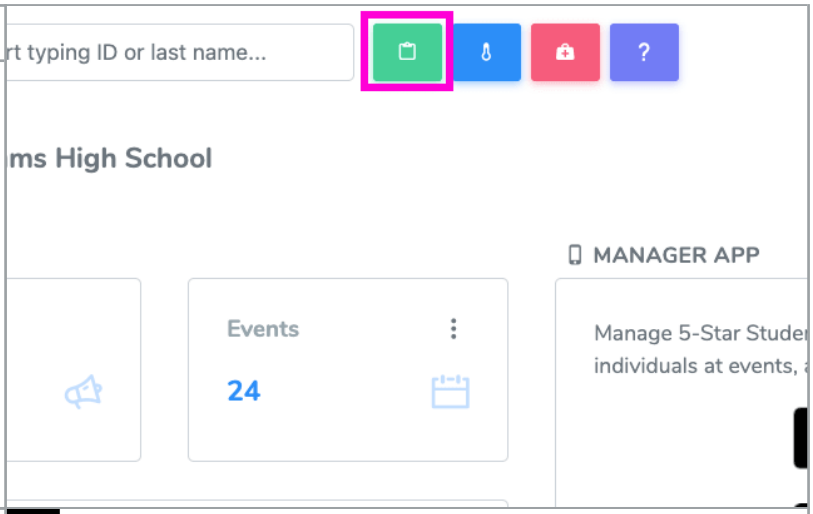
Add Hall Passes by Class

Chance Hroch

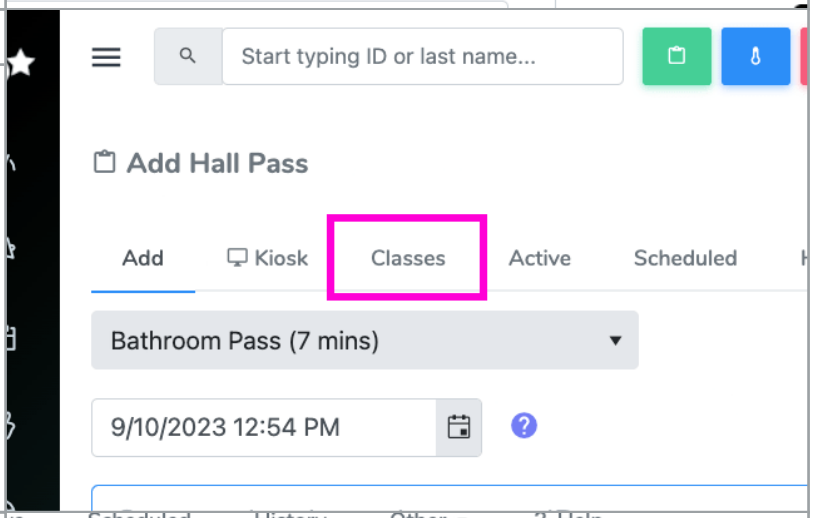
1

The first step is to open Hall Passes



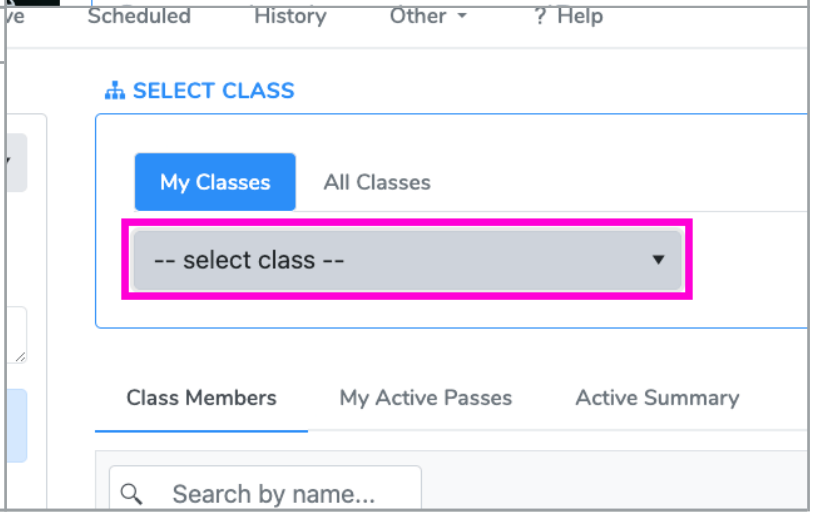
2

Click Classes



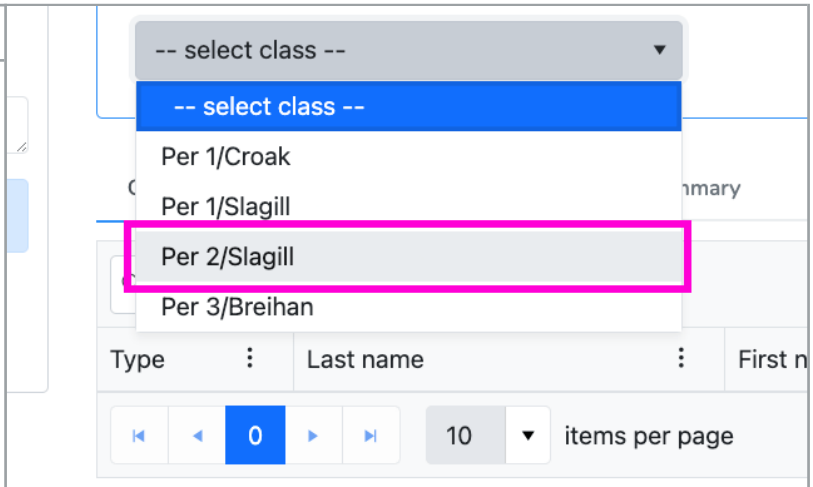
3

Click -- select class --



