



eHallMonitor Manual

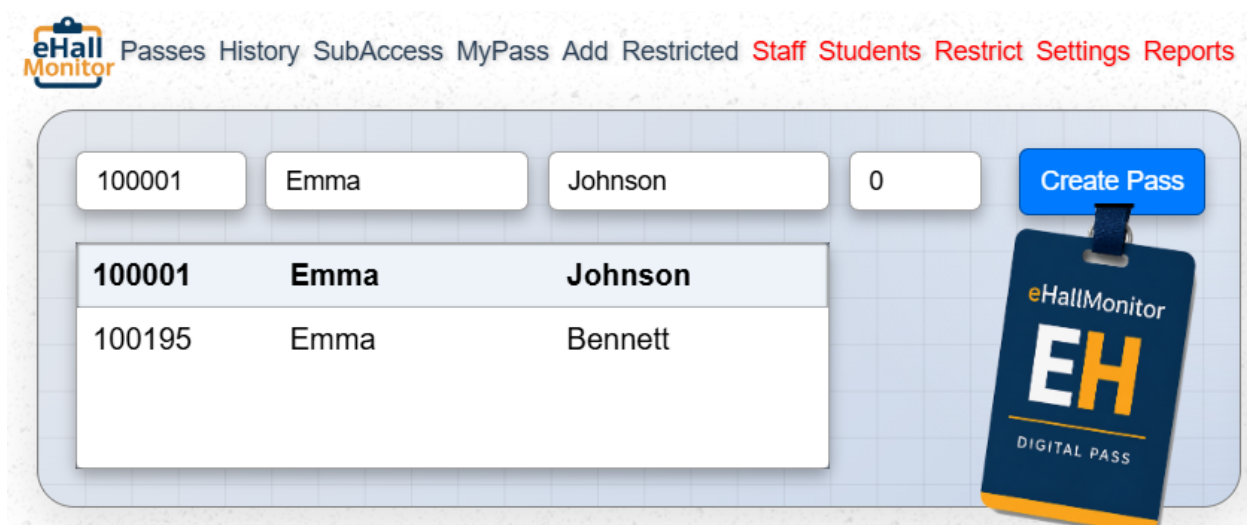
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Managing Passes from the Dashboard - ehallmonitor.com/passes.html

The Dashboard is the default method for granting hallway passes. Using this tool, teachers create and end passes. While it may initially seem like the most cumbersome approach, when paired with nonverbal student cues and established classroom routines—where students understand that passes will be granted at the earliest instructionally appropriate opportunity—it becomes one of the most consistent and efficient ways to manage teacher-initiated hallway traffic.

1. Creating a Pass.

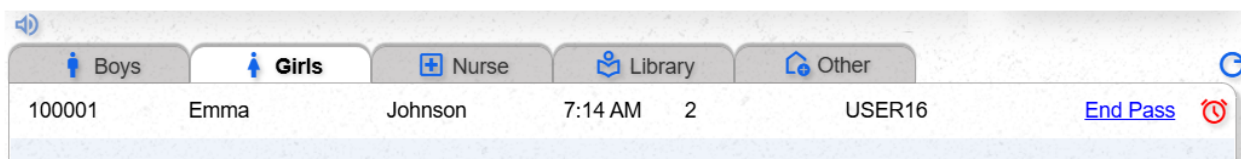
Enter the student's ID, first name, or last name in the search boxes. eHallMonitor's Smart Search locates students instantly—no lengthy searching required. Select the student from the search results. eHallMonitor immediately verifies traffic limits, student restrictions, daily pass limits, and time restrictions. If all conditions are met, the **Create Pass** button will turn blue. Otherwise, the applicable denial message will be displayed.



ID	First Name	Last Name
100001	Emma	Johnson
100195	Emma	Bennett

2. Ending a Pass

To end a pass, simply click on the **End Pass** button on the student's row in the active passes display.



