



E-hallpassClass User Guide

E-hallpassClass (EHP-C) is a standalone version of e-hallpass that allows individual teachers to install a limited version of e-hallpass for their classroom use for free.

E-hallpassClass is designed to provide basic digital hall pass functionality for a single classroom. Teachers can enjoy the benefits of paper-free hall passes and can use EHP-C to track student time out of the classroom. However, many of the other safety, security, accountability, and convenience features of the full version of e-hallpass are not available in EHP-C. For more information about the amazing features of e-hallpass, please see the full product information here:

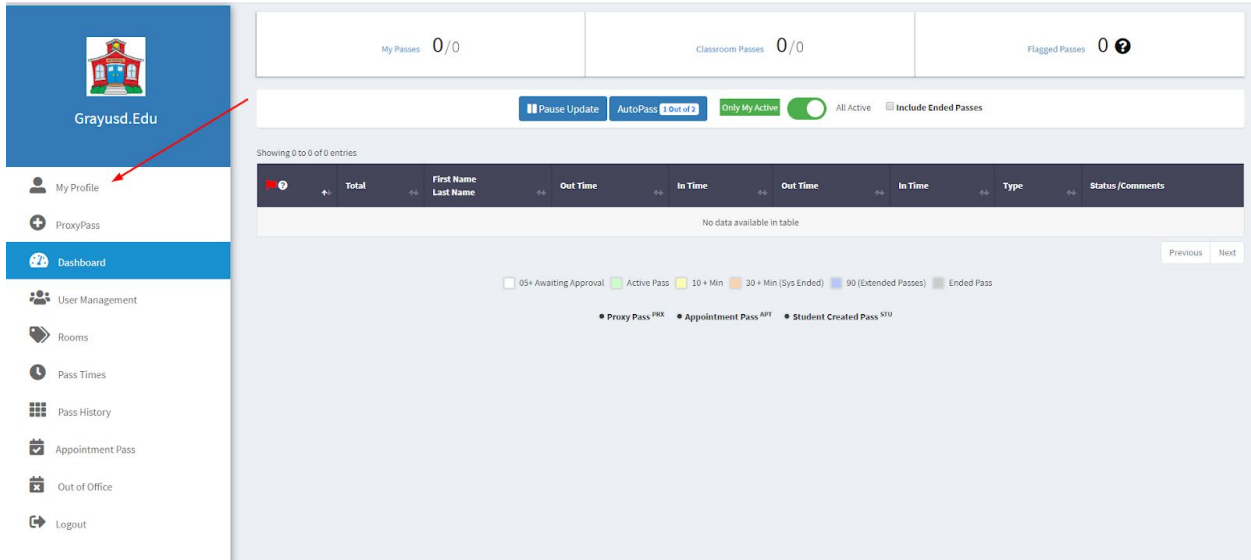
<https://www.eduspiresolutions.org/e-hallpass/>

Currently EHP-C is only available in the Clever Library (a free application portal provided by Clever to member districts). Any teacher that has a Clever login and whose district participates in the Clever Library can install EHP-C at no cost. After you have added E-hallpassClass (see our separate installation guide if needed), open or log in as usual.

