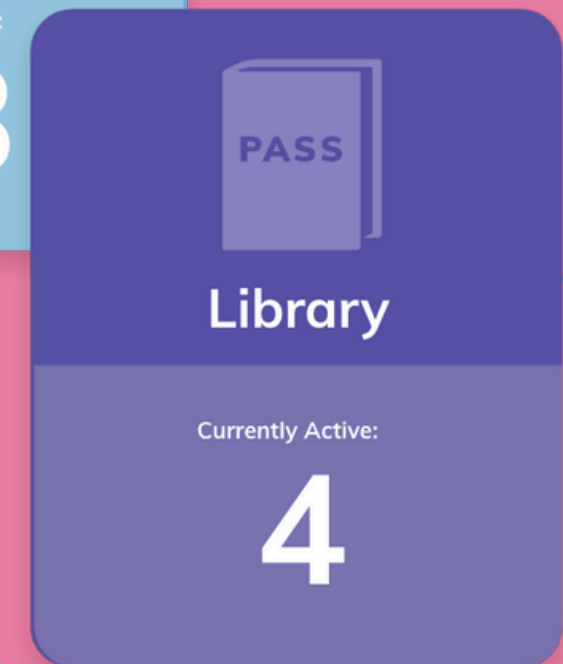




# How to Use Minga **Digital Hall Passes** in the Classroom & Hallways

A guide for teachers and staff on Minga Digital  
Hall Passes

MINGA 7.0



# 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.

## STEP 1

# How students create their own Hall Passes

When a student has been granted verbal permission to use a Hall Pass to leave the classroom, they can create their own Hall Pass.

Teacher approval can be required for specific Hall Pass Types.

From within the Minga app or via [app.minga.io](https://app.minga.io) students click My Tools > Create a Hall Pass.

The pass will be visible on the student's Digital ID on their own device (phone, Chromebook etc) with a countdown timer or from a staff member's device in their Hall Pass Dashboard.



STEP 2

# Viewing, approving and ending active Hall Passes

Click Hall Pass to see the Hall Pass Dashboard

Keep this Dashboard open and filtered by 'My Passes' to track your student's hall passes.

Some hall pass types may have teacher approval required.

Click Approve or Deny on the pop up or in the dashboard when a student requests a pass.

End any pass by clicking End on the dashboard.

Restroom - SC - P06

Book - SC - P3 - MSP23

Tardy1

Pass - TC - P30

Warning - SCTA - P50

People - TC - P60

Heart - SC - LS - P40

School - TC - LS - P90

Clock - SC - IBIL - P10

Name, ID Number or Email

Search

Status

Active X

Overdue X

Pending X

All Passes

My Passes

Clear Filters

Assign Hall Pass

☐ Auto Refresh

Refresh Dashboard

Export List

Status	Timer	Name	Pass	Note	Start time	End time	Approved by	Ended by
Active	3:49	Cody Student	Restroom - SC ...	—	2:09 pm	—	Nicholle Teacher	End
Active	3:47	Chris Student	Restroom - SC ...	—	2:09 pm	—	Nicholle Teacher	End
Active	3:47	Matt Student	Restroom - SC ...	—	2:09 pm	—	Nicholle Teacher	End
			Tardy	—	2:08 pm	—	Nicholle Teacher	End
			Book - SC - P3 ...	—	2:08 pm	—	Nicholle Teacher	End

Approve hall pass?

Georgia Jones has requested a Teacher approved hall pass.

