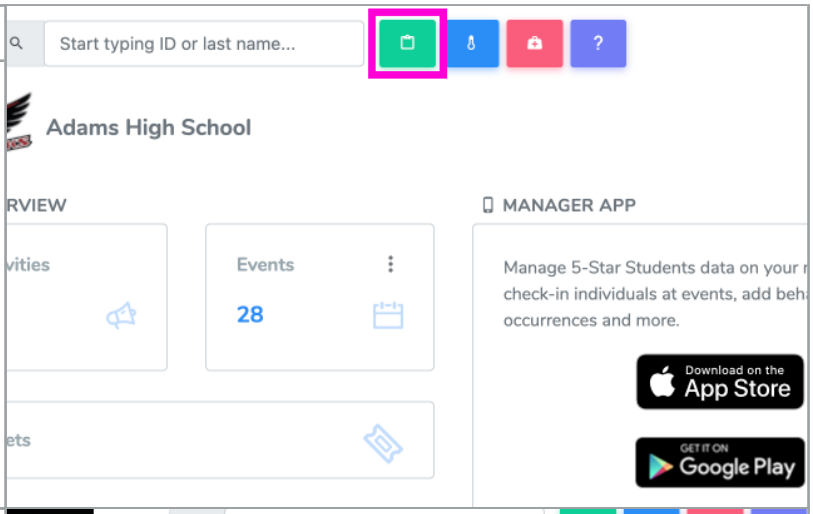
Manually add/close hall passes

Chance Hroch

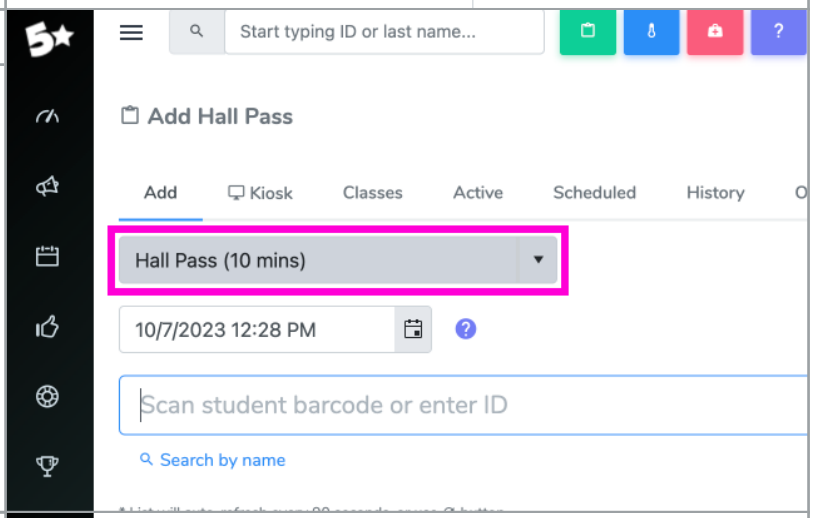
1

The first step is to open 5-Star Students and click Hall Passes

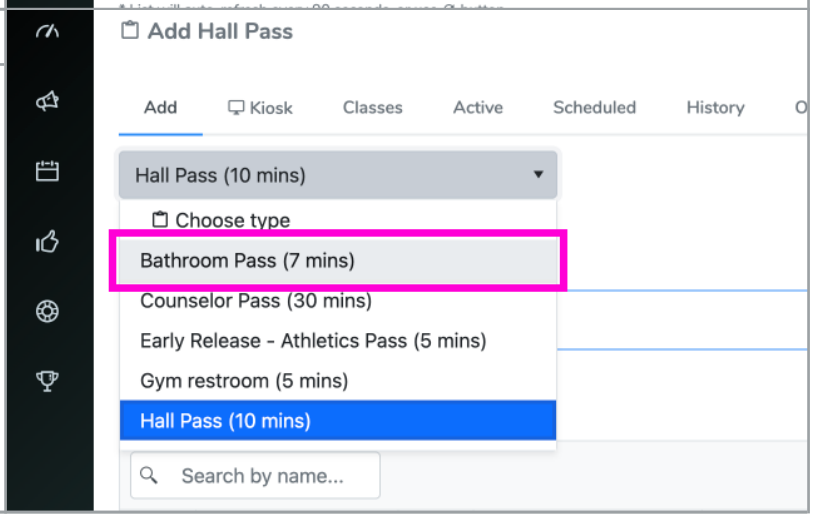


2

Select the Pass from the drop down menu. School passes (limits, rules, etc) are created by your 5-Star admin.



