



서울대학교
SEOUL NATIONAL UNIVERSITY

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

Office of Academic Affairs

01 E-Attendance System(PC) User Manual (1)

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.

The screenshot displays the E-Attendance System interface. It is divided into three main sections:

- 1-① Login Page:** Shows the login form with fields for Username, Password, and Save ID. A 'LOGIN' button is present. The page includes a notice: "Available after login. 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. (02-800-8282 / its@snu.ac.kr)".
- 1-② Register Attendance Page:** Shows the navigation path: Professor Service > Manage Classes > Lecture > Register Attendance. It includes a search bar for lectures for the current semester (Year: 2021 - 2022). A table lists available lectures with columns for Year/Semester, Program, Crs. No., Lec. No., Course Title, Crs. Clas., Grades, Quota, way of attendance, Register Attendance, and Print. The 'Register' and 'Print' buttons for each lecture are highlighted with a red box.
- 2 Smart Roster Page:** Shows the 'Smart Roster' page for 'Chemistry 1 3학점'. It displays the instructor 'Chung, Doo Soo', class date, and time. A 'Smart Roster' button is highlighted with a red box. Below, it shows student attendance for 'Undergraduate/034.0...'. A table lists students with columns for Department, Grade, Student ID, Name, Absent, Current Attendance Status, Clock-In, Note, and Reason. The 'Attendance status change' button is highlighted with a red box. Below the table, there are buttons for 'Present', 'Late-In', and 'Absent'.

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

3. Register TA: Class Management > TA Management > Add TA

(※ TA can use E-Attendance system after clicking [Change Permissions] menu and select [Faculty].)

