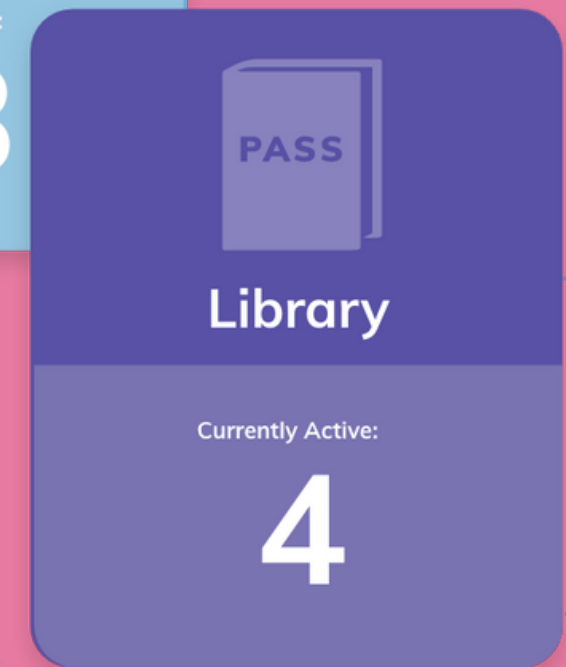
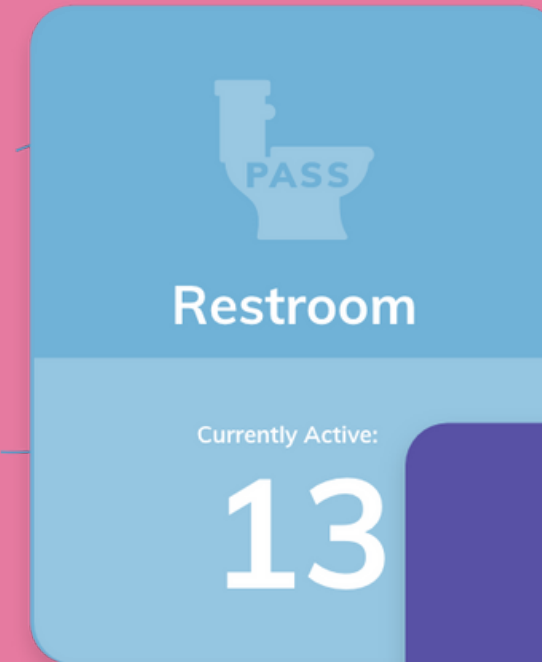




How to Use Minga **Digital Hall Passes** in the Classroom & Hallways

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 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 View Pass Dashboard in My Tools.

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.

The dashboard features a top navigation bar with nine pass categories and their counts:

- Restroom - SC - P0: 6
- Book - SC - P3 - MSP2: 3
- Tardy: 1
- Pass - TC - P3: 0
- Warning - SCTA - P5: 0
- People - TC - P6: 0
- Heart - SC - LS - P4: 0
- School - TC - LS - P9: 0
- Clock - SC - IBIL - P1: 0

Below the navigation bar is a search and filter section with a search box for 'Name, ID Number or Email' and a status filter dropdown set to 'Active'. There are also buttons for 'All Passes', 'My Passes', and 'Clear Filters'. On the right side, there is an 'Assign Hall Pass' button and options for 'Auto Refresh', 'Refresh Dashboard', and 'Export List'.

The main table displays active passes with the following columns: Status, Timer, Name, Pass, Note, Start time, End time, Approved by, and Ended by. The table shows three active restroom passes for Cody Student, Chris Student, and Matt Student, all approved by Nicholle Teacher at 2:09 pm. Below the table, there are two more rows for Tardy and Book passes, also approved by Nicholle Teacher at 2:08 pm.

A modal dialog is overlaid on the table, titled 'Approve hall pass?'. It contains the text: 'Georgia Jones has requested a Teacher approved hall pass.' and a timer showing '00:00:53'. At the bottom of the dialog are two buttons: 'Deny' and 'Approve'.

