



서울대학교  
SEOUL NATIONAL UNIVERSITY

# **Electronic Attendance(E-Attendance) User Manual Abstract (For Students)**

**Office of Academic Affairs**

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

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

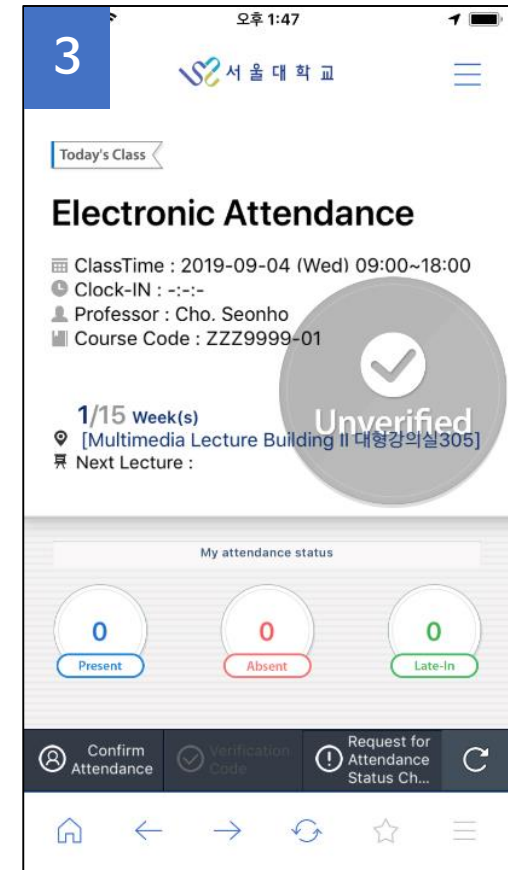
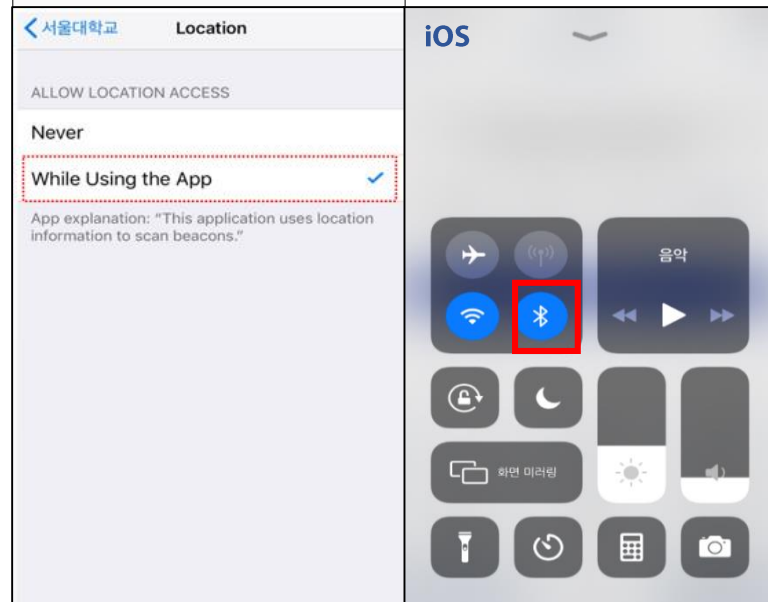
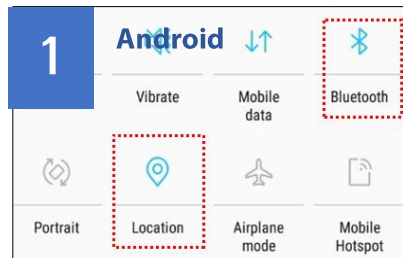
Location information will NOT be collected.

## 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. Access to E-Attendance System

Information of registered courses will be shown.



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

## 4. Check Attendance

Click **'Unverified'** > Status will be changed as **'present'** > Check your attendance in the app.