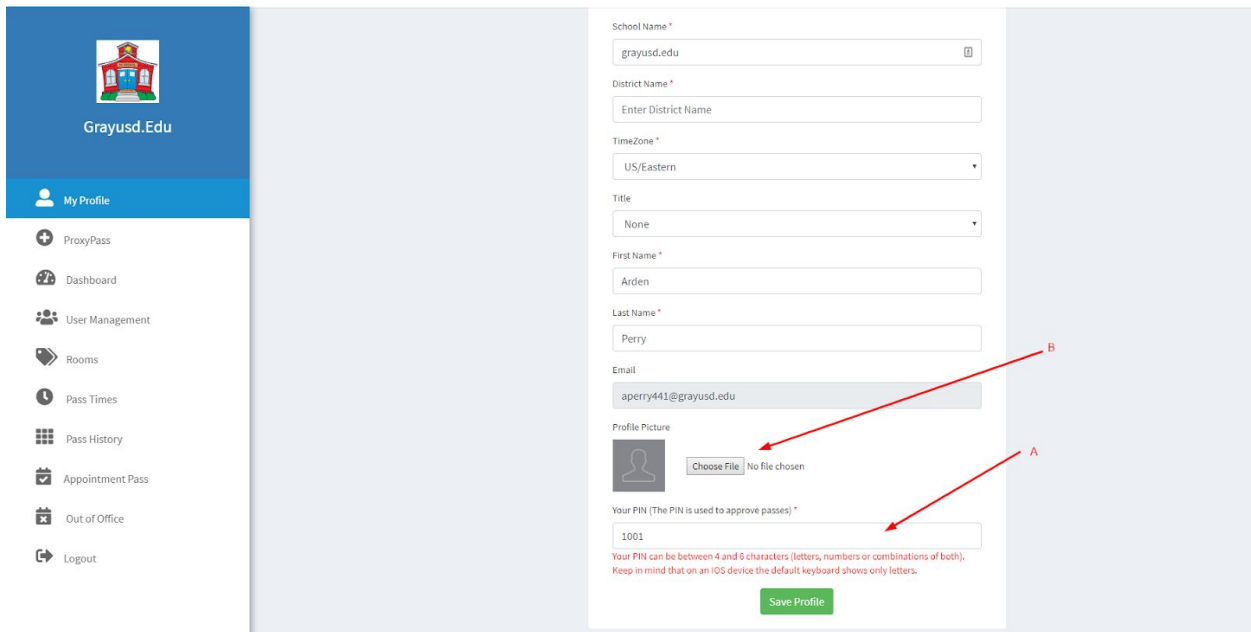
STEP ONE: Complete “My Profile”

On the left hand side of the screen click on the first menu item “My Profile”

Confirm Profile pre-fill information and enter a PIN in the file field. (A in the screen capture below) Your PIN is used to approve passes. Your PIN can be between 4 and 6 characters (letters, numbers or combinations of both). Keep in mind that on an IOS device the default keyboard shows only letters.



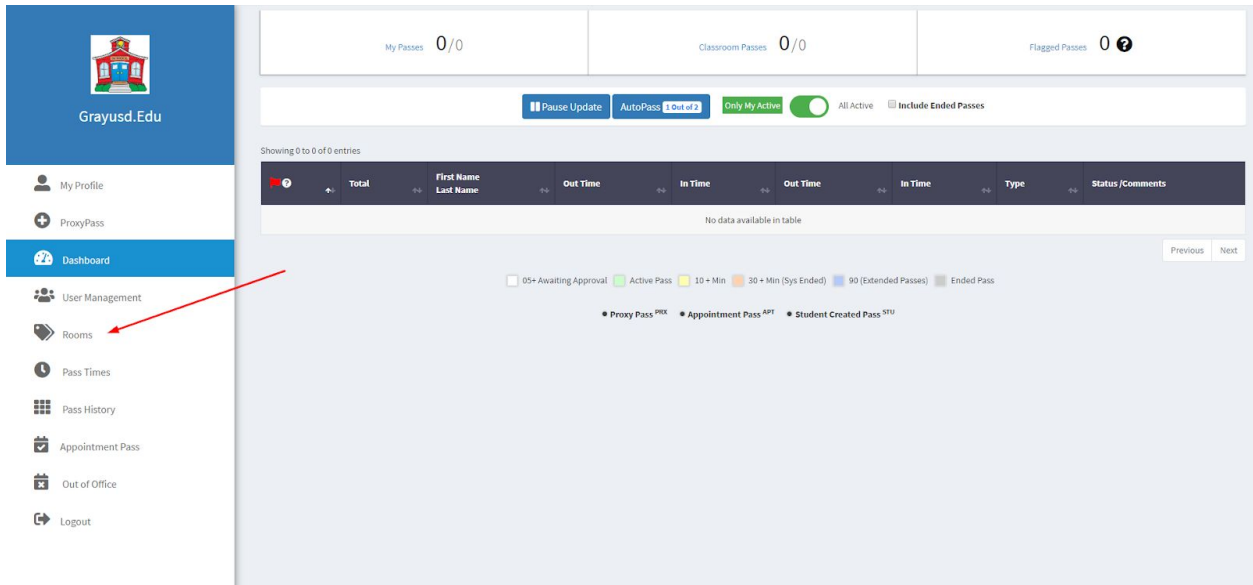
PIN entry:



Optional - under “Profile Image” you can choose to up-load a picture to appear in your profile (B in the image above). Once you are done click the green “Save Profile” button at the bottom of the page.