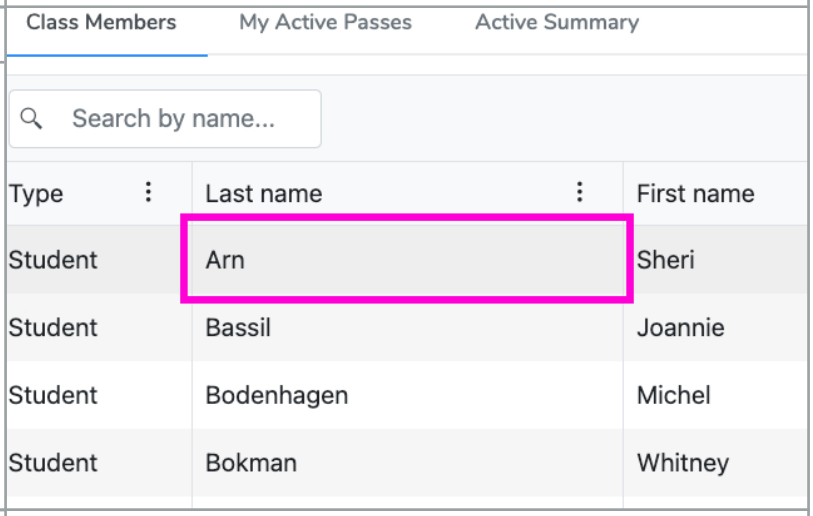
4

Select the desired class



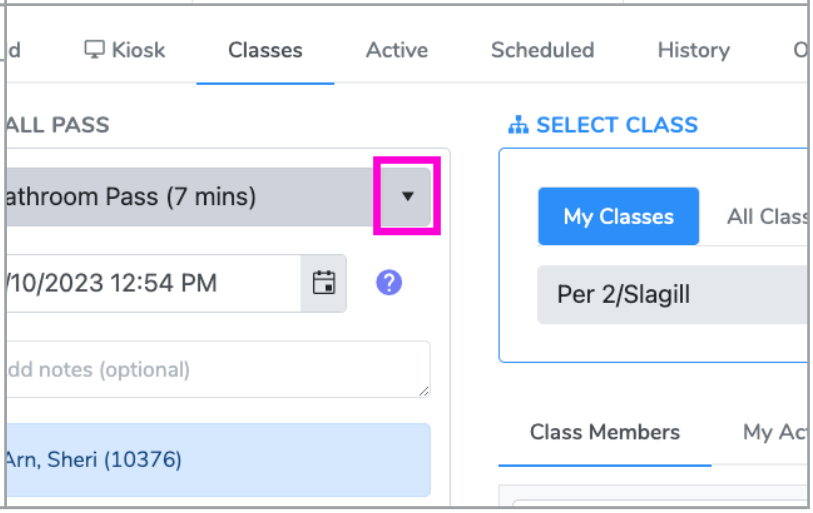
5

Scroll down and click the student's name

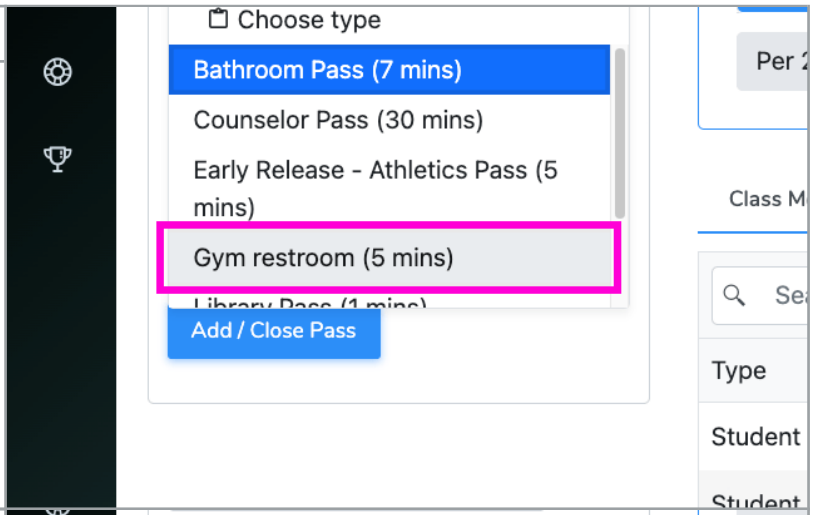


6

Select the appropriate pass

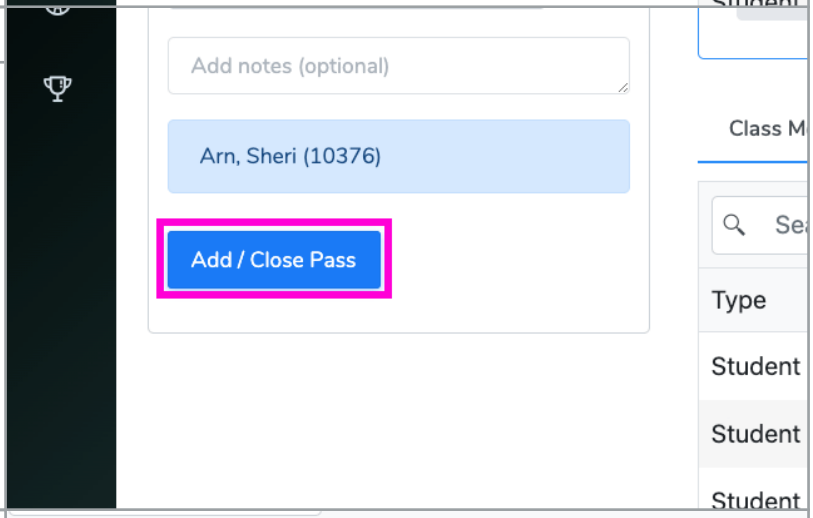


7



