# Electronic Attendance(E-Attendance) User Manual Abstract
## (For Instructors)

## Office of Academic Affairs

## 1. Access to E-Attendance System
① Visit https://scard1.snu.ac.kr/ > Login by mySNU account(mySNU ID &password)
② mySNU > Academic Affairs > Manage Classes > Lecture > Register Attendance
   If instructors click [Register] / [Print] Button, they can access to E-Attendance System

## 2. Smart Roster (Check Attendance)
Check each student's attendance; Present/Late-In/Absent.
Click **'Attendance Status Change'** for any changes regarding attendance.

**3. Register TA:  Class Management > TA Management > Add TA**
 ( ※ TA can use E-Attendance system after clicking [Change Permissions] menu and select [Faculty].

**4. Check Attendance using Verification Code (Optional-Only Available during class time)**
   Instructors click **'In Class'** button> Check verification code(4-digit number) & settings > Click **'Start verification.'** >
   Instructors inform students of the code. **>** Students enter the code in given time.(Default: 1 minute) > Attendance check completed.

**5. Request for Attendance Status Change**
   Check attendance change requests of registered students > Approve or reject requests
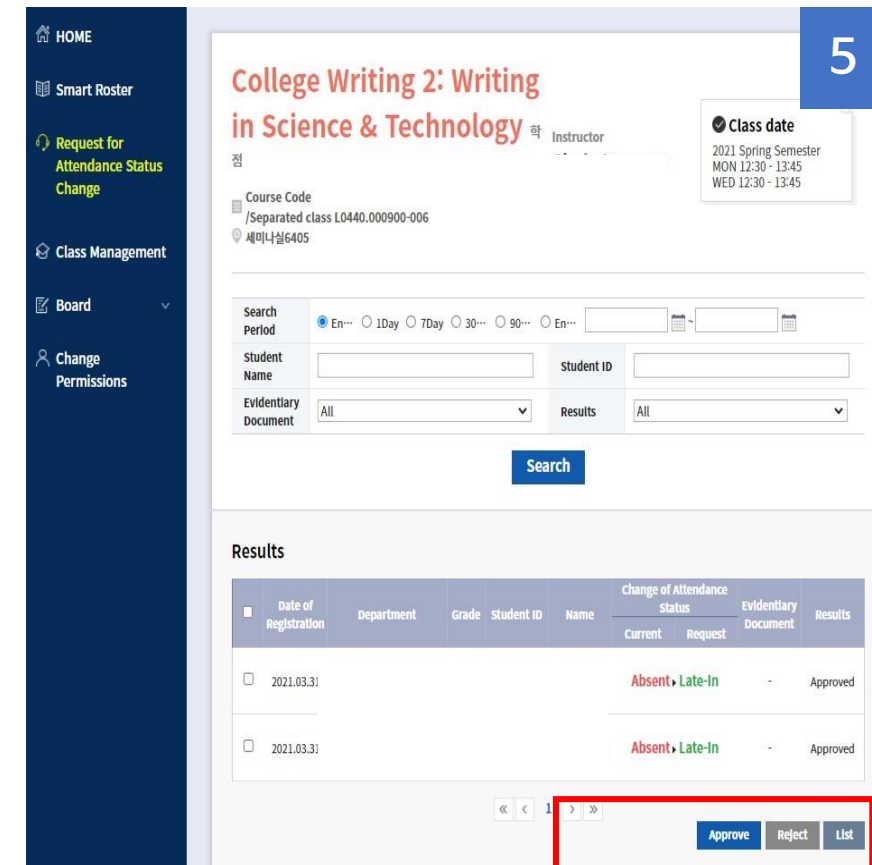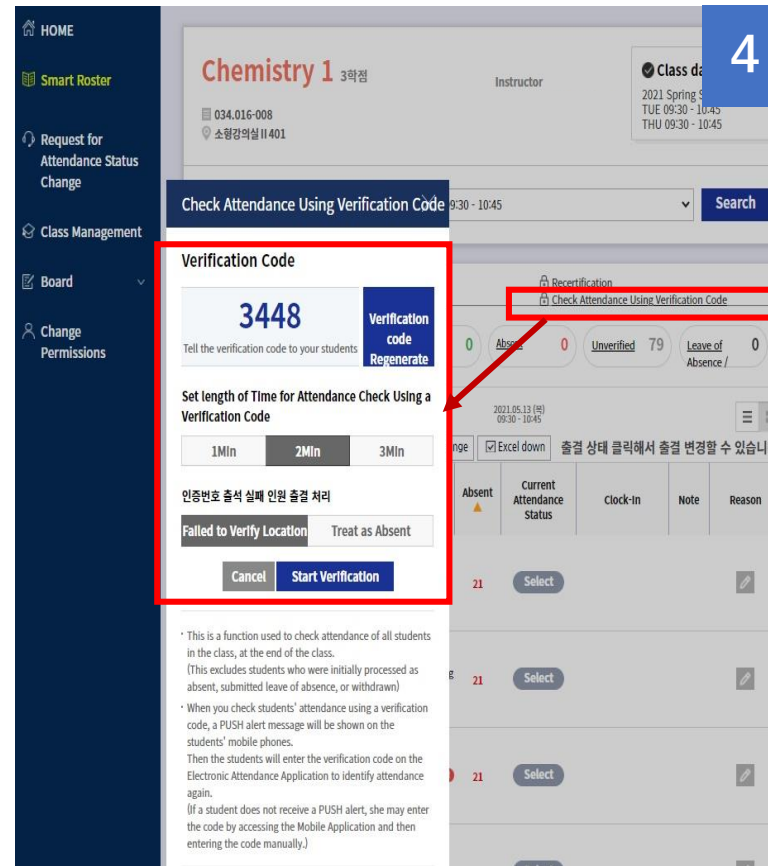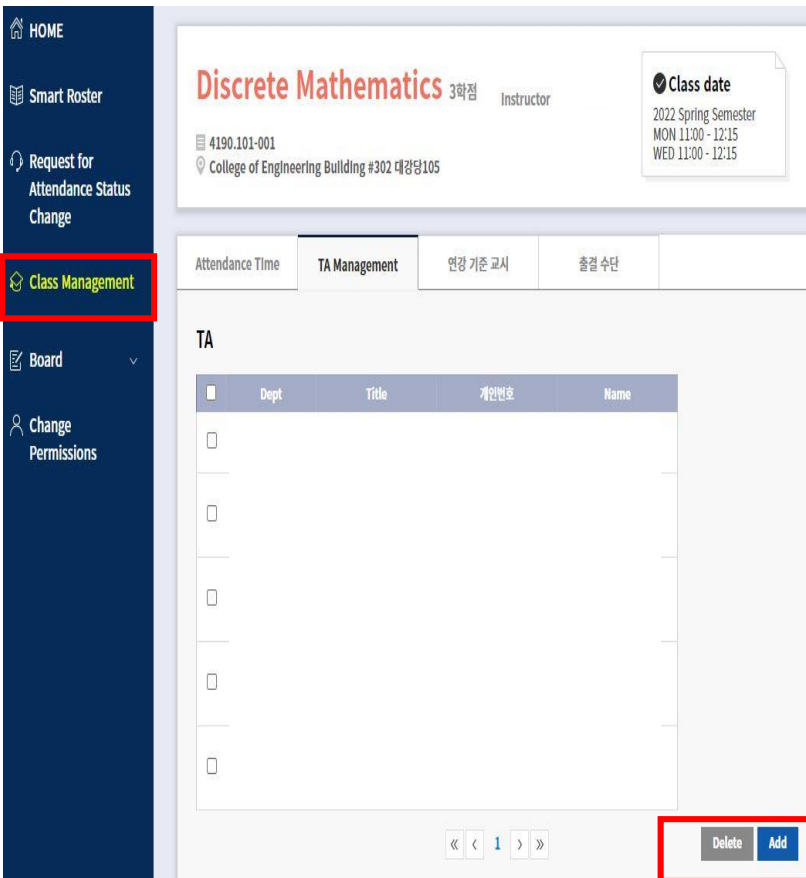
**1. Turn on Bluetooth & Location(GPS) on your phone.**
   Location information will NOT be collected.

