

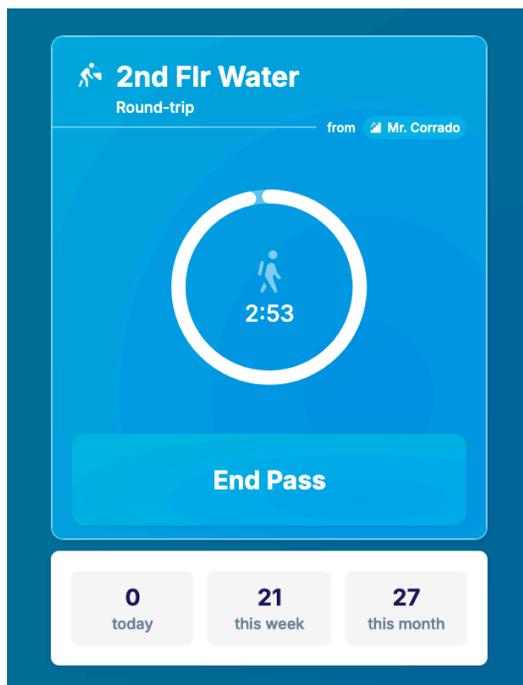
Student Intro to Passes

A basic introduction for students to learn what a pass looks like, and how it functions.

What is a Pass?

A Pass is like a digital permission slip that allows a student to be outside a particular classroom at a specific time. It serves the same purpose as the paper hall passes you might be used to, but it's on a computer or tablet, so you don't need to carry those around. Teachers and school staff can also keep track of where students are using this Pass.

What does a Pass look like?



- The top part of the Pass shows the destination of that pass. Right below it, you will see the pass type (Round Trip or One Way) as well as the location you left from.
- In the middle of the Pass, you can see a large timer indicating how much time is remaining on your pass.
- At the bottom of the pass, you will see the "End Pass" button. Clicking here will end your pass. Only do this upon arriving at your final location.

- Below (if your school has this setting toggled on) you will see pass counts for the date, week, and month.

Active Passes

When your Pass is active, it means you're in the hallway. You'll see a timer showing how much time you have left. When you get to where you're going, you have to press the "End Pass" button.

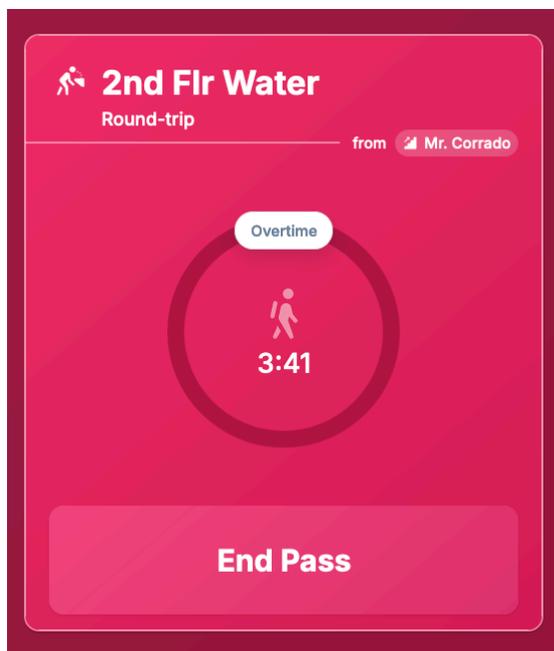
For round-trip passes, this means you end the pass in the room you came from, and for one-way passes, the room you went to.

If you take too long, the timer starts counting up, and the pass turns red. But don't end your Pass until you've reached your destination, even if time runs out. This helps teachers and staff keep track of who's in the hallways.

Overtime Passes

When a pass turns red the time will begin to count upwards. This may happen if you are overtime and still out, or if you forget to end your Pass. It will automatically finish after a certain amount of time set by your school. Usually, it's around 10 to 15 minutes.

You never want to be out this long after a pass. If something is wrong and preventing your return, please find an adult in your building.



Scheduled Passes

These are Passes you or a teacher scheduled for the future. You can only cancel them if you made them yourself or your teacher made the pass declinable. The Pass will show where you're going when it starts. You may be required to input your origin room if a teacher is scheduling the pass for you.

Learn more about creating a Scheduled Pass [here](#) or managing Pass Requests [here](#).

Expired Passes

These are Passes that show where you've been in the past. You can check how long you spent outside by looking at these Passes. It's like a history of where you've been. You can find these on your calendar tab.

Remember, these are your digital hall passes. They help keep everyone safe and make sure you're where you're supposed to be at the right time.

FAQ

1. Can a pass include a message?

Pass requests and scheduled passes may contain a message sometimes. To check if one of these passes has a message, click on the pass to open it and click on the arrow pointing to the right to view the message.