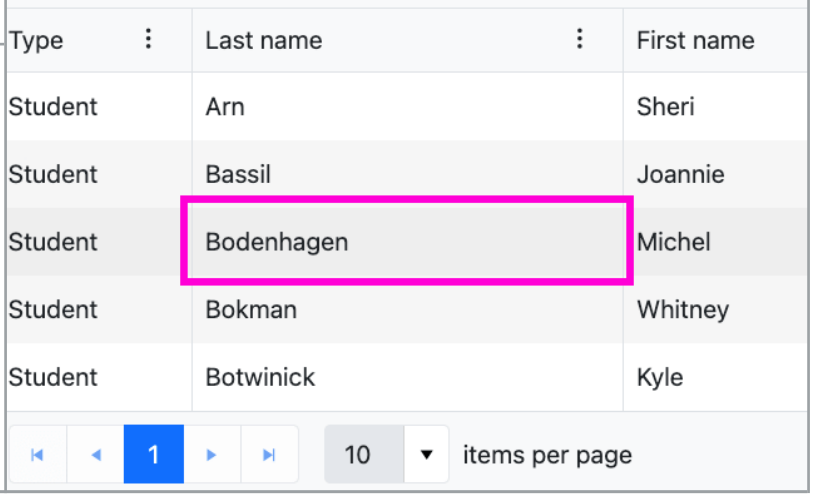
8

Click Add / Close Pass



9

To issue another pass, click the student's name

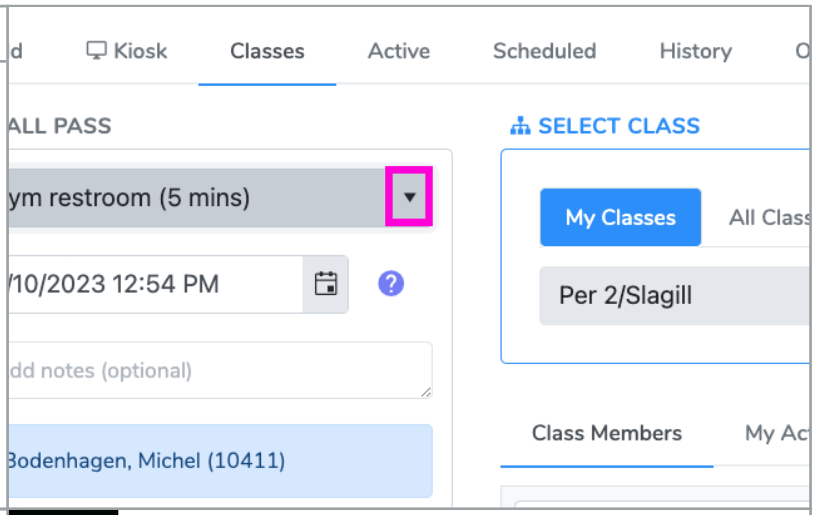


Type	Last name	First name
Student	Arn	Sheri
Student	Bassil	Joannie
Student	Bodenhagen	Michel
Student	Bokman	Whitney
Student	Botwinick	Kyle

