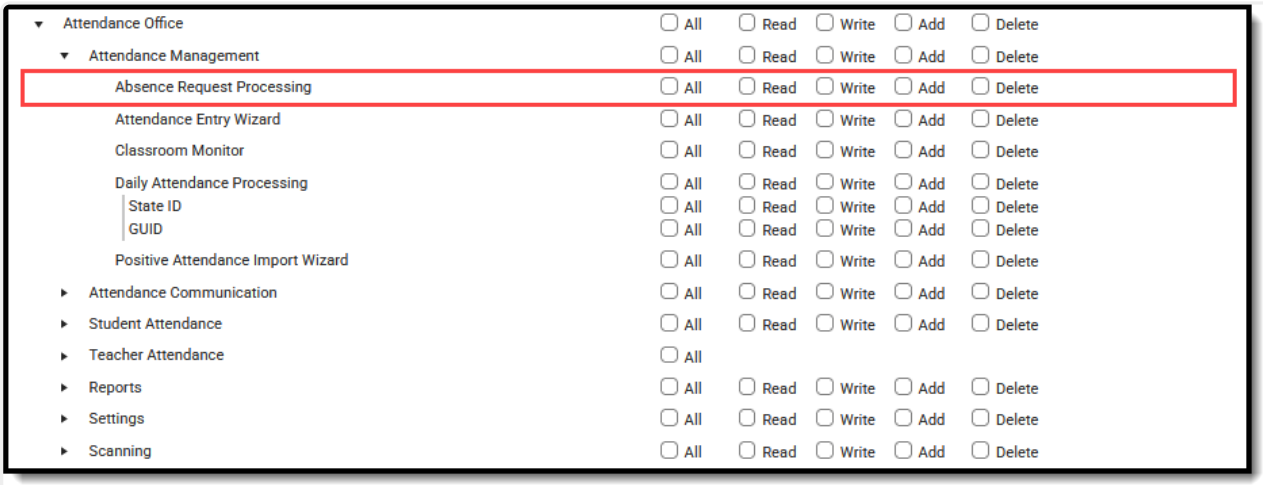
Tool	R	W	A	D
Appointments	View appointments	Take attendance for an appointment, end an appointment early (must be a staff member), edit appointments, create hall pass to return student to class.	Create appointments.	Delete appointments.

Attendance Office Tool Rights

Scanning-related tools found in Attendance Office are used to configure options, generate reports, and process attendance.

Attendance Management

The **Absence Request Processing** tool is used to process requests entered via the Portal or when students scan themselves in or out.

