# mySNU(Online) Attendance User Manual (For Instructors)

### **Office of Academic Affairs**

## 1. Register Attendance Academic Affairs > Manage Classes > Lecture > Register Attendance

	Professor Service > Man	age Classes > Lecture > F	Register Attendance										
	Register At	ttendance (	Note Help										
Faculty 👻		Loctures for current	somostor 🔽		Voar 2021		~ _ ວດວວ		~	Soar	ch		
Search Menu Q		Lectures for current.	Semester M		1601 2021		ZUZZ			Jear			
My Info >													
Give Approval >	Year/Semester	Program	Crs. No.	Lec. No.	Course Title(Subtitle)	Crs. Clas.	Grades	Quota (Current Coun	way of attendanc	Register Attenda	Print	Attendance Stat	Attendance Reco
Manage Classes								t)	e	nce		us	Tu
Lecture	2021/2nd Semest er/Regular	Bachelor	430.312	002	Semiconductor Devices	Elective S ubject for Maior	3	80(67)	Online Attendanc e	Register	Print	View Details	Download
<ul> <li>Lecture in Charge</li> <li>Register Course Syllabus</li> <li>Register Class TA</li> </ul>	2021/2nd Semest er/Regular	Combined Master s/Doctorate	430.960	040	Dissertation Research	Reading a nd Resear ch	3	30(14)	Online Attendanc e	Register	Print	View Details	Download
<ul> <li>Register Attendance</li> </ul>						Dequisite							
<ul> <li>Register Cancelled/Make- up/Substituted Classes</li> </ul>	2021/2nd Semest er/Regular	Bachelor	M2608.001600	001	Seminar in Electrical and Comp uter Engineering 3	Subject fo	1	120(109)	Online Attendanc e	Register	Print	View Details	Download
Course Evaluation Results     (Old) Course Evaluation	[Number of Trips:3Co	ounts] Found				, major							

Attendance Method: mySNU(Online) Attendance/Electronic Attendance(scard1.snu.ac.kr)
 Attendance Default: mySNU(Online) Attendance

#### 2. Check Attendance: Check Present/Partially Present(Late/Left early)/Absent → Save

	Professor Service > 1	Manage Cl	asses > Lecture > Register	Attendance											
			Crs. No. 430.312	Lec. No. 002			Course Na	me Semiconductor Devices	Subtitle						
Faculty Y															
Search Menu Q	Final saved time Please (Present P	: click 'S artially	Late ave' after checkir v Present(Late/Le	st checked class date : ng attendance											
My Info >	Lecture Dat	e	y i resent(Later Le	Student Date	v	Time Period ALL				< Previous Page		Excel Excel(Full Attendar		idance)	.e) 🕒 Save
Give Approval >	Lecture Date	Day	Make up Class	Student No.	Notific	ation	×	ent	Major	학생선택 성적부여	Time Perio	Prese nt	Partially Present	Absent	Unmarke d
Manage Classes >	2021-10-04	Mon.	2021-11-30		aft	Please click 'Save' er checking attendance				방법	d				
<sup>⊕</sup> Lecture	2021-10-06	Wed.		2017-14871	LEE Preser	(Present, Part ht(Late/Left ear	ially rly), Absent)	hysics and	Astronomy Program Major	A~F	Period 1				
Lecture in Charge     Register Course Syllabus	2021-10-11	Mon.		2015-18305	LI	ОК		arth and E	School of Earth and Environ	A~F	Period 1				
<ul> <li>Register Class TA</li> </ul>	2021-10-13	Wed.				College of Engi	Department of	Mechanical	Mechanical Engineering Mai	272	2.0.227				
<ul> <li>Register Attendance</li> </ul>	2021-10-18	Mon.		2015-12521	YIM Jiwoo	neering	Engineering		or	A~F	Period 1				
Register Cancelled/Make- up/Substituted Classes	2021-10-20	Wed.		2018-14451	KIM Sunho	College of Engi neering	Department of Engineering	Mechanical	Mechanical Engineering Maj or	A~F	Period 1				
Course Evaluation Results     (Old) Course Evaluation     Results(~2012)	2021-10-25	Mon.		2018-19783	LEE Jung Mo	College of Engi neering	Department of Engineering	Mechanical	Mechanical Engineering Maj or	A~F	Period 1				
(Old)Course Evaluation	2021-10-27	2021-10-27 Wed.			College of Engi	Department of Mechanical		Machanical Engineering Mai							
Description(~2012) <ul> <li>Previous Lecture in Charge</li> </ul>	2021-11-01	Mon.		2016-10988	CHO Subin	neering	ng g and Aerospace Enginee		OL	A~F	Period 1				
Previous Course Syllabus	2021-11-03	Wed.		2016-14924	KIM Jun Hwar	College of Engi	Department of and Aerospace	Mechanical Engineerin	Mechanical Engineering Maj	A~F	Period 1				Π
🖲 Grade	2021-11-08	Mon.				neering	g g		or				0		

