

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

## **Office of Academic Affairs**

### **1. Access to E-Attendance System**

 Visit <u>https://scard1.snu.ac.kr/</u> > Login by mySNU account(mySNU ID &password)
 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.

	Professor Service > Man	age Classes > Lecture >	Register Attendance													
		Register Attendance 🕕 🔤								1	-2	Smart Roster	Chemistry 1 зজর	Instructor	Class dat	te 2
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Please use "Save ID" only for personal computer to protect personal information. If you forgot your ID and password, please contact the information Service Center IT Service Center. (02-880-8282 / <u>itsc@snu.ac.kr</u> )												ⓒ Class Management		) / 05.30 - 10.45	firation	Scarch
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Copyright io 2019 Secul National University, All rights reserved, [계약위원처리넷위]	(Number of Trips:3C	[Number of Trips3Counts] Found									Materials 1 2021-10536 HWANG Ur Science and 0 Engineering	gyong 21 Select		I		

### 01 E-Attendance System(PC) User Manual (2)

**3. Register TA: Class Management > TA Management > Add TA** ( X 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

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Smart Roster  Request for  Attendance Status	Discrete Mathematics 3학점 Instructor 을 4190.101-001 ⓒ College of EngIneering Building #302 대장당105	Class date 2022 Spring Semester MON 11:00 - 12:15 WED 11:00 - 12:15	Smart Roster Chemistry 1 3학점 Request for Attendance Status	Instructor	Class de 2021 Spring 5 TUE (9630 - 10:45 THU 09:30 - 10:45	HOME Smart Roster Request for Attendance Status	College Writing 2: Writing in Science & Technology জ অ	Instructor O212 Spring Semester
Change	Attendance Time TA Management 연장 기준 교시 출결 수 TA	र ह र र	Change Check Attendance Using Verific Class Management Verification Code Board 3448 Change Permissions Tell the verification code to your students	Cation Còde 9:30 - 10:45	Search Search tion dance Using Verification Code meetified 79 Leave of 0	Change	Course Code /Separated class L0440.000900-006 ⊘ 4[0]L+26405 Search Period ● En… ○ 1Day ○ 7Day ○ 30… ○ 90… ○	En
← Change Permissions	■ Dept Title 利役世意 N	lame	Set length of Time for Attendance Ch Verification Code 1Min 2Min 인증번호 출석 실패 인원 출결 처리	heck Using a 20116:13 (편) 0330-1846 3Min noe	Absence / 프 프 프 프 프 프 프 프 프 프 프 프 프 프 프 프 프 프	Change Permissions	Student Name Evidentiary Document All v	student ID Results All
			This is a function used to check attendance     in the class, at the end of the class.     (This excludes students who were initially pr     absent, submitted leave of absence, or with	of all students rocessed as faramine 21 Select			Results           Date of Registration         Department         Grade         Student ID           2021.03.31         Control of Student ID         Control of Student ID         Control of Student ID	Name Change of Attendance Status Document Results Current Request - Approved
	( ( 1 ) »	Delete Add	when you check students antenhance using code, a PUSH alter message will be shown o students' mobile phones. Then the students will enter the verification Electronic Attendance Application to identify again. (If a student does not receive a PUSH alert, the code by accessing the Mobile Application entering the code manually.)	a vertication on the iccode on the 21 Select she may enter n and then	0		2021.03.31 « « 1	Absent + Late-In - Approved

### 02 E-Attendance System Mobile(App) User Manual (1)

- **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.







### 02 E-Attendance System Mobile(App) User Manual (2)

#### 4. Smart Roster (Check Attendance)

Instructors can check & change attendance of registered students (X 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.



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