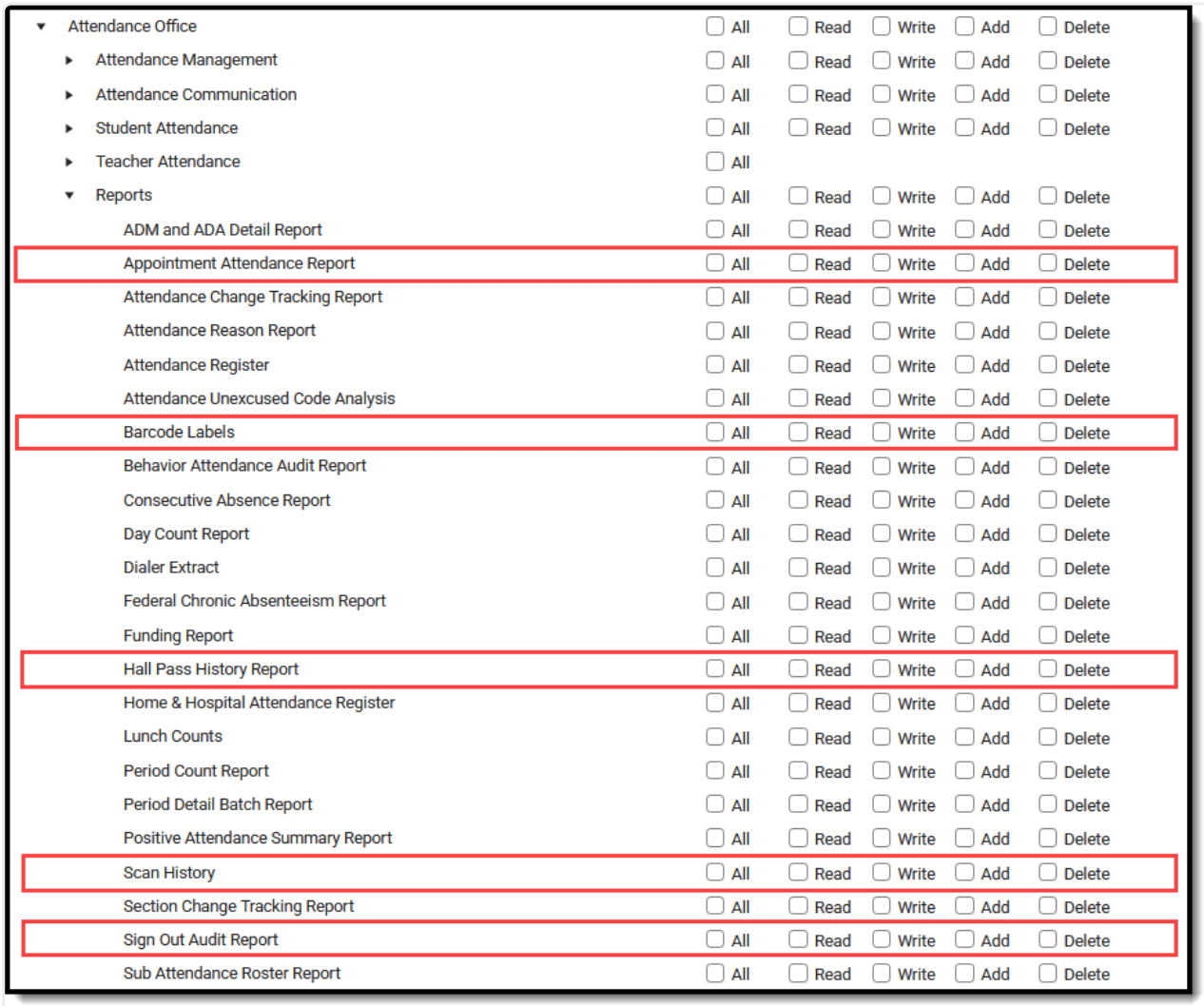


Attendance Office - Attendance Management Scanning Tool Rights

Tool	R	W	A	D
Absence Request Processing	View Absence Requests.	Process Absence Requests.	N/A	N/A

Reports

Users may need to generate scanning-related reports.

