MiNGA

Setting Up Minga
Digital Hall Passes

A quick guide to setting up Minga Digital Hall Passes.

PASS
Restroo
Currently Acti
88

PASS
Library
Currently Active:
135

4 Steps to take control of your Hall Ways
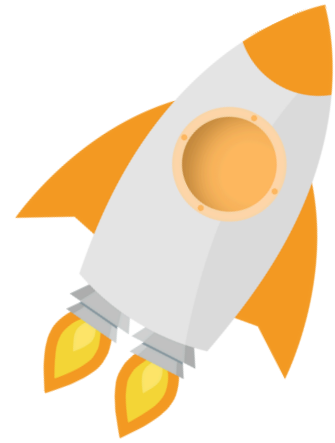
LAUNCH

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.
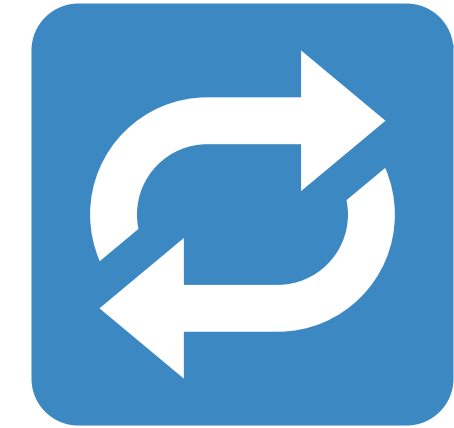
REVIEW

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.
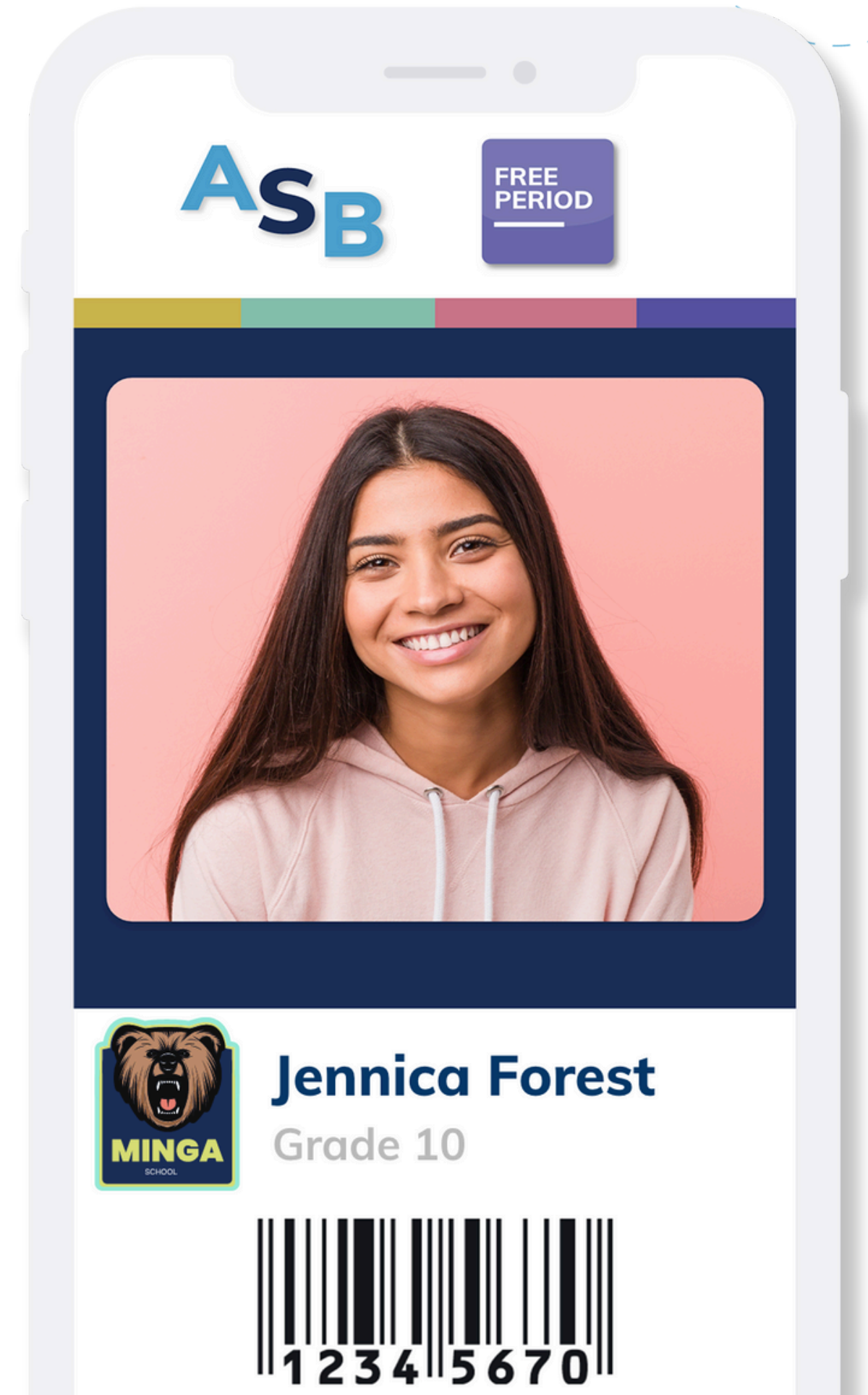
Set up your Minga Digital Student ID Cards

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

Toggle on Enable Hall Pass and set hall pass ending method. 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
- Click on Settings
- Select Automatic on "How do Hall Passes End"
- Toggle on show recently ended hall passes and allow notes

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'.