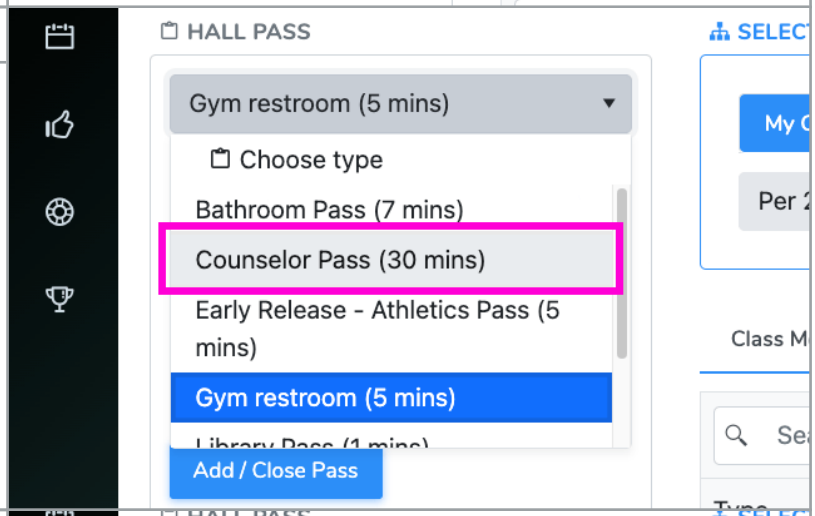
1 10 items per page

10

Adjust the pass as needed

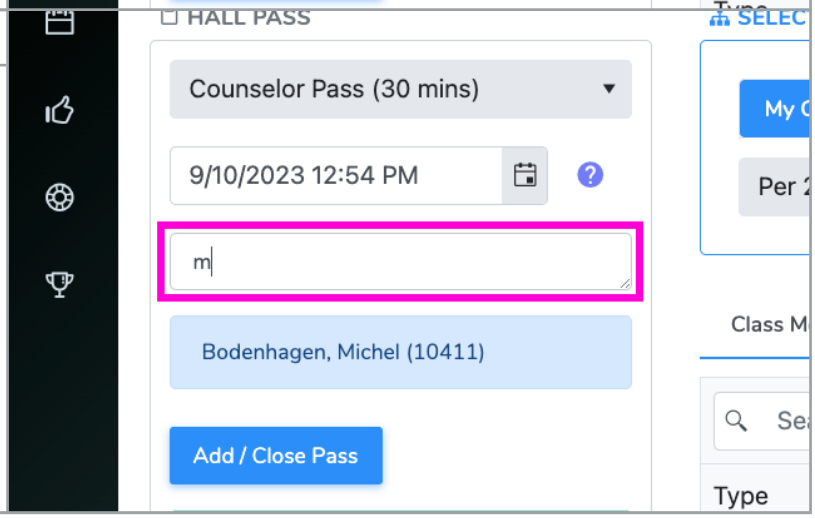


11



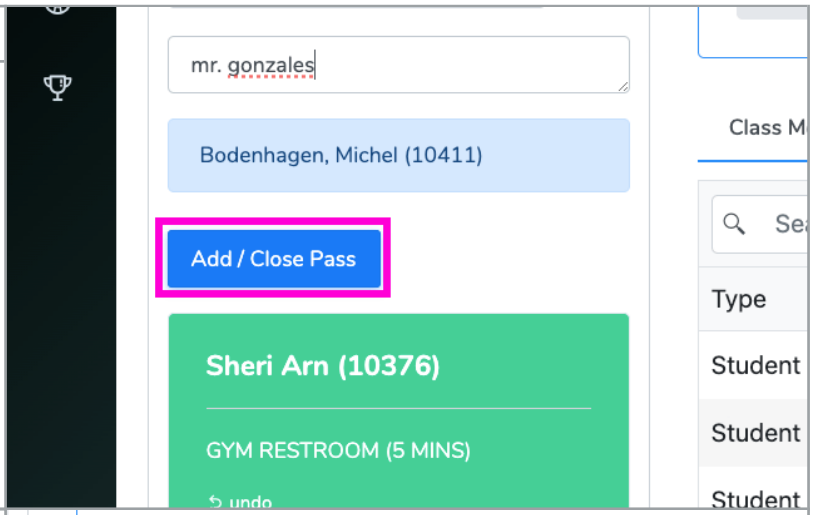
12

Type notes (optional)