**2. Download  'Seoul National University' App**
   Visit Play store(Android)/App store(iOS) > Download 'Seoul National University' App > Click 'E-Attendance'  icon
   (※ If you can't find E-Attendance icon, you should update 'SNU' App.)

**3. Home**
   Information of registered courses will be displayed.

| | | |
|---|---|---|
| **1** Android | **2** | **3** |

## 4. Smart Roster (Check Attendance)
Instructors can check & change attendance of registered students
(※ If it is not available, students can check attendance by using S-card/Mobile S-card(QR code) & card reader at classroom door.)
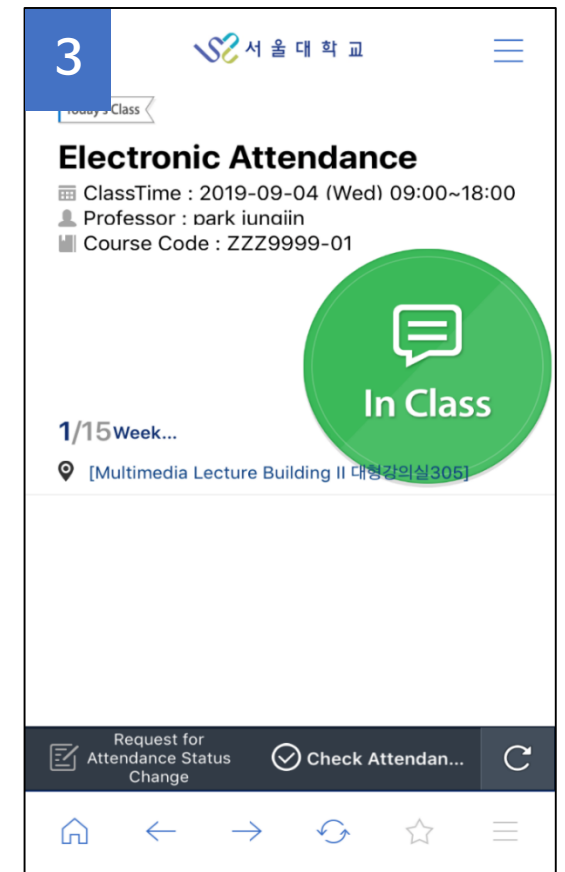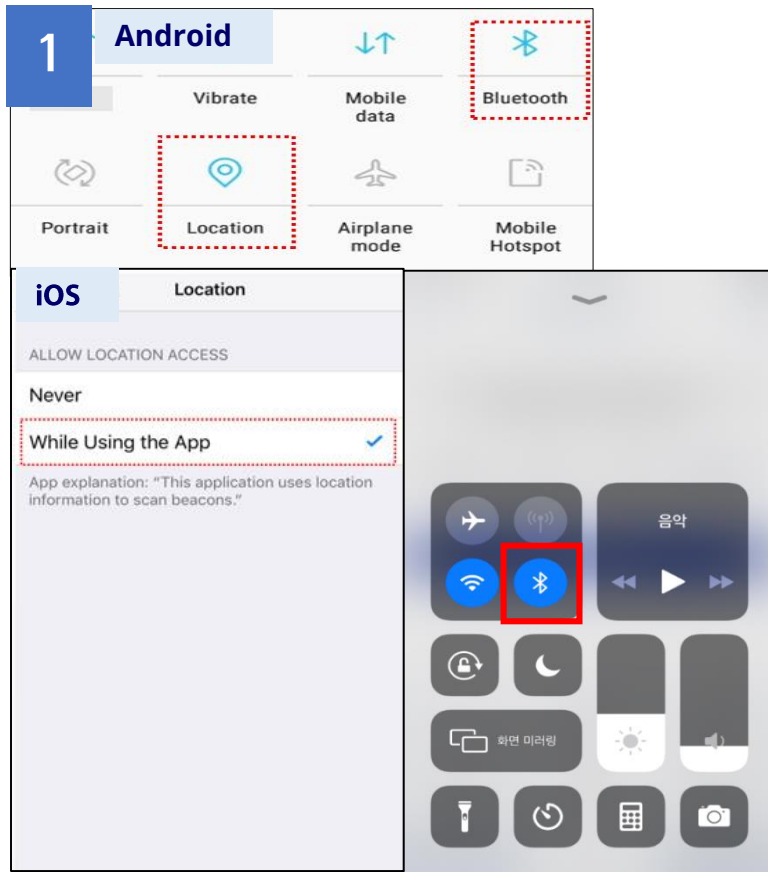
## 5. Check Attendance using Verification Code (Optional-Only Available during class time )
Instructors click **'In Class'** button> Check verification code(4-digit number) & settings > Click **'Start verification.'** **>**
Instructors inform students of the code. **>** Students enter the code in given time.(Default: 1 minute) > Attendance check completed.