STEP 3

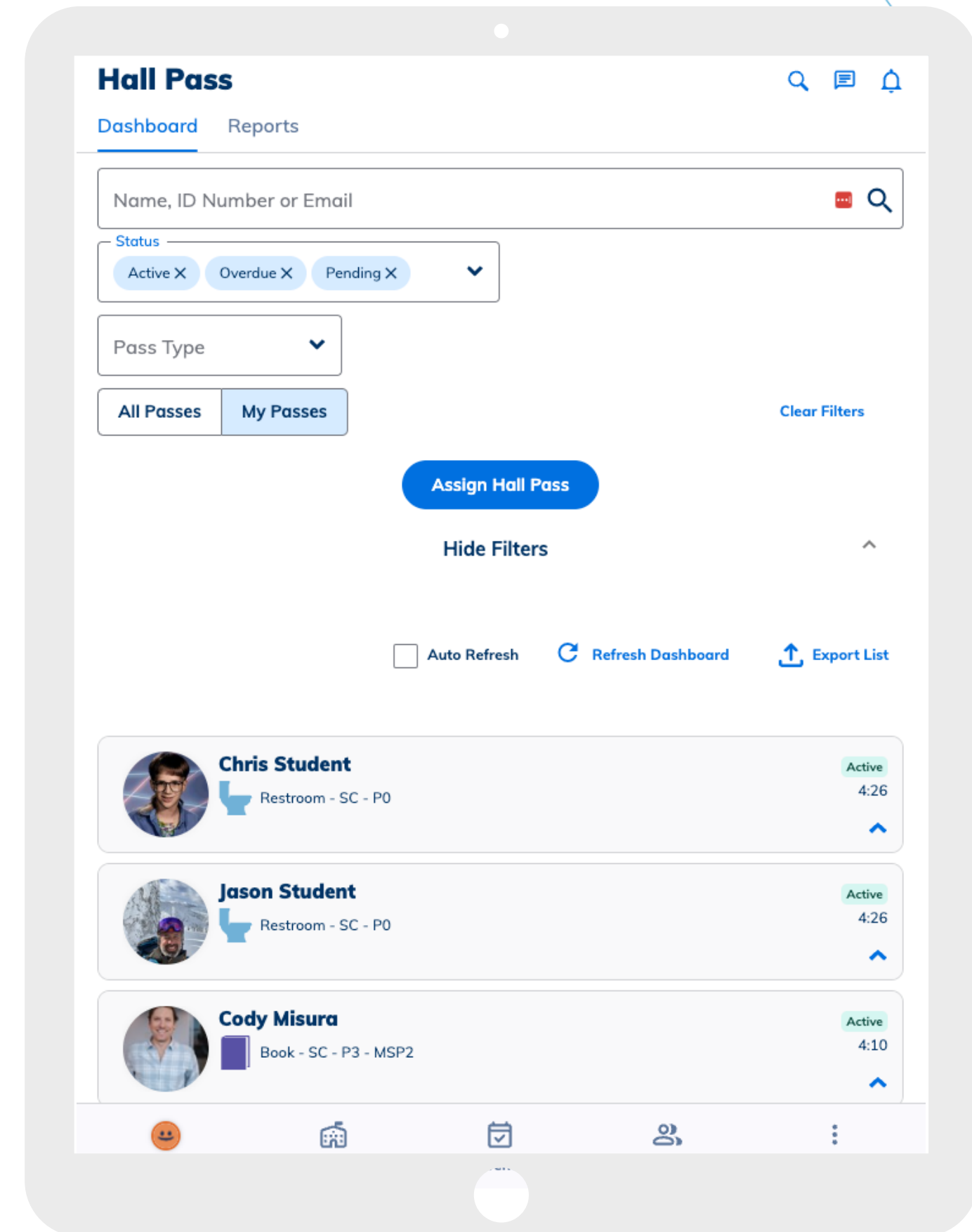
Monitoring Passes in the hallway

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 Manager 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

