



# Setting Up Minga

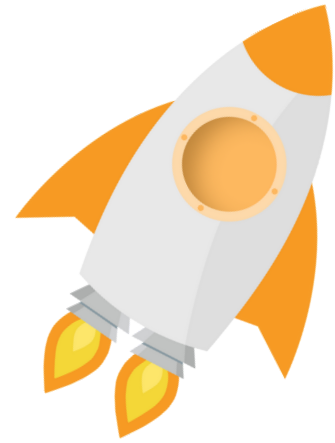
## Digital Hall Passes



A quick guide to setting up Minga Digital Hall Passes.



# 4 Steps to take control of your Hall Ways



## LAUNCH

Setup the Hall Pass Module and introduce them to your school community with a simple and easy-to-follow workflow for students and teachers.



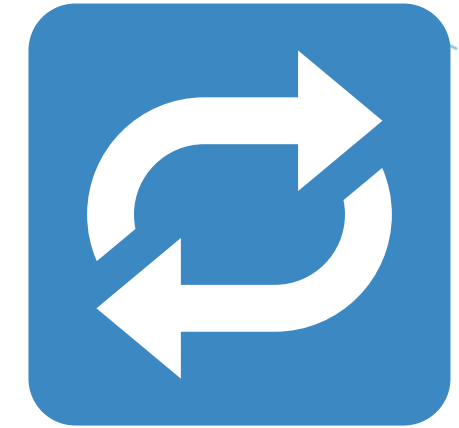
## REPORT

Identify problem areas for students easily after collecting 2-3 weeks of data with an emphasis on ensuring hall passes are being used consistently in classrooms and around campus.



## CONTROL

Implement simple controls that limit or restrict hall pass creation for problem students or concurrent passes for groups of students (No-Party Lists) that should not be in the hallways at the same time.



## REVIEW

Review hall pass usage every 2-3 weeks and update controls and policies as necessary to ensure long term safe and effective use of hall passes on campus.