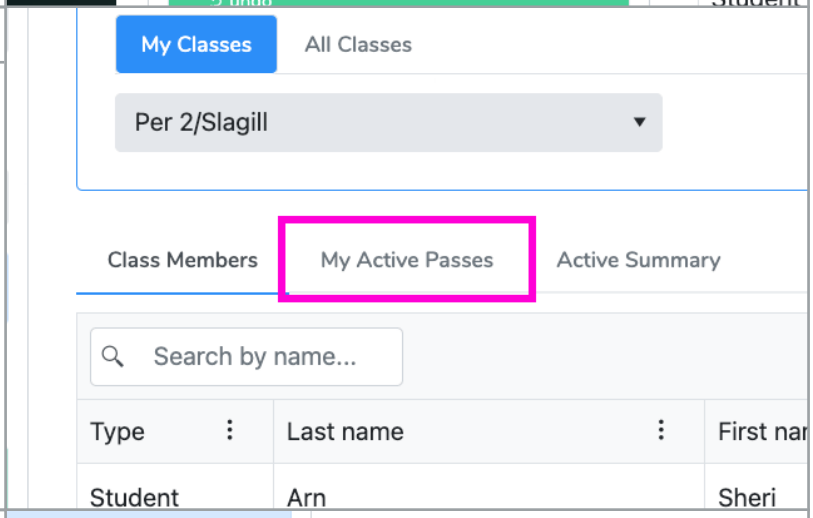
13

Click Add / Close Pass



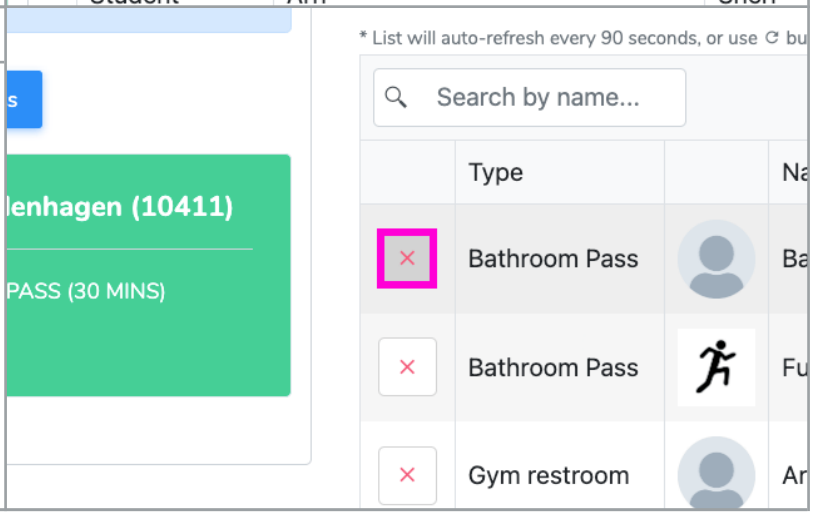
14

Click My Active Passes to view your passes



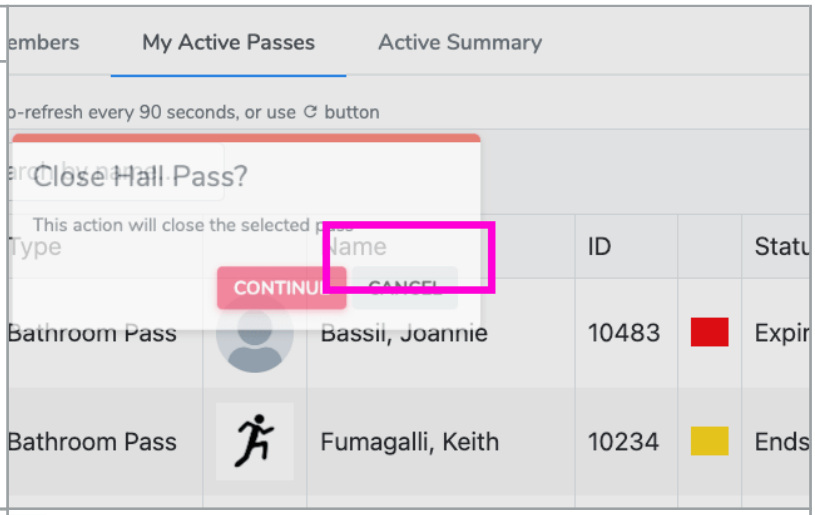
15

Click the X to manually close a pass



