

Counseling Scanner

Last Modified on 10/22/2022 9:41 am CDT

The Scanning toolset is part of the [Campus Workflow Suite](#).

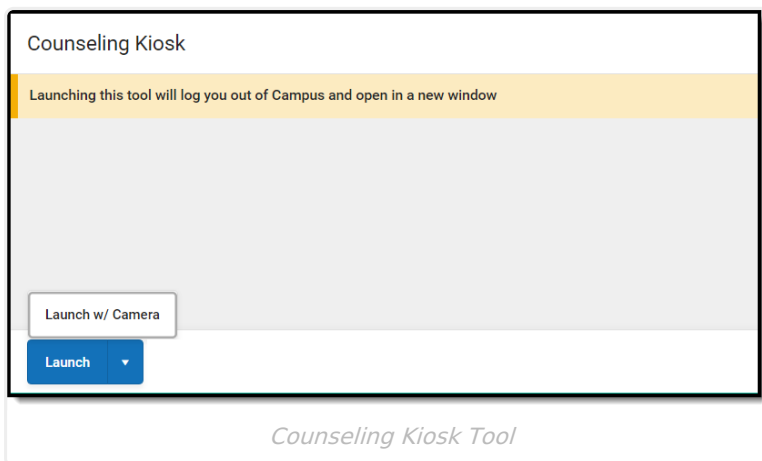
[Counseling Kiosk](#) | [Counseling Attended Mode](#)

Classic Path: [Student Information](#) > [Counseling](#) > [Counseling Scanner](#)

Search Terms: [Counseling Kiosk](#), [Counseling Scanner](#)

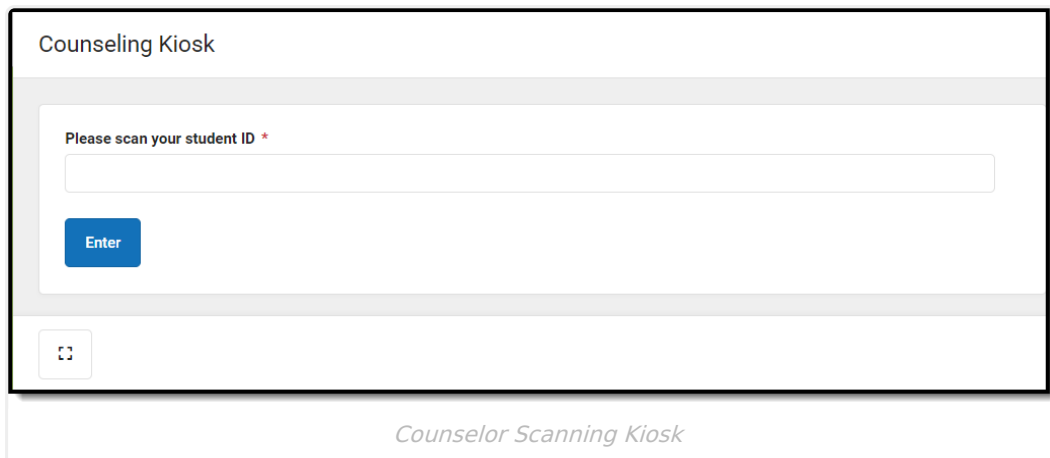
The Counseling Scanner tool is used to check students into the counseling office in a kiosk mode. Click the **Launch Kiosk** button to begin taking attendance in an untended mode. Click the **Launch Attended Mode** button to begin taking attendance in an attended mode.

Selecting the **Launch Kiosk w/ Camera** option from the dropdown allows users to use the device's webcam to take a picture of the student's ID and use that to scan them in.



Counseling Kiosk

Once the Counseling Kiosk tool is launched, a separate window displays and the user is automatically logged out of Campus. This allows students to check in to the counseling office without having access to a Campus account.



