

Check In/Out Kiosk

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

Launching the Kiosk

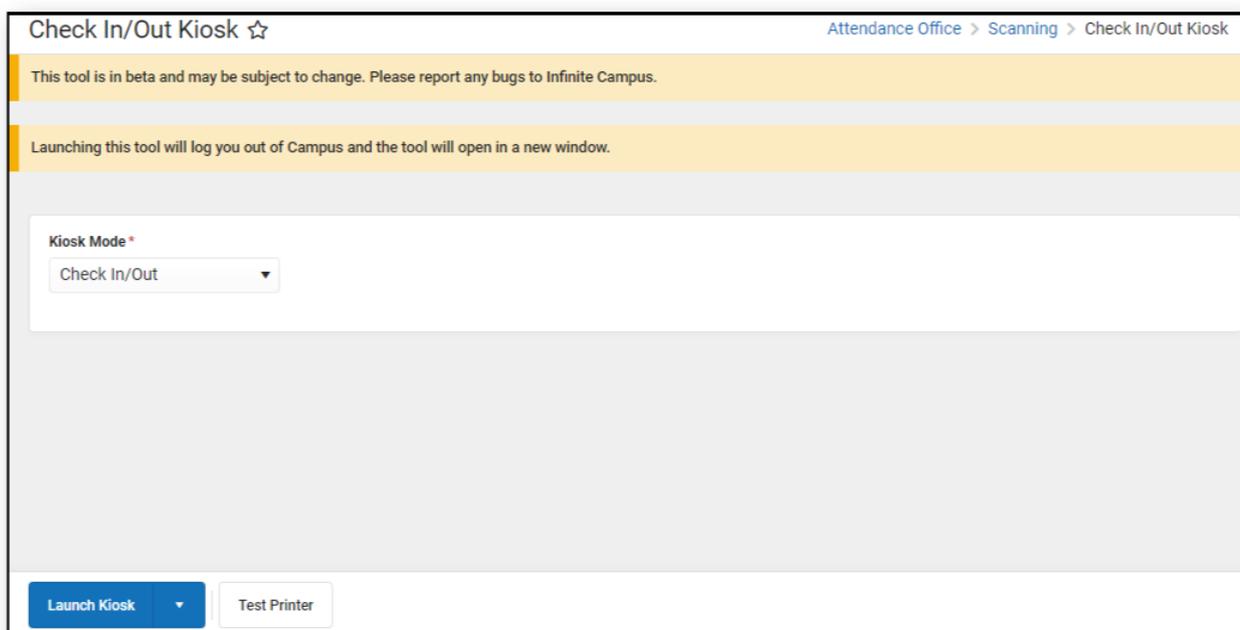
Classic View: Attendance > Scanning > Check In/Out Kiosk

Search Terms: Check In/Out Kiosk

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



The screenshot shows the 'Check In/Out Kiosk' interface. At the top, there is a breadcrumb trail: 'Attendance Office > Scanning > Check In/Out Kiosk'. Below this, there are two yellow warning banners: 'This tool is in beta and may be subject to change. Please report any bugs to Infinite Campus.' and 'Launching this tool will log you out of Campus and the tool will open in a new window.' The main content area features a 'Kiosk Mode*' dropdown menu with 'Check In/Out' selected. At the bottom, there are two buttons: 'Launch Kiosk' and 'Test Printer'.

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.