You can also send a message when sending a pass request to a teacher.

2. Where can I see my pass history?

You can see past, present, and future passes through your Calendar view, which is the second tab next to Home.

3. Can passes have multiple destinations?

No. Passes can only have one origin room and one destination room. To go to a second destination, you will need to make a new pass upon arriving at the first destination.

Creating Passes Guide for Students

Making Passes for now

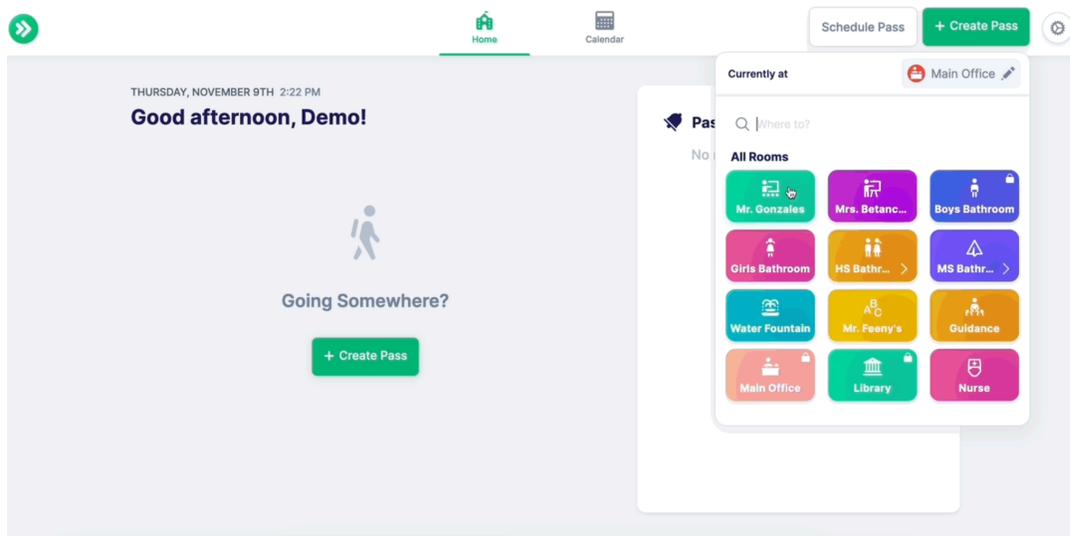
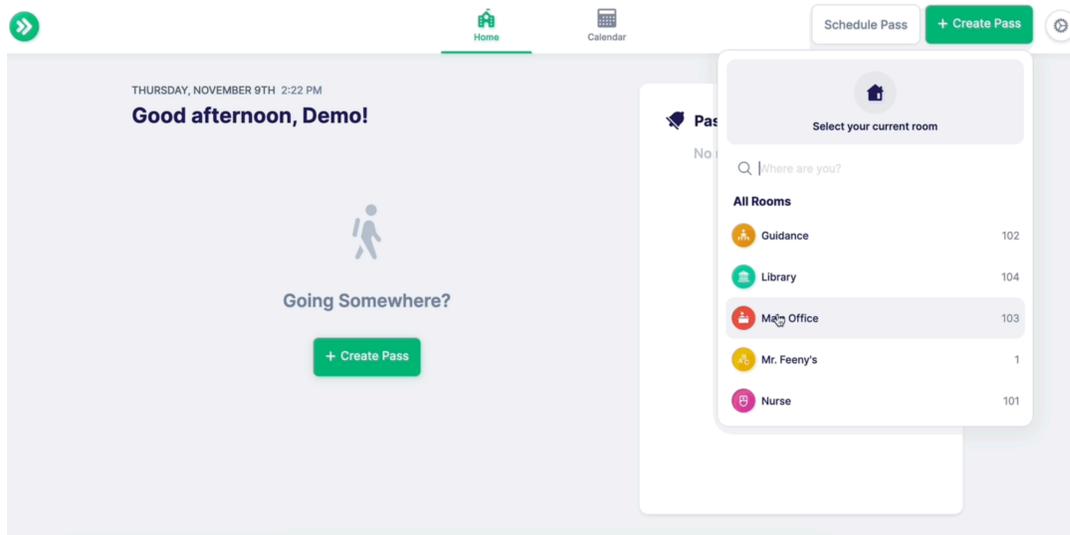
Hey there, students! Today, let's learn how to use SmartPass to create passes at your school.

