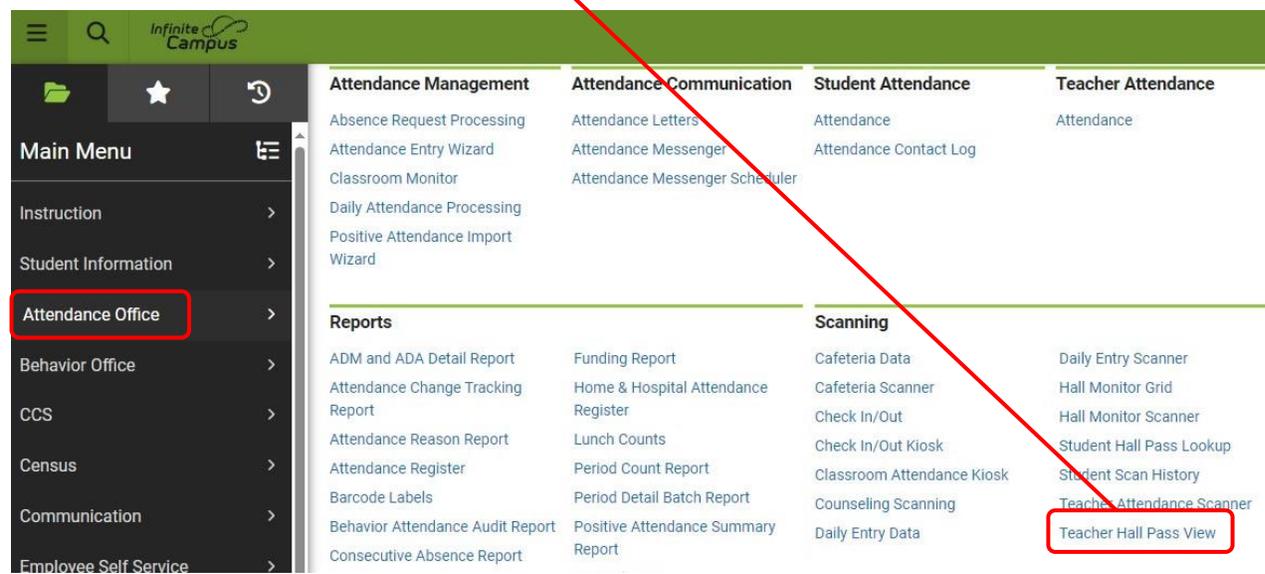


The **Teacher Hall Pass View** is used to assign and review hall passes for all students who are rostered into their courses. All locations that are either assigned to this room or locations flagged as all rooms from **Hall Pass Settings** will be available. **Teacher Hall Pass View** will default to the current period that is in session when opened.

## Teacher Hall Pass View Tool

Teachers can manage hall passes in the **Teacher Hall Pass View Tool**. To access the **Teacher Hall Pass View Tool** in Infinite Campus:

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



The screenshot shows the Infinite Campus interface. On the left is the 'Main Menu' with 'Attendance Office' highlighted in a red box. The main content area is divided into four columns: 'Attendance Management', 'Attendance Communication', 'Student Attendance', and 'Teacher Attendance'. Below these are 'Reports' and 'Scanning' sections. In the 'Scanning' section, 'Teacher Hall Pass View' is highlighted in a red box. A red arrow points from the 'Attendance Office' box to the 'Teacher Hall Pass View' box.

### Teacher Hall Pass View:

From the **Teacher Hall Pass View**, the teacher will see the following:

1. A list of the periods that they teacher, with the current period selected.
2. All of the students rostered in the class for the selected period.
3. A list of all available hall passes for the teacher's classroom.

## Assigning Hall Passes

### Assigning a Student a Hall pass:

You can assign students the hall passes that are located under the **Locations** column from your **Teacher Hall Pass View**. To assign a hall pass to a student:

1. Locate the name of the student requesting the hall pass from roster of the current period.
2. Click on the hall pass **Location** button within the selected student's row.

#### Teacher Hall Pass View ☆

English 10 [0] [1] [4] [5] [6] [7] [ACT]

NAME	REMAINING TIME	END PASS?	LOCATIONS
Chipperfield, Vivienne			Bathroom Floor 1   Media Center   Health Office
Countryman, Eilyste			Bathroom Floor 1   Media Center   Health Office
Cressman, Lorie			Bathroom Floor 1   Media Center   Health Office
Damms, Tejal			Bathroom Floor 1   Media Center   Health Office
Dirof, Chi-mun			Bathroom Floor 1   Media Center   Health Office
Dodd, Joseph	9m 58s	End Pass ▼	Bathroom Floor 1   Media Center   Health Office
Donat, Lisa			Bathroom Floor 1   Media Center   Health Office

A new hall pass will be created for the selected student. This will start a timer in the **Remaining Time** column. The duration of the hall pass selected is based off of the **Hall Pass Settings** (set by your building admin) for the particular location of the hall pass.

- If a pass has more than 1 minute remaining on the timer, the pass button will be **green**.
- If a pass has less than 1 minute remaining on the timer, the pass button will be **yellow**.
- If a pass expires, the pass button will be **red**, and the timer will say **Pass Expired**.

### Exceeding Hall Pass Limits:

From the **Teacher hall Pass View**, you can assign additional passes as they are requested.

When the number of hall pass requests reaches the limit that has been placed on the selected location, the Hall Pass Tool will deny the request. The teacher will receive a message that the **Maximum amount of passes have been issued for this location**.

LOCATIONS

Bathroom Floor 1	Media Center	Health Office
Bathroom Floor 1	Media Center	Health Office
Bathroom Floor 1	Media Center	Health Office
Bathroom Floor 1		
Bathroom Floor 1		
Bathroom Floor 1	Media Center	Health Office
Bathroom Floor 1	Media Center	Health Office

! Maximum amount of passes have been issued for this location

## Restricted Student Groups:

The **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 in a **Restricted Student 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.

A teacher will not be able to assign a hall pass to the student until the other student in the restricted group hall pass has ended.

English 10 0 1 4 5 6 7 ACT

NAME	REMAINING TIME
Chipperfield, Vivienne <b>R</b>	
Countryman, Elyste	4m 32s
Cressman, Lorie	1m 34s
Damms, Tejal	9m 35s

## Ending a Hall Pass

Hall passes do not automatically end when the timer is done. They must be ended within the **Teacher Hall Pass View**. Teachers have two ways to end a hall pass:

### End Pass button:

When the student returns to class from their hall pass location, click on the **End Pass** button. This will mark the pass as ended and record the current time as the end time.

### End Pass on Time:

Click on the triangle next to **End Pass**, and then select **End Pass on Time** from the menu that appears. This will end the pass at the expiration time set when the pass was assigned.

REMAINING TIME	END PASS?	LOCATIONS
		Bathroom Floor 1
3m 42s	End Pass	Bathroom Floor 1
		Bathroom Floor 1
8m 45s	End Pass	Bathroom Floor 1
8m 46s	End Pass	Bathroom Floor 1
<b>PASS EXPIRED</b>	End Pass	Bathroom Floor 1
	End Pass on Time	Bathroom Floor 1

## Creating a Teacher Passcode

If students use the **Student Portal** to request a hall pass, the teacher must create a passcode to authorize a student's hall pass request.

To create a **Passcode** (from the **Teacher Hall Pass View**):

1. Click on the **View/Edit Passcode** button from the upper right-hand corner of the screen.
2. Enter a **six-digit** passcode.
3. Click **Save**.

## IT Support

### **Teacher Hall Pass View:**

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