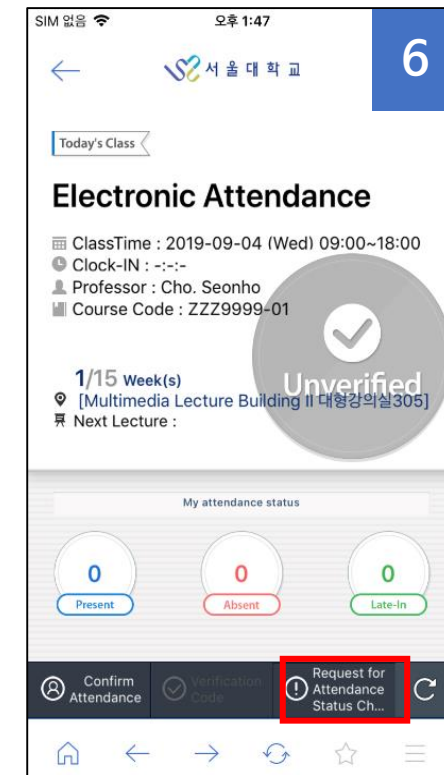
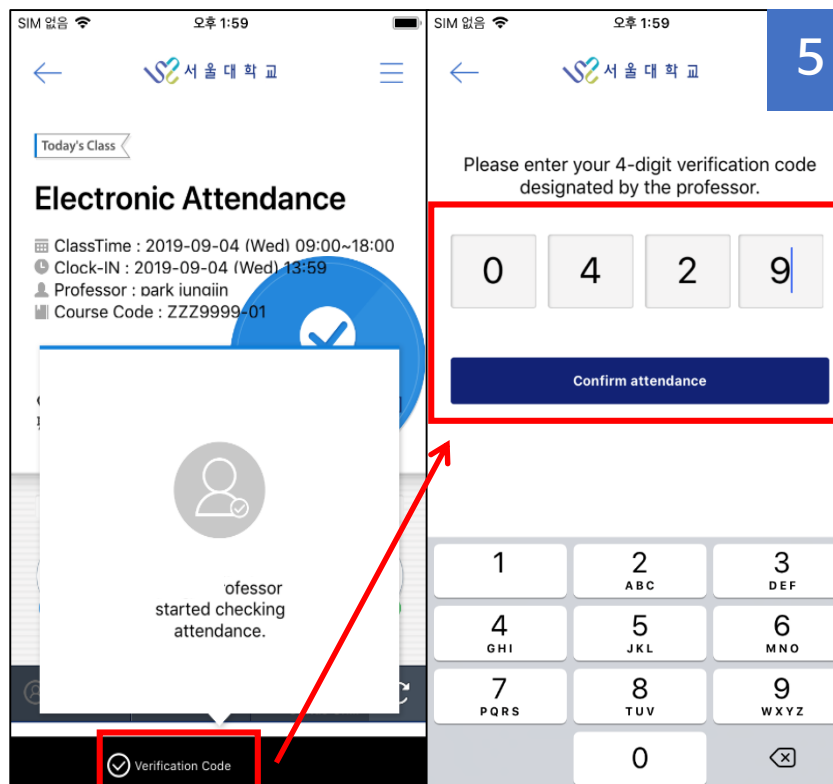
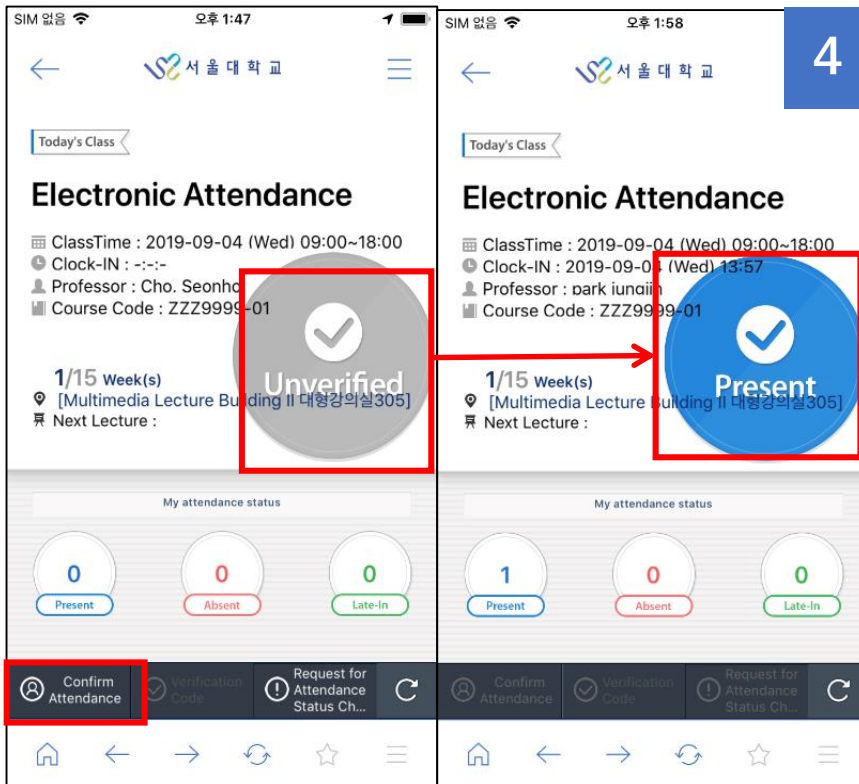
(※ If it is not available, students can check attendance by using S-card/Mobile S-card(QR code) & card reader at lecture room door.)