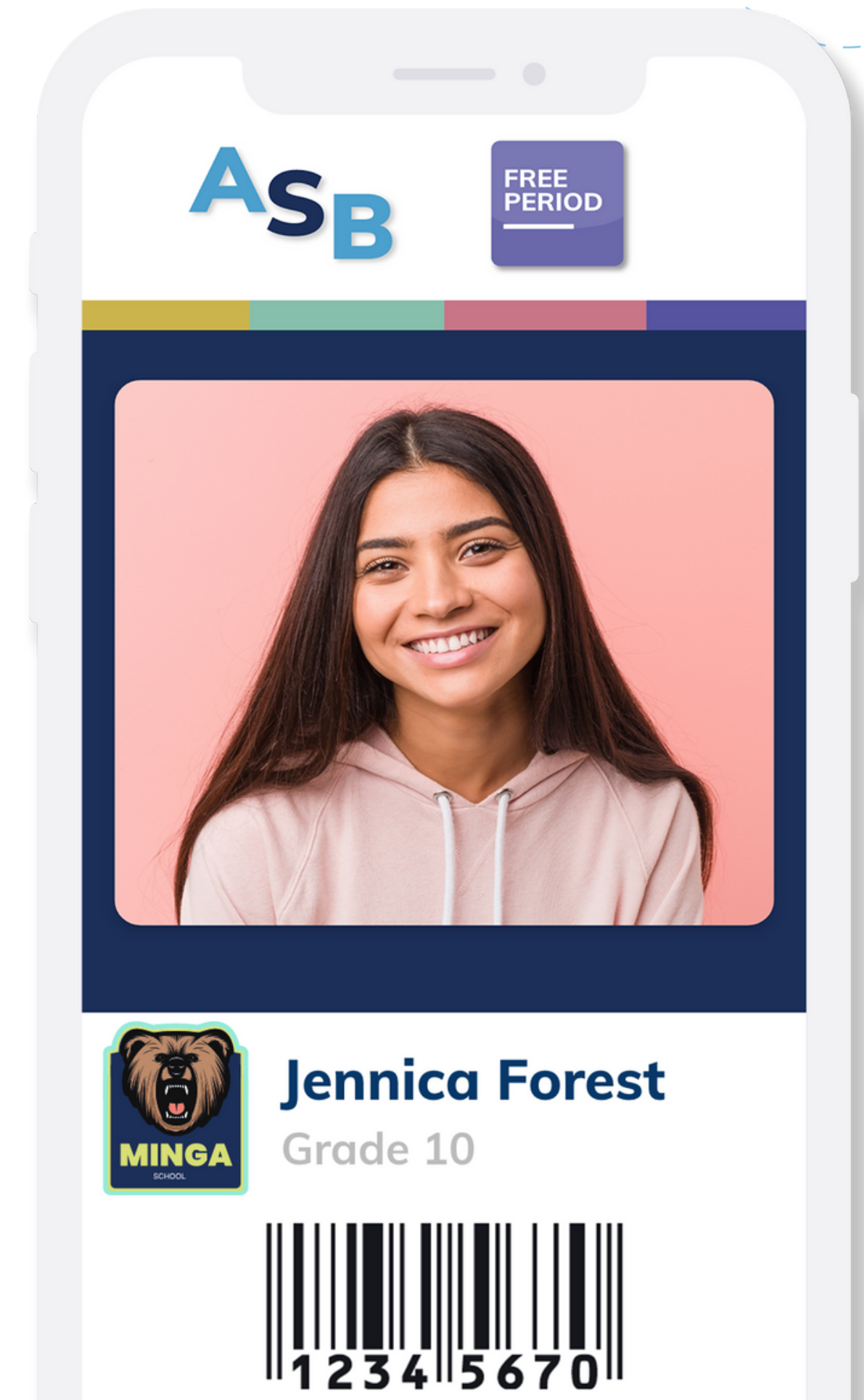
## BEFORE WE START

# Set up **your Minga Digital Student ID Cards**

The Minga Digital Hall Pass Module is built on top of the Digital Student ID Module.

Follow the [Minga Setting Up Digital Student ID Cards Guide](#) to setup Minga and create accounts for staff and students.

Done that? Great! Let's set up your Minga Digital Hall Passes.



# Best practice workflow for uninterrupted classes



## ASK PERMISSION

Student asks the teacher permission to go to the restroom or for a drink of water.

This represents 90-95% of typical hall pass usage.



## APPROVAL

Teacher responds with "yes, go ahead and create your hall pass" or "no" and the process is over.



## CREATE PASS

Student creates their own hall pass on school device or cell phone and shows it to the teacher to confirm.



## USE PASS

Student can depart with or without their device.



## MONITOR

Teachers & Staff can monitor & approve the hall passes in the customizable Hall Pass Dashboard.



# Setting up Hall Passes

Our best practice at Minga is to set up your Hall Passes to end **Automatically**.

Hall Passes will expire at the end of their duration without any need for any action from the student or teacher.

The main goal is a simple process with less interruption to teaching time.

- Go to Hall Pass Manager
- Click on Settings
- Select **Automatic** on "How do Hall Passes End"

The alternative is **Manually ended** passes. This will require the teacher or student to manually click end every time the student returns to class. Passes that are not ended within the pass duration will become 'Overdue'.

