

# **WHS Student Council Bar Code Guide.**

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# Blue & Gold Basics.

## Summary

Blue & Gold is a year-long school spirit initiative culminating in a celebration for the winning team.

## Teams

Team assignments are based on a student's current grade level. Students should remain on the same team throughout high school (e.g. 9th & 11th graders - Team Blue; 10th & 12th - Team Gold).

## Points

Points can be earned in the following ways: winning school-wide challenges (e.g. door decorating, pep-rally games, etc.), participating in school spirit days, or "scanning in" at school events.

## Bar Codes

Each color team has a unique bar code that should be applied to the back of each student ID at the beginning of the school year. These bar codes are a vital part of tracking Blue & Gold points at school events. By stationing at least two Student Council senators at the entrance of select school events, students can "scan in" and earn points for their team.

# Using the Bar Code Scanner.

- 1.** **Charge the scanner**  
Insert the charging cable into the port located at the bottom of the scanner

A solid green light indicates a full charge



- 2.** **Power the scanner on/off**  
Press and hold the **+** button for 10 seconds

A solid green light indicates the device is on

- 3.** **Scan a bar code**  
Aim the scanner at the bar code

Press the **+** button

Ensure the aiming dot is centered on the bar code

A green light and beep will indicate a successful scan



- 4.** **Set the mode**  
Scan the bar code before you start



- 5.** **Start Scanning**  
Scanned bar codes are stored in the scanner

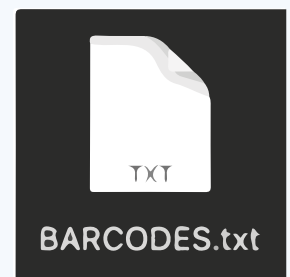
# Uploading Scanned Bar Codes.

- 1.** **Plug the scanner into your computer**  
Using the correct cord, plug the scanner into your computer

The scanner will appear on your computer as a USB device

- 2.** **Copy the scanned bar codes**  
On your computer, open the file browser and locate the file named "BARCODES.TXT"

Open the file and copy the text inside



- 3.** **Paste the scanned bar codes**  
Go to [www.whsstuco.org/entries](http://www.whsstuco.org/entries) and paste the text under the column titled "Entries"

The new score will be updated live and can be tracked at [www.whsstuco.org/bg](http://www.whsstuco.org/bg)

	A
1	Entries
2	10/12/19,12 50 57,03,BLUE
3	10/12/19,12 51 37,03,GOLD
4	10/12/19,12 51 59,03,BLUE
5	10/12/19,12 52 10,03,GOLD
6	10/12/19,12 53 48,03,GOLD
7	10/12/19,12 54 23,03,GOLD
8	10/12/19,12 54 24,03,GOLD

- 4.** **Delete the file**  
To avoid duplicate entries, delete the file named "BARCODES.TXT" off the bar code scanner when you are done copying and pasting the entries

# Updating the Student Council Website/More Information.

## Updating the website/general information

Email [hello@proxima-creative.com](mailto:hello@proxima-creative.com) with the subject line "WHS Student Council Site Update" when changes need to be made. For questions/information, use the subject line "WHS Student Council Information".

## Bar code scanner

For a more in-depth guide on the bar code scanner, review the owners guide for the "CS4070 SCANNER."