Reports   Types   Restrictions   **Settings**

Enable Hall Passes

Hall Pass Manager ?   Add
Hall Pass Report Viewers ?   Add

General Settings

Default hall pass ending method   Automatic ⌄
Overdue hall pass timeout (mins) ?   60
Show recently ended hall passes ?
  Display duration (mins)   5
Allow notes on hall passes

Hall Pass Limit

Maximum hall passes per student per day   8
Maximum number of active hall passes ?   50

Hall Pass request timeout duration

Student created hall pass (mins)   2
Staff created hall pass (mins)   5

You can also set ending method per hall pass type in the **Types** tab

Enable Student Created Passes

Student Settings

Allow students to create hall passes

    Must assign a teacher to hall passes

    Maximum student created hall passes per day   `4`

    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)   `55`

Allow students to manually end their hall passes

    Allow students to end hall passes on mobile devices

Student created passes lessons teacher classroom interruption time. Typically only Restroom and Fountain passes are enabled for student creation in the Types tab.

- Enable "Students Can Create Hall Passes"
- Enable "Students Must Assign a Teacher to a Pass"

This setting allows verbally approved student-created hall passes to appear in a teacher's "My Passes" dashboard.

- Set maximum Student created hall passes per day (how many times a student can go to the bathroom or fountain)
- Set Maximum number of active student created hall passes allowed at once.

We recommend starting with higher numbers to get baseline data then lowering over time.

- Set Wait time between student created hall passes. This is typically the length of your periods or blocks.

Decide your Teacher Permissions

Teacher / 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

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 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 Pass Daily limits and Time out Duration

Hall Pass Limit

Maximum hall passes per student per day   `6`

Maximum number of active hall passes ⍰   `75`

Hall Pass request timeout duration

Student created hall pass (mins)   `2`

Staff created hall pass (mins)   `5`

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
  - Maximum number of passes a student can have total per day. Should be the student number + 1-2 hall 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. Should be the student number + 25%.*

- *Hall Pass request timeout duration*
  - *Set the time a teacher has to approve a student-requested teacher-approved hall pass before the request expires.*
  - *Set the time a staff member has to approve a teacher-requested staff/teacher-approved hall pass before the request expires.*

Set up Hall Pass Types

- Click the **Types** tab in the lower menu

- Click edit to delete Hall Pass Types you don't want to use, or 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
  - Limit who can assign this pass
  - Limit how many passes of this hall pass type a student have have per day
  - Choose hall pass ending method for this type.
  - Click Create or Save

Hall Pass Dashboard   Reports   **Types**   Restrictions   Settings

Create Hall Pass Type   ✕

Hall pass name
Counselor

Icon   👥 ⌄

Icon color   ▮

Priority (optional) ?   0

Default pass time ?   0

Max simultaneous passes ?   0

Hall pass restrictions

Limit students this pass is available to

Limit who can assign this pass

Limit passes per student, per day

Settings

Hall pass ending method   Automatic ⌄

Allow students to manually end their hall passes

   Allow to end hall passes on mobile device

Students can create a pass

   Teacher must approve pass

Ignore blackouts

Ignore limits

Cancel   Create

Create Type

Pass Na   dent Created   Edit   Active

Pass -

Warni

People

Heart

School

Create Custom Hall Pass Types for Specific Individuals

Create Hall Pass Type   ✕

Hall pass name
IEP/Unlimited Restroom

Icon   👥▾

Icon color   ▭

Priority (optional) ⑦   0

Default pass time ⑦   0

Max simultaneous passes ⑦   0

Hall pass restrictions

Limit students this pass is available to   🔵

Student list ⑦   👥 2

Limit who can assign this pass   ⚪

Limit passes per student, per day   ⚪

Settings

Hall pass ending method   Manual ▾

Allow students to manually end their hall passes   🔵

   Allow to end hall passes on mobile device   ⚪

Students can create a pass   🔵

   Teacher must approve pass   🔵

Ignore blackouts   🔵

Ignore limits   🔵

Cancel   **Create**

Create Hall Passes for students 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 **Add** 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

- 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	S M T W T F S	✏	⬤
Block 1	S M T W T F S	✏	⬤

