

1



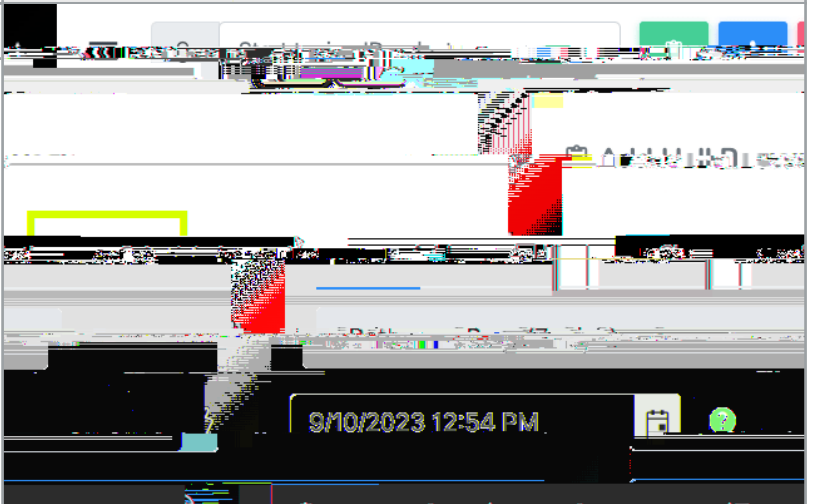
The first step is to open **Hall Passes**