**Hall Pass** Dashboard Reports Types Restrictions Settings 🔍 🗨️ 🔔

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**System Settings**

Hall pass ending method Automatic ▼

Maximum hall passes per student per day 7

Maximum number of active hall passes 200

Hall pass request timeout duration (mins) 2

Allow notes on hall passes ☒

Show recently ended hall passes (?) ☒

Display duration (mins) 5

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**Hall Pass Manager** (?) 👤 2

**Hall Pass Report Viewers** (?) 👤 2

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**Teachers / Staff Settings**

Allow Teachers to assign hall passes ☒

Allow Staff to assign hall passes ☒

Allow Teachers / Staff to view reports for their hall passes ☒

Allow Teachers / Staff to bypass blackout schedules ☒

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**Student Settings**

Allow Students to create hall passes ☒

Must assign a teacher to hall passes ☒

Allow Students to manually end their hall passes ☒

Maximum student created hall passes per day 3

Maximum number of active student created hall passes 50

Default student created hall pass duration (mins) 5

Wait time between student created hall passes (mins) 0



# Enable Student Created Passes

## Student Settings

Allow Students to create hall passes



Must assign a teacher to hall passes



Allow Students to manually end their hall passes



Maximum student created hall passes per day

3

Maximum number of active student created hall passes

50

Default student created hall pass duration (mins)

5

Wait time between student created hall passes (mins)

0



Student created passes remove any need for teachers to write or create passes for the majority of hall pass usage.

Typically only Restroom and Fountain passes are enabled for student creation.

- Enable "Students Can Create Hall Passes"
- Enable "Students Must Assign a Teacher to a Pass"
  - This setting allows teachers to monitor the students leaving and returning to their class on their personalized "My Passes" dashboard and gives detailed reporting on student movement.





# Decide your Teacher Permissions

## System Settings

Hall pass ending method	Automatic ▼
Maximum hall passes per student per day	7
Maximum number of active hall passes	200
Hall pass request timeout duration (mins)	2
Allow notes on hall passes	<input checked="" type="checkbox"/>
Show recently ended hall passes ? Display duration (mins)	<input checked="" type="checkbox"/> 5

## Hall Pass Manager ?

2

## Hall Pass Report Viewers ?

2

## Teachers / Staff Settings

Allow Teachers to assign hall passes	<input checked="" type="checkbox"/>
Allow Staff to assign hall passes	<input checked="" type="checkbox"/>
Allow Teachers / Staff to view reports for their hall passes	<input checked="" type="checkbox"/>
Allow Teachers / Staff to bypass blackout schedules	<input checked="" type="checkbox"/>

Owners and Managers in Minga can always assign Hall Passes to students in Minga and can view all reporting for all students.

Enable your Teachers and Staff to assign Hall Passes under Teacher/ Staff Settings.

