

STAFF USER GUIDE

Setting Up Digital Hall Pass

Staff with administrative access in the portal will begin by configuring the settings and parameters for Hall Pass usage.



HALL PASS SETTINGS

Staff Notifications

Informs staff of Hall Pass activity. When enabled, staff will receive an email notification, and if they have the Pikmykid Staff app, they will also receive a push notification.

Destination Capacity Limit

Allows you to determine how many passes can be active to a location at one time.

Daily Destination Limit

Refers to how many passes can be created to each room within one day.

Student Daily Limit

Determines the number of passes students have access to throughout the school day.

Hallway Capacity

Allows you to determine how many students on a hall pass can be moving about the hallways at one time.

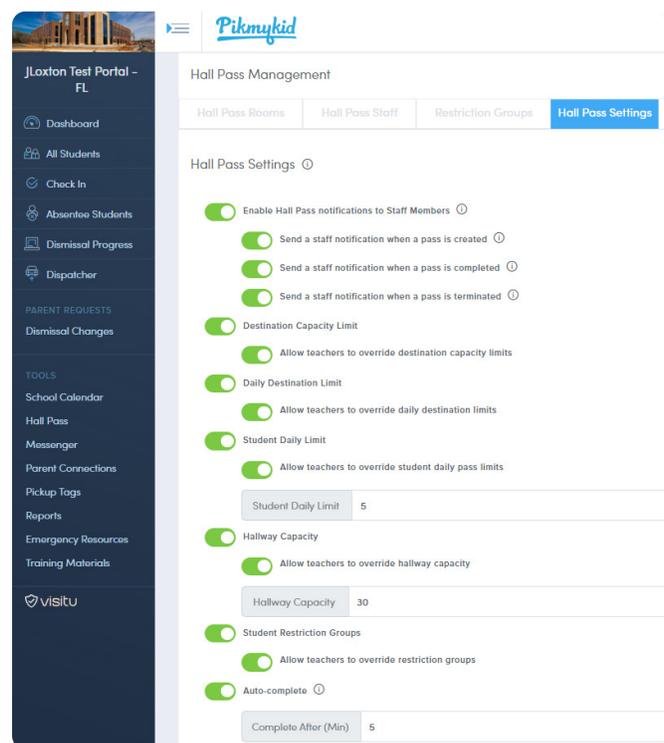
Student Restriction Groups

Can be created to limit problematic behavior by preventing specific students from leaving the class at the same time.

Auto-Complete

When an expired pass is left incomplete, the system will complete the hall pass automatically after the set time limit.

With each capacity limit or restriction, staff can have the ability to override the limits when necessary (optional setting based on school determination).



HALL PASS ROOMS

Here you can set up which rooms or Hall Pass destinations are available such as campus restrooms, the clinic, front office, or media center.

NAME	DEFAULT TRIP TYPE	DEFAULT DURATION	ACTIONS
1st Floor Boys Bathroom	Return	8 Minutes	[Edit] [Delete]
1st Floor Girls Bathroom	Return	8 Minutes	[Edit] [Delete]
2nd Floor Boys Bathroom	Return	8 Minutes	[Edit] [Delete]
2nd Floor Computer Lab	Return	30 Minutes	[Edit] [Delete]
2nd Floor Girls Bathroom	Return	8 Minutes	[Edit] [Delete]
3rd Floor Girls Restroom	Return	8 Minutes	[Edit] [Delete]
Front Office	Return	15 Minutes	[Edit] [Delete]
Library	Return	15 Minutes	[Edit] [Delete]

HALL PASS STAFF

Staff that are listed here will be able to access the Hall Pass feature from the school portal. They will also be listed as destination options when creating passes.

STAFF MEMBER	DEFAULT TRIP TYPE	DEFAULT DURATION	ACTIONS
Jason Bowers	Return	15 Minutes	[Edit] [Delete]
Rachel Francis	Return	15 Minutes	[Edit] [Delete]
Jamie Kandar	Return	15 Minutes	[Edit] [Delete]
Nana Lane	One-Way	30 Minutes	[Edit] [Delete]
Jeri Loaton	Return	15 Minutes	[Edit] [Delete]
Jenna Matthews	Return	15 Minutes	[Edit] [Delete]
John Miller	Return	30 Minutes	[Edit] [Delete]
Officer Perry	Return	15 Minutes	[Edit] [Delete]
Eric Soto	Return	15 Minutes	[Edit] [Delete]
Christine Swanson	Return	15 Minutes	[Edit] [Delete]

RESTRICTION GROUPS

Staff can create and manage student restriction groups from this page; restriction groups can be added or deleted at any time throughout the school year.

GROUP NAME	STUDENTS	RESTRICTION TYPE	CREATED DATE	CREATED BY	ACTIONS
Behavior/ighting	Christopher Bennett and Michael Rowen	Destination	06/02/2024 03:32 PM	Jeri Loaton	[Edit] [Delete]
Missing	Jessica Pivert and Julia Guke	General	12/04/2024 01:16 PM	Jeri Loaton	[Edit] [Delete]

ACCESSING *the* FEATURE

How To Use Digital Hall Pass



All school users will login to schools.pikmykid.com to access the school portal. From there, staff will navigate to the Hall Pass tab on the blue left side bar on the dashboard. A quick snapshot of Hall Pass activity can also be viewed from the portal dashboard.

Hall Pass information, including timestamped data, is available to view in the school portal under Reports.

TEACHER-CREATED PASSES

Click the **Hall Pass** tab on the blue left side bar, then click **Create Hall Pass**. Select where the student is leaving from and going to and click **Create Hall Pass**. On the following screen:

- The default **Trip Type & Duration** will appear and can be edited.
- **Search** for a student name or filter by grade or classroom.
- Select a student's name by **checking the box** next to their name. You can even create a pass for multiple students at once!
- Click **Create Pass** – the pass is now **Active** for the student.
- Teachers can also **schedule passes for the future** or create **repeating passes** for students who need to leave the classroom on a frequent basis.

Create Hall Passes

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

Filters

Student Name: Joey
Student ID: [input] SIS ID: [input]
Classroom: All Classrooms
Grade: All Grades
Student Tags: All Tags
Clear Filters

Students: 1 Students Selected
Joey Benson [checkbox]

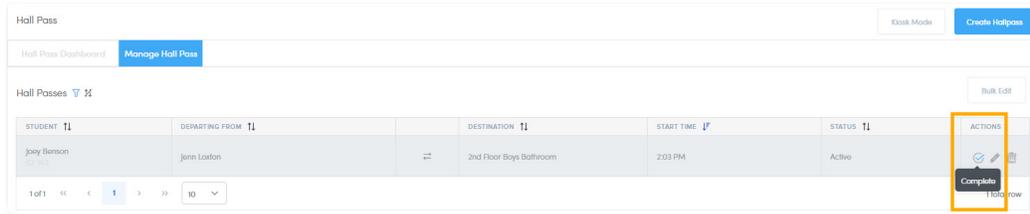
SCHEDULE FOR FUTURE
 REPEAT EVENT

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 **Bulk Edit**

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

1 of 1