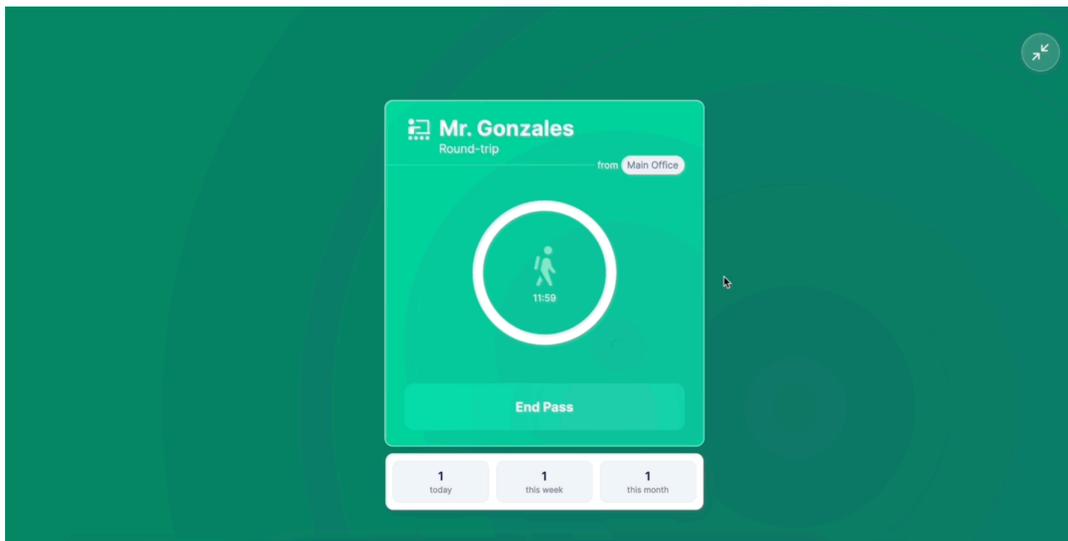
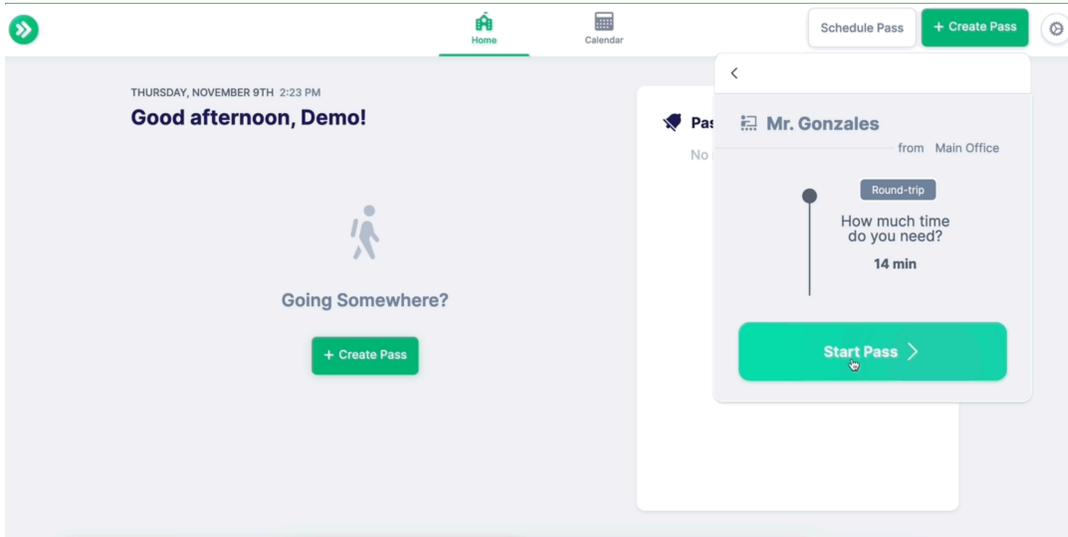
A few important things to remember:

- You may have pass limits at your school, check with a teacher.
- Some areas might require a teacher to approve a pass, if you are unsure ask.
- Always follow your teacher's and your school's rules when asking for, and using a pass.

Now let's, jump into it!