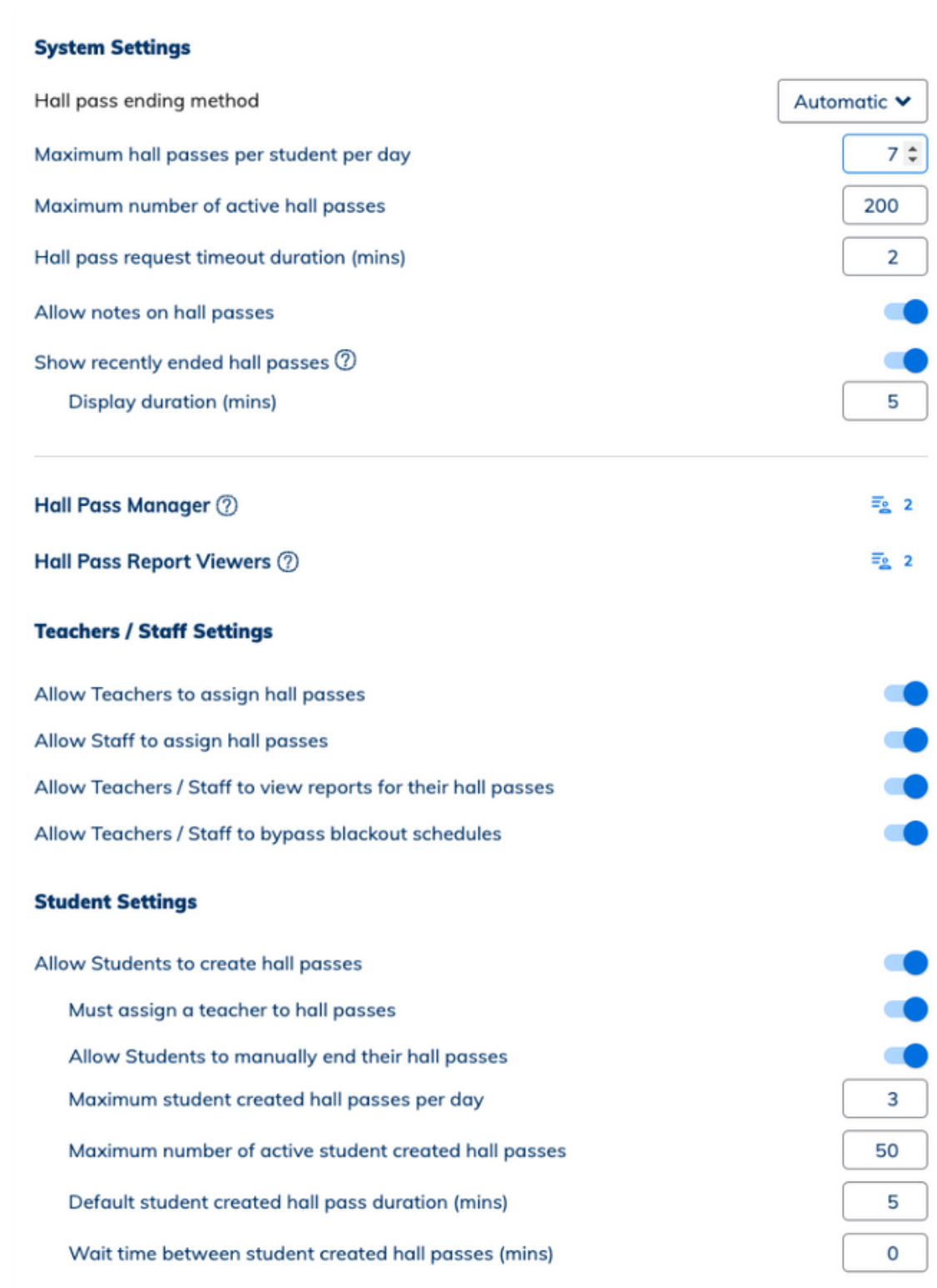
You can also enable notes to be added to Hall Passes and allow Teachers to view the reporting for their own or approved Hall Passes.

Your Blackout Schedules can be set to deny any Hall Pass creation during specified times of the day. You can choose to enable teachers to bypass this and allow passes during these times.





# Set your Hall Pass Daily limits



**System Settings**

Hall pass ending method: Automatic ▼

Maximum hall passes per student per day: 7

Maximum number of active hall passes: 200

Hall pass request timeout duration (mins): 2

Allow notes on hall passes: ☒

Show recently ended hall passes <sup>?</sup>: ☒

Display duration (mins): 5

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**Hall Pass Manager** <sup>?</sup> 2

**Hall Pass Report Viewers** <sup>?</sup> 2

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**Teachers / Staff Settings**

Allow Teachers to assign hall passes: ☒

Allow Staff to assign hall passes: ☒

Allow Teachers / Staff to view reports for their hall passes: ☒

Allow Teachers / Staff to bypass blackout schedules: ☒

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**Student Settings**

Allow Students to create hall passes: ☒

Must assign a teacher to hall passes: ☒

Allow Students to manually end their hall passes: ☒

Maximum student created hall passes per day: 3

Maximum number of active student created hall passes: 50

Default student created hall pass duration (mins): 5

Wait time between student created hall passes (mins): 0

When first starting Minga Hall Passes, we recommend you set your daily limits relatively high for the first few weeks to get accurate reporting on your student movement on campus.