3

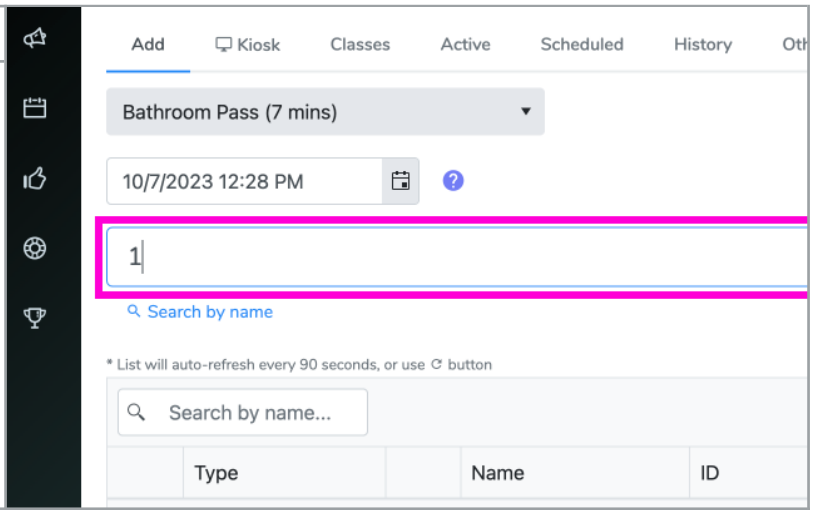


Manually add/close hall passes

Chance Hroch

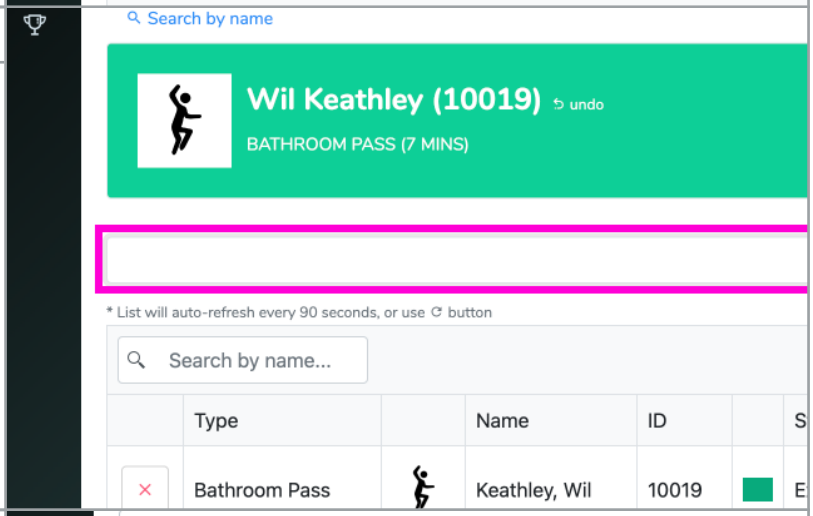
4

Scan student barcode (with a barcode scanner) or enter ID and Press Enter. Use the search by name link below to look a student up by LAST name



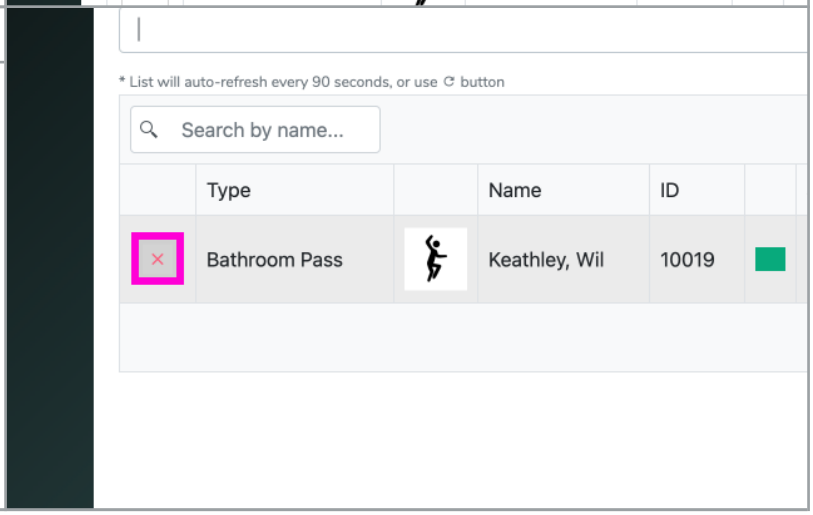
5

Enter Notes (optional)