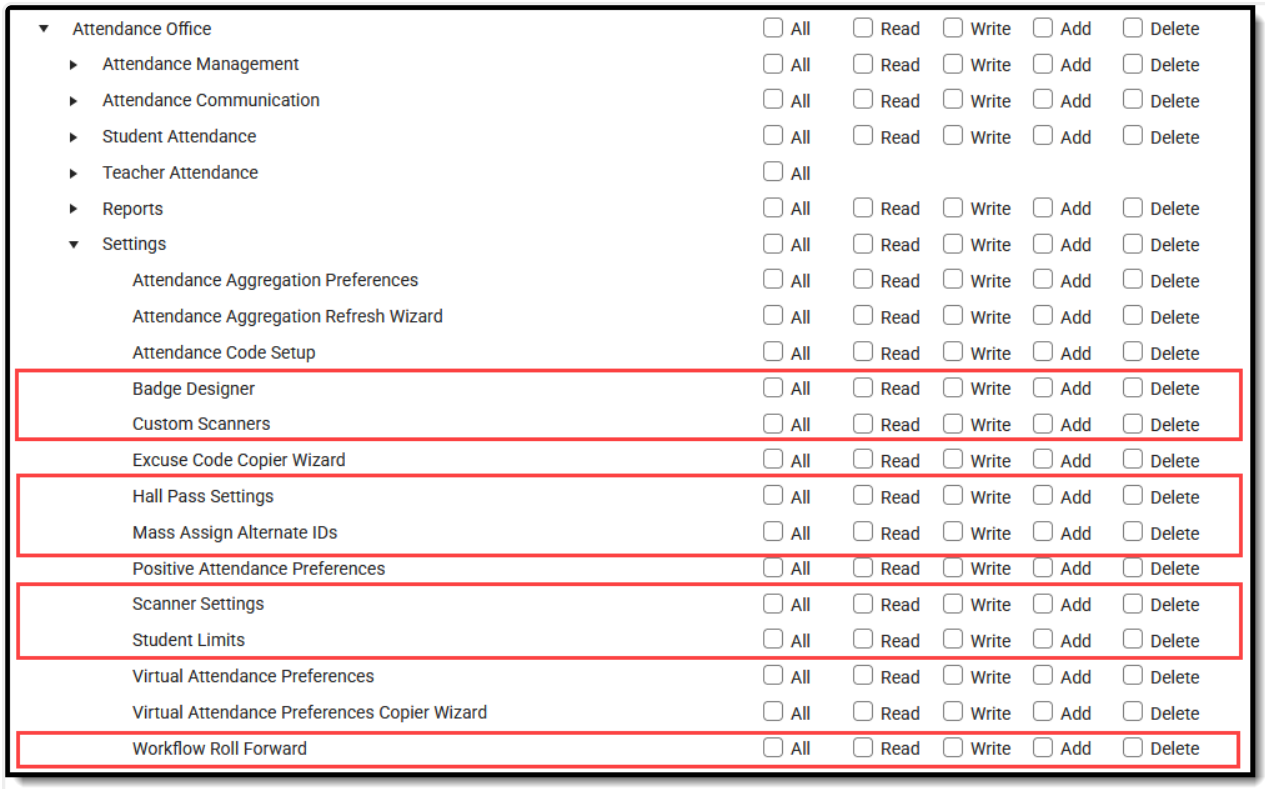


Attendance Office - Reports Scanning Tool Rights

Tool	R	W	A	D
Appointment Attendance Report	Generate the report.	N/A	N/A	N/A
Barcode Labels	Generate the report.	N/A	N/A	N/A
Hall Pass History Report	Generate the report.	N/A	N/A	N/A
Scan History	Generate the report.	N/A	N/A	N/A
Sign Out Audit Report	Generate the report.	N/A	N/A	N/A

Settings

These tools are used to set options and parameters for scanning, badge creation, and hall pass control.



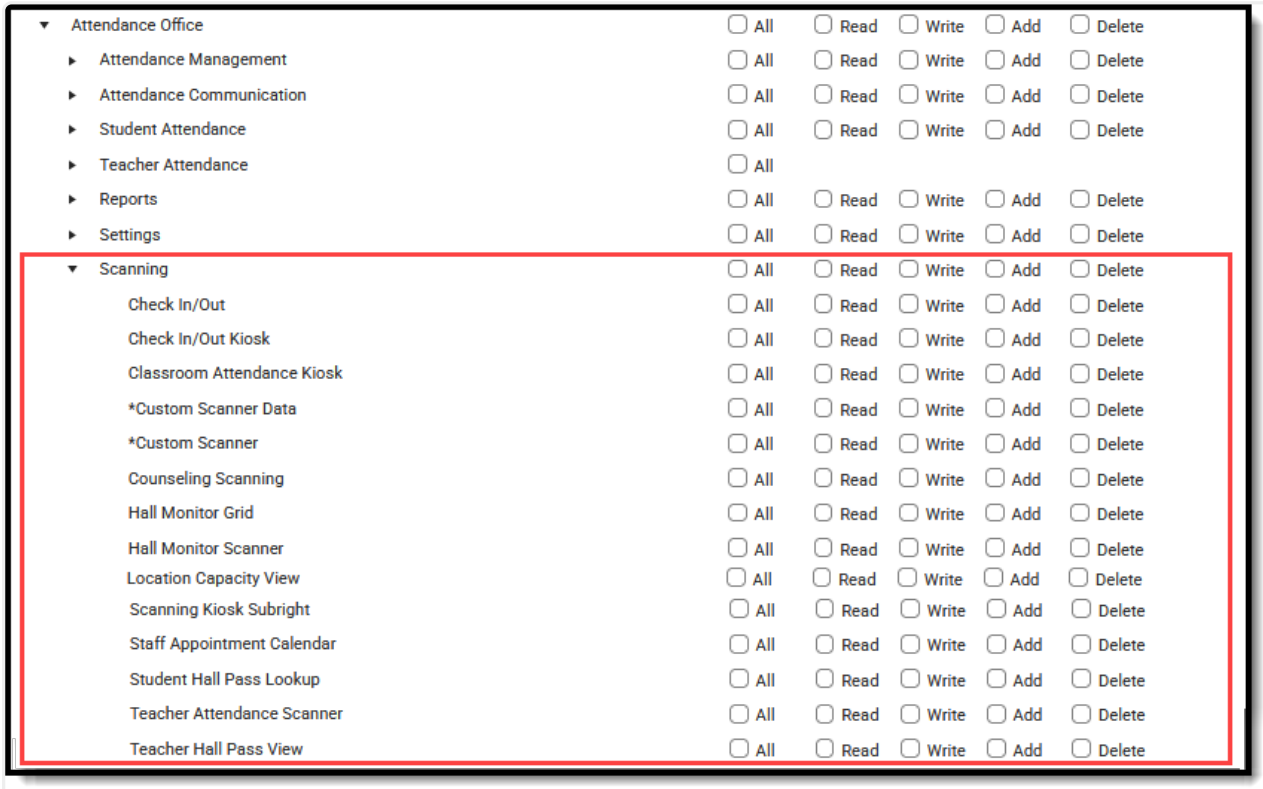
Attendance Office - Settings Scanning Tool Rights