ID	First Name	Last Name	Time	Count	User	Action
100001	Emma	Johnson	7:14 AM	2	USER16	End Pass 

If a student has not returned from their location and the allotted time for that location is expired, an alert icon will appear next to the **End Pass** button. An alert notification will

sound every 60 seconds. To mute the late pass alarm, click on the audio icon located above the active passes display. It will now display an audio muted icon.

MyPass Student Created Pass – Kiosk Mode

Students may create and end their passes from a dedicated device in the classroom. It is recommended that when using this feature the teacher establishes a nonverbal signal for students to request a restroom trip. If granted the student can proceed to the device and create their own pass. They will end the pass upon their return.

1. Open MyPass

Click on the **MyPass** link located in the navigation bar at the top of the page. Click on **Generate QR Code**.

Generate a QR code link to a secure MyPass Self Service one day session. QR link expires in 10 minutes.

Generate QR Code

To use a separate dedicated device as the kiosk, scan the QR code using the kiosk device. If using the same device as your kiosk, copy the URL and open it in a new browser tab or window. Alternatively, click on the **Open Link in New Tab** button.

Copy URL

Open Link in New Tab

The QR code and link, for security reasons, will expire in 10 minutes. The code and link can only be used once. The staff user can create unlimited QR codes.

2. Creating a Pass From MyPass

Students will enter their student ID and their first name in the **MyPass** dashboard. Once students select their location, MyPass will perform all necessary permission checks. If student is allowed a pass at their selected location, the **Create Pass** button will enable. When a student presses Create Pass, another check is performed to ensure the conditions are still allowed. Once the pass is granted, an alert will appear showing the student's credentials, time allotted, and student's passes remaining. Audio will signal designating that the pass has been granted, and speech will say the initials of the student. This ensures that a student has indeed used a pass to leave the classroom, and that they have used the proper credentials.

The screenshot shows a user interface for managing passes. It features a light blue background with a grid pattern. At the top left is a circular refresh icon. Below it are three input fields: 'Student Id', 'First Name', and 'Select Location' with a dropdown arrow. To the right of these fields are two buttons: 'Create Pass' (disabled, grey) and 'End Pass' (active, blue). In the foreground, partially obscuring the buttons, is a blue eHallMonitor badge with a lanyard.

3. Ending a Pass from MyPass

When returning from a pass, students will enter their student ID and first name and then click **End Pass**. An alert message will notify the student their pass has ended. If a student attempts to create a pass while they still have an active pass, an alert will notify the student that they must end their current pass. They will not be allowed an additional pass while an active pass exists.

Student Pass Request from Their Own Device

Students can request a pass from their own device. The classroom teacher or supervisor will approve or deny passes from their device. This is only recommended if students always have individual devices. This method works well when combined/supplemented with dashboard granted passes.

1. Teacher Creates a Code and Enables Request Checking

From the logged-in home page, **Passes**, teachers can create or change their class code by clicking **New Class Code**. To check pass requests, teachers will click on the **Check Requests** checkbox. If this box is not checked/enabled the teacher will not be notified of new requests.

The screenshot shows a 'New Class Code' dialog box. It has a title bar 'New Class Code' and displays the code 'OENW9U'. Below the code is a checkbox labeled 'Check Requests' which is currently checked (indicated by a blue checkmark icon).

If a request exists, the **Pass Requests** menu will automatically open. The pass requests window can also be manually opened with the **Open** icon located next to the **Check Requests** checkbox.

Pass Requests Student Access: Enter Code at eHallMonitor.com						↻	✕
ID	First	Last	Location	Time			
100009	Sophia	Hernandez	Library	10:10	✓	✕	
100008	Lucas	Davis	Restroom 1	10:11	✓	✕	

Pass Requests will always show in the order they were created. Passes can be granted or denied in the order the teacher chooses. Approving a pass always initiates a conditions check before granting a pass (traffic limit, daily passes limit, restrictions, etc.) to ensure that there is no undesired hallway traffic. Teachers will click the **Approve** or **Deny** icons respectively when ready.