00:00:53

Deny

Approve

STEP 3

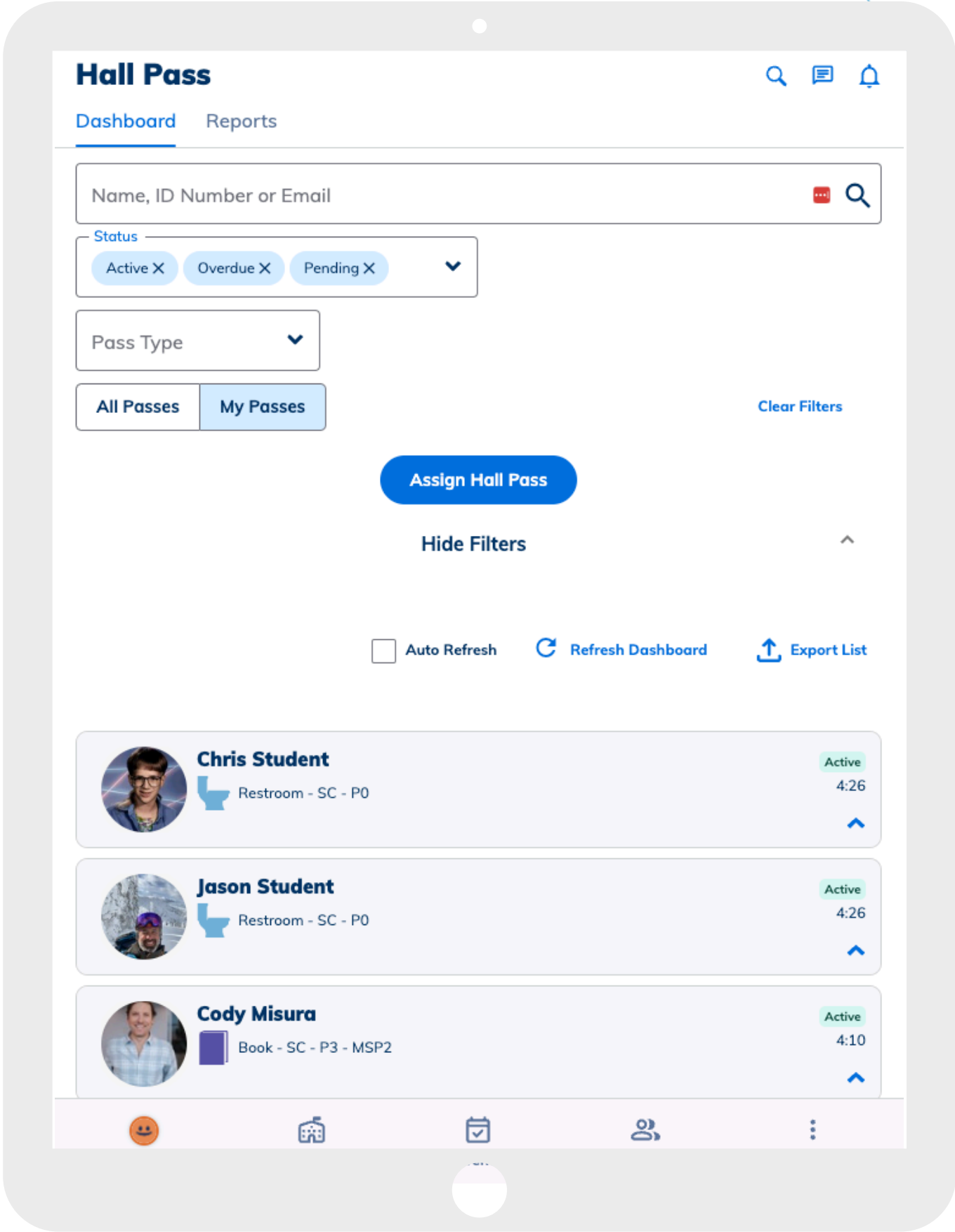
# Monitoring Passes in the hallway

Students do not need to take their devices out of the classroom.

Staff can approve, deny and monitor all active and ended hall passes from the Hall Pass Dashboard.

Hallway monitors can easily access the dashboard from tablets and cellphones in the Minga app as they move around the campus.

If students use their cell phones at school, they can also show you their Minga Digital ID with their active hall pass.



# Creating Hall Passes for your students

Assign Hall Pass

Tardy

Restroom - SC - P0

Clock - SC - IBIL - P1

Pass - TC - P3

Book - SC - P3 - MSP2

Heart - SC - LS - P4

Warning - SCTA - P5

People - TC - P6

School - TC - LS - P9

Pass duration (mins)

3

5

10

...

Note to student (optional)

☐ Schedule for later (optional)