Tool	R	W	A	D
Badge Designer	View existing badge templates.	Edit existing badge templates.	Add new and edit existing badge templates.	Delete badge templates.
Custom Scanners	View existing custom scanners.	Edit existing custom scanners.	Add new custom scanners.	Delete custom scanners.
Hall Pass Settings	View existing Hall Pass settings.	Edit Hall Pass settings.	N/A	N/A
Mass Assign Alternate IDs	N/A	N/A	Import Alternate IDs.	N/A
Scanner Settings	View existing scanner settings.	Edit scanner settings.	N/A	N/A

Tool	R	W	A	D
Student Limits	View existing Student Limits settings.	Edit Student Limits settings.	N/A	N/A
Workflow Roll Forward	View the tool.	Use the tool.	N/A	N/A

Scanning

The attendance office Scanning tools are used to monitor and manage whether students are present and where they are, for example checking in/out of school or checking in/out for an in-school appointment.



Attendance Office - Scanning Tool Rights

Tool	R	W	A	D
Check In/Out	Scan in students.	N/A	N/A	N/A
Check In/Out Kiosk	Launch the kiosk.	N/A	N/A	N/A
Classroom Attendance Kiosk	Scan in students.	N/A	N/A	N/A

Tool	R	W	A	D
Counseling Scanning	Scan in students.	N/A	N/A	N/A
Hall Monitor Grid	View Hall Passes.	N/A	N/A	N/A
Hall Monitor Scanner	Scan in students.	N/A	N/A	N/A
Location Capacity View	View location capacity data.	Check students into/out of the location, enable/disable hall passes to a specific location, and assign hall passes to students who are checked into a location.		
Scanning Kiosk Subright	Assign this subright to a system user "ScanningKioskUser."	N/A	N/A	N/A
Staff Appointment Calendar	View appointments.	Take attendance for an appointment, end an appointment early (must be a staff member), and edit appointments.	Add appointments.	Delete appointments.
Student Hall Pass Lookup	View hall passes.	Assign and end hall passes.	N/A	N/A
Teacher Attendance Scanner	Scan in students.	Change the Tardy Threshold.	N/A	N/A