2. Student Creates a Pass Request from eHallMonitor.com

Students navigate to **eHallMonitor.com** and click **Enter Code**. The student will enter their teacher's class code, their student ID, and their first name. Students will load the locations associated with their campus and select their location by clicking the **Load Locations** drop-down menu. Once a location is selected, click **Request Pass**.

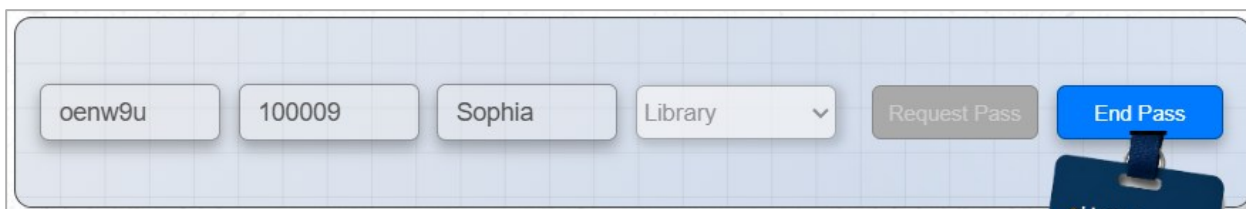
All necessary checks are performed and the pass status message, if approved, will change to pending. If a teacher approves the pass, the status will change to **Pass Approved** and the dialogue will display, a brief message notifying the student of their remaining passes for the day, and a timer will begin counting down the amount of time left.



Your request has been APPROVED. Please END PASS when you return.
 You must go to this location only and return to your class.
 You have 2 passes left to this location.
 You have 6:06 to return.

3. Ending a Pass from Student Device

From the **Request** page, if a student has returned from a pass, their information will be populated in the dashboard. Students will click **End Pass**. If a student has closed their browser or tab they can navigate to eHallMonitor.com and click **Enter Code** to return to the request page. They can re-input their class code, name, and id and click **End Pass**. If they attempt to create a new request, they will be prompted to end their current pass.

A screenshot of the eHallMonitor dashboard interface. It features a light blue grid background. There are four input fields: a text box with 'oenw9u', a text box with '100009', a text box with 'Sophia', and a dropdown menu with 'Library' and a downward arrow. To the right of these fields are two buttons: a grey 'Request Pass' button and a blue 'End Pass' button. Below the 'End Pass' button, a small portion of a blue ID card is visible.

Substitute and Support Staff Passes

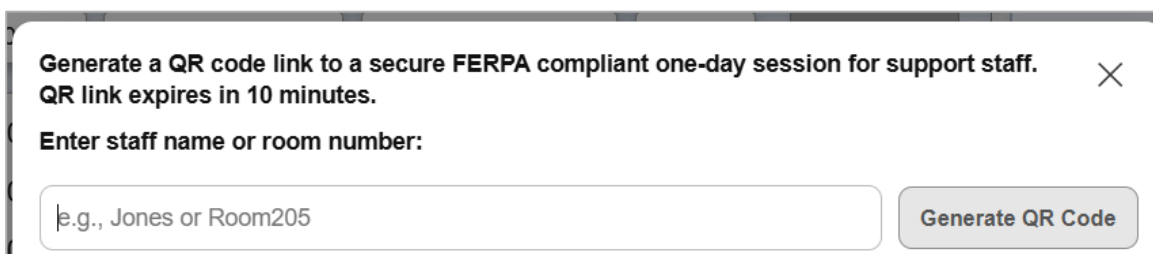
One of the simplest and most effective ways to ensure students do not abuse hallway traffic is to ensure that every trip out of class is rationed using eHallMonitor.com. When the expectation is set at 100% usage, upholding this expectation becomes effortless. This means classrooms with substitutes should also be using eHallMonitor.

1. Creating a Session for a Substitute or Support Staff

From the Passes page, click SubAccess in the navigation bar.