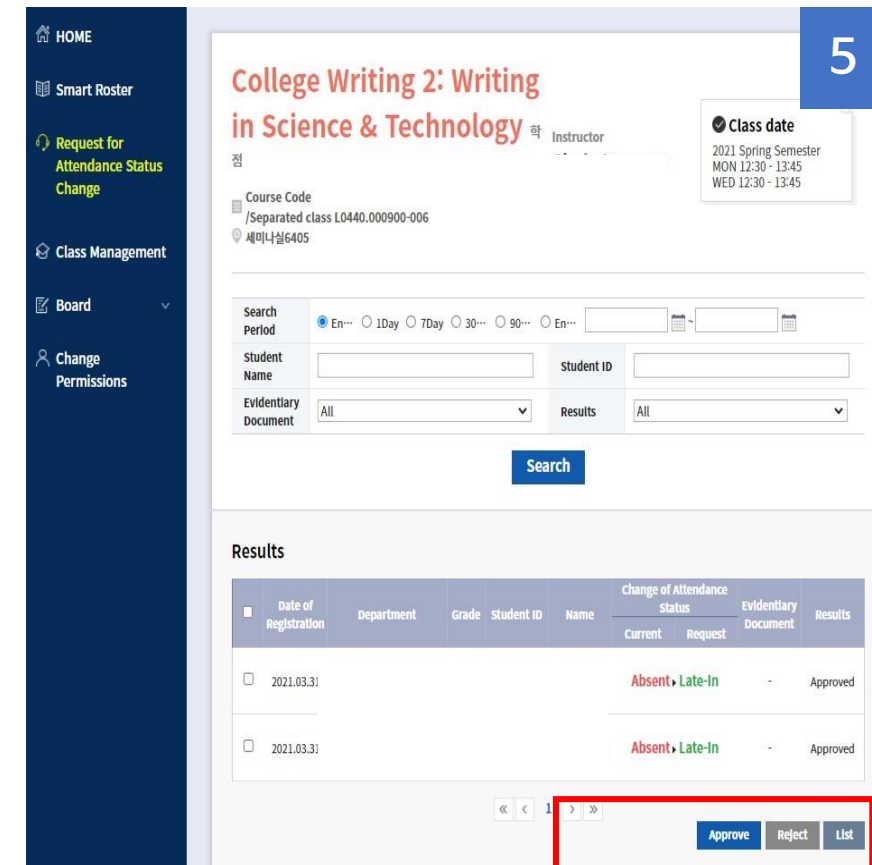
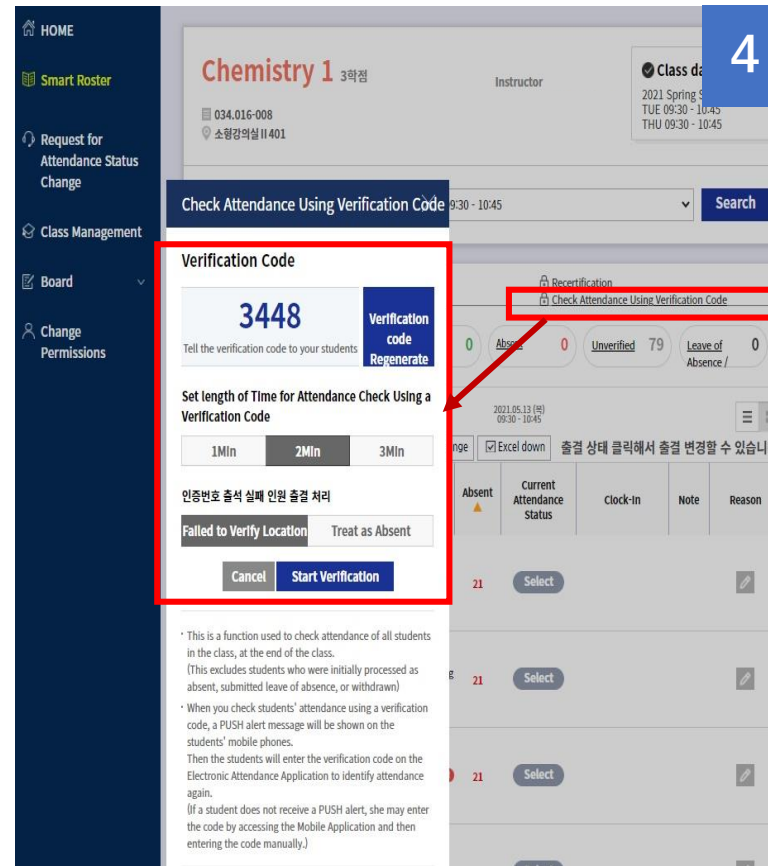
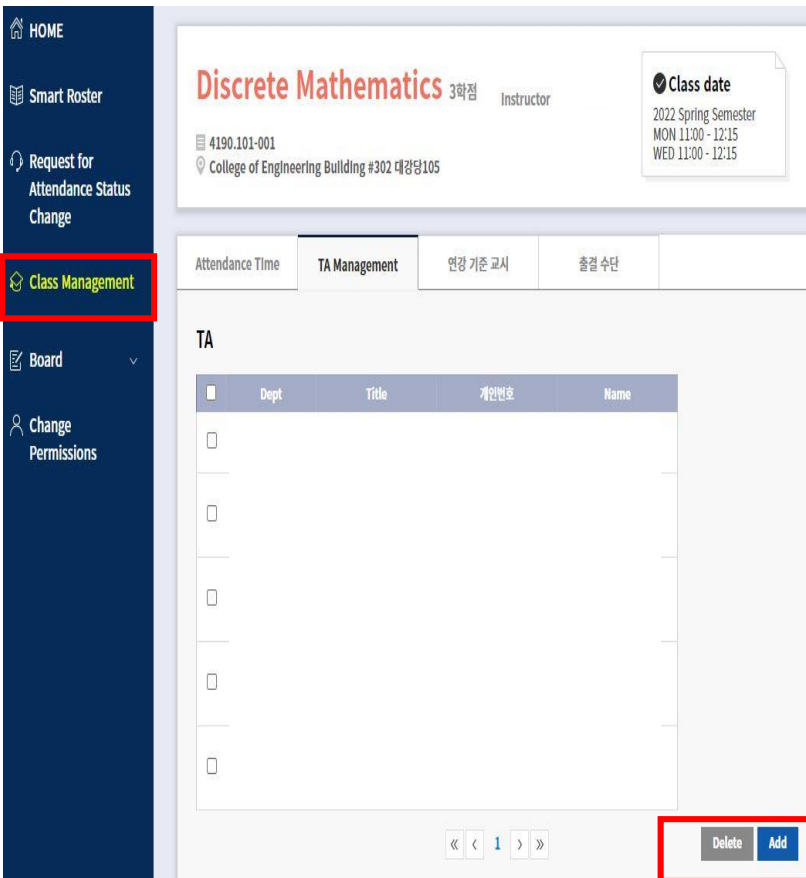
4. Check Attendance using Verification Code (Optional-Only Available during class time)

