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# Welcome to SmartPass!

If you have any questions at all about this document, please email us at [support@smartpass.app](mailto:support@smartpass.app) or use the live chat feature on our website: [www.smartpass.app](http://www.smartpass.app).

This document is an introduction to SmartPass and an overview of the onboarding process for school administrators. You can use this document to plan how your school will implement SmartPass.

## What is SmartPass?

SmartPass is a digital hall pass system that replaces traditional sign-out books, paper passes, and wooden blocks. It allows you to have complete oversight on how your students travel through your hallways during class time.

### How it works

Imagine the typical scenario of a student needing to use the restroom. Ben is the student of Mr. Roger and they are currently in room A101. After raising his hand and getting verbal permission from Mr. Roger, Ben uses his personal or school issued device to make a pass to the restroom.

Immediately after creating the pass, two things happen:

1. Mr. Roger gets an alert on his laptop or mobile device which says that Ben made a pass to the restroom.
2. Any teacher or administrator viewing the Hall Monitor page immediately sees Ben's pass to the restroom pop up on their screen.

With the pass made, Ben can now travel to the restroom. As he travels, the time remaining on the pass ticks down which encourages his timely return to the classroom. If Ben were to keep his pass active past the allowed time, it would start counting up again. This ensures that Ben's entire time outside of the classroom is accounted for. At a later time, perhaps at the end of the week, a SmartPass administrator can view these expired passes.

After Ben ends his pass, Mr. Roger receives another alert that Ben ended his pass. If Ben were to end his pass before he came back, Mr. Roger would know. This system of alerts keeps your students accountable.

## **What can SmartPass do?**

With an accurate digital record of your students' activity outside the classroom, SmartPass gives you powerful administration tools.

## **A comprehensive search tool**

Find an act of vandalism in one of your bathrooms? Need to know who was in the hallway during a bullying situation? Use the search tab to quickly and easily find the involved students.

## **Increase the time-spent in class**

Loitering in the hallways is much more difficult with SmartPass. Combined with appropriate school rules, SmartPass is an effective tool to encourage students to stay in the classroom.

## **Schedule passes for students easily**

Schedule passes in advance to send one or more students to a college visit room, a counseling session, nurse check ups and more. Avoid the hassle of printing and distributing paper passes.

## **Powerful room and hallway control**

Need an easy way to manage the number of students in a library or recreation room? Use SmartPass to automatically limit the number of people in any room. Additionally, you can use building wide pass limits to ensure that hallways always have a manageable amount of students in them.

## Onboarding overview

At SmartPass, we focused on making the onboarding process as simple as possible for schools. Below you will find an instructional guide we made especially for our school administrators. It will help you delegate tasks and get the system up and running in a matter of days.

To keep things simple, we've marked all tasks that you need to delegate in a TODO block. For example:

### Example todo

This is an example todo

You can find a list of all todos on the [todo page](#).

## Getting started

To setup SmartPass, you need to accomplish the following two tasks:

1. [Create or sync SmartPass accounts](#)
  2. [Add your rooms to SmartPass](#)
-

## Creating SmartPass accounts

There are a couple of options to create SmartPass accounts.

- Upload a spreadsheet with account information
- Sync from a student information system (SIS) such as PowerSchool, Skyward, Aeris, Sapphire, and more
- Sync from Google Suite for Education

### Uploading a spreadsheet - Quick & Easy

The simplest and sometimes fastest method to add accounts into SmartPass is to upload a spreadsheet of emails and names. If you don't need automatic syncing or just want to get the system up and running, this is the simplest option.

#### Upload account spreadsheet

Have any team member upload your accounts to SmartPass with an Excel spreadsheet.

##### [Instructions](#)

##### Overview:

1. Follow the instructions to create an appropriate spreadsheet
2. Email the spreadsheet to your SmartPass tech contact

### Sync from your SIS - Robust

If your SIS is on the supported list, you can automatically sync your students from your SIS. An automatic sync gives you better control over your accounts. SmartPass uses the Global Grid for Learning (GG4L) to sync with your SIS, so most of the setup will be through their Edutone system.

#### Sync accounts from a SIS through GG4L

Assign your IT team to this task as it is more technical. Have them look over these instructions and email your tech contact if they have any questions.

##### [Instructions](#)

##### Overview:

1. If you don't already use GG4L, contact them to get setup and access their *free* benefits for schools.
2. Add SmartPass as a vendor in GG4L

### Google Suite for Education sync - SSO

Welcome to SmartPass!

If your students already use Google apps such as Google Classroom, Drive, etc, syncing through G Suite for Education is also a good option. This way, students can sign into SmartPass with their existing Google emails and passwords.