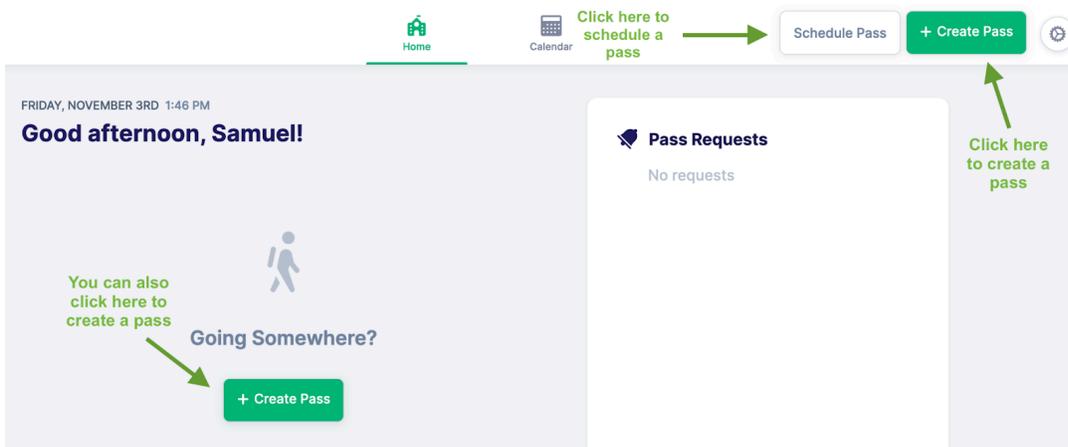
Creating A Pass As A Student





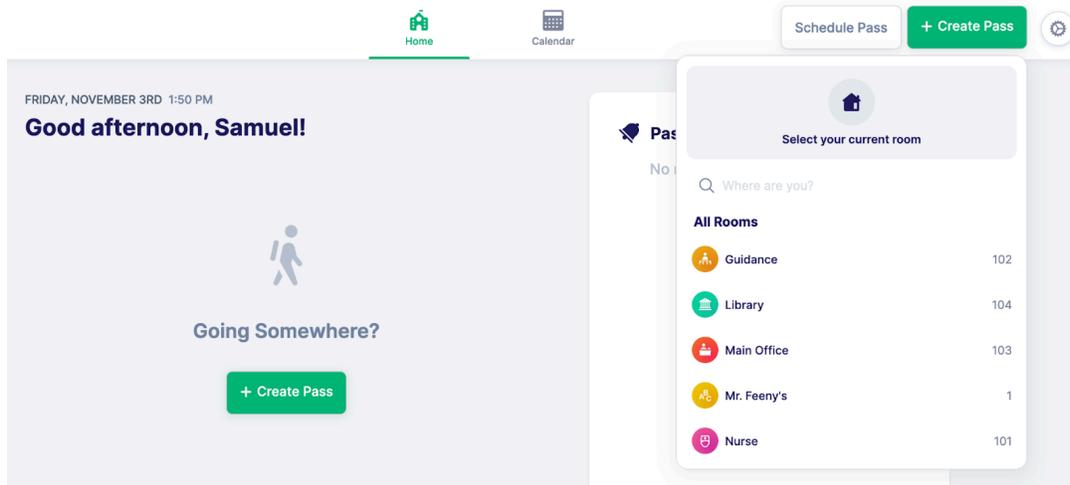
Step 1: Making a Pass for Now

First things first, you need to decide whether you want to make a pass for right now or schedule it for the future. Here we are going to focus on creating a pass to leave class right now. Start by clicking the green "Create Pass" button.



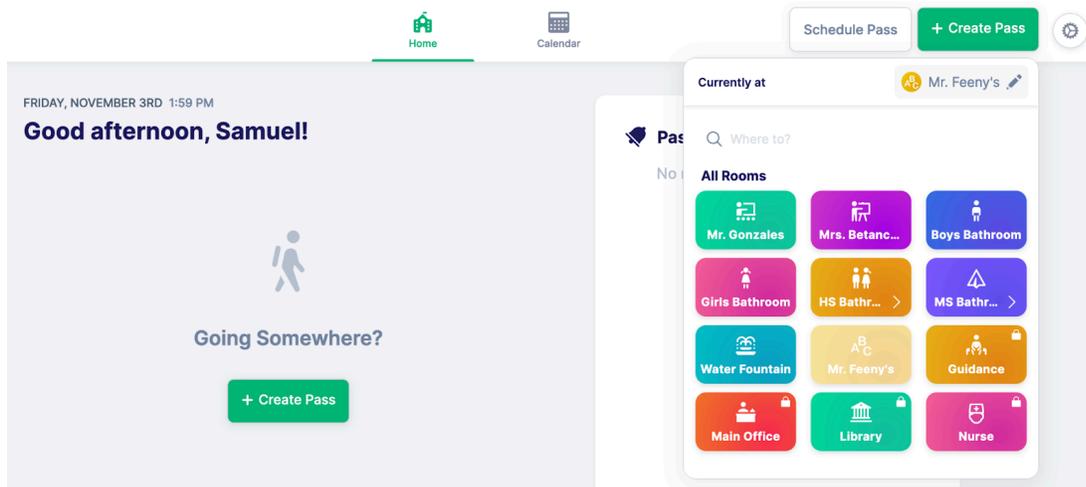
Step 2: Choosing the Room or Choosing the Date and time

If you selected “Create Pass” you need to select the room you're currently in. You can either search for all the available rooms in the school or choose from a list. To make things even quicker, you can [add your favorite rooms in the settings](#).