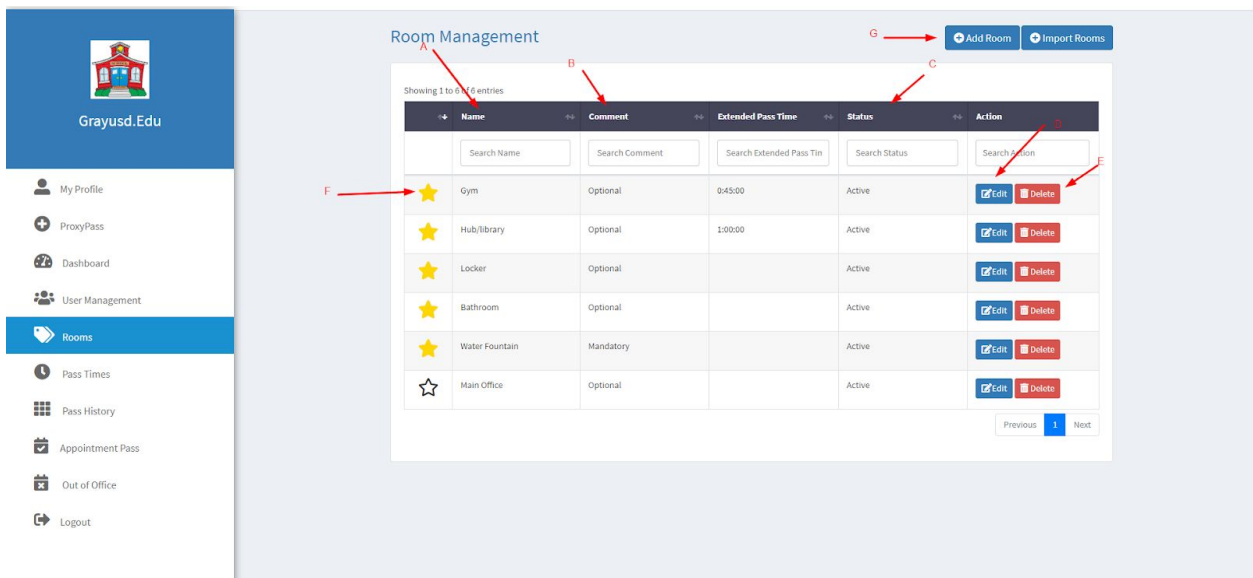
STEP TWO: Create Rooms

Set up “Rooms” Destinations for your students to write passes to when they leave your classroom. Start by clicking on “Rooms” on the left hand menu. There are a few pre-set rooms for you. You will see a list of them here.