## Sync accounts from G Suite

Assign your IT team to this task as it is more technical. Have them look over these instructions and email your tech contact if they have any questions.

### [Instructions](#)

#### **Overview:**

1. Authorize SmartPass to access your Google Suite for Education
2. Tell SmartPass which Google Orgs it should create accounts for

## Setting up rooms

This page explains how you can create SmartPass rooms and how you can customize your setup to get the most out of the system for your school.

### What is a SmartPass room?

A SmartPass room is the digital representation of your school's rooms. Typical rooms that schools add to SmartPass include Bathrooms, Classrooms, Library, Nurse's Office, Locker, and more. If you want to monitor student activity to a location, you should have a SmartPass room setup for it.

In addition to monitoring activity in a physical room, you can also use SmartPass rooms to monitor and control activities or events. For example, a common activity is an early dismissal and some common events include a college visit, counselor meetings, and more.

### Restricted Rooms

Rooms in SmartPass have a restricted setting. When a room is restricted, students will need prior digital approval before they are given a pass for that room. Your school can use a combination of restricted and unrestricted rooms to control how your students can make passes. For example, [Put awesome example here !!](#)

### Setup

Get the most out of the system by discussing how you will configure your SmartPass rooms. Reference the following three most common setups to determine what will work best for your school.

### Discuss and determine how you will use SmartPass rooms

1. Discuss with your team which physical locations should have SmartPass rooms, if not all, and how you will use restricted rooms.
2. Brainstorm different activities or events that can be monitored and controlled with SmartPass.
3. Discuss any additional needs or issues with your support representative. They are SmartPass gurus!

#### Ex 1. All restricted rooms

Set all rooms to restricted if you want every pass a student makes to be approved by a teacher or admin. Once a student requests to go to a room, a teacher can approve that request through smartpass. The student then automatically gets a pass to that room.



## Ex 2. Combination of unrestricted and restricted

Set certain rooms to restricted to control access to certain rooms or events. For example, <-- **finish this**

Next, actually add your rooms to SmartPass using a SmartPass admin account.

## Add rooms to SmartPass

This step is a little lengthy so a team of 2 would be ideal. You will need a list of the classrooms in your school and the corresponding teachers' emails.

### [Instructions](#)

#### Overview:

1. Bulk import classrooms into a classroom folder with a spreadsheet
2. Add individual rooms as separate tiles or organize them with folders
3. Configure advanced options

## Add accounts with a spreadsheet

This is the simplest way to add accounts into SmartPass. We recommend using this method if you want to try the system out with a handful of teachers and students, but this isn't a long term solution. Syncing through GG4L or G Suite is a much more robust method to add accounts to SmartPass.

### Creating an account spreadsheet

SmartPass has 4 account types: students, teachers, admins, and assistants. For each account type that you want to add users into, create a separate spreadsheet. You can always add individual users at any time, so only make spreadsheets when you want to bulk add users.

1. Create a spreadsheet with the following columns:
  - First name
  - Last name
  - Email
  - Password (If omitted, we will generate a password for you. Users can change their password at any time.)
2. Name the spreadsheet with the appropriate account type and send them all to your tech rep.
3. Your tech rep will confirm that the accounts have been added.

## Sync accounts from G Suite

Use this instructional guide to setup G Suite Syncing for your SmartPass accounts.

### 1. Authorize SmartPass to access your G Suite

First, send an email to [support@smartpass.app](mailto:support@smartpass.app) with the subject **Requesting Onboarding Link** and include the name of your school. Our tech team will send you a special link that will allow you to give SmartPass access to your G Suite.

Once you receive the link, login with your G Suite admin account and follow the prompts.

### Don't know who your G Suite admin is?

Follow this support link from Google:

<https://support.google.com/a/answer/6208960?hl=en>

### 2. Configure syncing

Once authorized, you can now map organizational units into each SmartPass account type: student, teachers, admins, and assistants. You can add and subtract org units for each account type as well as add individual accounts.

#### Determine which Google Organizational Units to sync to SmartPass

1. For each SmartPass account type determine which organizational units you should sync.

**Ex:**

- Students: /2020/Students & /2021/Students
- Teachers: /HighSchool/Staff
- Admins: None

2. Contact your tech contact to sync your accounts. Soon you will be able to configure and change this yourself through your SmartPass admin account.

## Getting started with GG4L

SmartPass uses the Global Grid for Learning to sync accounts from a Student Information System (SIS) such as PowerSchool, Skyward, Aeris, GradeLink, and more. You can find the full list of supported SISs on [GG4L's website](#).