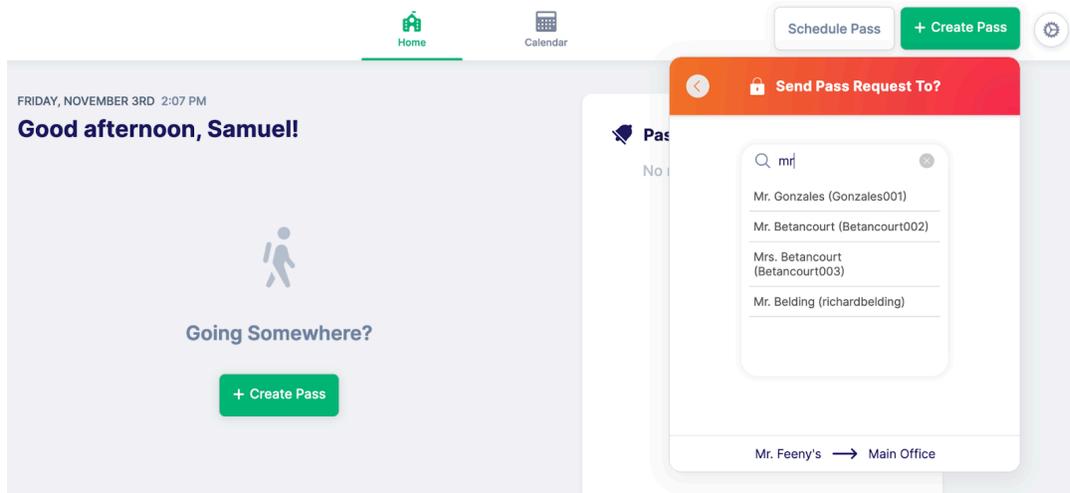
Step 3: Picking Your Destination

Next, you'll choose the room you want to go to. Your school administrators set some rules for each room. Rooms without locks are unrestricted, meaning you can make a pass without needing digital teacher approval. But rooms with locks are restricted, and you'll need your teacher's approval. If you want to know more about managing pass requests, [we've got the information for you](#).

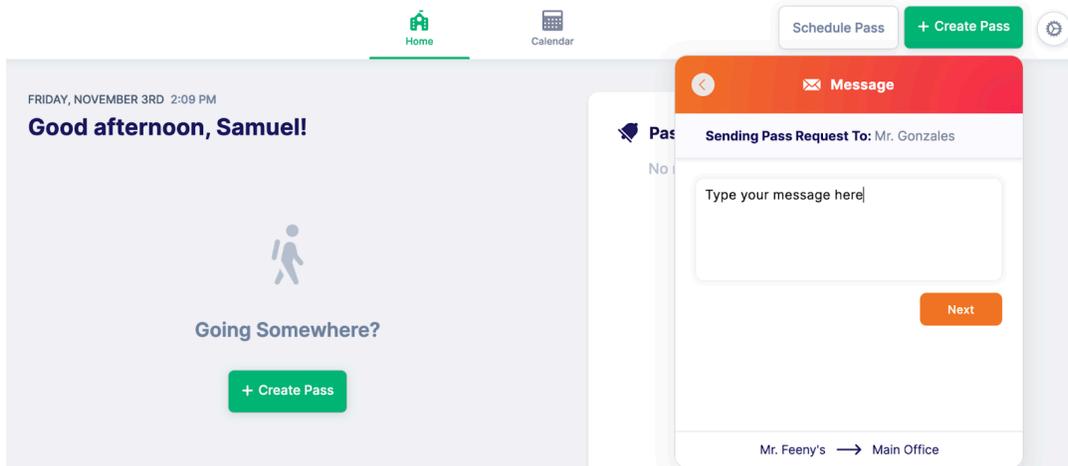


Step 4: Sending Your Pass Request and Adding A Message

This only applies if the room is locked, and requires approve. If you're heading to a locked room, your pass request will be sent to the teacher. Sometimes you will be asked to pick from a list, other times the teacher may be pre-determined.



You can also attach a message to your pass request if the room requires an approve. This is your chance to explain to the teacher why you need to go somewhere. It's always a good idea to be polite and clear in your message.