2



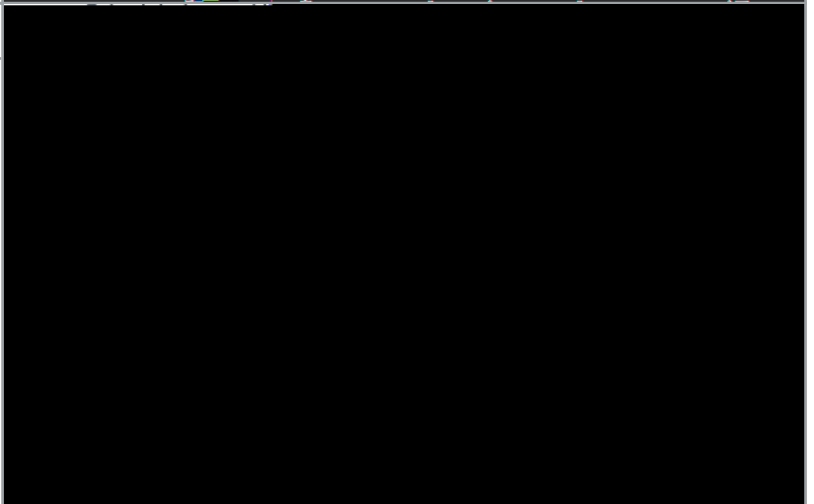
Click **Classes**



3



Click **--select class--**



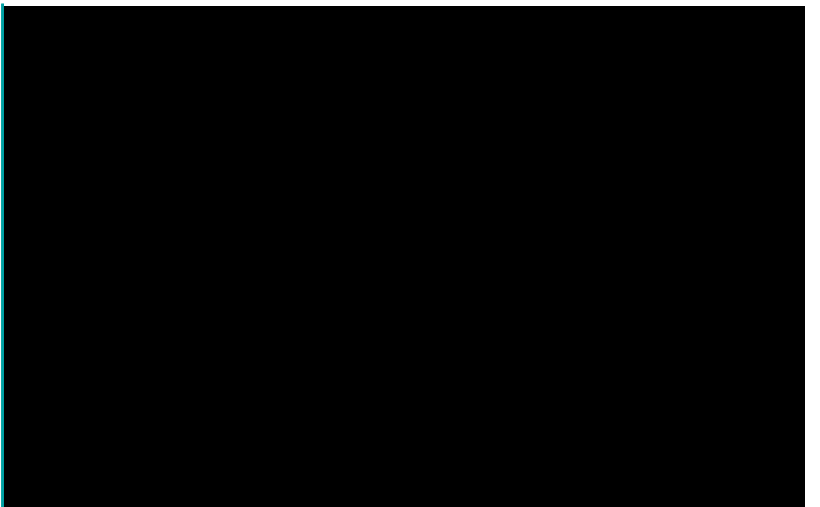







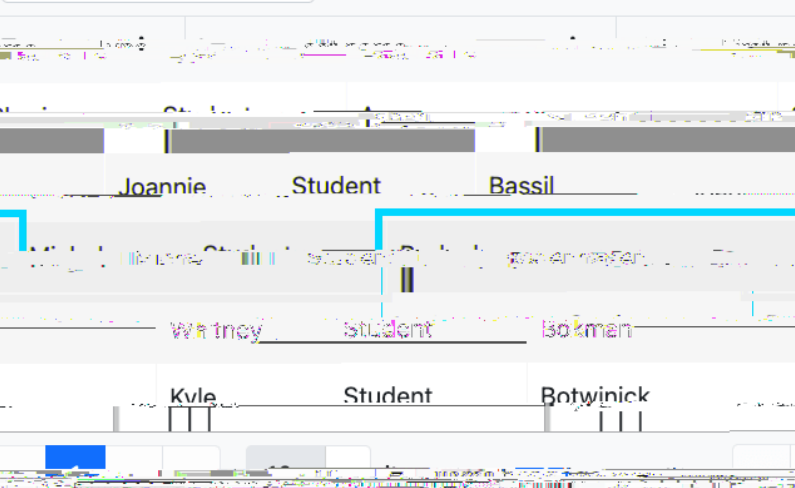
Select the desired class


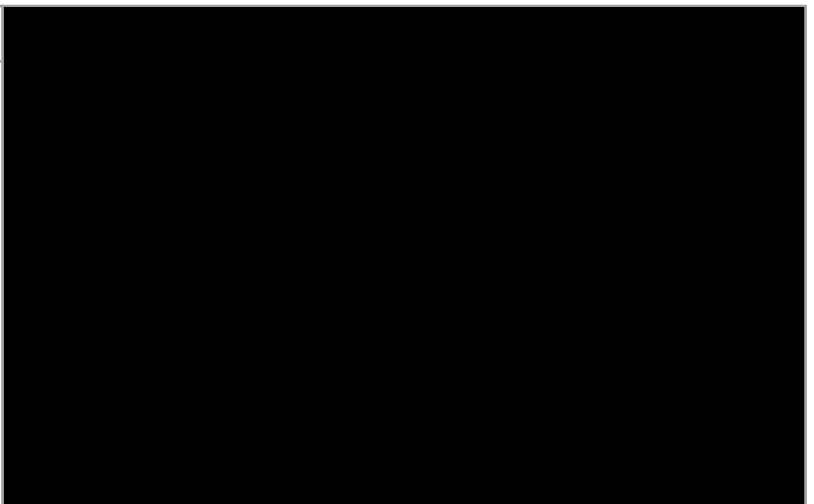



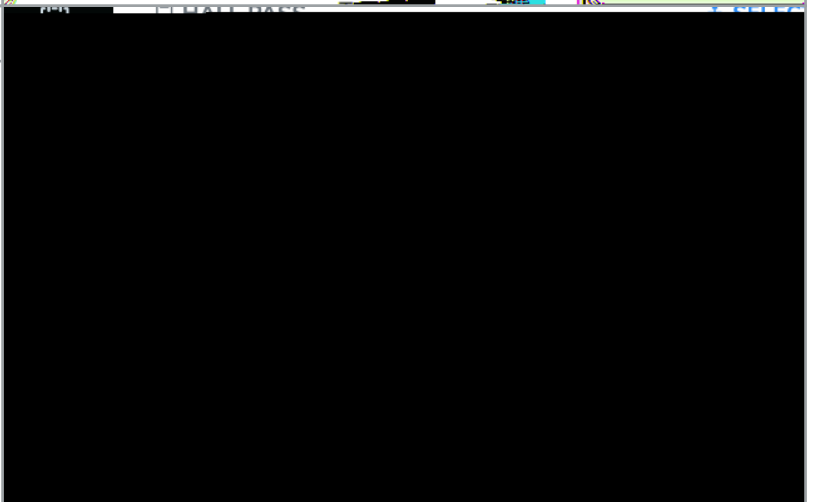
4



Scroll down


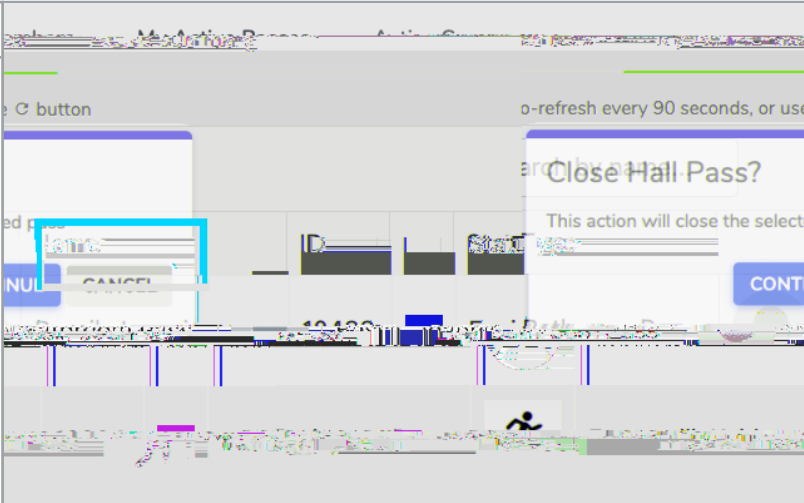

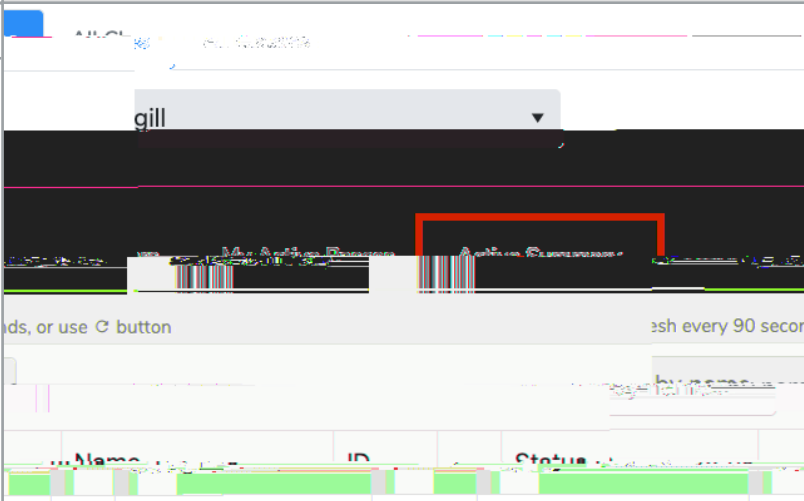




|                                                                                                                                                   |   |                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------------------------------------------------------------------------------|
|                                                                  | 7 |    |
|  <p>Click <b>Add / Close Pass</b></p>                            | 8 |   |
|  <p>To issue another pass, click <b>the student's name</b></p> | 9 |  |

|                                                                                                                    |    |                                                                                      |
|--------------------------------------------------------------------------------------------------------------------|----|--------------------------------------------------------------------------------------|
| <p> Adjust the pass as needed</p> | 10 |    |
| <p></p>                           | 11 |   |
| <p> Type notes (optional)</p>   | 12 |  |



Click

|                                                                                                                                                                            |    |                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------------------------------------------------------------------------------|