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



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

1. Turn on Bluetooth & Location(GPS) on your phone.

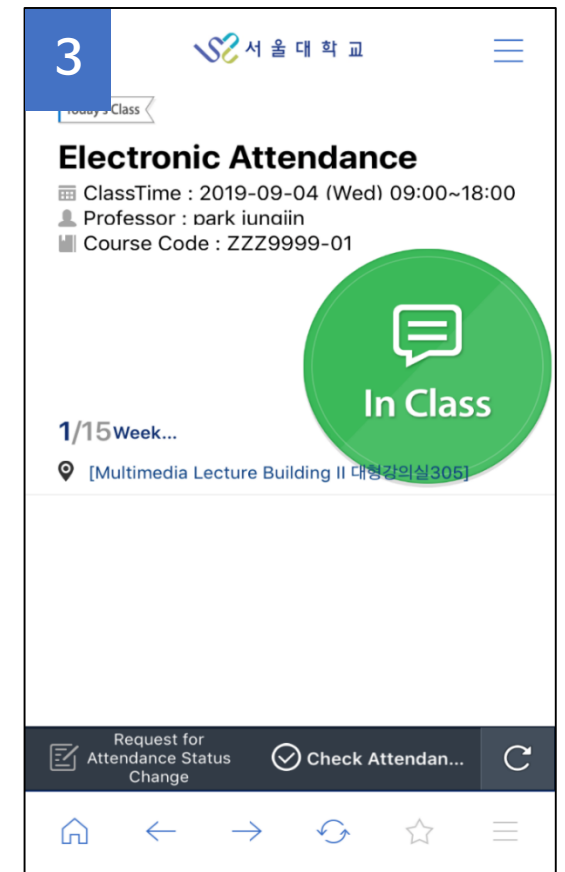
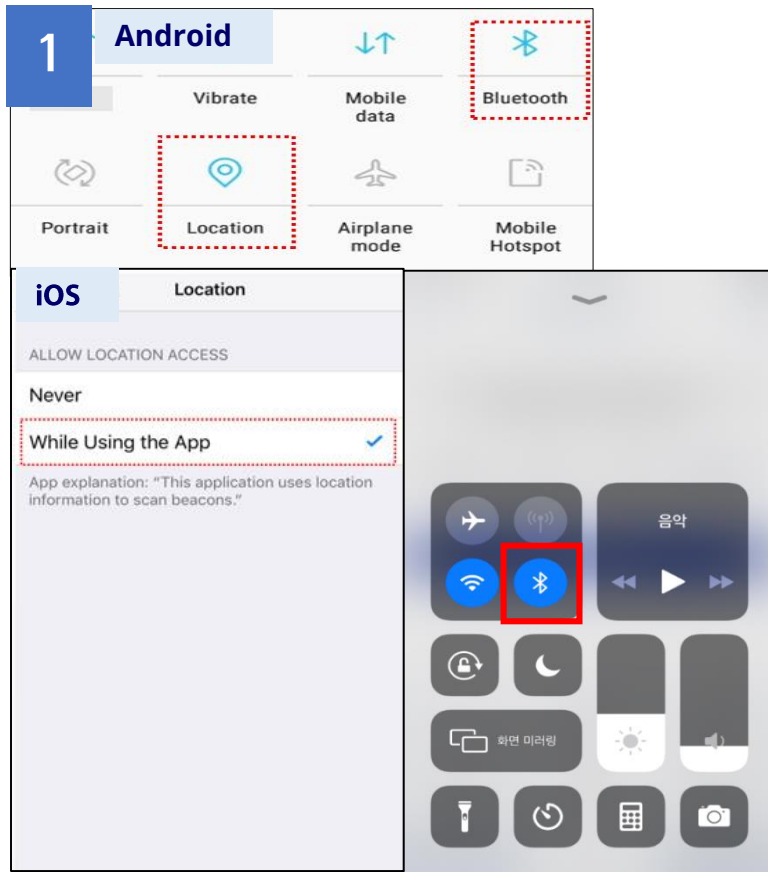
Location information will NOT be collected.