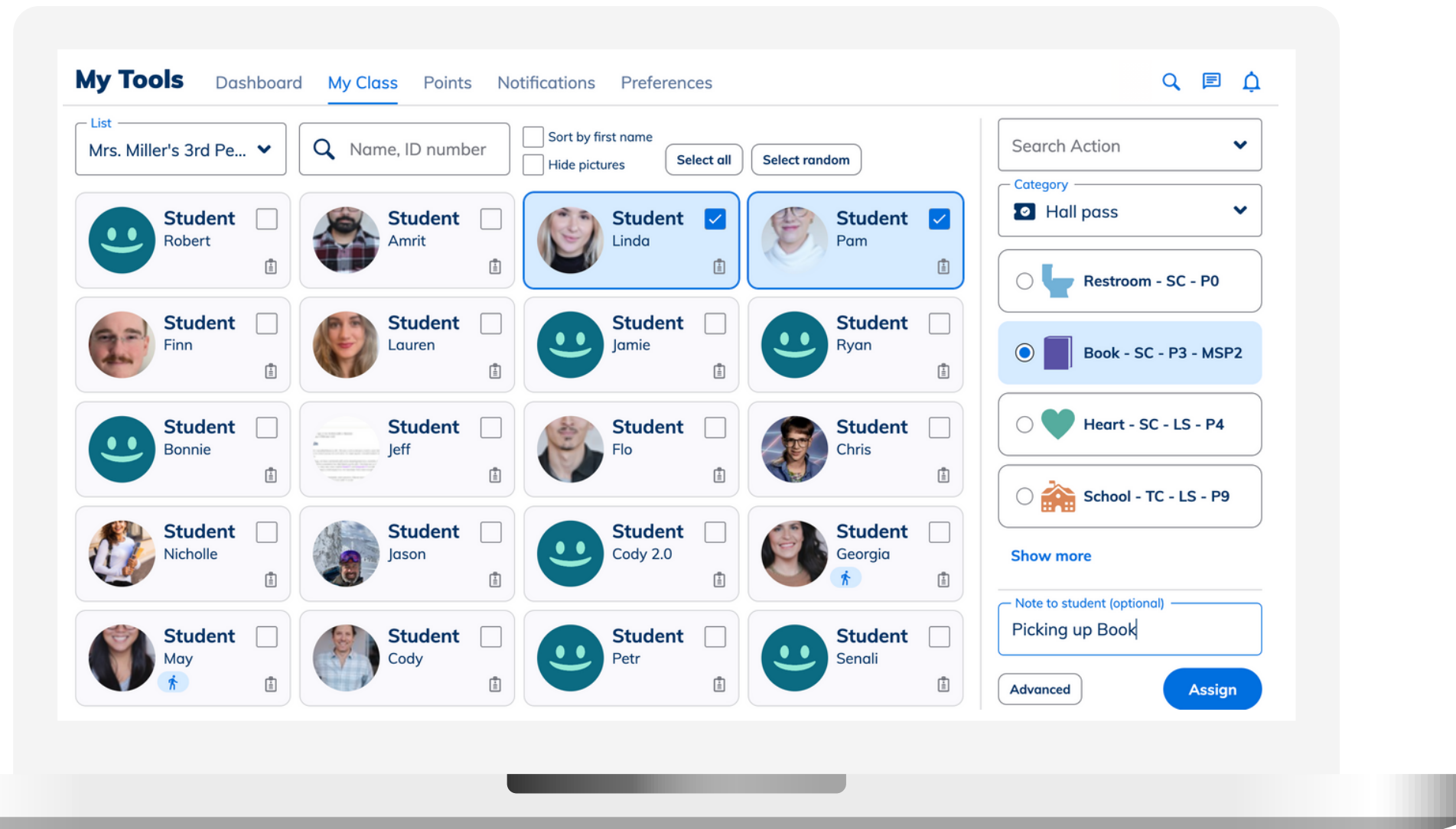
The screenshot shows the 'Assign Hall Pass' interface. At the top, there are nine pass type options in a 3x3 grid, each with a radio button and an icon: Tardy (clock), Restroom - SC - P0 (toilet), Clock - SC - IBIL - P1 (clock), Pass - TC - P3 (PASS sign), Book - SC - P3 - MSP2 (book), Heart - SC - LS - P4 (heart), Warning - SCTA - P5 (warning sign), People - TC - P6 (people icon), and School - TC - LS - P9 (schoolhouse). The 'Restroom - SC - P0' option is selected. Below the grid, there are controls for 'Pass duration (mins)' with buttons for 3, 5, and 10, and a 'Note to student (optional)' field. A checkbox for 'Schedule for later (optional)' is also present. A 'Back' link is at the bottom left. A 'Search People' overlay is positioned on the right, featuring a search input field labeled 'Name, ID or Email', three buttons: 'Upload file', 'Barcode scanner', and 'Scan with camera', and three dropdown menus for 'Group', 'Grade', and 'Role'. An 'Apply filters' button is at the bottom of the overlay.