## 5. Check Attendance by Verification Code (Optional-Available only during class time)

Instructors inform students of verification code(4-digit-number) > Students enter the code in given time > Attendance check completed.

## 6. Request for Attendance Status Change

Students request for attendance change > Instructors approve or reject the request.



# 02 E-Attendance System(PC) User Manual (1)

## 1. Access to E-Attendance System

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

## 2. Home Screen

Information of registered courses will be shown.

## 3. Search Attendance Status

Students can check their attendance status of registered courses.

The screenshot displays the E-Attendance System interface, divided into three numbered sections:

- Section 1: Login Screen** (Available after login). It features a login form with fields for Username and Password, a Save ID checkbox, and a LOGIN button. The Seoul National University logo is visible at the bottom.
- Section 2: Home Screen** (2021 Spring Semester Attendance Status). It shows a circular progress indicator for 11/15 weeks, summary statistics for Present (0), Late-In (0), and Absence/U... (0) cases, and a table for Today's Class. The table lists the course "Electronic Attendance" with 3 credits, instructor park jungjin, room 101E101, and class time FRI 15:00-15:50.
- Section 3: Search Attendance Status** (Electronic Attendance). It displays the current attendance status for the course, showing a list of weeks with their respective attendance statuses (e.g., Unverified, Late-In, Absent, Present).

Week(s)/날짜	Class Time	Clock-IN	Current Attendance Status
1week - 1 Mar. 05. 2021(FRI)	15:00-15:50		Unverified
2week - 1 Mar. 12. 2021(FRI)	15:00-15:50		Unverified
3week - 1 Mar. 19. 2021(FRI)	15:00-15:50		Unverified
4week - 1 Mar. 26. 2021(FRI)	15:00-15:50		Unverified
5week - 1 Apr. 02. 2021(FRI)	15:00-15:50		Unverified
6week - 1 Apr. 09. 2021(FRI)	15:00-15:50		Unverified
7week - 1 Apr. 16. 2021(FRI)	15:00-15:50		Unverified
8week - 1 Apr. 23. 2021(FRI)	15:00-15:50		Unverified
9week - 1 Apr. 30. 2021(FRI)	15:00-15:50	May. 14. 2021 (13:45:07)	Late-In
10week - 1 May. 07. 2021(FRI)	15:00-15:50	May. 14. 2021 (13:44:58)	Absent
11week - 1 May. 14. 2021(FRI)	15:00-15:50	May. 14. 2021 (13:44:47)	Present

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

## 4. Request for Attendance Status Change

Students request for attendance change. > Instructors approve or reject the request. > Students can check request results.  
(※ Maximum capacity of attachment file is 3MB.)

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HOME

- Search Attendance Status
- Search Timetable
- Search Class Information
- Request for Attendance Status Change
- Board
- Change Permissions

### Details of Request

Select the Course	Electronic Attendance (ZZZ9999-01)
Class Time	2021-05-07(금) 1500 ~ 1550
Current Attendance Status	Absent
Requesting Status	Present
Reason	Select
Evidentiary Document	3MB 이하 파일만 가능

Search

Confirm Cancel

4-2

HOME

- Search Attendance Status
- Search Timetable
- Search Class Information
- Request for Attendance Status Change
- Board
- Change Permissions

Select Semester: 2021 Spring Semester Course Title: All

Results: All

Search

### Results

Class date	Course Code /Separated class	Course Title	Instructor	Room	Class Time	Change of Attendance Status		Results
						Current	Request	
2021.05.07	ZZZ9999-01	Electronic Attendance	park jungjin	대형강의실305	FRI 15:00 - 15:50	Absent	Present	Processing

« < 1 > »

Register a Request for an Attendance Status Change

# 03 Contacts for E-Attendance System Inquiries

<b>Classification</b>	<b>Contact</b>
<b>First contact</b>	<b>Course Teaching Assistant(TA)/ Department Office of registered course</b>
<b>Second contact</b>	<b>S-CARD Website(<a href="http://scard1.snu.ac.kr">scard1.snu.ac.kr</a>) Q&amp;A (Menu) Board &gt; Q&amp;A &gt; Category: e-attendance</b>
<b>E-Attendance Inquiries</b>	<b>Department of Academic Affairs(02-880-5042)</b>
<b>Card reader Inquiries</b>	<b>Department of Students Affairs(02-880-5249)</b>