## 6. Approve Attendance Change Request
Instructors approve or reject attendance change request of registered students.
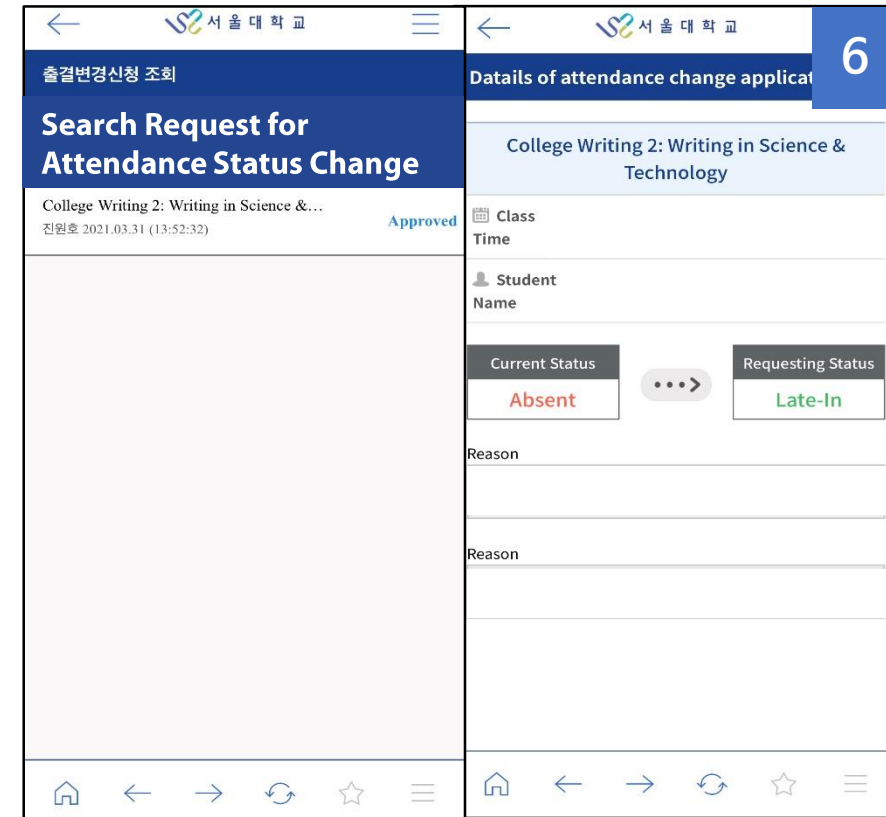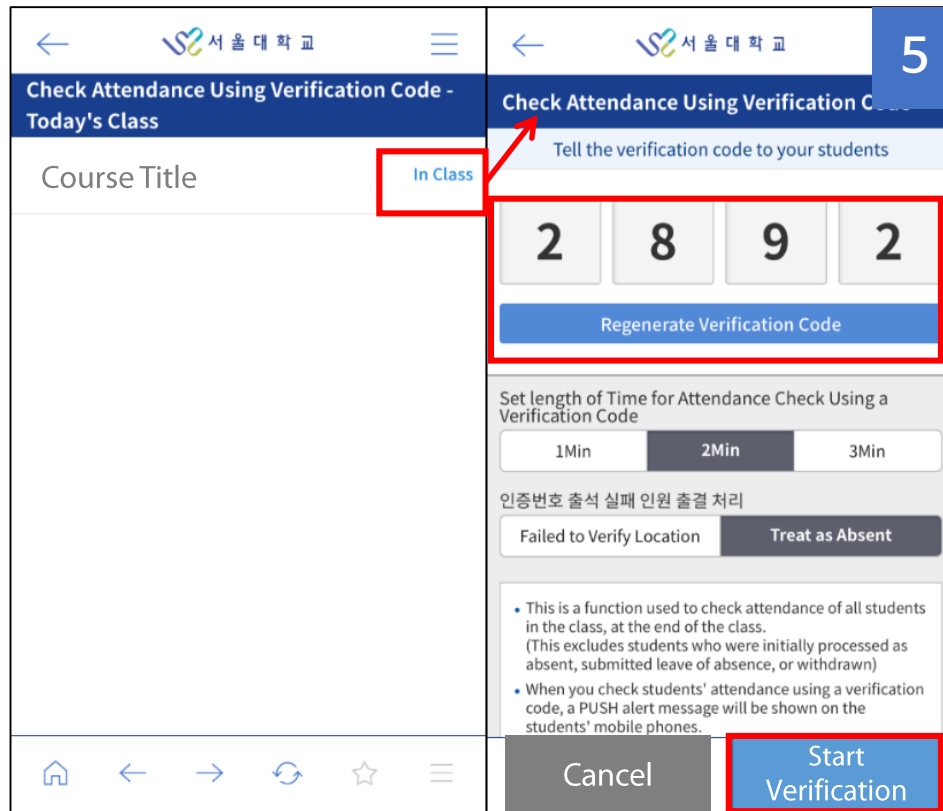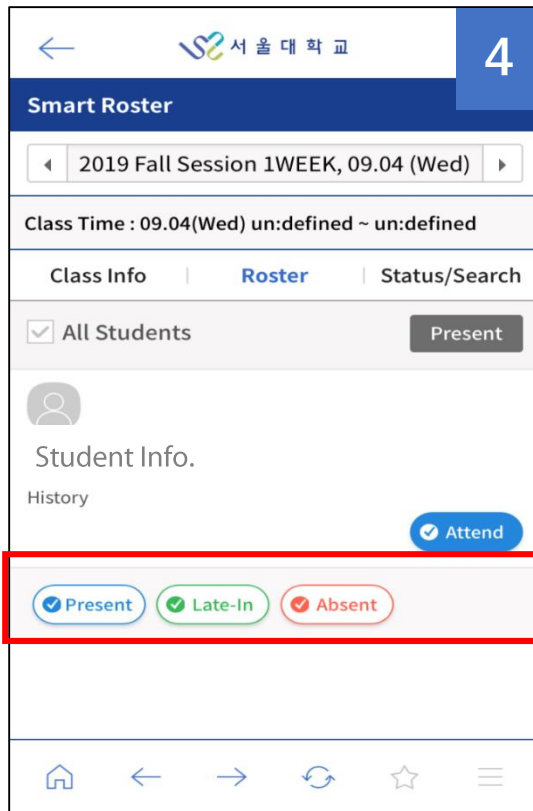
# 03 Contacts for E-Attendance System Inquiries

| Classification | Contact |
| --- | --- |
| First contact | Department Office |
| Second contact | College Administrative Office |
| Third contact | S-CARD Website(scard1.snu.ac.kr) Q&A<br>(Menu) Board > Q&A > Category: e-attendance |
| E-Attendance Inquiries | Department of Academic Affairs(02-880-5042) |
| Card reader Inquiries | Department of Students Affairs(02-880-5249) |