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.

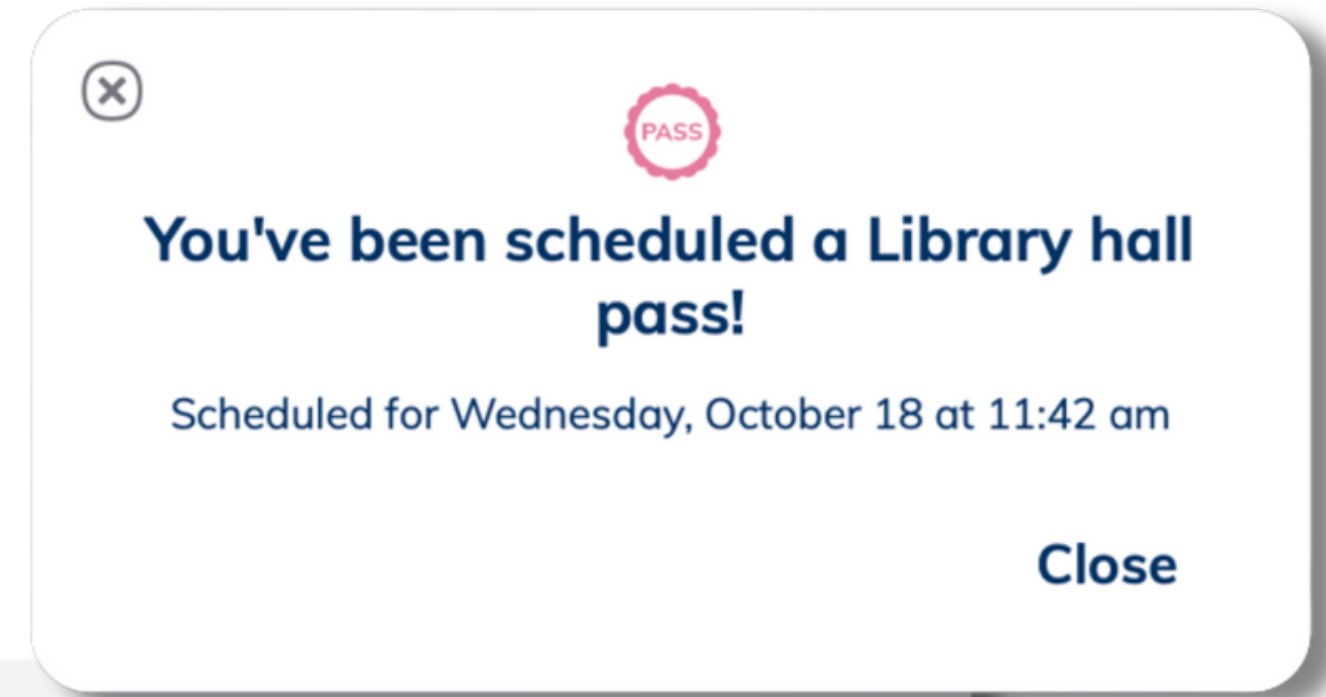
STEP 5

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 notification to the student when it is created and at the beginning of the hour before it is activated.