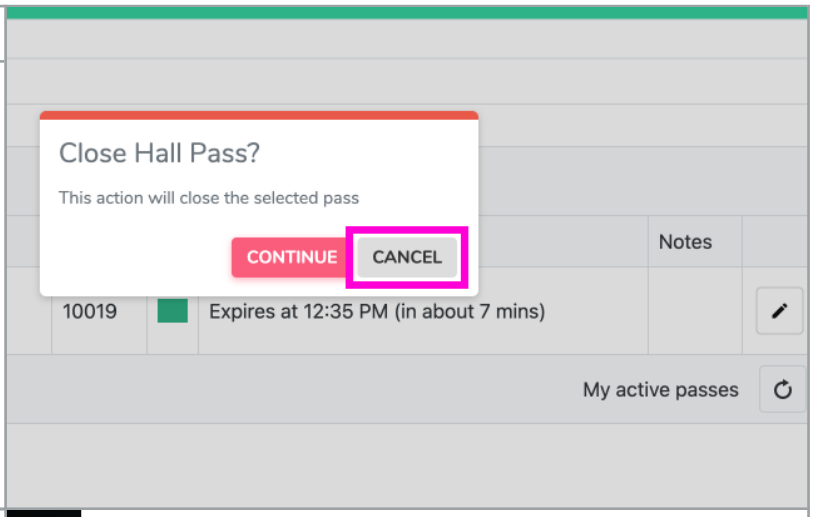


6

You can view YOUR passes below. To close the pass, click the red X.

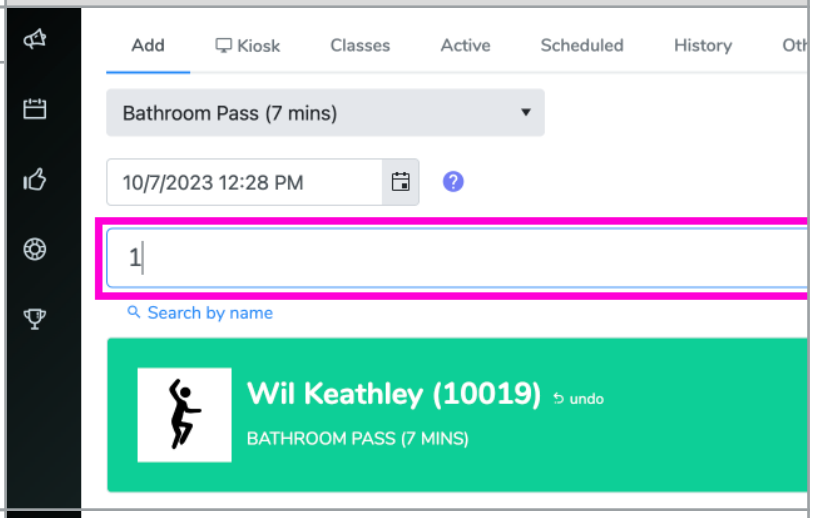


7



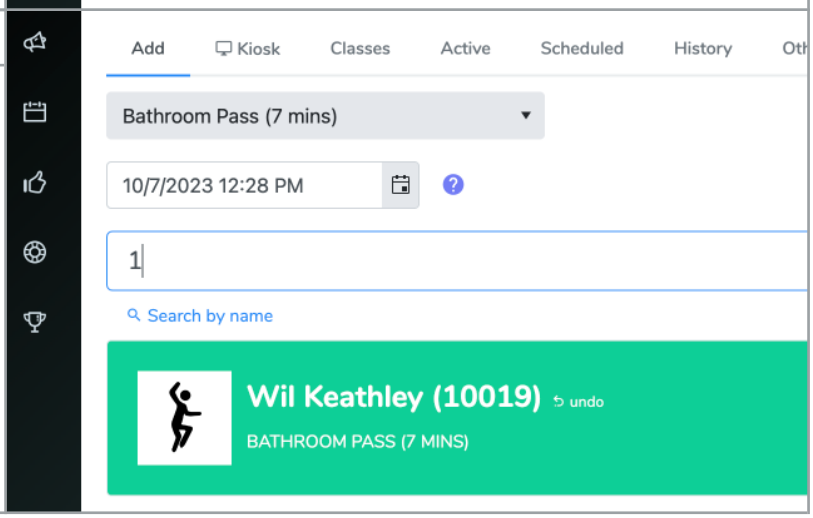
8

You can also close a pass by Scanning the student barcode or enter ID a second time.



9

That's it. You're done.





Scan to go to the interactive player