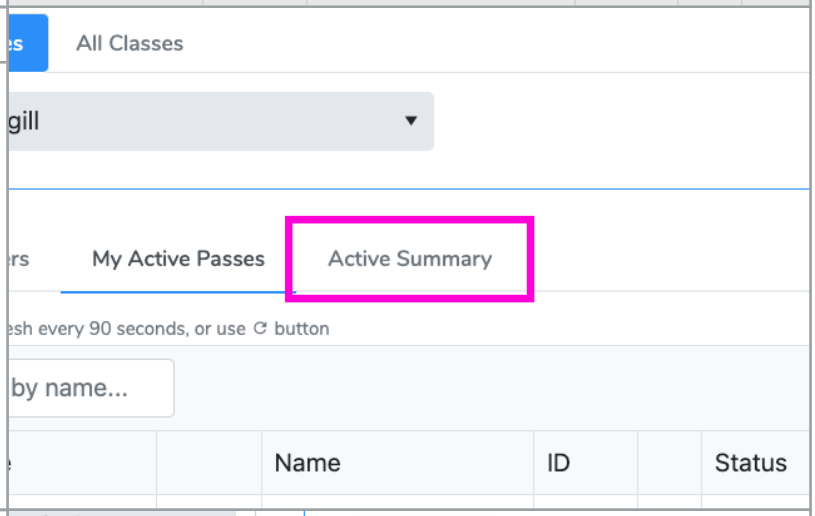
Click Continue

16



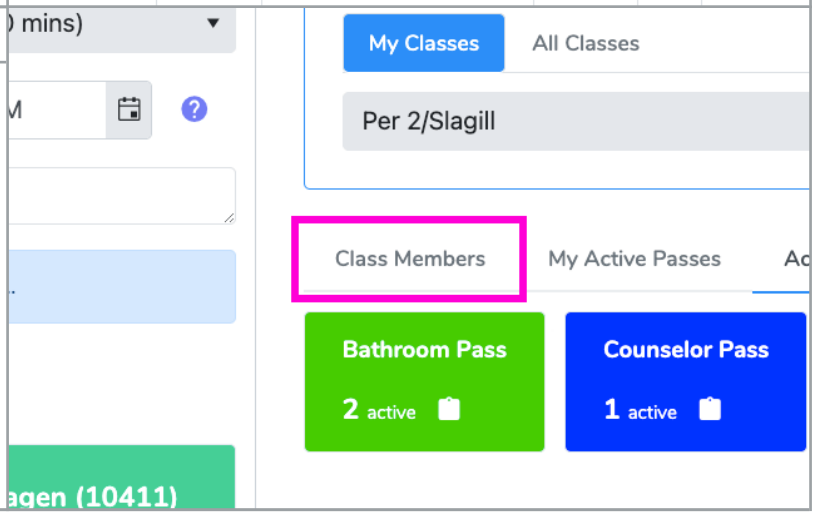
Click Active Summary to view the passes out across campus

17



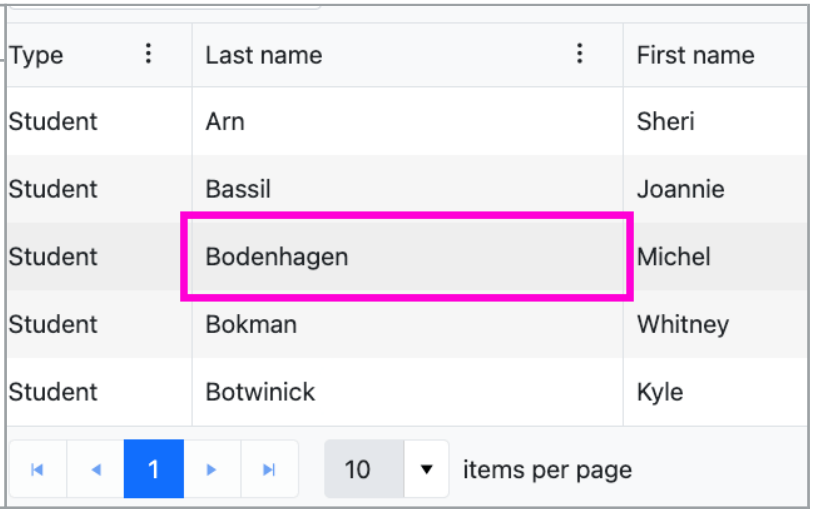
You can also close a pass the same way you add them. Click Class Members