|  <p>Click <b>Continue</b></p>                                                             | 16 |    |
|  <p>Click <b>Active Summary</b> to view the passes out across campus</p>                  | 17 |   |
|  <p>You can also close a pass the same way you add them. Click <b>Class Members</b></p> | 18 |  |



Select the returning student


19

| Type    | Last name | First name |
|---------|-----------|------------|
| Student | Arn       | Sheri      |
| Student | Bokman    | Whitney    |
| Student | Kyle      | Botwinick  |

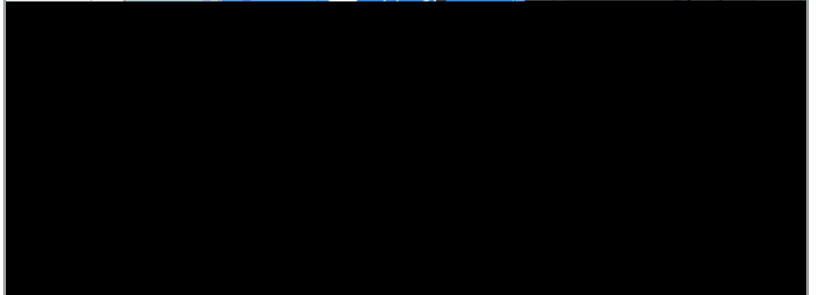







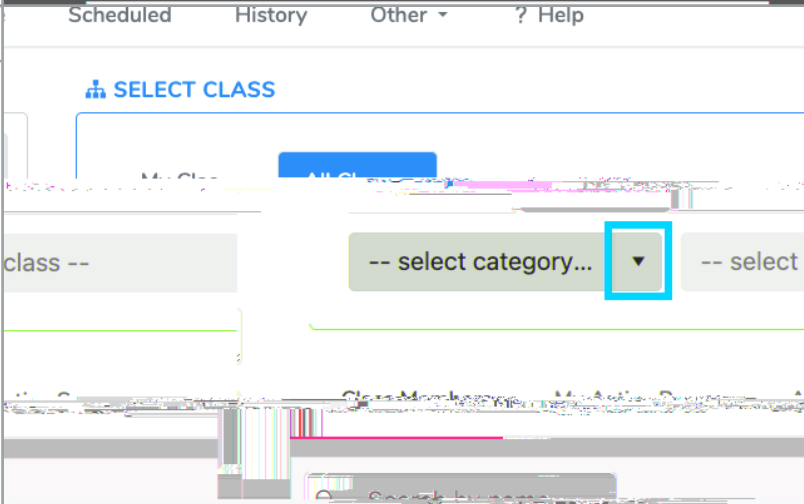
Adjust the pass type to match, if needed

20


30 mins)  [SELECT CLASS](#) ALL PASS

Counselor Pass (\$



|                                                                                                                                                                                         |                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
|  <p>Click <b>Add / Close Pass</b></p>                                                                  | 22    |
|  <p>If you need to view a roster for a different class, other than yours, Click <b>All Classes</b></p> | 23   |
|  <p></p>                                                                                             | 24  |



|                                                                                                                  | Scheduled                                                                                    | History | Other | Help |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------|-------|------|
| <p> That's it. You're done.</p> | <p>25</p>  |         |       |      |



Scan to go to the interactive player