Pass duration (mins)

3 5 10 ...

Note to student (optional)

Schedule for later (optional)

Start Date: Apr 17th, 2024

Start Time: 02:00 PM

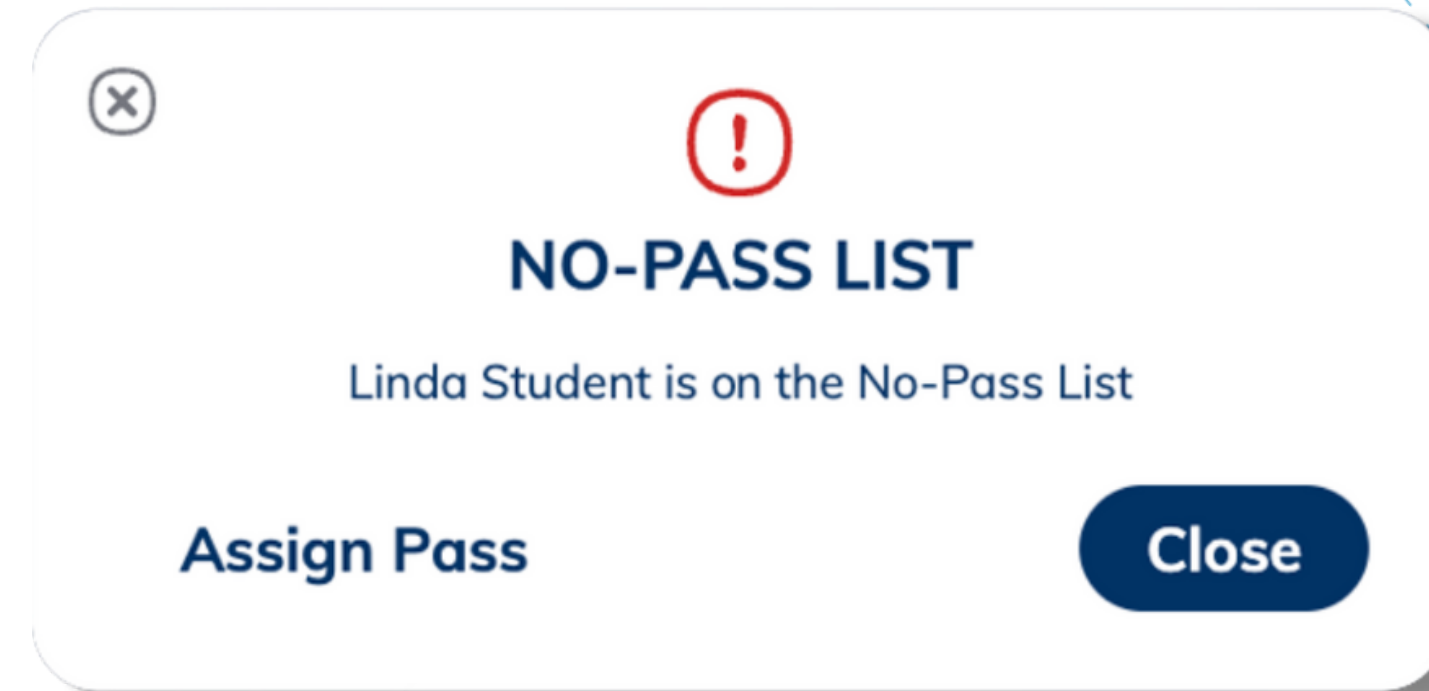
'No Party' Groups & No Pass lists

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.