- Maximum Hall Passes Per Student Per Day
  - Total passes allowed per student from either teacher and student created passes
- Maximum Number of Active Hall Passes
  - This is the maximum number of students at any one time in the hall with teacher or student created passes
- Maximum Student Created Passes Per Day
  - Maximum number of passes a student can create for themselves per day
- Maximum Number of Active Student Created Hall Passes
  - This is the maximum number of students at any one time in the hall with student created passes
- Default Student Created Hall Pass Duration
  - All student created Hall Passes will be set to this default duration unless a custom duration has been set.
- Wait Time Between Student Created Hall Passes (Minutes)
  - Stop back-to-back pass creation with a delay time per student.





## LAUNCH - STEP 2

# Set up Hall Pass Types

- Click the Types tab in the lower menu
- Click Inactive on Hall Pass Types you don't want to use, or click edit to delete.
- Click the Edit Pencil to edit existing types, or click Create Type to create a custom type
- Enable passes for student creation
  - Enable 'Students can create a pass'
    - *Enable 'Teacher must approve pass' if teachers are required to click approve on their device before the pass is activated.*
  - Set a custom Default Pass Time
  - Set Max Simultaneous Passes
  - Click Save

**Hall Pass** Dashboard Reports Types Restrictions Settings

Search Chat Notifications

Create Type

Pass Name	Student Created	Edit	Active
Pass - TC - P3	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Warning -			<input checked="" type="checkbox"/>
People - T			<input checked="" type="checkbox"/>
Heart - SC			<input checked="" type="checkbox"/>
School - T			<input checked="" type="checkbox"/>

### Edit Hall Pass Type

Hall Pass Name  
Restroom - SC - P0

Color

Icon

Priority (optional) 0

Default pass time 6

Max simultaneous passes 10

#### Hall pass restrictions

Limit students this pass type can be assigned to ☐

Students can create a pass ☒

Teacher must approve pass ☒

Ignore blackouts ☐

Ignore limits ☐

Delete Save



# Create Custom Hall Pass Types for Specific Individuals

Create Hall Pass Type

Hall Pass Name

Unlimited Restroom

Color

Icon

Priority (optional)

0

Default pass time

10

Max simultaneous passes

10

Hall pass restrictions

Limit students this pass type can be assigned to

Student list

Add

Students can create a pass

Teacher must approve pass

Ignore blackouts

Ignore limits

Cancel

Create

Create Hall Passes for specific individuals who need special access.

For students who may have doctors notes and need the ability to leave class more than their peers, or for any other reason... you can Limit a pass type so only they can use it.

Enable 'Limit students this pass type can be assigned to' and click Manage to select the students.

If this pass needs to give unlimited access to the hallway at any time for these specific students;

- Check off Student Created
- Check off Ignore Blackouts
- Check off Ignore Limits

This pass can now be created at any time and will ignore any daily limits.



# Set Campus Blackout Schedules

Limit when Hall Passes can be assigned by creating Campus Blackout Schedules.

Often these are set for the first and last 10 minutes of class, but can be used to block out any times.

- Go to the Restrictions tab in Hall Pass Manager
- Click Create > Blackout Schedule
- Click Add Time to add multiple time blocks
- Select which days this schedule should be active
- Click Save
- Click ACTIVE when you are ready for the schedule to go live.

## Create Blackout Schedule

Schedule Name

Schedule A

Time Schedule

Add Time

Start Time	End Time	Delete
08:30:00 AM	08:40:00 AM	
09:20:00 AM	09:30:00 AM	
09:40:00 AM	09:50:00 AM	
10:40:00 AM	10:50:00 AM	

Days Active

S

M

T

W

T

F

S

Delete Schedule

Create

## Campus Blackout Schedules ?

Schedule Name	Days Active	Edit	Active
Block 2	<div><div>S</div><div>M</div><div>T</div><div>W</div><div>T</div><div>F</div><div>S</div></div>		<input type="checkbox"/>
Block 1	<div><div>S</div><div>M</div><div>T</div><div>W</div><div>T</div><div>F</div><div>S</div></div>		<input type="checkbox"/>



# Introduce Minga Digital Hall Passes to staff and students

From our best practice workflow for uninterrupted learning, to detailed instructions for staff and student created Hall Passes, to monitoring students in the halls.