Back

Search People

Name, ID or Email

Upload file

Barcode scanner

Scan with camera

Group

Grade

Role

Apply filters

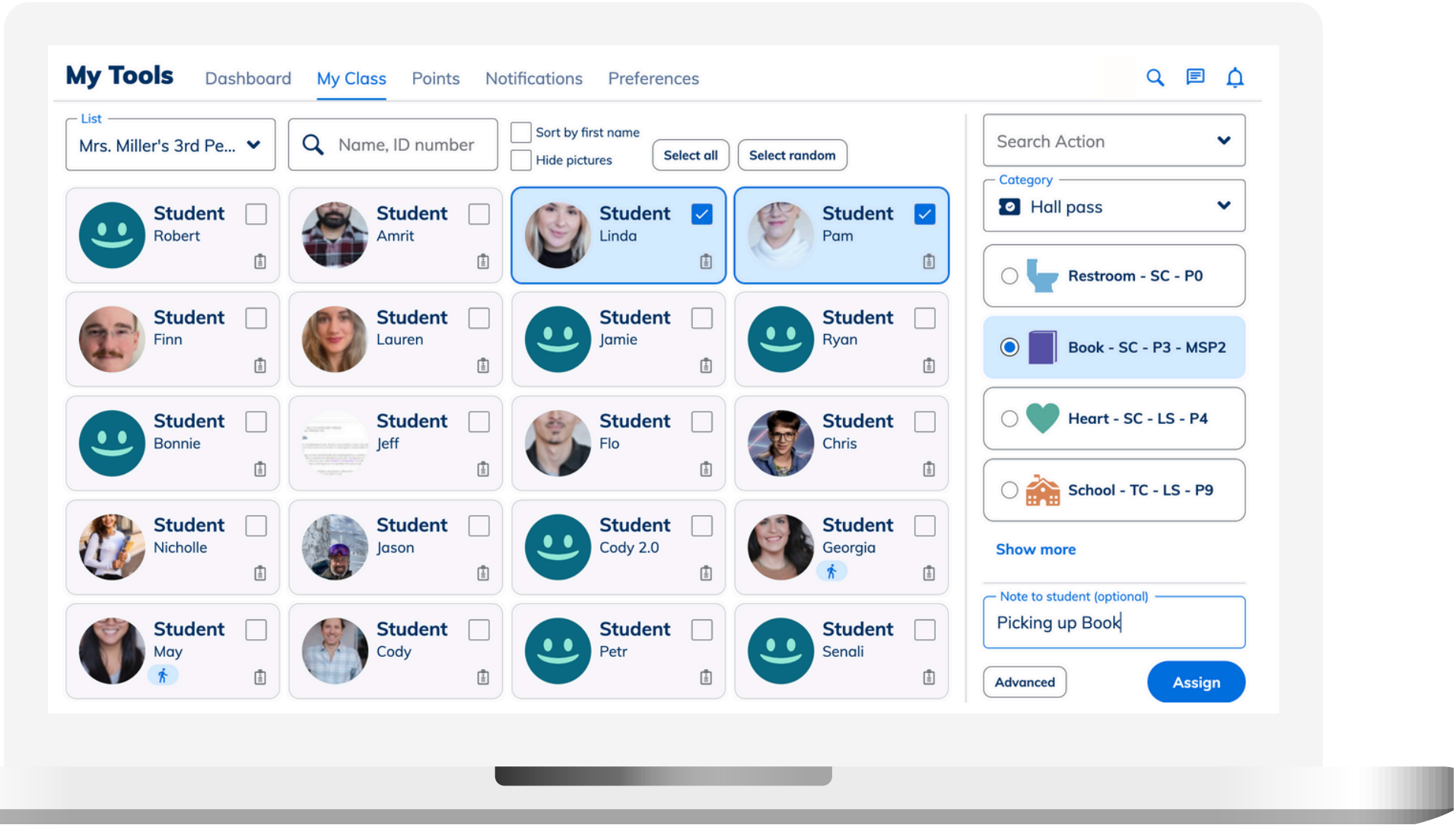
Create hall passes for your students via My Tools.

- Click 'Assign a Hall Pass' in My Tools to select the students that will receive the Hall Pass.
- Select Hall Pass Type and select the Pass Duration (in minutes) the Hall Pass is valid for, you can add a note if applicable.
- Filter by Group, Grade, Role, Search for specific students by name or upload a CSV of ID numbers to bulk add users to a Hall Pass.



STEP 4 - OPTION B - ASSIGNING HALL PASSES

# Student First Workflow - My Class



Use My Class to quickly assign a hall pass

- Navigate to app.minga.io
- Click on My Tools
- Select My Class
- Choose your student(s)
- Add a note (optional)
- Click Assign

View Guide



A walking icon will appear below the student indicating a live hall pass. Click on the badge icon to see their ID and live hall pass.

STEP 5

# Scheduling Hall Passes for your students

Save time during the school day and schedule student Hall Passes ahead of time.

When creating a Hall Pass, check the box to Schedule for Later to set the date and time.

The scheduled pass will send a push notification to the student when it is created and at the beginning of the hour before it is activated.

PASS

You've been scheduled a Library hall pass!

Scheduled for Wednesday, October 18 at 11:42 am

Close

Pass duration (mins)

3

5

10

...

Note to student (optional)

☒ Schedule for later (optional)

Start Date

Apr 17th, 2024

Start Time

02:00 PM



# 'No Party' Groups & No Pass lists

Minga 'No Party' groups are designed to stop specific groups of students being out of class and meeting in the hallways at the same time.

When one member of a 'No Party' group has an active Hall Pass, no other members of that group are able to activate their own Hall Passes.

Students can also be added to the No Pass list when they are not approved for any Hall Passes. This can be a permanent or temporary measure depending on the student.

Teachers can override the warnings if needed by clicking 'Assign Pass'.

✕

!

NO-PASS LIST

Linda Student is on the No-Pass List

Assign Pass

Close

✕

!

NO-PARTY GROUP

Chris Student is in an active No-Party Group. Try again in a few minutes

Assign Pass

Close

## 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

