

# Initial Set Up for Barcode Attendance Scanning

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Prior to using a Barcode Scanner for the first time, it is necessary to assign each student a bar code number. From each Student's *Summary* tab, place the mouse cursor in the *Student ID* field and scan the barcode (the number will display in the field once scanned) or manually type the number into the field. **Save Changes.**

To have all student barcode IDs assigned en masse, contact Jackrabbit Support. We can arrange to have this done for you free of charge! Please note that this process will override all previously assigned barcode IDs.

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