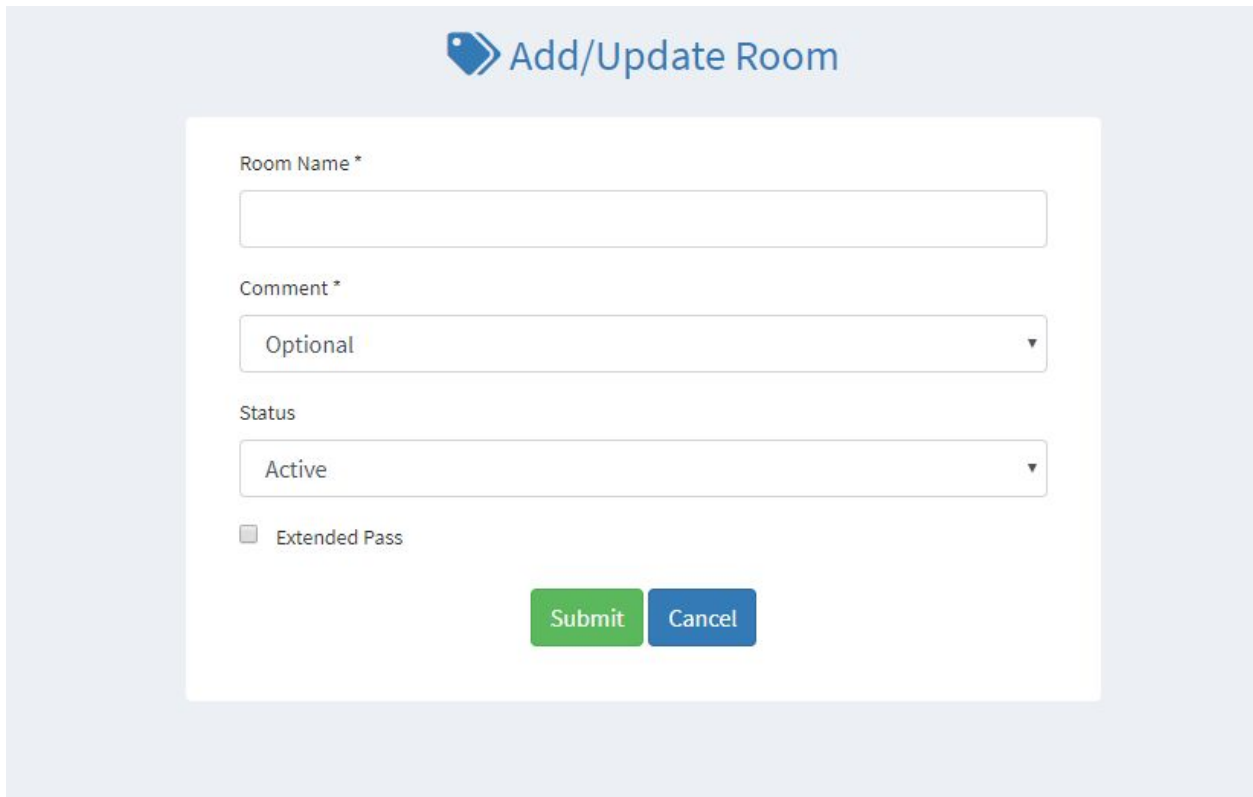


Room Set Up Page:

- A. The Name of each room is listed
- B. You can require a comment be a. Optional or b. Mandatory
- C. Status of a room is either Active or Inactive
- D. You can edit any room by clicking on the blue Edit button
- E. You can delete any room by clicking on the red Delete button
- F. If you click on the star in front of the room on this screen it will make it a quick button feature instead of students searching for it by name
- G. To add a room click this button



If you want to add rooms simply click on the top right button “Add Room” and answer the above stated criteria for each field. Then click the green “Submit” button.