The session generator allows the logged-in staff member to create a secure, FERPA-compliant one-day session for a substitute or support staff member.

Enter the staff member's name or room number, then click Generate QR Code.

A screenshot of a modal dialog box titled 'Generate a QR code link to a secure FERPA compliant one-day session for support staff.' The title bar also includes a close button (X). Below the title, it says 'QR link expires in 10 minutes.' and 'Enter staff name or room number:'. There is a text input field containing the placeholder text 'e.g., Jones or Room205'. To the right of the input field is a grey button labeled 'Generate QR Code'.

A unique QR code and secure link will be generated. The substitute or support staff member may either scan the QR code using their device or open the generated link directly. This link can be shared via text or email. Schools can supply a tablet or other device if desired. The Passes and SubPasses dashboards are optimized for mobile use. Hence, since the passes are FERPA compliant and temporary, subs can even use their own mobile device. Each QR code expires after 10 minutes and may only be used once,

however once opened the passes session will last 9 hours. Additional QR codes can be generated at any time if needed.

2. Using the Temporary Session

After scanning the QR code or opening the generated link, the substitute or support staff member is taken directly to the standard eHallMonitor Passes dashboard. The temporary session functions like a normal teacher session, allowing the user to create student passes, end active passes, and view active passes created during the session. No usernames or passwords are required, and the temporary session automatically expires at the end of the day. The substitute dashboard, however, does not have access to passes history or reports.

History

The **History** dashboard provides a searchable record of all completed hallway passes. Staff can quickly locate passes by student ID, date, or teacher username. Results are displayed in chronological order and include the student's name, date, time, event, location, pass duration, and the staff member who issued the pass. This allows administrators and staff to quickly locate historical pass information for attendance verification, investigations, or general record keeping.

1. Searching Pass History

Enter a student ID to view the complete pass history for a single student, enter a date to display all passes created on that day, or enter a teacher username to view all passes created by that staff member. Click **Search** to display the matching records.

Passes History

Search passes history by student Id, date, or teacher name(email local-part/prefix).

Enter Student ID	mm/dd/yyyy	UserName	Search
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Id	First Name	Last Name	Date	Time	Event	Location	Duration(min)	Teacher
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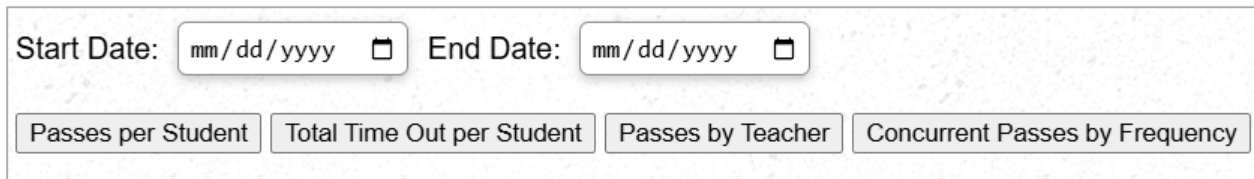
Reports Dashboard

The Reports Dashboard provides administrators with several reports designed to identify hallway traffic patterns and student usage over a selected date range. Reports can summarize passes by student, total instructional time missed, passes issued by staff

members, and recurring student pair overlaps. Depending on the selected date range, some reports may require several minutes to generate.

1. Running a Report

Select a Start Date and End Date, then click the desired report button. Once processing is complete, the report will be displayed below the report selection buttons.



The screenshot shows a user interface for selecting a report. At the top, there are two date pickers labeled 'Start Date:' and 'End Date:', each with a calendar icon. Below these are four buttons: 'Passes per Student', 'Total Time Out per Student', 'Passes by Teacher', and 'Concurrent Passes by Frequency'.

2. Passes per Student

The Passes per Student report displays the total number of hallway passes created for each student during the selected date range. This report can help identify students who leave class significantly more often than their peers.

