Check In/Out Kiosk

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The Scanning toolset is part of the Campus Workflow Suite.

Launching the Kiosk

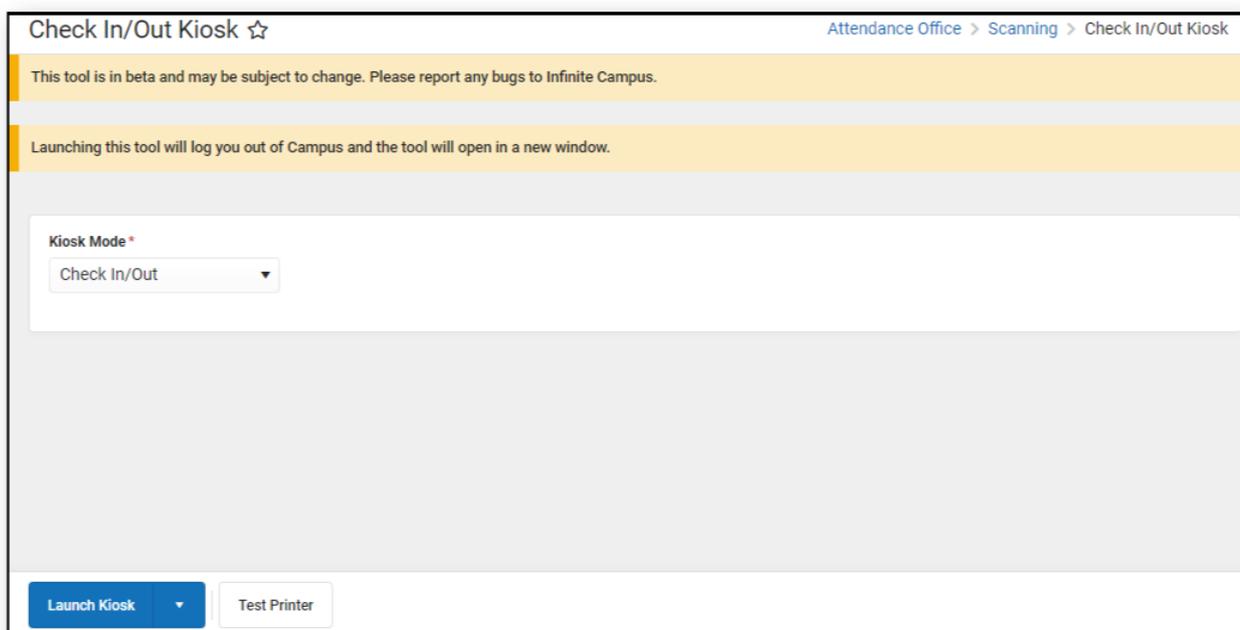**Classic View:** Attendance > Scanning > Check In/Out Kiosk

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The Check In/Out kiosk can be used by students who arrive at school late or to track students who leave before the end of the school day.

Check In/Out Kiosk is designed to be used by students in a self-service mode to check in and out of school. After scanning in and selecting check in/out, students select a button for the reason. Options set for each button in Scanner Settings determines how the event is processed in Absence Request Processing.

Launching the Kiosk

1. Select the **Kiosk Mode**. Options include Check In only, Check Out only, or both.

2. Click the **Test Printer** button to make sure the hall pass printer is ready to use.
   - If the printer is not configured correctly, the No Printer button will display. Consult the Scanning Printer Setup for configuration details.
3. Check In/Out Kiosk can be launched in two modes:
   - In **Launch Kiosk** mode, students can scan in with a connected barcode reader, by using a RFID reader if Alternate Identifier is enabled in Scanner Settings, or by typing in their student number.
   - **Launch Kiosk w/Camera** mode enables the webcam on the computer to read student barcodes on student ID cards.
4. The Check In/Out Kiosk will launch in a new window. You will be logged out of Campus. The kiosk will stay connected so students can scan in/out as needed.
5. The kiosk window can be maximized if desired.
6. When the kiosk is no longer needed for the day, the kiosk window can be closed.

Check In/Out Kiosk

Please scan your student ID *