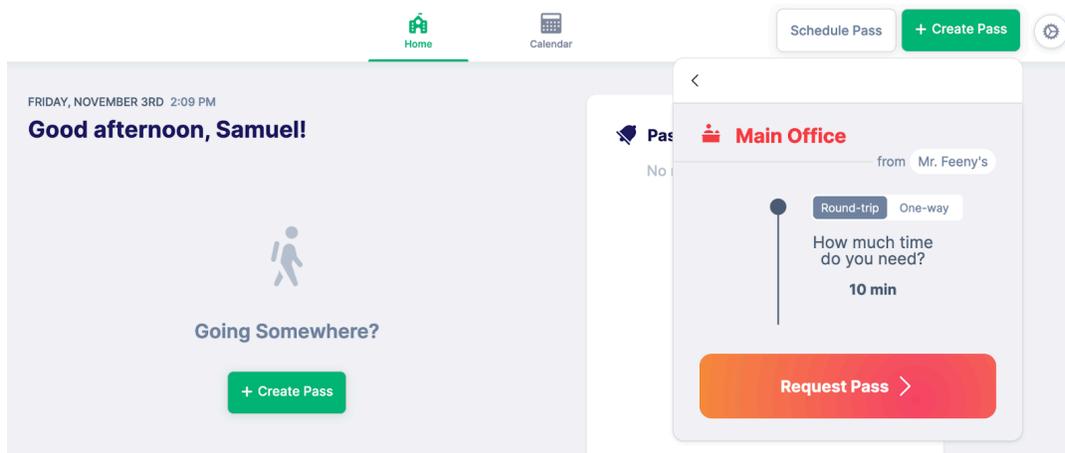


Step 5: Travel Type & Duration and Starting Your Pass

Lastly, you'll select the travel type and duration for your pass. One way means you are going to this location and ending you pass, while round trip means you will be returning to the origin on the same pass.

When selecting a time consider how long it takes to get to this location and complete your task. You cannot give yourself more time than your school is has permitted.

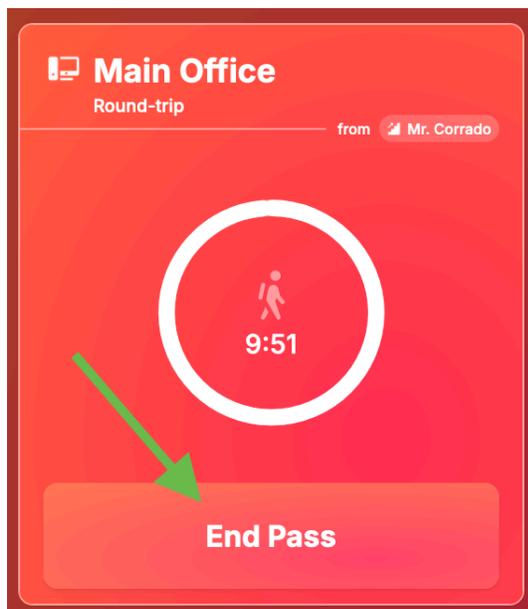
Once you are done hit "Request Pass" if it needs approval, or "Start Pass" if the pass is ready to go! A restricted pass will not start until it is approved.



Remember, when your pass starts to quietly leave the room following your school procedures. This may require you to turn your device to the teacher, or set it on a table or desk up front.

Step 6: End your Pass

When you are all done with your pass, remember to click "End Pass".



And that's it! You've just learned how to use SmartPass to create passes! It's a handy tool to help you get where you need to go while keeping everything organized. Have a great day at school, and remember to use your passes responsibly!

FAQ

1. What If I don't know the name of the room or room number?

No worries, if you know the first and/or last name of the teacher in the room you can enter it on the search field to view all rooms associated with that teacher.

2. What if I need more time than the time limit for the pass?

Unfortunately, you are not able to go over the time limit. You can set the duration to less, but never over the limit.

3. I have no passes left for the day. Can I still make a pass?

Yes, but you will need to send the request to a teacher to approve the additional pass.

4. I can't make a pass. I am getting an error "Sorry, you can't start your pass right now. Please try again later".

This means that some limit in your building has been hit. Please ask your teacher for a pass at a later time.

Student Overview

Learn all about the Student view and how to get started right away with SmartPass

With SmartPass, you can create passes for whatever you need, whether it's for now or later. This article will show you how to use SmartPass.

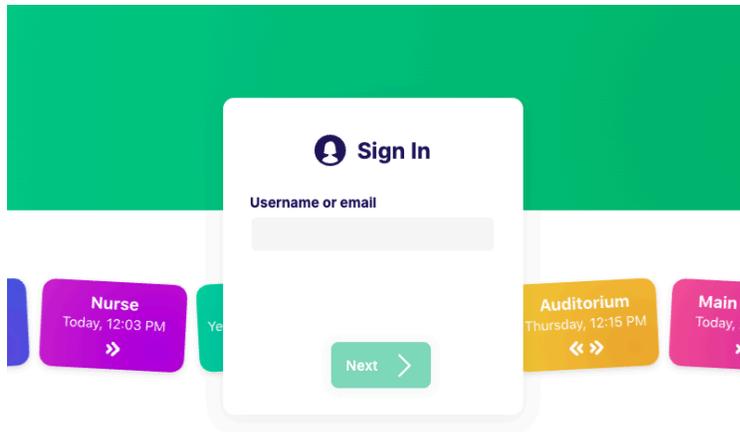
It is important that you check with your teachers on how your school is using SmartPass, as you always want to follow the directions and rules set up by your school.