3. Total Time Out per Student

The Total Time Out per Student report displays the cumulative number of minutes each student spent outside of class during the selected date range. This report helps identify students who may be missing substantial instructional time.

4. Passes by Teacher

The Passes by Teacher report summarizes the number of hallway passes issued by each staff member during the selected date range. This report can be useful for identifying campus-wide hallway traffic patterns and ensuring consistent pass usage.

5. Concurrent Passes by Frequency

The Concurrent Passes by Frequency report identifies pairs of students whose hallway passes overlapped. Results include the total number of overlapping passes along with the number of overlaps lasting at least 1 minute, 3 minutes, and 5 minutes. This report can help identify students who may be intentionally coordinating hallway trips over time.

Locations Configuration

The **Locations Configuration**, located from the **Settings** page in the navigation menu, allows administrators to define the destinations available for student hallway passes and configure the rules that govern each location. Administrators may customize restroom names, create multiple restroom locations, and configure individual limits for each

destination. These settings determine how long students may remain at a location, how many students may be there simultaneously, and how many times an individual student may visit that location each day.

1. Selecting a Configuration

The **Configuration** drop-down menu determines which hallway destinations are available to staff and students. Select the configuration that best matches your campus layout. Available configurations include a single restroom, multiple numbered restrooms, or separate boys' and girls' restrooms. Once selected, the corresponding location settings will appear below.

2. Time Limits

Each location has an individual **Time Limit** that determines the maximum amount of time a student may remain on a pass before it is considered overdue. When a pass exceeds its allotted time, the pass will be flagged as late on the teacher dashboard.

3. Traffic Limits

The **Traffic Limit** determines the maximum number of students who may have active passes to a particular location at the same time. Once the traffic limit has been reached, additional passes to that location cannot be created until another student returns and ends their pass.

4. Individual Daily Limits

The **Individual Daily Limit** determines how many times a student may visit a particular location during a single school day. Once the daily limit has been reached, additional passes to that location will be denied unless the student's restrictions have been modified by an administrator. Any restroom trip, regardless of which restroom location, accumulates towards the same restroom pass daily limit.

Time Restrictions

The **Time Restrictions**, also located at the settings page, allow administrators to block hallway passes during specific times of the school day. This feature is commonly used to prevent hallway traffic during class transitions, lunch periods, assemblies, testing, or any other time when student movement should be restricted. Up to eight time restrictions may be created for each schedule.

1. Selecting Restricted Locations

Each time restriction schedule allows administrators to choose which locations will be affected. Select one or more destination checkboxes to apply the restriction to those locations. Any pass requests to the selected locations during the restricted times will be denied.

2. Creating Time Restrictions

Enter a **Start** and **Stop** time for each restriction period. Any pass request made during the selected time range for a restricted location will be denied. Up to eight restriction periods may be created within each schedule.

3. Removing a Time Restriction

To remove a time restriction, delete both the **Start** and **Stop** times for that restriction period. Blank time fields are ignored and no restriction will be applied.

4. Multiple Time Restriction Schedules

eHallMonitor supports an additional time restriction schedule. This allows campuses to create different restriction schedules for different locations. This can be used to ensure that emergency and urgent circumstance locations be independent of daily schedules.

Time Restrictions 1

Create up to 8 time restrictions to block passes (Daily). Select the locations that the restrictions will apply to. To remove a restriction completely delete time. Overlapping or nonsequential time restrictions may block ALL passes, so exercise caution when setting them.

