

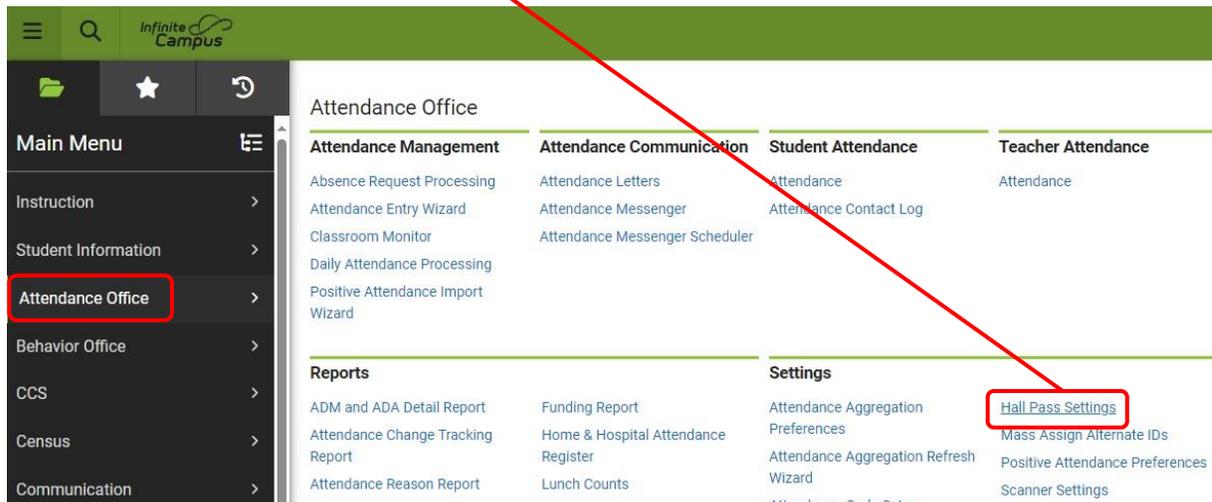
The **Hall Pass Settings** tool allows schools to create designated locations for hall passes, helping to manage student movements within the school. These hall passes can be assigned by faculty and requested by students within the Campus Student Portal or the Student App.

### Setting Up Hall Passes

#### Accessing Hall Pass Settings:

To access **Hall Pass Settings** in Infinite Campus:

1. Log into Infinite Campus.
2. Under the **Main Menu**, click on **Attendance Office**.
3. Under **Settings**, click on **Hall Pass Settings**.



The screenshot shows the Infinite Campus interface. On the left is a 'Main Menu' sidebar with 'Attendance Office' highlighted in a red box. The main content area is titled 'Attendance Office' and is divided into several sections: 'Attendance Management', 'Attendance Communication', 'Student Attendance', 'Teacher Attendance', 'Reports', and 'Settings'. In the 'Settings' section, 'Hall Pass Settings' is highlighted with a red box. A red arrow originates from the 'Attendance Office' menu item and points directly to the 'Hall Pass Settings' option.

#### Hall Pass Settings:

**Hall Pass Settings** are calendar specific. In order to view the settings, you will need to make sure you have your school calendar selected from the menu.

There are three different settings in Hall Pass. These tools include **Hall Pass**, **Hall Pass Groups** and **Hall Pass Restricted Student Groups**.

## Hall Pass:

The **Hall Pass** settings tool allows schools to create designated locations for hall passes, helping to manage student movements within the school.

Hall Pass

Student	Teacher	Admin	Hall Pass Label	Seq	Limit	Duration (min)	All Rooms	Active	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Returning to Class"/>	0	999	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Bathroom Floor 2"/>	1	2	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

To create a new **Hall Pass**:

1. Click **Add Row**.
2. The first three check boxes for the new pass determine who can request or create the hall pass.
  - a. **Student** - allows the student to select the hall pass when checking out of class
  - b. **Teacher** - allows teachers to assign the hall pass to students from the Teacher Hall Pass View.
  - c. **Admin** - allows staff with tool rights to the Hall Monitor Grid to assign the pass from the Hall Monitor Grid.
3. Enter a name for the new Hall Pass in the **Hall Pass Label** field.
4. The **Seq** (Sequence) determines the order in which the hall passes appear on the Teacher Hall Pass View or in the Hall Monitor Grid drop-down list. Hall passes with the same sequence number will appear in alphabetical order.
5. **Limit** determines how many hall passes a teacher can assign at one time for a particular pass.
6. **Duration** – determines the length of time the hall pass is valid.
7. **All Rooms** – this check box determines from where the hall pass can be assigned. If checked, teachers in any room within the building can assign the hall pass.
8. **Active** – determines if the hall pass is available to assign to students.
9. **Delete** – click the trash can icon to delete any hall passes that were created in error.
10. Once all of the desired hall passes have been created, click **Save** at the bottom of the screen.