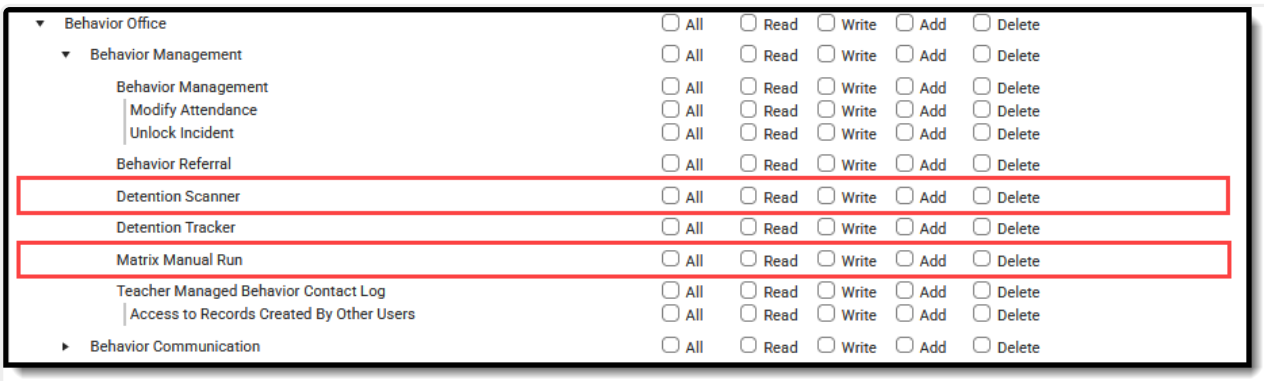
Tool	R	W	A	D
Teacher Hall Pass View	View hall passes.	Assign and end hall passes.	Create and modify their hall pass code.	N/A
Custom Scanning Tools ***(Reflects the district-assigned name of the scanner)***	Scan in students.	N/A	N/A	N/A
Custom Scanning Data ***(Reflects the district-assigned name of the scanner)***	View custom scanning data.	N/A	N/A	N/A

Behavior Office Tool Rights

Students can be scanned in and out of detention. A behavior-resolution matrix can be used to mass-enter behavior resolutions for students who meet certain attendance conditions.

Behavior Management

These tools allow users to check students in and out of detention and manually run any applicable attendance resolution matrix.

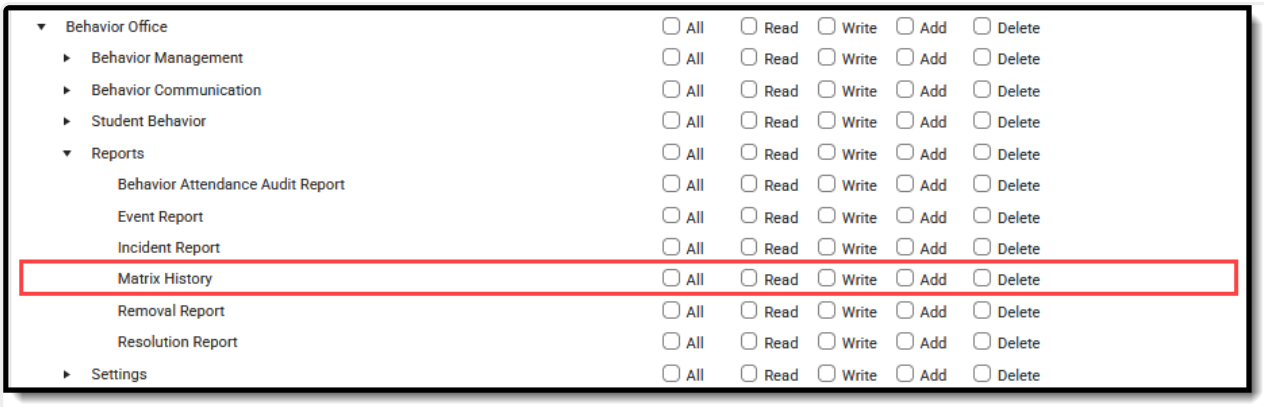


Behavior Office - Behavior Management Scanning Tool Rights

Tool	R	W	A	D
Detention Scanner	Scan in students.	N/A	N/A	N/A

Tool	R	W	A	D
Matrix Manual Run	Run the tool and preview the results.	N/A	Assign behavior resolutions.	N/A

