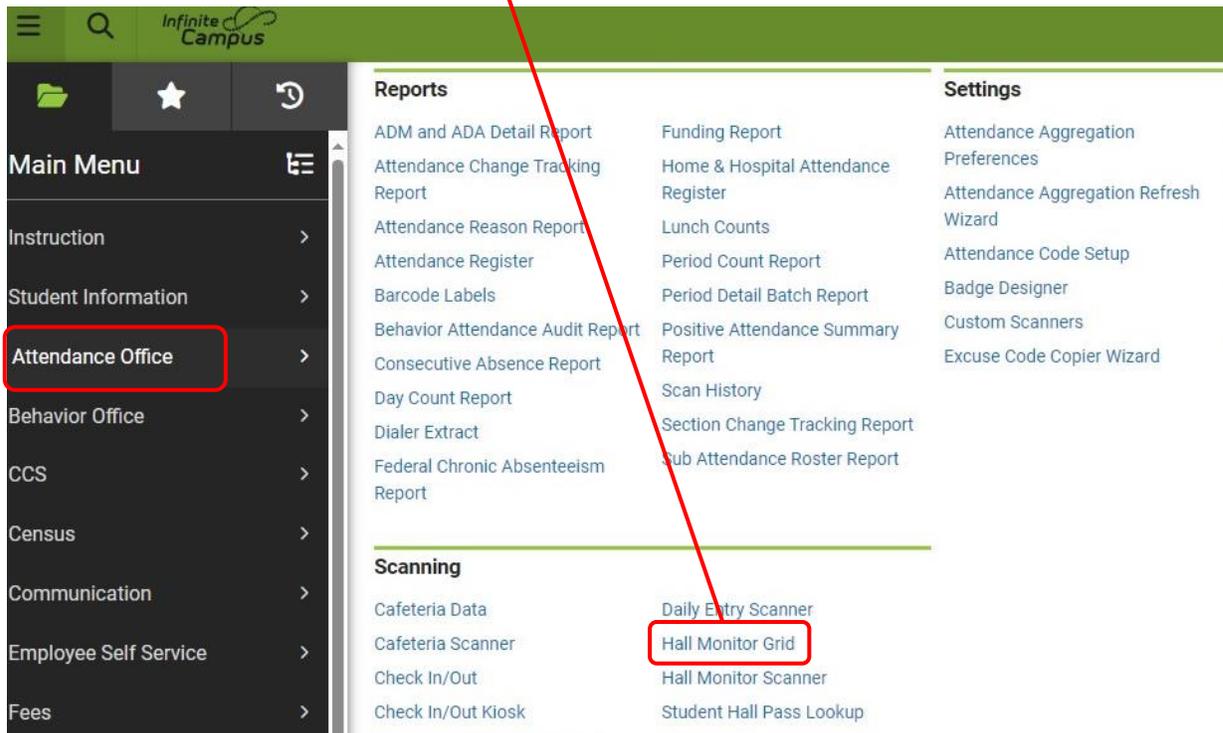


The **Hall Monitor Grid** displays all students within the school that have a current hall pass. The **Hall Monitor Grid** allows the user to edit existing hall passes, create new hall passes or search for students who do not have an assigned hall pass.

Accessing the Hall Monitor Grid

To access the **Hall Monitor Grid** in Infinite Campus:

1. Log into Infinite Campus.
2. Under the **Main Menu**, click on **Attendance Office**.
3. Under **Scanning**, click on **Hall Monitor Grid**.



Hall Monitor Grid

From the **Hall Monitor Grid**, you will see all of the students who have a hall pass assigned to them. You can see their name, picture, which hall pass they have assigned to them, and the time left on their passes.

Student Hall pass Lookup

If you click on one of the student's hall pass, the **Student Hall Pass Lookup** tool window will appear where you can manage the hall pass.

From the **Student Hall Pass Lookup** window, you can add a **Comment** or **Add Time** to a hall pass, or end the student's hall pass.

To add a **Comment** to a hall pass:

1. Click in the **Comments** field, and then type in the desired comment.
2. Click on the checkbox to the right of the **Comments** field to save the comment.

The screenshot shows the Student Hall Pass Lookup interface. On the left is a student's profile picture. To the right, the following information is displayed:

Grade	10	Destination	Health Office (from Demo Administrator)
Time Issued	1:46 PM	Time Remaining	1m 42s

Class information is shown in two sections:

Current Class	Backes, Pearce
US History B	Room: 1175
1:05 PM - 1:55 PM	

Next Class	Grahl, Pierce
Integrated Math II	Room: 367
2:00 PM - 2:55 PM	

At the bottom, there are three main sections:

- Comments:** A text box containing "Conversation with teacher" and a checkmark.
- Add Time:** A spinner box showing "1 minute(s)" and a checkmark.
- End Hall Pass:** A checkbox with the text "End current hall pass to Health Office (from Demo Administrator)?" and a hand cursor pointing to it.

To **Add Time** to a hall pass:

1. Click on the up/down arrow in the **Add Time** field to increase or decrease the time remaining on a hall pass, or
2. Click in the **Add Time** field, and then type in the desired time you want to add to the hall pass.
3. Click on the checkbox to the right of the **Add Time** to save the hall pass time change (the **Time Remaining** will automatically update).

To **End Hall Pass**:

Click on the checkbox to the right of the **End Hall Pass** field.

When you are finished working with the student's hall pass, click on the **Return to Grid** button at the bottom left-hand side of the screen to return to the **Hall Monitor Grid**.

Creating a New Hall Pass

To create a new hall pass from the **Hall Monitor Grid**:

1. Click on the **Search** button from the bottom of the screen.
2. From the **Student Hall Pass Lookup** tool, **Search** for the student.

3. Click on the drop-down arrow in the **Create New Hall Pass** field, and then select the desired hall pass.
4. Click on the checkbox to the right of the **Create New Hall Pass** field to create the hall pass.

Once you have selected the desired hall pass, you will be presented with the options of adding a comment, adding time to the hall pass, and ending the hall pass.

When you are finished working with the student's hall pass, click on the **Return to Grid** button at the bottom left-hand side of the screen to return to the **Hall Monitor Grid**.

Restricted Student Groups

If students have been placed into a **Restricted Student Group** in Hall Pass Settings, and two or more members in the group have a hall pass, they will have a red **R** restriction icon next to their name.

If you hover over the restriction icon, the comment for the restriction is shown.

IT Support

Hall Monitor Grid:

If you have questions regarding the **Hall Monitor Grid** after reviewing the steps above, please submit a support request via email to epssupport@eriesd.org.