Video Walkthrough

You may check the video [here](#).

Logging In and Student Home Page

1. Head to app.smartpass.app and enter your credentials. If you are unsure, ask your teacher.
2. If your school has not bookmarked this for you, now might be a good time to do this! Your school may also have you access SmartPass a different way, so make sure to ask!



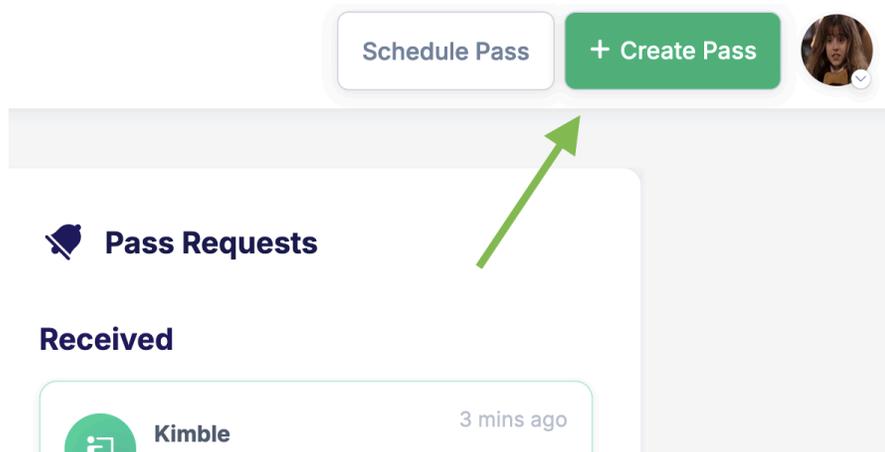
When you log in you will see your home screen. Across the top you will see your Home and Calendar tabs, as well as the buttons to create passes and schedule passes.

In the middle of your screen you will see your upcoming passes. These could be passes you asked for, or that a teacher or other adult in your school has written for you. Be sure to check here often! Click into each section below to learn more.

Creating Passes

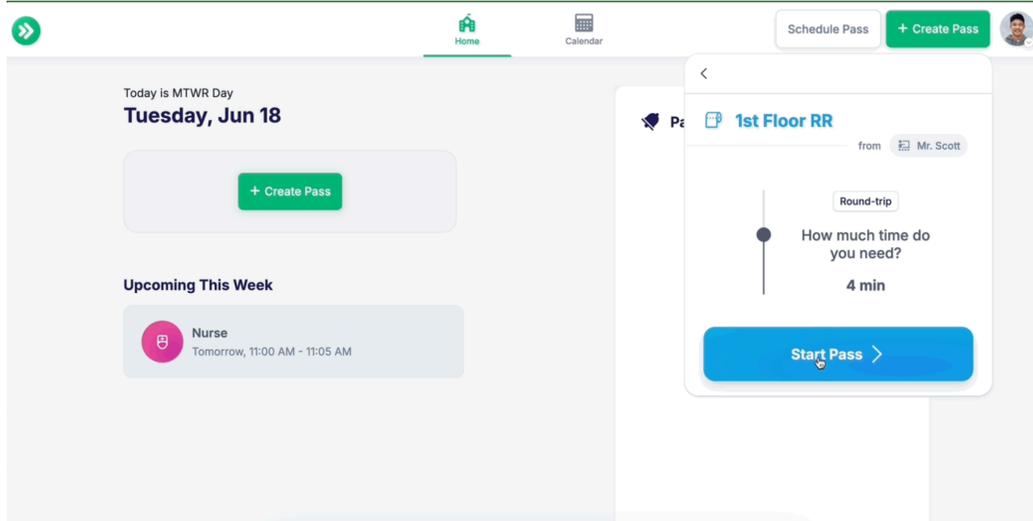
Remember, it is important to always follow school rules when asking for, and making passes, so check with your teacher on the correct process to do this.

1. Ask permission to leave the room, and when given, access your device and SmartPass.
2. Begin by clicking the green Create button in the top corner.