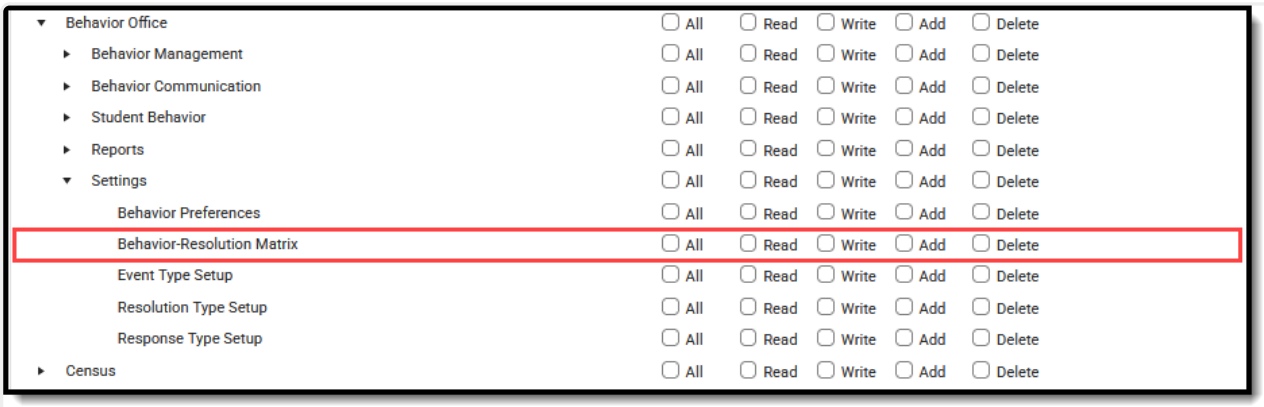
Reports (Matrix)



Behavior Office - Reports Scanning Tool Rights

Tool	R	W	A	D
Matrix History	Generate the report.	N/A	N/A	N/A

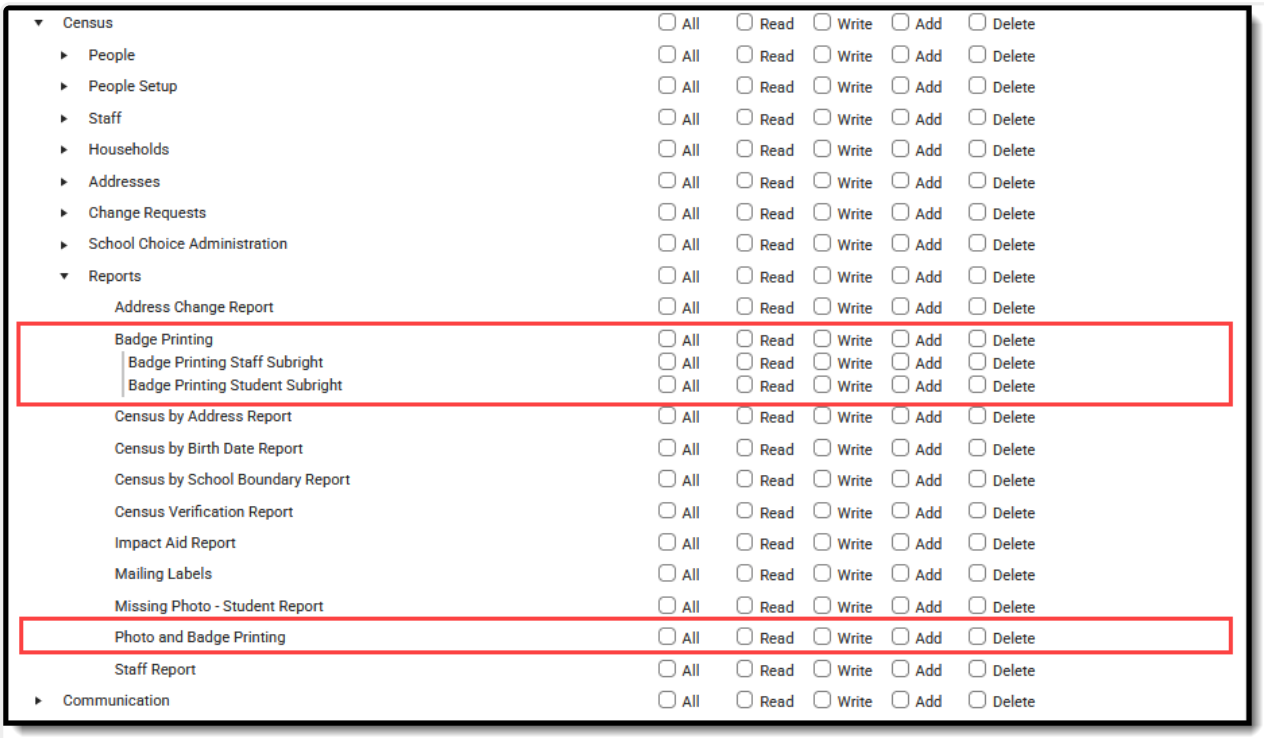
Settings (Matrix)