This guide for teachers and staff walks through every step of implementing Minga Digital Hall Passes in the classroom.

**Classroom Guide**

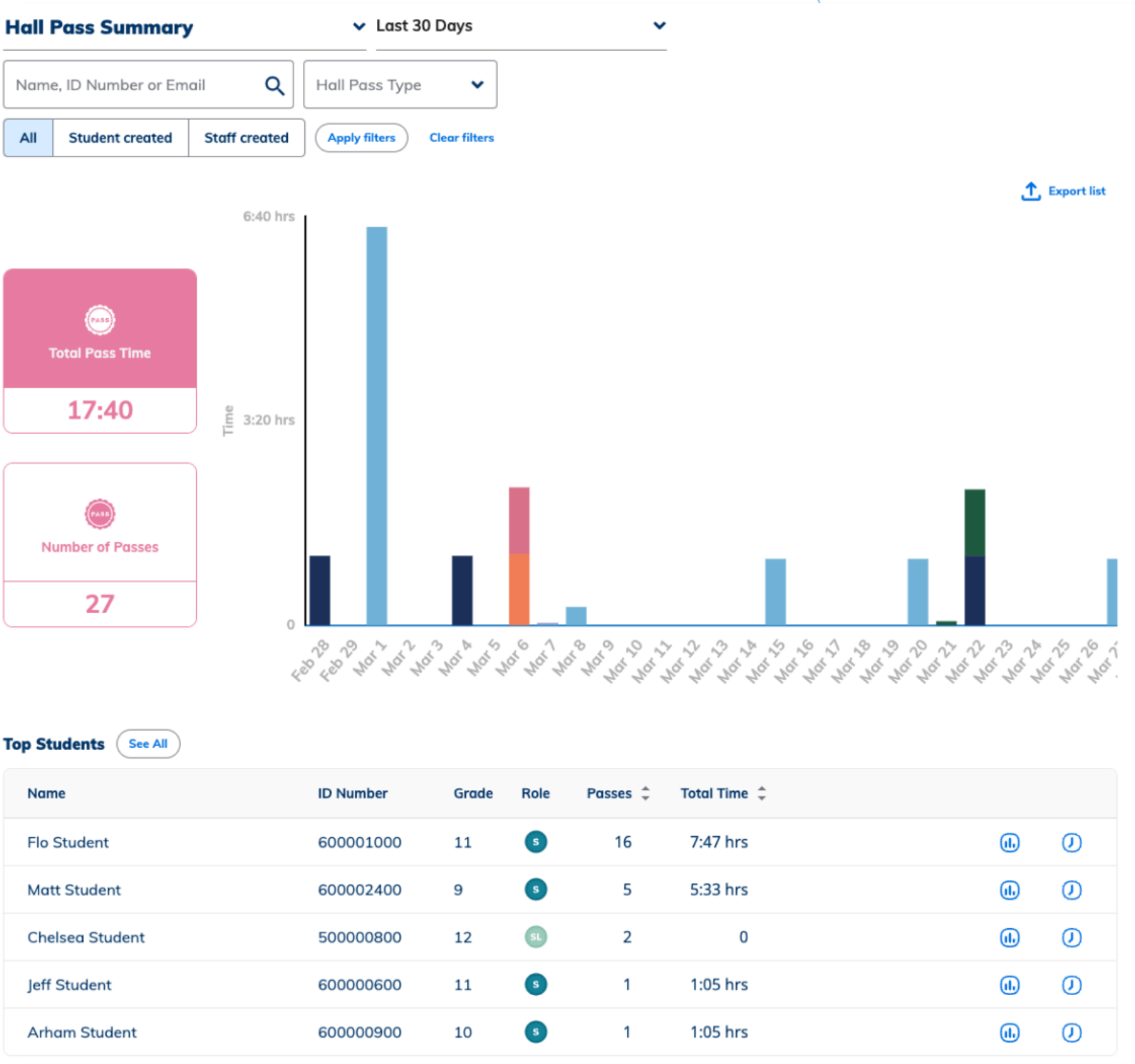




# Review all Hall Pass usage

After 2-3 weeks of allowing free use of Hall Passes it's time to identify any problem areas:

- Navigate to the Reports tab within Hall Pass Manager
- View the total number of passes used and the total time spent out of the classroom in the summary reports for Top Users, Top Creators and Top Hall Pass reports
- Adjust filter to search by date range, Name/ID/Email, or Type







# Identify process adoption

The most important part of any roll-out of a new process is being able to monitor adoption and buy-in from your teaching staff.

Monitor your Top Staff Report to see which staff are allowing students to create Minga Digital Hall Passes in their classroom, or are also creating Hall Passes themselves for students.

The setting "Students Must Assign a Teacher to a Pass" must be turned on in Settings to enable this reporting to accurately track which teacher approved each pass.

Staff

Last 30 Days

Name, ID Number or Email

Q

Hall Pass Type

▼

All

Student created

Staff created

Apply filters

Clear filters

Schedule a report

Export list

Column settings

Approved by	ID Number	Role	Passes	Total Time		
Nicholle Owner	—	O	25	2:05 hrs	📊	👤
Flo Lisse	—	O	23	13:12 hrs	📊	👤
Services Account	—	SA	4	4:28 hrs	📊	👤

3 results

<<

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1

>

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100 per page



## REPORT - STEP 5

# Identify problem areas

- View the **Top Students** report in Hall Pass Reports to see which students are using the most Hall Passes.
- Click the **View Summary** icon next to the student to see a breakdown of who granted their Hall passes (**Top Staff**) and which Hall Passes they use (**Top Hall Passes**).
- Click the **View Pass History** icon to view all previous passes granted for the student