Add/Update Room

Room Name *

Comment *

Optional

Status

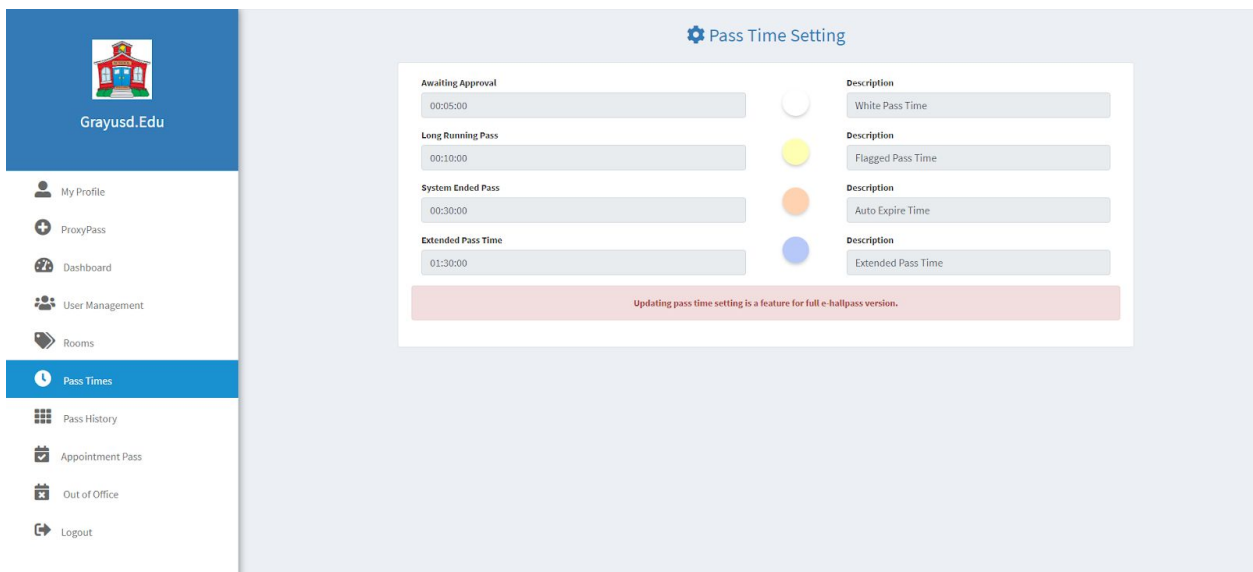
Active

Extended Pass

Submit Cancel

STEP THREE: Understanding Pass Time Settings

Click on the left hand menu item “Pass Times”



Grayusd.Edu

- My Profile
- ProxyPass
- Dashboard
- User Management
- Rooms
- Pass Times**
- Pass History
- Appointment Pass
- Out of Office
- Logout

Pass Time Setting

Awaiting Approval	00:05:00	<input type="radio"/>	Description	White Pass Time
Long Running Pass	00:10:00	<input checked="" type="radio"/>	Description	Flagged Pass Time
System Ended Pass	00:30:00	<input type="radio"/>	Description	Auto Expire Time
Extended Pass Time	01:30:00	<input type="radio"/>	Description	Extended Pass Time

Updating pass time setting is a feature for full e-hallpass version.

- A. The time allowed for a pass to go from being created before you approve it as a teacher. If not approved in this window of time the pass will cease to exist and the student will need to make a new one.
- B. Long Running Pass: Passes that exceed ten minutes will turn yellow on your teacher dashboard, alerting you that the student might not be on task.
- C. System Ended Pass: Any passes that exceed 30 mins will turn red on your teacher dashboard and automatically end. This can be an indication that the student needs to be followed-up with for an explanation.
- D. Extended Pass Time: this can be set for passes that will likely extend beyond the other thresholds, for example the nurse, it is pre-set to be a 90 min pass without turning yellow or red.

Changing these times is a function of the full version of e-hallpass.

STEP FOUR: Understanding your Teacher Dashboard

The screenshot shows the Grayusd.Edu Teacher Dashboard. On the left is a navigation menu with 'Dashboard' selected. The main area features summary cards for 'My Passes 1/1', 'Classroom Passes 1/1', and 'Flagged Passes 0'. Below these are control buttons for 'Pause Update', 'AutoPass Control', and filters for 'Only My Active', 'All Active', and 'Include Ended Passes'. A table displays one active pass for Rebecca D. in Locker, with a red 'End' button. A legend at the bottom explains pass statuses: 05+ Awaiting Approval (white), Active Pass (green), 10+ Min (yellow), 30+ Min (Sys Ended) (red), 90 (Extended Passes) (blue), and Ended Pass (grey). It also identifies pass types: Proxy Pass (PRX), Appointment Pass (APT), and Student Created Pass (STU).

Total	First Name Last Name	Out Time	In Time	Out Time	In Time	Type	Status /Comments
00:00	Rebecca D	Aiden Perry 10:32		Locker		PRX	End

Your dashboard is your main screen. You will spend the most amount of time on this screen. It has much to tell you.