Tool	R	W	A	D
Behavior Resolution Matrix	Allows the user to view existing matrices.	Allows the user to edit existing matrices.	Allows the user to add existing matrices.	Allows the user to delete existing matrices.

Census Tool Rights

NOTE: To use the Photo and Badge Printing tool, users must have the Read tool right assigned for both Badge Printing and Photo and Badge Printing.

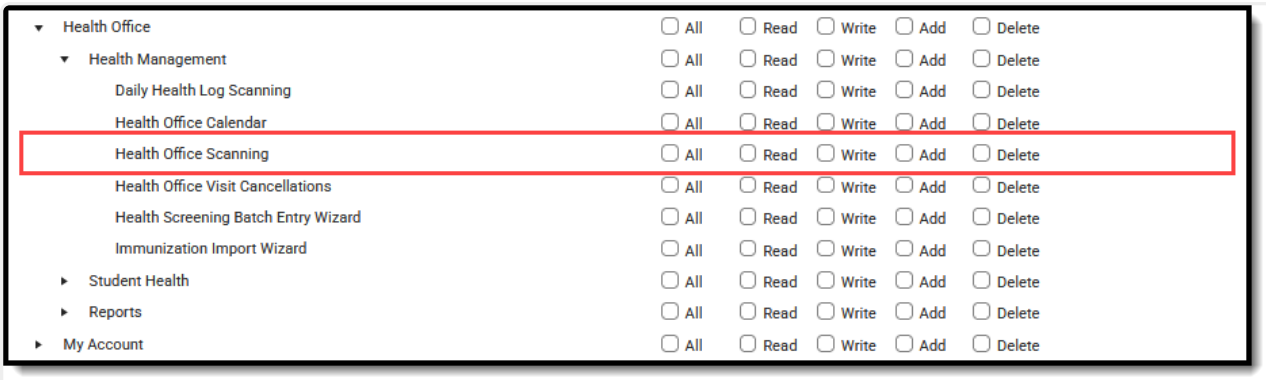


Census - Reports Scanning Tool Rights

Tool	R	W	A	D
Badge Printing	Allows the user to print both student and staff badges.	N/A	N/A	N/A
Badge Printing Staff Subright	Allows the user to print staff badges.	N/A	N/A	N/A
Badge Printing Student Subright	Allows users to print student badges.	N/A	N/A	N/A
Photo and Badge Printing	Allows the user to print a student badge and upload a photo to Campus profile.	N/A	N/A	N/A

Health Office Tool Rights

Students can be scanned in and out for health office appointments.