## Hall Pass Groups:

**Hall Pass Groups** are used to group locations to specific rooms, such as a bathroom near classrooms. **Hall Pass Groups** determine which rooms can assign specific hall passes. 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.

If a hall pass does not have the **All Rooms** checkbox checked, you must use **Hall Pass Groups** to tell the system which rooms can assign the pass.

## To create a **Hall Pass Group**:



1. Click on **Add Row**.
2. In the **Group Name** field, enter the name for the **Hall pass Group** you are creating.
3. Click in the **Classrooms** field. From the menu that appears, select which rooms you want to be able to assign the hall pass.
4. Click in the **Hall Pass** field. From the menu that appears, select the hall passes that you want to be available to the set of rooms that you selected.

**Note:** Only the hall passes that do not have the **All Rooms** checkbox selected will be available under the **Hall Pass** drop-down menu.

5. Once all of the information has been entered, click **Save**.

## **Hall Pass Restricted Student Groups:**

**Hall Pass Restricted Student Groups** allow you to prevent certain students from being assigned hall passes at the same time.



## To create a **Restricted Student Group**:

1. Click **Add Row**.
2. Enter a **Group Name** for the group (you may want to name the group by the actual student names that are in the group).
3. From the **Students** field, select all of the students that should not have hall passes at the same time (type in the student's last name to search for the student).
4. Enter any desired **Comments** for the restricted group. Any comments entered here will appear when you hover over the **R** (restriction icon) on the Teacher Hall Pass View or the Hall Monitor Grid.
5. Once all of the information has been entered, click **Save**.

**Note:** When a student in the group has a hall pass assigned to them, the remaining group members will have a red **R** restriction icon next to their name, indicating a restriction.

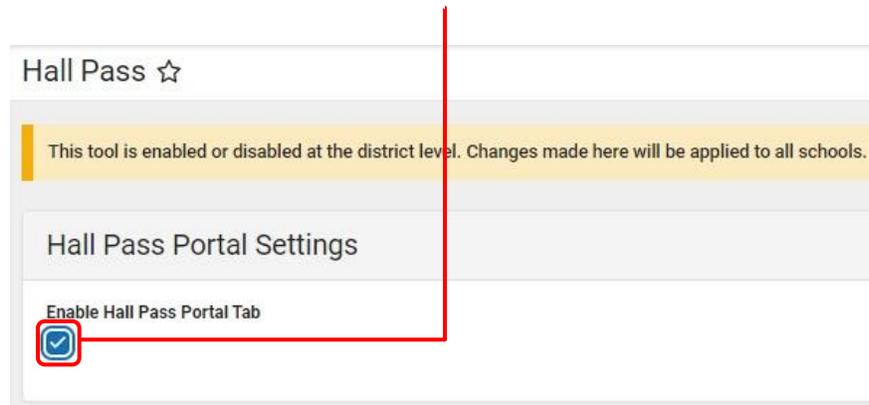
## Student Requested Hall Passes

If you want students to be able to request and manage hall passes on the **Student Portal**, you will need to enable **Hall Pass** on the Portal.

When a student goes to select a location, only locations where the checkbox is selected under **Student** will appear. In addition, only the group locations that are specific to the room that the student is currently scheduled will appear for the student. 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.

To enable **Hall Pass** on the student portal

1. Under the **Main Menu**, click on **System Settings**.
2. Under **Portal Preferences**, click on **Hall Pass**.
3. Click on the checkbox below **Enable Hall Pass Portal Tab**.



4. Click **Save**.

If this box is checked, students can view, manage, and request hall passes in the **Student Portal**.

**Note:** The **Hall Pass Portal Tab** is a district-level setting. Changes made here will be applied to the entire district.

## IT Support

### Hall Pass Settings:

If you have questions regarding the setup of **Hall Pass Settings** after reviewing the steps above, please submit a support request via email to [epssupport@eriesd.org](mailto:epssupport@eriesd.org).