### Students

▼ Last 30 Days ▼

Name, ID Number or Email



Hall Pass Type



All

Student created

Staff created

Apply filters

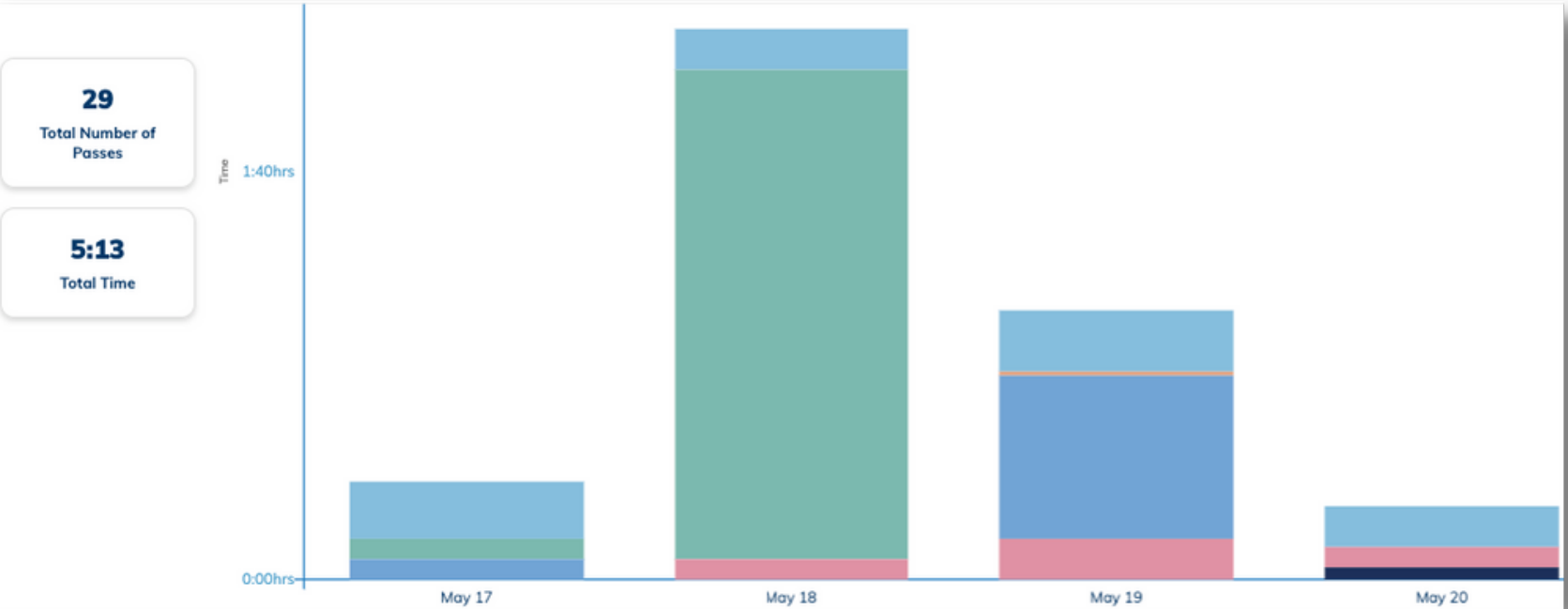
Clear filters

Schedule a report

Export list

Column settings ▼

Name	ID Number	Grade	Role	Passes	Total Time		
Flo Student	600001000	11	S	17	7:52 hrs		
Matt Student	600002400	9	S	6	5:38 hrs		
Jeff Student	600000600	11	S	2	1:10 hrs		
Arham Student	600000900	10	S	2	1:10 hrs		
Amrit Student	600001800	12	S	2	1:10 hrs		
Tuan Student	500000600	11	SL	1	1:05 hrs		





# Limiting Individual Students

**Example Problem 1: Jason Henley is using too many Hall Passes and out of class too often**

Solution: Add to the One Pass, Two Pass or No Pass List to limit or temporarily remove permissions for Jason to create own passes.

- Go to Restrictions tab
- Next to desired List, click Edit Pencil
  - Click Add
  - Search for student's name
  - Filter by Grade, Group or Role
  - Or, upload a CSV of multiple students ID numbers
- When ready to give permissions back, click Remove Members and select the students to remove them from the applicable List.

## Pass List

No Grant List ?

Add

No Pass List ?

 2

One Pass List ?

 1

Two Pass List ?

 1



# Stop Students Meeting up out of Class - No Party Groups

**Example Problem 2: Two or more students meeting in the hallways during class time**

Solution: Create a 'No Party' Group to remove permissions for these students to be in the hallway together.

If there are groups of students meeting in the hallways, adding them to a No Party Group will stop them from creating Hall Passes at the same time.

- Go to Restrictions tab
- Click Create > 'No Party' Group
- Name your Group
- Click Edit Pencil
  - Click Add
  - Search for the student's names
  - Filter by Grade, Group or Role
  - Or, upload a list of students

## No Party Groups ?

Name	Manage Members	Edit	Active
Valentines	<button>Add</button>		<input checked="" type="checkbox"/>
Marketing Team	8		<input checked="" type="checkbox"/>
Bathroom Vapers	2		<input checked="" type="checkbox"/>
Romeo & Juliet	2		<input checked="" type="checkbox"/>
Bullying - CK	2		<input type="checkbox"/>
Vandalism	2		<input type="checkbox"/>



# Review usage and controls



Now that you have adjusted your controls it is time for a review period.

We recommend another 2-3 weeks of data collection before reporting again and adjusting controls as needed.

Regular review and monitoring of updates to internal policies are necessary to ensure long term safe and effective use of hall passes on campus.



## RESOURCES

# Minga Help Center

For any other support you need when setting up and using your Minga, please visit our Help Center and the knowledge base.

We host weekly training sessions on Zoom which are a great opportunity to get specific questions addressed in person. We encourage you to attend!

Visit Help Center