### Why integrate with GG4L?

If you don't integrate with GG4L already, here is a rundown of why we use them:

- **Secure SIS Data Roster Exchange**

GG4L Connect is consent-based requiring the school Data Administrator to be 100% in control of inviting or approving a Vendor to access a subset or all of the school's stored SIS data.

- **Privacy and Security**

Privacy and Security for staff, students and guardians (and protecting the guardian-student relationship) are rooted in strong proof-of-identity, identity management, and user accountability technology practices.

- **Governance**

Provide oversight, accountability and regulatory compliance for digital learning applications and data.

- **IT Automation**

Automated configuration, deployment and lifecycle management of cloud applications increases security, puts applications to work faster and reduces costs. Deploy in minutes instead of days or weeks.

- **Application Usage Reporting**

Gain visibility into how, when and from where students and staff are using applications and content.

- **Easy User Access**

A personalized School Passport gives staff, students and guardians quick and easy access to digital resources in one place with a single login.

- **No Cost Membership**

Schools and districts, anywhere in the world, are invited to join GG4L for free for life. GG4L does not charge schools and districts for core platform services.

- **GG4L is a Public Benefit Corporation**

GG4L is committed to doing good for the education community by providing safe, secure and cost-effective access to digital learning.

Welcome to SmartPass!

If you need to sign up with GG4L, contact your support rep to get the process started. If you already have GG4L follow these steps to add the SmartPass app through GG4L Connect.

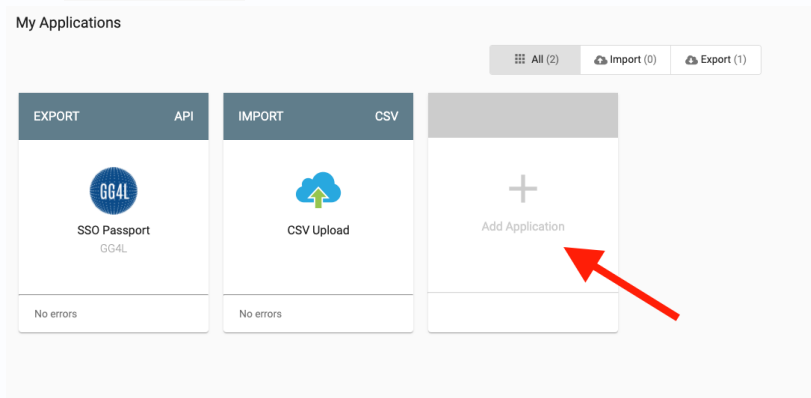
## Adding SmartPass to GG4L

If you have signed up with GG4L already, follow these steps to add SmartPass to GG4L Connect.

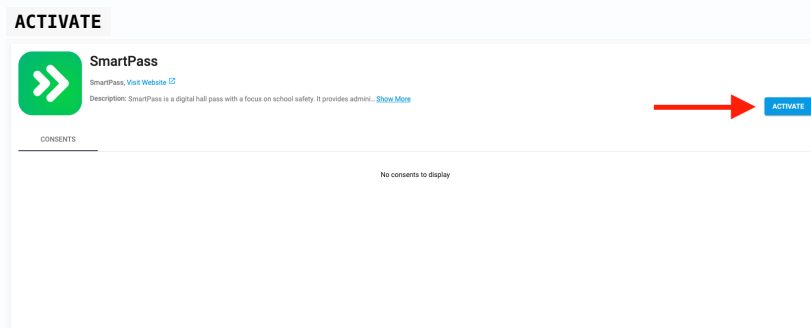
First we will activate SmartPass in GG4L Connect.

### Activating SmartPass in GG4L Connect

1. Sign into [GG4L Connect](#) with a GG4L admin account.
2. Click **Add Application**



3. Search for SmartPass in the application list along the top bar, then click



4. Select the schools that SmartPass should have access to.
5. Briefly look over the attributes. The values we require have been pre-selected for you. Contact us with any questions on how we use a particular attribute.
6. Set an expiration time.
7. Click **ACTIVATE** again at the bottom. In the pop up, enter the name of the schools that you have purchased SmartPass for. Then hit **SEND REQUEST**

Once you have submitted a request to add SmartPass through GG4L connect, your tech contact will reach out to you once the request has been approved and your accounts have been synced.

## Add and configure rooms

Use this instructional guide to add and configure rooms in SmartPass. It will serve as a starting point for your room setup. Later on, you can customize it to your needs. In this guide we will:

- Upload all classrooms into a folder using a spreadsheet
- Add individual rooms as it's own tile
- Customize advanced settings

If you need help at any step email your tech representative, or checkout our [documentation on rooms](#).

## Ensure all of your teacher accounts have been added

One of the important steps in room setup is assigning teachers to their respective rooms. Teacher accounts need to be imported before this can be done. Ensure that you have already added all your teachers to SmartPass.