- A. In the menu on the left click on “Dashboard”
- B. This area shows you current passes, you will see the detail of the student out of the classroom along with where they went and the time associated with their departure and arrival back to your classroom (once they return).
- C. This color legend will explain in more detail what is happening with your passes.
 - a. White - is a pass that a student created and is awaiting your approval.
 - b. Green - is a pass you have approved and is currently active.
 - c. Yellow - is a pass that has been longer than 10 mins. This is a warning that a student may not be on task.
 - d. Red - is a pass that has run for 30 mins and the system will end it.

e. Grey - are ended passes. You can see these by clicking on the box next to letter H in the screen shot above.

D. This tells you what type of pass was created, either a Student Pass (STU) or a Proxy Pass (PRX). Appointment Pass is only available on the full version.

E. Shows you have many active passes you currently have over how many passes you have had in total so far today.

F. Shows how many flagged passes you have (Red passes, as explained above)

G. Auto Pass is a feature that is only found on the full version of e-hallpass.

H. If you click this button it will show you all of your ended passes for the day.

I. By clicking this “end” button on your dashboard you will end the current pass the student it out on. Or you can end it on the student device.

STEP FIVE: Understanding Pass History

This is a feature that allows you to see the pass history with in your system for the last 30 days.

Date	Total	First Name	Last Name	Email	Out Location	Out Teacher	Out Time
2019-04-11	00:00:39	Rebecca	D	5b2d454ed435640c4b583f68	Perry		01:54:07
2019-04-15	00:00:39	Rebecca	D	5b2d454ed435640c4b583f68	Perry		04:52:51
2019-04-24	00:00:31	Rebecca	D	5b2d454ed435640c4b583f68	Perry		07:12:39
2019-04-25	00:00:42	Rebecca	D	5b2d454ed435640c4b583f68	Perry		08:31:28
2019-04-26	00:30:21	Rebecca	D	5b2d454ed435640c4b583f68	Perry		01:15:48
2019-04-30	00:04:35	Rebecca	D	5b2d454ed435640c4b583f68	Perry		01:00:39
2019-04-30	00:26:25	Rebecca	D	5b2d454ed435640c4b583f68	Perry		01:08:32
2019-04-30	00:30:43	Rebecca	D	5b2d454ed435640c4b583f68	Perry		01:36:27

A. Click on Pass History from your left side menu

B. You are able to see history from the last 30 days

C. You can search for either a more specific time span, or a specific student, or a specific location.

D. You can then see your results in either a Pass view (like your Dashboard) or a CSV view.

E. Is an example of the Tabular View

STEP SIX: Understanding Proxy Pass

Proxy Pass allows you to write a pass for your student.

The screenshot shows the 'Proxy Pass' creation interface. On the left is a navigation menu with 'ProxyPass' selected (A). The main form contains a 'Student *' dropdown menu (B), a 'Where do you want to go?' section with icons for Gym, Hub/Library, Locker, Bathroom, and Water Fountain (C), a 'Pass reason' text input field (D), an 'Auto Approve' checkbox, and a 'Create pass' button (E).

Click on Proxy Pass on your left hand menu (A). Then you will see the above screen.

B. Choose which student you are making the pass for.

C. Choose where that student will go. Either by clicking on the buttons (created under “Rooms” by making them a favorite by clicking the Star in front of the room name)

D. Write in a reason for the pass.

E. Click “Create Pass” at the bottom of the page.

On your teacher dashboard the pass will look like a student generated pass except the “Type” will have PRX instead of STU.

Showing 1 to 1 of 1 entries

Total	First Name Last Name	Out Time	In Time	Out Time	In Time	Type	Status/Comments
00:00	Bobby P	Arden Perry 11:18	Bathroom			PRX	

Previous 1 Next

05+ Awaiting Approval Active Pass 10+ Min 30+ Min (Sys Ended) 90 (Extended Passes) Ended Pass

Proxy Pass ^{PRX} Appointment Pass ^{APT} Student Created Pass ^{STU}

STEP SEVEN: More information

There are video tutorials in the software (available at the bottom of the left-hand navigation panel) to learn how to use the basic features. If you have additional questions about how to utilize the software, or if you are interested in scheduling a demonstration of the full version of e-hallpass for your school or would like a free pilot of EHP, you can contact us here: <https://www.eduspiresolutions.org/contact-us/>