18



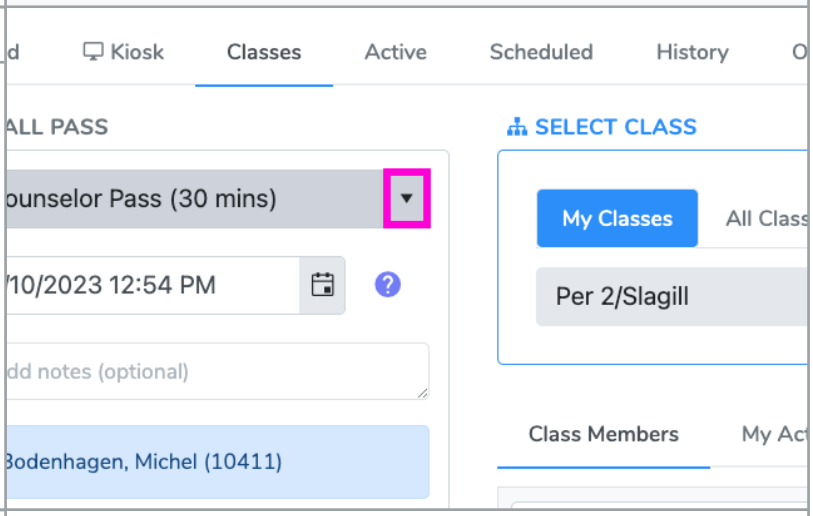
19

Select the returning student

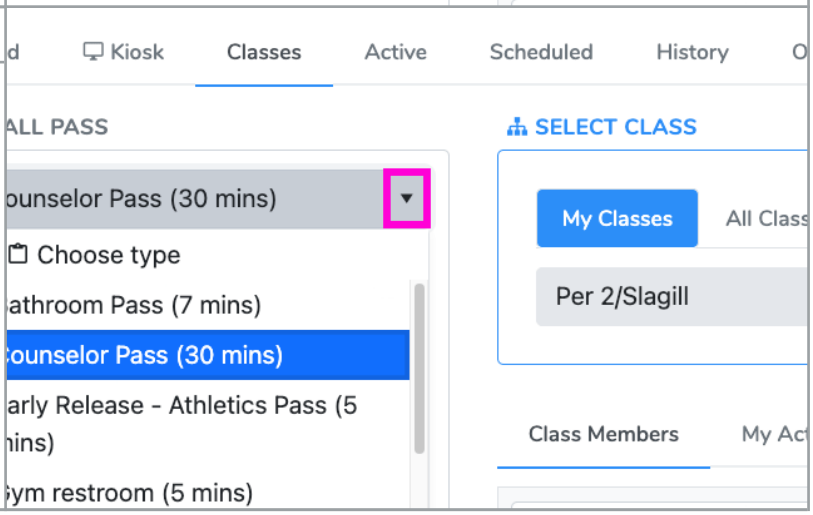


20

Adjust the pass type to match, if needed

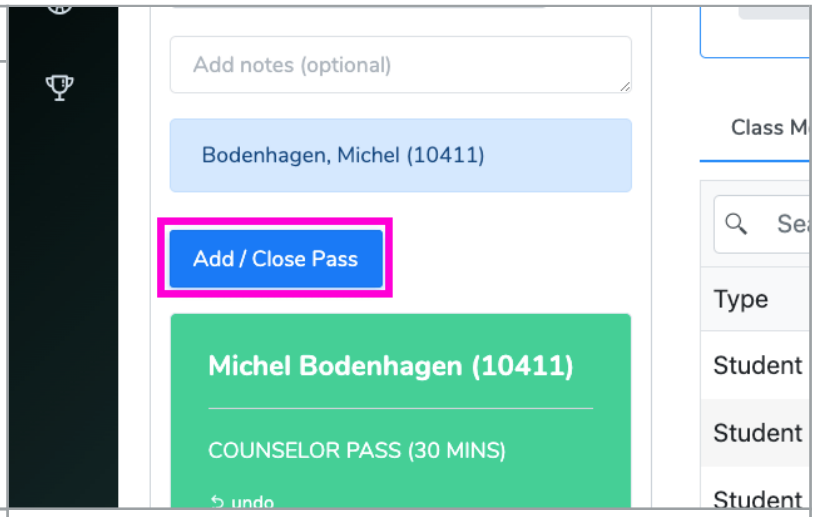


21



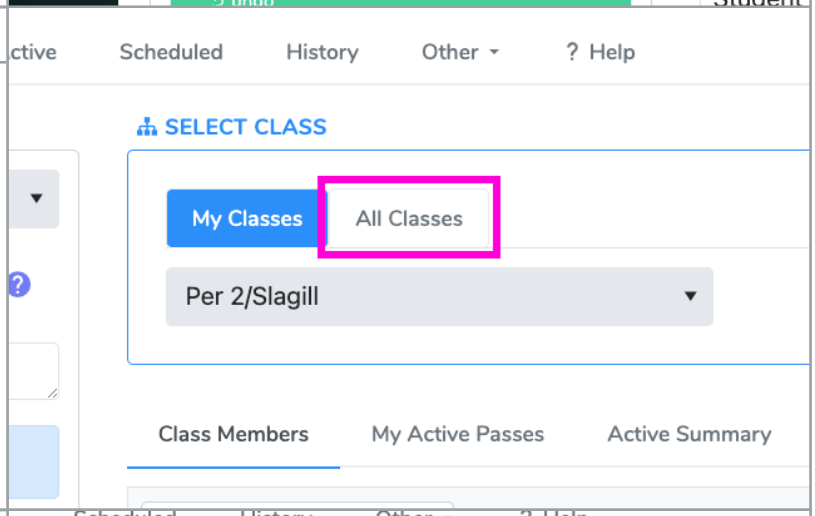
22

