



STAFF USER GUIDE



Creating & Managing Hall Passes *with* Pikmykid

Staff-Created Passes

Staff members can create passes for students from the school portal.

- Once logged in to the portal, click **Hall Pass** on the left sidebar.
- From the Hall Pass management page, click **Create Hall Pass**.
- The **Leaving From** room will always be listed as the staff member logged in, but can be changed if needed. Then select the **Going To** destination.
- Then select the **student(s)**. **Filters** can be used to search for a student or the student's name can be selected from the list on the right.
- Then select **Create Hall Pass** – the hall pass is now **Active** for the student(s).

Hall Passes can also be **scheduled** for a later time in the day or scheduled as a **repeating event** for students who need to leave the classroom on a frequent basis.

Create Hall Passes

Leaving From: Jenn Loxton | Trip Type: [Switch] | Going To: Room - 2nd Floor Boys Bathroom | Duration (Min): 8

Filters:

Student Name: Joey

Student ID: [Field] | SIS ID: [Field]

Classroom: All Classrooms

Grade: All Grades

Student Tags: All Tags

Clear Filters

Students: 1 Students Selected

[Checked] Joey Benson

SCHEDULE FOR FUTURE

REPEAT EVENT

Comments: [Text Area]

Create Hall Pass Cancel

Managing Hall Passes

From the Hall Pass dashboard, staff members can **view & manage all hall passes** or sort passes using a variety of filters. Once a student's trip is complete, staff should click the **check mark to complete the pass**, creating a timestamp of when the student returned.

Hall Pass

Hall Pass Dashboard **Manage Hall Pass**

Hall Passes 1

STUDENT	DEPARTING FROM	DESTINATION	START TIME	STATUS	ACTIONS
Joey Benson	Jenn Loxton	2nd Floor Boys Bathroom	2:03 PM	Active	 Complete

1 of 1

Hall Pass Status

- **Active** Hall pass is in progress.
- **Completed** Student has returned to class and pass has been marked complete.
- **Expired** Hall pass has expired based on time allotted for that location.
- **Scheduled** Pass will be active at a later time.
- **Terminated** Pass was not completed, but another action has taken place (e.g. student has been dismissed, left early, or checked-in to a location).
- **(S)** Pass was created in the Student Portal.
- **(K)** Pass was created in the Kiosk.

Pikmykid

Hall Pass

Hall Pass Dashboard **Manage Hall Pass**

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STUDENT	DEPARTING FROM	DESTINATION	START TIME	STATUS	ACTIONS
Marc Palerman (ID: 154)	Jenn Loxton	→ Testing Room	2:15 PM	Scheduled	
Cameron Baker (ID: 127)	Jenn Loxton	⇄ 1st Floor Boys Bathroom	2:07 PM	Active (K)	
Michael Bowers (ID: 123)	Jenn Loxton	→ Testing Room	2:06 PM	Expired	
Amy Loxton (ID: 120)	Jenn Loxton	→ Nurse Lane	2:05 PM	Active (S)	
Riagan Beall (ID: 101)	Jenn Loxton	⇄ 2nd Floor Girls Bathroom	2:04 PM	Active	

1 of 1

5 total rows

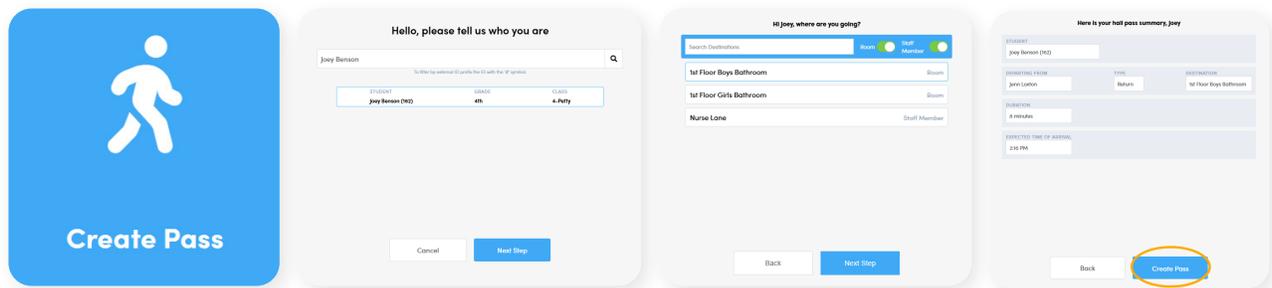
Student-Created Passes In Kiosk Mode

A kiosk station can be created so students can make their own passes. To create a Kiosk on any device, click the **Kiosk Mode** tab on the top right on the Hall Pass page. Determine which

destinations and the **students** you'd like to allow to create passes at the kiosk; you can also filter by classroom and grade to select specific students. Then create a **numeric password** that will be used when you are ready to exit Kiosk Mode on the device.

Create A Pass On The Kiosk

- Student will click on **Create Pass**.
- Student will then **search** either their full name, their Pikmykid ID or their external school ID (e.g. #123456) and click **Next Step**.
- Student will **select where they are going**.
- The student will receive a summary of their pass information and click **Create Pass**.



Complete A Pass On The Kiosk

- Student will click **Complete Pass**.
- Student will search again with either their full name, their Pikmykid ID or their external school ID.
- The student will receive a summary of their pass information and click **Complete Pass** (creating a timestamp of when the student returned).