#### **3. Print**: Print out attendance form including photo or English version

		Regis	ter At	ttendance (	Note Help								
Faculty	¥	Lectures for current semester 🔽 Year 2021								arch			
Search Menu	Q								Print	×			
My Info									Attendance [A4]	۲			
Give Approval		Year/Se	mester	Program	Crs. No.	Lec. No.	Course Title(Subtitle)	Crs. C	Attendance [A4] (English)	0	Prin	t Attendance Stat	Attendance Reco
Manage Classes									Attendance [A4] ( Photo )	0		us	ra
Lecture		2021/2nd er/Re	Semest zular	Bachelor	430.312	002	Semiconductor Devices	Electiv ubject	Attendance [A4] (Eng&Photo)	0	Prin	t View Details	Download
								Majo	Attendance [B4]	0			
		2021/2nd	Semest	Combined Master	430.960	040	Dissertation Research	Readin nd Res	Attendance [B4] ( English )	0	Prin	t View Details	Download
Register Class TA     Register Attendance		cijite	Sutur	Syboctorate				ch	Attendance [B4] ( Photo )	0			
		2021/2nd	Semest	Bachelor	M2608.001600	001	Seminar in Electrical and Comp	Requi Subjec	Attendance [B4] (Eng&Photo)	0	Prin	t View Details	Download
up/Substituted Classes	_	er/Re	gular				uter Engineering 3	r Maj	Attendance Checklist	0			
• (Old) Course Evaluation		[Number o	Trips:3Co	ounts] Found					Attendance [ Excel ]	0			
									Attendance situation	0			
		Note								Print	4		
	e	Withou	syllabus i	nput, printing attendance	list is not available.			1					
⊕ Grade										Close			

Attendance Method: mySNU(Online) Attendance/Electronic Attendance(scard1.snu.ac.kr)
 Attendance Default: mySNU(Online) Attendance

#### 4. Attendance Record: Download all attendance record in Excel file

Year 2021

Faculty Q Search Menu My Info > Give Approval 5

Manage Classes

Lecture

Year/Semester	Program	Crs. No.	Lec. No.	Course Title(Subtitle)	Crs. Clas.	Grades	Quota (Current Coun t)	way of attendanc e	Register Attenda nce	Print	Attendance Stat us	Attendance Recc rd
2021/2nd Semest er/Regular	Bachelor	430.312	002	Semiconductor Devices	Elective S ubject for Major	3	80(67)	Online Attendanc e	Register	Print	View Details	Download
2021/2nd Semest er/Regular	Combined Master s/Doctorate	430.960	040	Dissertation Research	Reading a nd Resear ch	3	30(14)	Online Attendanc e	Register	Print	View Details	Download
2021/2nd Semest er/Regular	Bachelor	M2608.001600	001	Seminar in Electrical and Comp uter Engineering 3	Requisite Subject fo r Maior	1	120 (109)	Online Attendanc e	Register	Print	View Details	Download

~ ~ 2022

Search

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[Number of Trips:3Counts] Found

Note

Professor Service > Manage Classes > Lecture > Register Attendance

Register Attendance 🕕 🔤

Without syllabus input, printing attendance list is not available.

Lectures for current semester 🔽

Results(~2012)

Register Attendance

Description(~2012)

🕑 Grade