Click Add / Close Pass

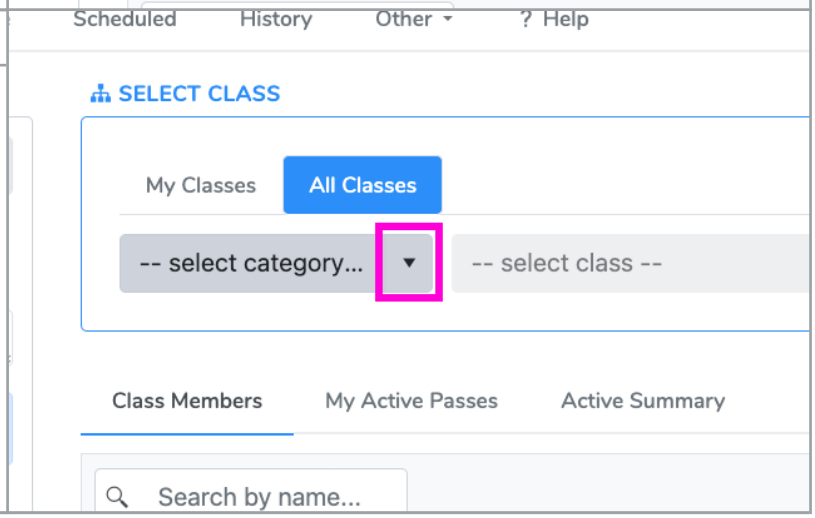


23

If you need to view a roster for a different class, other than yours, Click All Classes

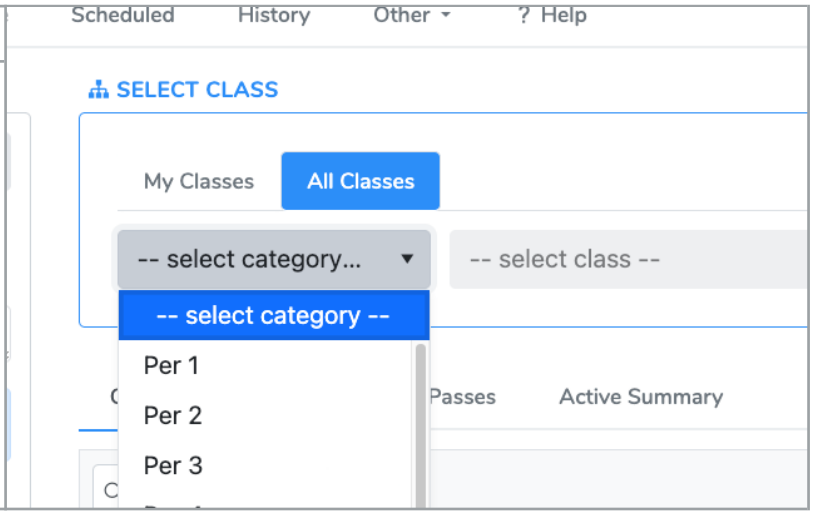


24



That's it. You're done.

25





Scan to go to the interactive player