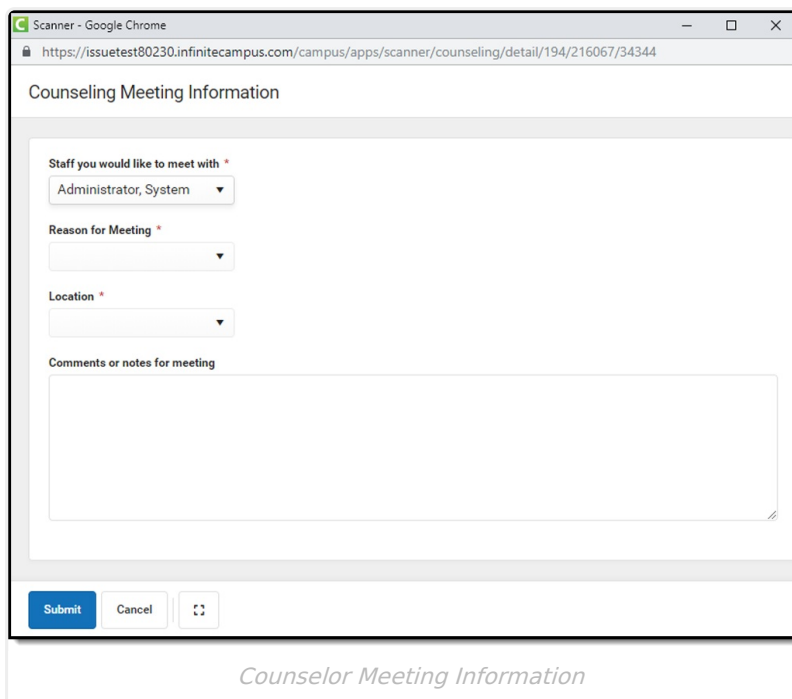
Counseling Kiosk

Please scan your student ID *

Enter

Counselor Scanning Kiosk

Once a student enters or scans in a student ID, the **Counselor Meeting Information** screen displays.



Scanner - Google Chrome

https://issuetest80230.infinitecampus.com/campus/apps/scanner/counseling/detail/194/216067/34344

Counseling Meeting Information

Staff you would like to meet with *

Administrator, System

Reason for Meeting *

Location *

Comments or notes for meeting

Submit Cancel

Counselor Meeting Information

The student then enters information concerning the counseling meeting:


1. Select a staff member from the **Staff you would like to meet with** dropdown.
2. Select a **Reason For Meeting** from the dropdown.
3. Select meeting location from the **Location** dropdown.
4. Enter any Comments or notes for meeting in the text field.
5. Click **Submit** or **Cancel**.

The Reason for Meeting and Location fields are populated with values set up in the Attribute/Dictionary. See the [Manage Custom Counseling Meetings Fields](#) document for additional information.

The student's attendance is automatically captured on the counselor's Meetings tool at Counseling > General > Meetings. See the [Meetings](#) documentation for additional information.

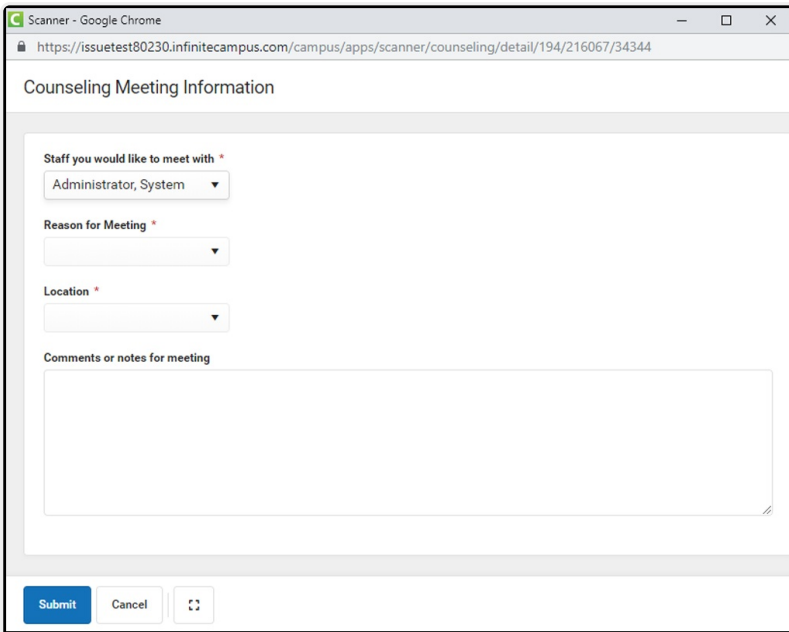
Counseling Attended Mode

Once the Counseling Office Attended tool is launched, counseling staff can enter or scan in student ID numbers.



Counseling Attended Mode

Once a student enters or scans in a student ID, the **Counselor Meeting Information** screen displays.



Counselor Meeting Information

The student then enters information concerning the counseling meeting:

1. Select a staff member from the **Staff you would like to meet with** dropdown.
2. Select a **Reason For Meeting** from the dropdown.
3. Select meeting location from the **Location** dropdown.
4. Enter any Comments or notes for meeting in the text field.

5. Click **Submit** or **Cancel**.

The Reason for Meeting and Location fields are populated with values set up in the Attribute/Dictionary. See the [Manage Custom Counseling Meetings Fields](#) document for additional information.

Tip:

The **Expand** button can be used to extend the work space to the full size of the user's screen. Click the Expand button again or **Esc** on the keyboard to exit full screen mode.