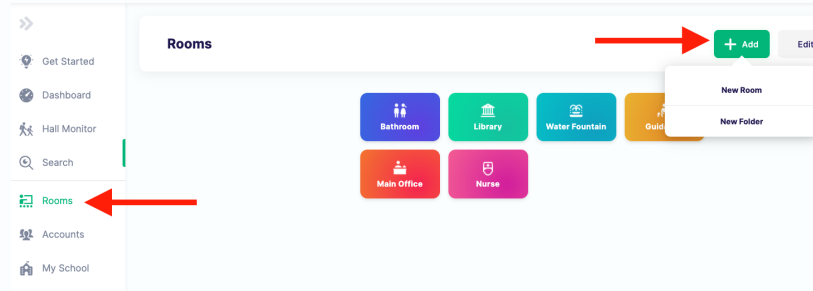
## Use folders to bulk add your classrooms

Folders are a great way to organize rooms and make it easy for students to find the rooms they need. We will first upload all of your classrooms (rooms where teachers teach) into SmartPass.

### Add a classroom folder

1. Sign into SmartPass with an admin account -> [www.smartpass.app/app](http://www.smartpass.app/app)
2. Go to the room tab on the left and hit the plus button. Then, select **New**

**Folder**.



3. Name the folder Classrooms, give it a color, search for and pick an icon.
4. Hit the **Import Rooms** button and download the spreadsheet. Fill it with the required Name, Room #, and assigned teacher emails. Then upload it in the box.

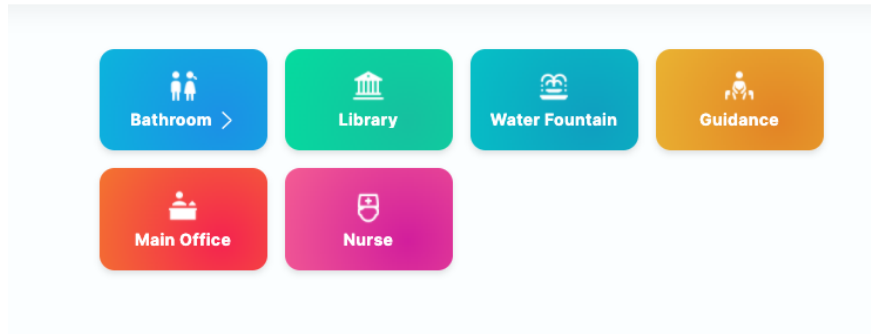
Note: Importing rooms can be a little tricky, if you're having issues contact your tech rep.

5. Hit save in the top right corner

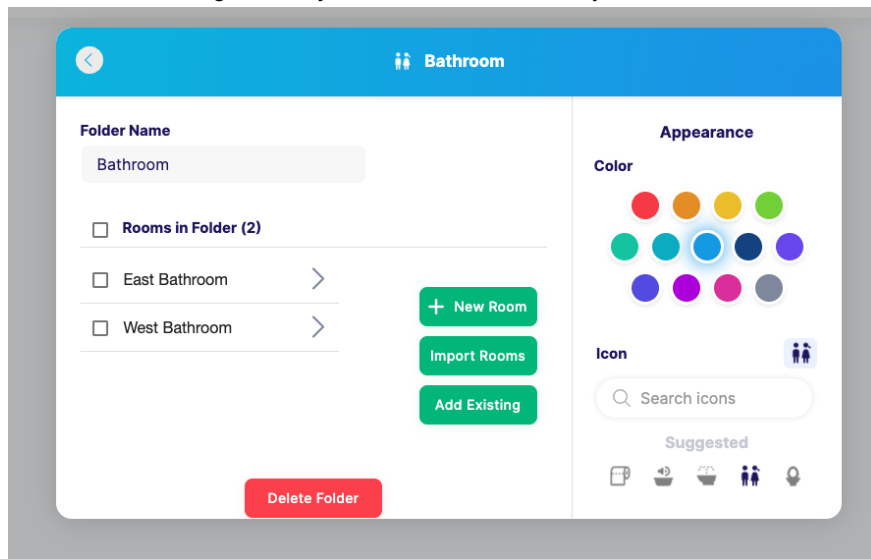
**Tip:** Can't see the save button? Make sure you've added a name and selected a color and icon.

## Add other rooms

Next, add any other rooms you would like to show as it's own individual tile.



For example, add a Main Office, Nurse, or Library. If you want to have a room for each Bathroom in your school (Eg. West Bathroom, East Wing Bathroom), we recommend creating a folder just for bathrooms for easy access.



## Room advanced options

If you click into a specific room, you will be able to see advanced options. Read about what you can set on [our support article](#).