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

Restroom
00:05:49
STARTED BY:
LARRY LILAC

END

2023 / 2024
Sarah Sky

Active Now:

PASS
Restroom

PASS
Fountain

10

45

George Dunman
245565747

S   Grade
10

ass

ce

22

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

- 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

Hall Pass Summary | Last 30 Days

Name, ID Number or Email | Hall Pass Type

All | Student created | Staff created | Apply filters | Clear filters

Export list

Total Pass Time 17:40

Number of Passes 27

Top Students See All

Name	ID Number	Grade	Role	Passes	Total Time		
Flo Student	600001000	11	S	16	7:47 hrs		
Matt Student	600002400	9	S	5	5:33 hrs		
Chelsea Student	500000800	12	SL	2	0		
Jeff Student	600000600	11	S	1	1:05 hrs		
Arham Student	600000900	10	S	1	1:05 hrs		

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 🔍 | 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 |< < 1 > >| 100 per page ▾
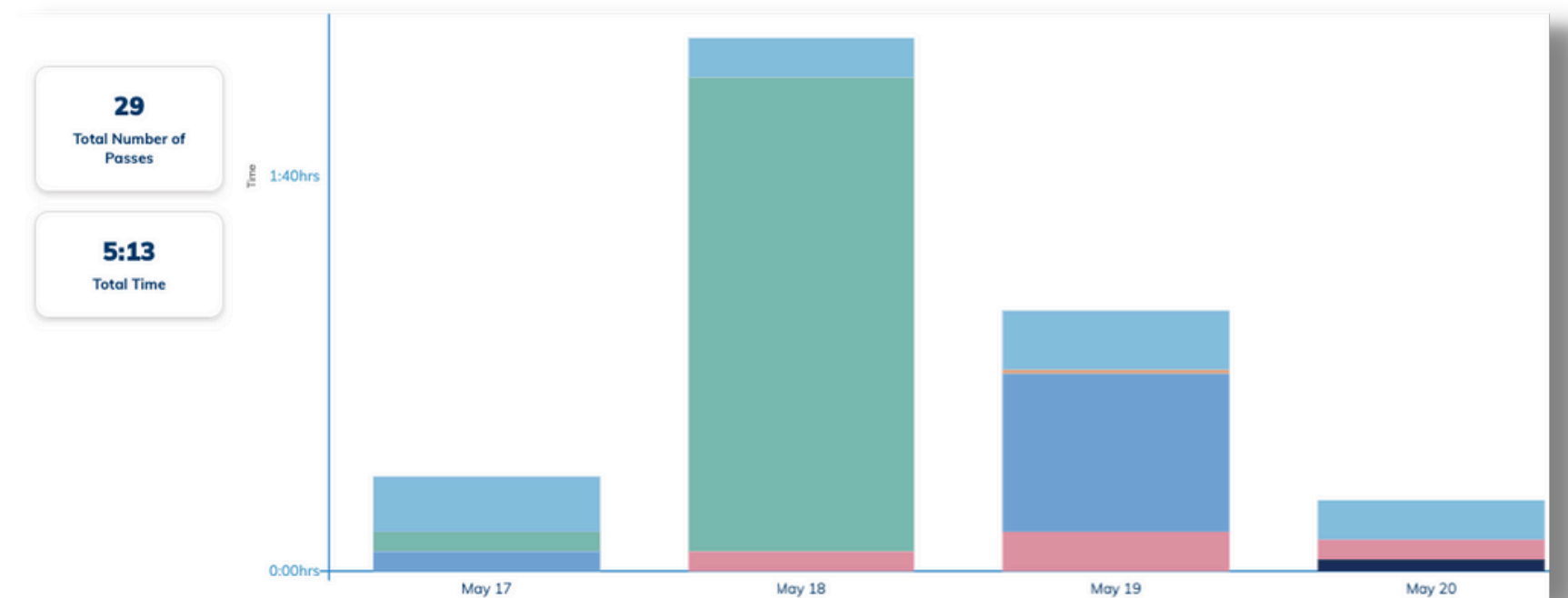
Identify **problem areas**

- 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

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.

No Party Groups ⑦

Name	Manage Members	Edit	Active
Valentines	Add	✏️	🔵
Marketing Team	8	✏️	🔵
Bathroom Vapers	2	✏️	🔵
Romeo & Juliet	2	✏️	🔵
Bullying - CK	2	✏️	⚪
Vandalism	2	✏️	⚪

Review usage and controls

REPORT

CONTROL

REVIEW

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.

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

MINGA HELP CENTER

Sign in to Minga at app.minga.io and click on the Help Center to access all resources;

- Video Tutorials
- PDF Guides
- Webinars
- Live Training Sessions

app.minga.io

Help Center
Welcome to the Minga Help Center. Ask a question or explore the help materials.

What are you looking for?

Resources by Manager

People Manager

ID Manager

Hall Pass Manager

Community & Communication

Check In Manager

Behavior Manager

Points Manager

Minga Support

Live Training Calendar