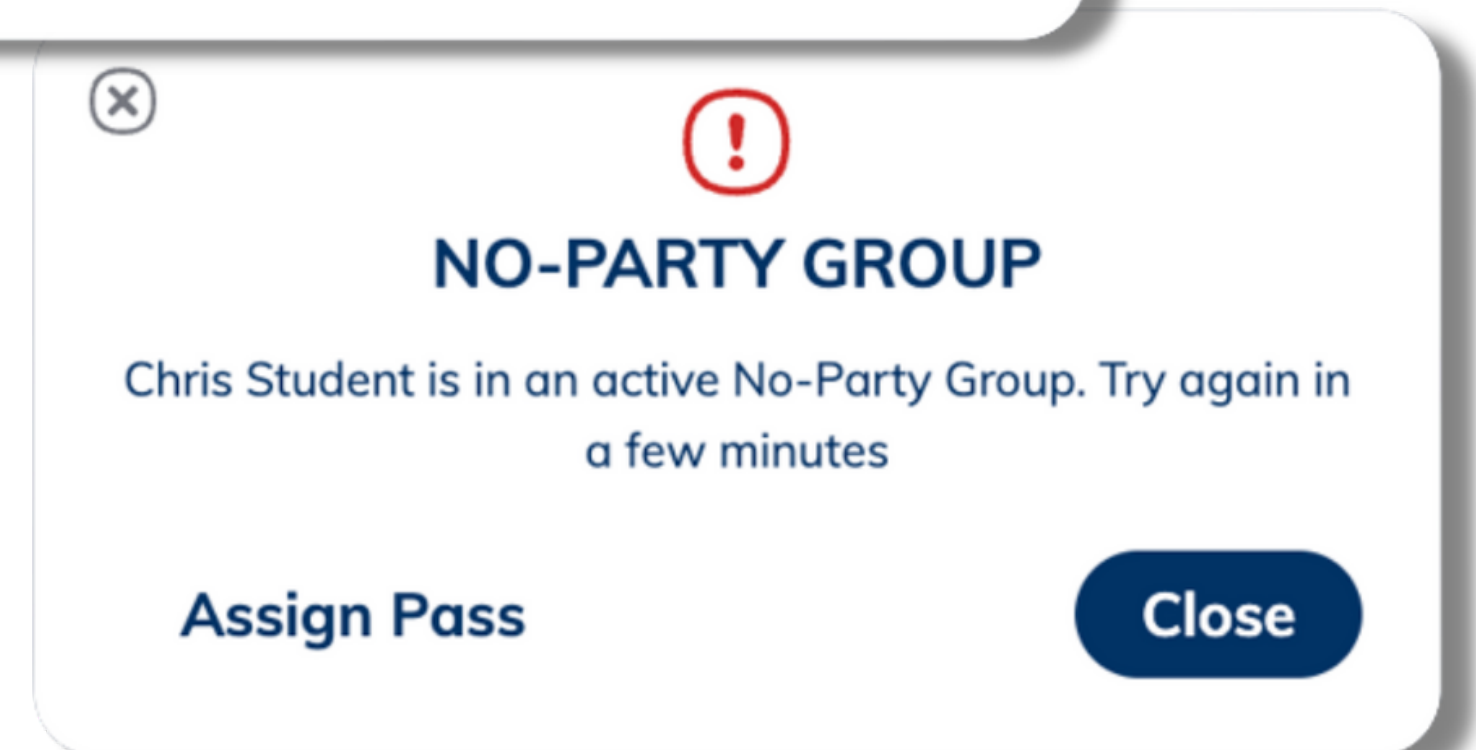
When one member of a 'No Party' group has an active Hall Pass, no other members of that group are able to activate their own Hall Passes.

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'.



A white rounded rectangular dialog box with a close button (X) in the top left corner. At the top center is a red exclamation mark icon. Below the icon is the title **NO-PASS LIST** in bold blue text. Underneath the title is the message "Linda Student is on the No-Pass List" in a smaller blue font. At the bottom left is a blue button labeled "Assign Pass", and at the bottom right is a dark blue button labeled "Close".



A white rounded rectangular dialog box with a close button (X) in the top left corner. At the top center is a red exclamation mark icon. Below the icon is the title **NO-PARTY GROUP** in bold blue text. Underneath the title is the message "Chris Student is in an active No-Party Group. Try again in a few minutes" in a smaller blue font. At the bottom left is a blue button labeled "Assign Pass", and at the bottom right is a dark blue button labeled "Close".

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