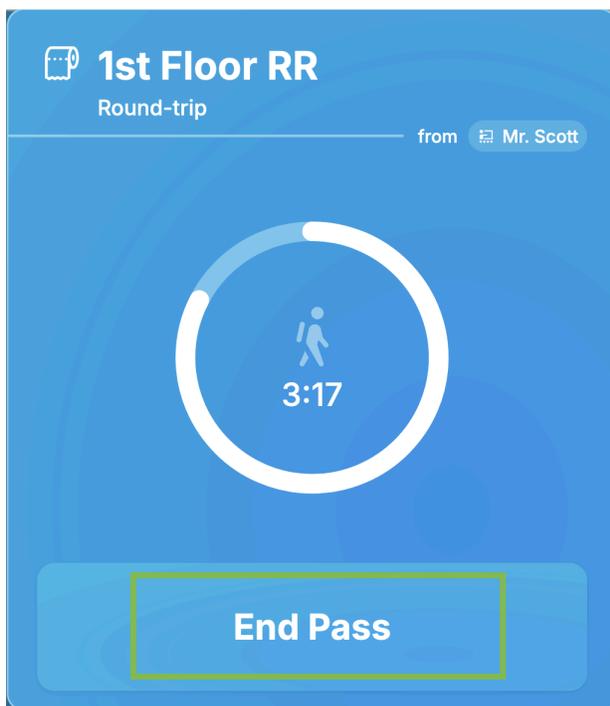
3. Next you will want to fill out the information for your pass by selecting where you are leaving from, where you are going to, and adjust the time needed. The room you are starting in may be pre-filled for you. If so, fill in the remaining information.

4. Once your pass is ready hit "Start Pass".



5. Follow class procedures on what to do next. Your teacher may want you to turn your device towards them, or even set it up on their desk. At this point you can quietly leave the room.
6. Upon return, quietly click "End Pass" and return to learning. It is that quick and easy!

To learn more about [creating passes](#) or [scheduling passes](#), click on the appropriate links!



Managing Pass Requests

On the right side of the center of your homepage are pass requests. These are passes that require you to take action. A teacher is asking you to go somewhere at a certain time.

By clicking the request you can learn more about this request and respond by accepting or denying the pass. You will need to put in your starting location to accept.

To learn more about pass requests, head over [here!](#)

Calendar

In your calendar, you will be able to take a look at your upcoming and previous passes to help you manage your day! On the left-hand side you will see a breakdown of your passes for the day.

The screenshot displays a calendar interface for March 2024. On the left, a sidebar shows a list of passes for the current day, 'Today, Mar 27'. The passes include: 'Hermione Granger' (1st Floor RR) from 9:24 AM - 9:24 AM, 'Hermione Granger' (1st Floor RR) from 9:32 AM - 9:32 AM, 'Hermione Granger' (Frizzzie) from 11:30 AM - 11:45 AM, 'Hermione Granger' (1st Floor) from 12:52 PM - 12:52 PM, and 'Hermione Granger' (1st Floor) from 12:54 PM - 12:55 PM. The main calendar grid shows a weekly view from Monday, March 25th to Friday, March 29th. Pass events are shown as colored blocks: 'After School Clubs' (3:00 PM - 4:00 PM) on Monday through Friday, 'Early Dismissal 2:00 PM - 2:30 PM' on Tuesday, and 'Kimble 1:00 PM - 1:05 PM' and 'Kimble 2:30 PM - 2:35 PM' on Wednesday. A '1st Floor RR' event is also visible on Wednesday at 1:00 PM.

Settings

By clicking the settings icon/photo in the top right you can adjust your language, appearance, or even favorite rooms to make pass creation easier! Simply click on the setting you need to adjust and make your changes.

The screenshot shows a user settings page for 'Hermione Granger'. The navigation bar at the top includes 'Home', 'Calendar', 'Schedule Pass', and '+ Create Pass' buttons. The main content area displays 'WEDNESDAY, MARCH 27TH - 12:58 PM' and 'Welcome, Hermione!'. Below this, there is a '+ Create Pass' button and a section for 'Upcoming This Week' with two 'Kimble' pass events: 'Tomorrow, 11:15 AM - 11:20 AM' and 'Tomorrow, 2:30 PM - 2:35 PM'. On the right, a user profile menu is open, showing options like 'My Profile', 'Appearance', 'Language', 'Notifications', 'Favorites', 'Swag Shop', and 'Sign out'. The menu also includes 'Privacy', 'Terms', and 'Feature Flags' at the bottom.

FAQ

1. How do I log in to SmartPass?

Every school connects accounts with SmartPass in a different way. To find out how to log in to your account, reach out to a teacher or school administrator for more information.

2. How do I make a pass for now?

To create a pass for now, please follow the steps in this guide: [Creating Passes Guide for Students](#)

3. How do I schedule a pass?

To schedule a pass for later, please follow the steps in this guide: [Scheduling Passes Guide for Students](#)

4. What is a pass request?

Certain destinations might have a lock symbol, which means you'll need approval after you create the pass to make it an active pass:

Please follow the steps in this guide when you want to go somewhere in school but need permission from a teacher for a Pass: [Pass Requests Guide for Students](#)