☒ Restroom 1 (Default/Boys) ☐ Restroom 2 (Girls) ☐ Restroom 3 ☐ Nurse ☐ Library ☐ Other

Time 1 Start - Stop

Time 2 Start - Stop

Time 3 Start - Stop

Time 4 Start - Stop

Time 5 Start - Stop

Time 6 Start - Stop

Time 7 Start - Stop

Time 8 Start - Stop

Extra Passes Per Student

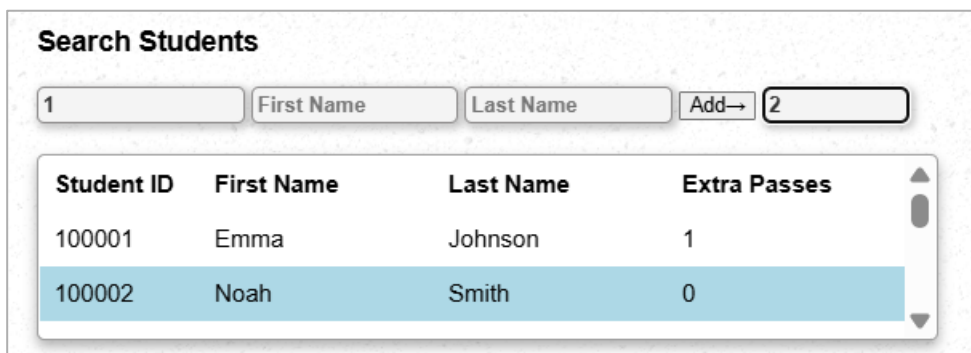
The **Extra Passes Per Student** page, located under the **Students** page in the navigation menu, is available only to administrators. This feature allows administrators to increase or decrease the number of daily restroom passes available to individual students without changing the campus-wide pass limits. Extra passes apply to all hallway locations.

1. Searching for a Student

Enter a student's ID, first name, or last name to locate the student. Matching students will appear in the results table below.

2. Assigning Extra Passes

Click the desired student in the results table, enter the number of extra restroom passes to assign, and click **Add**. Enter a positive number to increase the student's daily pass limit or a negative number to reduce the number of daily passes available. The updated pass adjustment will apply to all hallway locations immediately.



The screenshot shows a web interface titled "Search Students". At the top, there is a search bar with a "1" in a small box, followed by input fields for "First Name" and "Last Name", an "Add→" button, and another small box with a "2". Below the search bar is a table with the following data:

Student ID	First Name	Last Name	Extra Passes
100001	Emma	Johnson	1
100002	Noah	Smith	0

Restrict Passes

The **Restrict Passes** page, located under the **Restrict** page in the navigation menu, is available only to administrators. This feature allows administrators to prevent selected students from receiving hallway passes at the same time. Students placed within the same restriction group cannot have concurrent passes. This feature is commonly used to prevent students from intentionally meeting in the hallways.

1. Creating a Restriction Group

Search for students by student ID, first name, or last name. Select a student from the search results and click **Add**. Continue adding students until the restriction group is complete, then click **Create Restriction**. Each restriction group may contain up to four students. If any member of the restriction group attempts a pass while another member

has an active pass they will be denied until that pass has ended. Any student may exist in multiple restriction groups.

Search Students

100001	Emma	Johnson	▲
100002	Noah	Smith	●
100003	Olivia	Williams	
100004	Liam	Brown	
100005	Ava	Jones	
100006	Mason	Garcia	▼

Selected Students (Max 4)

100012

Alexander

Anderson

X

2. Removing Students or Deleting a Restriction

Existing restriction groups may be permanently removed by selecting the restriction from the **Existing Restrictions** list and clicking **Delete Restriction**.

Existing Restrictions

Each row below represents a restriction. The application prevents students in the same row/restriction from being granted a pass if another restriction/row member has an active pass.

Joseph Turner 100036, Olivia Williams 100003, Ava Jones 100005

Jayden Palmar 1001, Jonthan Palmar 1011, Markiyah Kellam 1008

Noah Smith 100002, Emma Johnson 100001, James White 100016

Alexander Anderson 100012, Aiden Clark 100022

3. Viewing Restrictions

All staff members can view restriction groups from the **Restricted** page in the navigation menu, although only administrators may create or delete them. When a student's pass is denied because another member of the restriction group has an active pass, teachers can use the **Restricted** page to identify which student is currently blocking the pass instead of repeatedly attempting to create it. This allows teachers to quickly determine when the other student has returned and the pass can be granted.