

mySNU(Online) Attendance User Manual (For Instructors)

Office of Academic Affairs

1. Register Attendance

▶ Academic Affairs > Manage Classes > Lecture > Register Attendance

Professor Service > Manage Classes > Lecture > Register Attendance

Register Attendance

Lectures for current semester Year 2021 ~ 2022

Year/Semester	Program	Crs. No.	Lec. No.	Course Title(Subtitle)	Crs. Clas.	Grades	Quota (Current Count)	way of attendance	Register Attendance	Print	Attendance Status	Attendance Record
2021/2nd Semester/Regular	Bachelor	430.312	002	Semiconductor Devices	Elective Subject for Major	3	80 (67)	Online Attendance	<input type="button" value="Register"/>	<input type="button" value="Print"/>	<input type="button" value="View Details"/>	<input type="button" value="Download"/>
2021/2nd Semester/Regular	Combined Masters/Doctorate	430.960	040	Dissertation Research	Reading and Research	3	30 (14)	Online Attendance	<input type="button" value="Register"/>	<input type="button" value="Print"/>	<input type="button" value="View Details"/>	<input type="button" value="Download"/>
2021/2nd Semester/Regular	Bachelor	M2608.001600	001	Seminar in Electrical and Computer Engineering 3	Requisite Subject for Major	1	120 (109)	Online Attendance	<input type="button" value="Register"/>	<input type="button" value="Print"/>	<input type="button" value="View Details"/>	<input type="button" value="Download"/>

[Number of Trips:3Counts] Found

- 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 > Manage Classes > Lecture > Register Attendance

Crs. No. Lec. No. Course Name Subtitle

Final saved time : Latest checked class date :

Please click 'Save' after checking attendance (Present, Partially Present(Late/Left early), Absent)

Lecture Date Student Date Time Period

Lecture Date	Day	Make up Class	Student No.	Student	Date	Major	학생선택 성적부여 방법	Time Period	Present	Partially Present	Absent	Unmarked
2021-10-04	Mon.	2021-11-30							<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2021-10-06	Wed.		2017-14871	LEE Jung Mo		Physics and Astronomy Program Major	A-F	Period 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2021-10-11	Mon.		2015-18305	LEE Jung Mo		School of Earth and Environmental Sciences Major	A-F	Period 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2021-10-13	Wed.		2015-12521	YIM Jiwoo		College of Engineering Department of Mechanical Engineering Mechanical Engineering Major	A-F	Period 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2021-10-18	Mon.		2018-14451	KIM Sunho		College of Engineering Department of Mechanical Engineering Mechanical Engineering Major	A-F	Period 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2021-10-20	Wed.		2018-19783	LEE Jung Mo		College of Engineering Department of Mechanical Engineering Mechanical Engineering Major	A-F	Period 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2021-10-25	Mon.		2016-10988	CHO Subin		College of Engineering Department of Mechanical and Aerospace Engineering Mechanical Engineering Major	A-F	Period 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2021-10-27	Wed.		2016-14924	KIM Jun Hwan		College of Engineering Department of Mechanical and Aerospace Engineering Mechanical Engineering Major	A-F	Period 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notification

Please click 'Save' after checking attendance (Present, Partially Present(Late/Left early), Absent)

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

Professor Service > Manage Classes > Lecture > Register Attendance

Register Attendance

Lectures for current semester Year 2021

Year/Semester	Program	Crs. No.	Lec. No.	Course Title(Subtitle)	Crs. C
2021/2nd Semester/Regular	Bachelor	430.312	002	Semiconductor Devices	Electri ubject Maj
2021/2nd Semester/Regular	Combined Master s/Doctorate	430.960	040	Dissertation Research	Readin nd Res ch
2021/2nd Semester/Regular	Bachelor	M2608.001600	001	Seminar in Electrical and Comp uter Engineering 3	Requi Subje r Ma

[Number of Trips:3Counts] Found

Note
Without syllabus input, printing attendance list is not available.

Print

- Attendance [A4]
- Attendance [A4] (English)
- Attendance [A4] (Photo)
- Attendance [A4] (Eng&Photo)
- Attendance [B4]
- Attendance [B4] (English)
- Attendance [B4] (Photo)
- Attendance [B4] (Eng&Photo)
- Attendance Checklist
- Attendance [Excel]
- Attendance situation

Print

Close

Print	Attendance Stat us	Attendance Reco rd
Print	View Details	Download
Print	View Details	Download
Print	View Details	Download

- 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

Professor Service > Manage Classes > Lecture > Register Attendance

Register Attendance Note Help

Lectures for current semester

Year

2021

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2022

Search

Year/Semester	Program	Crs. No.	Lec. No.	Course Title(Subtitle)	Crs. Clas.	Grades	Quota (Current Count)	way of attendance	Register Attendance	Print	Attendance Status	Attendance Record
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2021/2nd Semester/Regular	Combined Masters/Doctorate	430.960	040	Dissertation Research	Reading and Research	3	30 (14)	Online Attendance	Register	Print	View Details	Download
2021/2nd Semester/Regular	Bachelor	M2608.001600	001	Seminar in Electrical and Computer Engineering 3	Requisite Subject for Major	1	120 (109)	Online Attendance	Register	Print	View Details	Download

[Number of Trips:3Counts] Found

Note

Without syllabus input, printing attendance list is not available.

Faculty

Search Menu

My Info

Give Approval

Manage Classes

Lecture

Lecture in Charge

Register Course Syllabus

Register Class TA

Register Attendance

Register Cancelled/Make-up/Substituted Classes

Course Evaluation Results

(Old) Course Evaluation Results(~2012)

(Old) Course Evaluation Description(~2012)

Previous Lecture in Charge

Previous Course Syllabus

Grade