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

(※ If it is not available, students can check attendance by using S-card/Mobile S-card(QR code) & card reader at classroom door.)

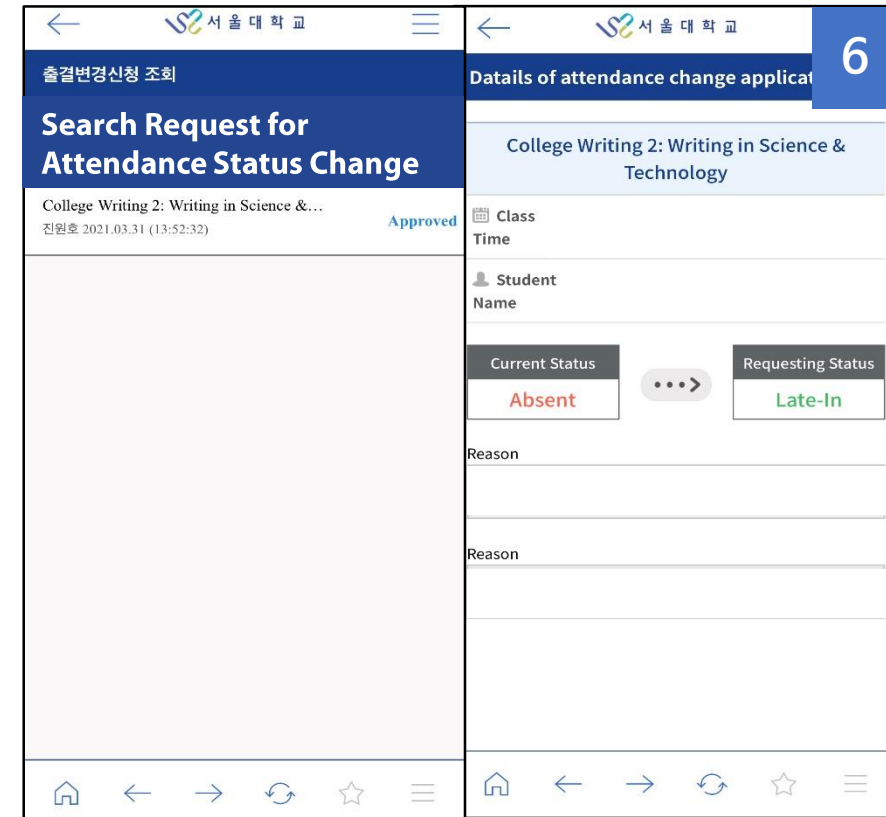
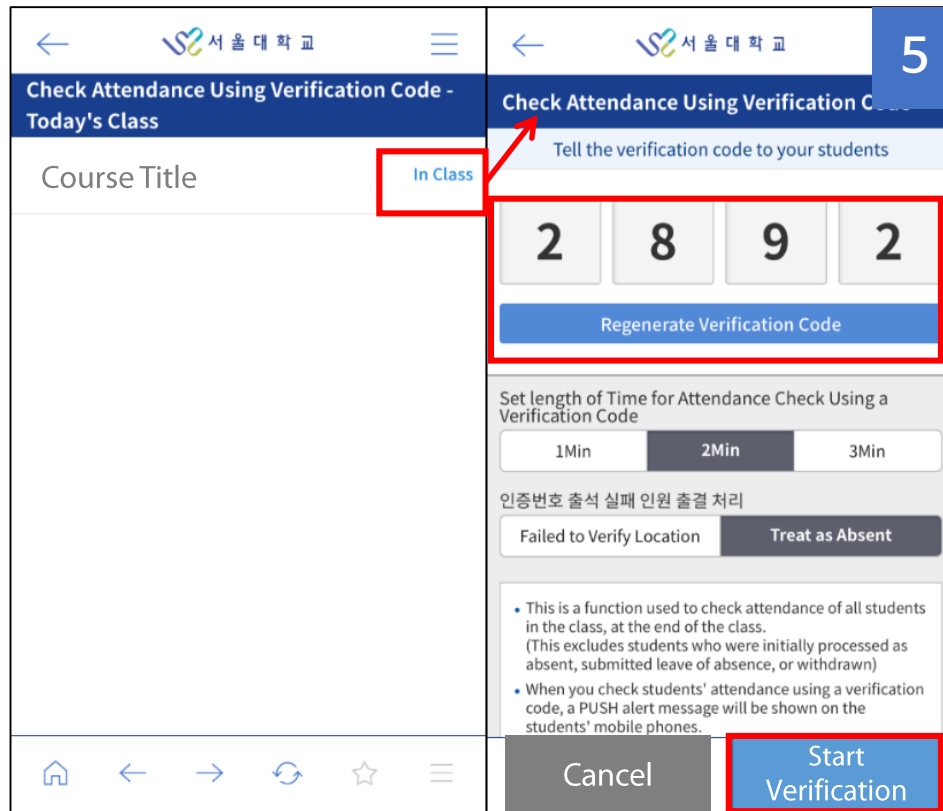
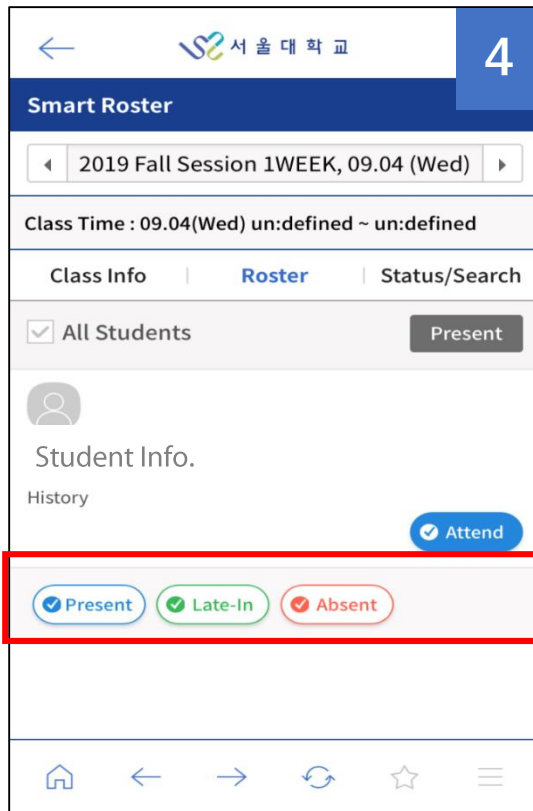
5. Check Attendance using Verification Code (Optional-Only Available during class time)

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 (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)