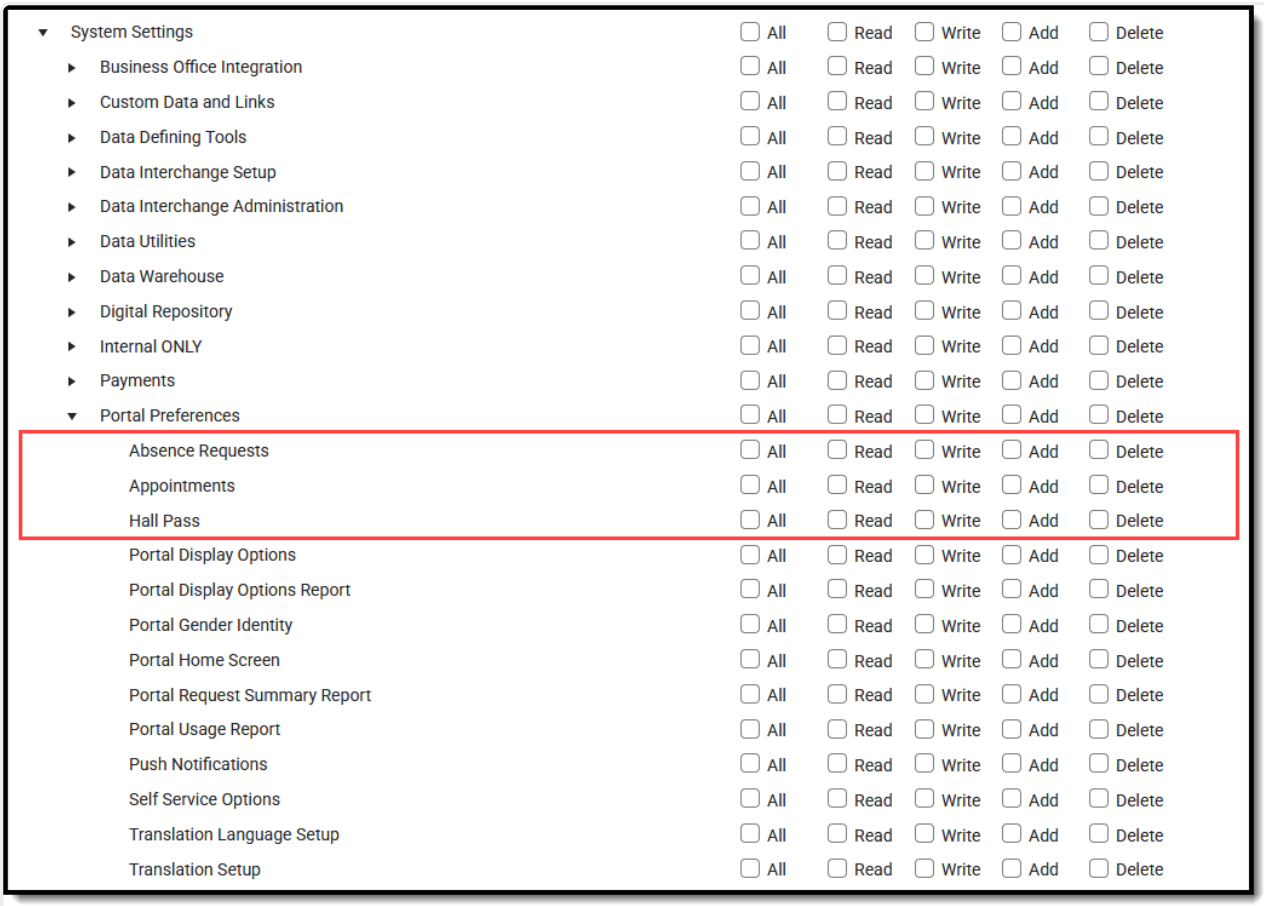


Health Office - Health Management Scanning Tool Rights

Tool	R	W	A	D
Health Office Scanning	Allows the user to scan in students.	N/A	N/A	N/A

Portal Preferences Tool Rights

These tools allow users to enable or disable, at the district level, the absence requests, appointments, and hall pass portal tabs for portal users.



System Settings - Portal Preferences Scanning Tool Rights

Tool	R	W	A	D
Absence Requests	Allows the user to view Absence Requests Portal Preferences.	Allows the user to edit existing Absence Requests Portal Preferences.	N/A	N/A
Appointments	Allows the user to view the Appointment Portal Preferences.	Allows the user to edit the Appointment Portal Preferences.	N/A	N/A
Hall Pass	Allows the user to view Hall Pass Portal Preferences.	Allows the user to edit existing Hall Pass Portal Preferences.	N/A	N/A

Suggested User Groups

Create User Groups as appropriate for your district's needs.

See User Groups and Suggested Roles for more information.