성균관대학교

Electronic Attendance System
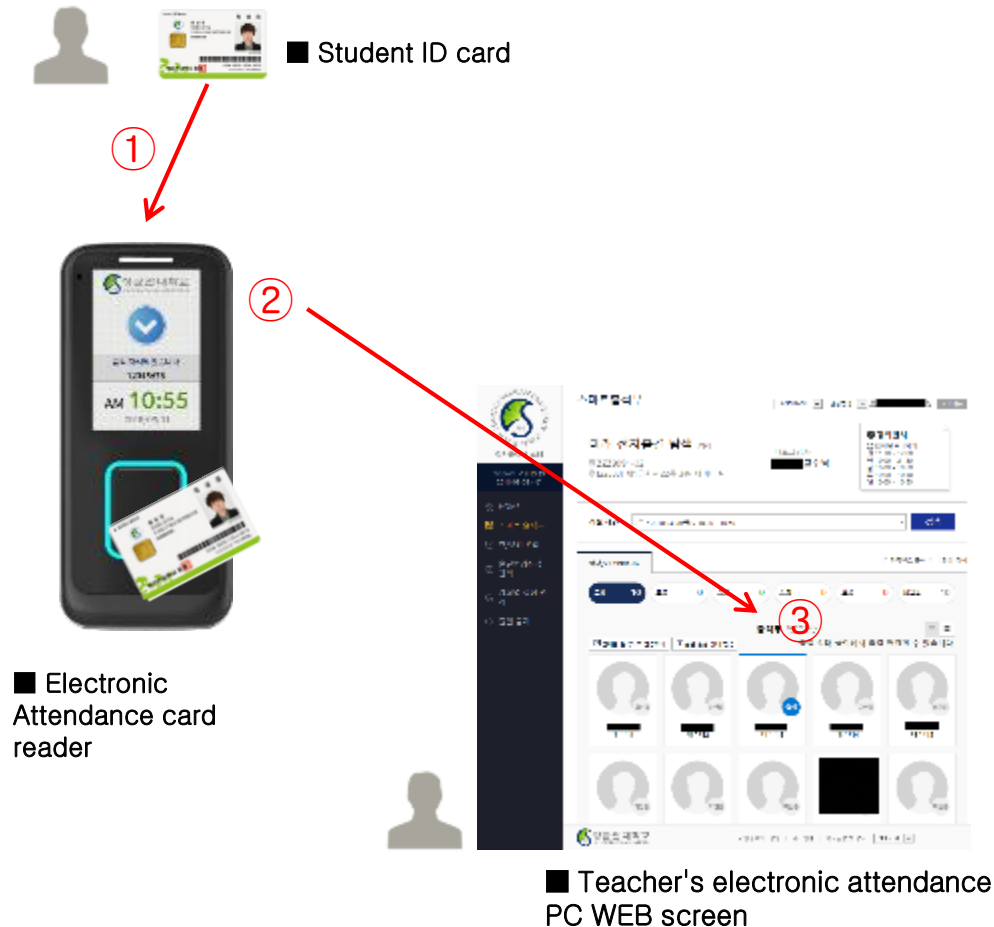
[User Guide: for Students] – Version 1.0

I. Introduction to the Electronic Attendance System

Introduction to the Electronic Attendance System

1) Attendance using electronic attendance card reader

■ Student ID card

①

②

■ Electronic
Attendance card
reader

③

■ Teacher's electronic attendance
PC WEB screen

■ Page outline
Students can mark as present by contacting their student ID cards on the electronic attendance card reader at classrooms with the Electronic Attendance System

■ Page explanation
① Students can mark as present by contacting their student ID cards on the electronic attendance card readers at the entrance of the classroom.
② When a student marks as present via electronic attendance card reader, the data will be sent to the professor's electronic roster.
③ The professor can check students' attendance status on electronic roster webpage and edit it.

※ NFC function must be turned on to utilize mobile student ID.

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2) Attendance using Bluetooth

① ② ③

■ Bluetooth device

■ Student's mobile application page

■ Teacher's electronic attendance PC WEB page

■ Page outline
Students can mark as present using Bluetooth devices in classrooms.

■ Page explanation
① Students can easily mark as present by using electronic attendance application with Bluetooth devices installed in classrooms.
② Students can automatically mark as present or press button on the page by logging into the mobile application in classrooms with Bluetooth devices.
③ Students can check their attendance status on electronic attendance PC WEB or electronic attendance application.

※ Bluetooth / GPS function must be turned on.

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II. How to use the Electronic Attendance System

Entering the Electronic Attendance System(WEB)

1) Entering the Electronic Attendance System

■ Page outline
It's the first page of SungKyunKwan University Electronic Attendance System service https://attend.skku.edu/

■ Page explanation
① Log in with your ID and password. (Use identical ID and password of Kingo Portal).

2) Log in > Home

Electronic Attendan...

LANGUAGE ▾ | 👤 ████████████ | Log out

①

2018 Fall Semester Attendance Status

②

2/16 Week

- ⊘ Present **3** Case
- ⊘ Late-In **0** Case
- ⊘ Absent **0** Case

Monthly Attendance Status

Pres... **3** | Late... **0** | Abs... **0**

Weekly Attendance Status

Pres... **2** | Late... **0** | Abs... **0** | Early... **0**

③ **Notice** — more ›

- 전자출결시스템 설치 강의실 — 3Days ago
- 2018학년도 2학기 전자출결 시스템 도입 관련 안내[학생] — 14Days ago

Today's Class ④

Semester	Course Code /Separated class	Course Title	Credits	대표교강사	Room	Class Time	Class Status
2	ESM2016-41	Exploratory Data Analysis	3	████	[26421] Engineering 2 (26) e+ Lecture Room	FRI:15:00~17:45	In Class
2	ESM5030-41	AHP/ANP Seminar	3	████	[26419] Engineering 2 (26) Seminar Room:Department of Systems Management Engi	FRI:18:00~20:45	Before Class

SUNG KYUN KWAN UNIVERSITY
ELECTRONIC ATTENDANCE SYSTEM

TODAY PM16:47
2018-09-14 (Fri)

- 🏠 HOME
- 📖 Search Attendance Status
- 🕐 Search Timetable
- 🎓 Search Class Information
- 📝 Request for Attendance Status Change
- 🔊 Notice

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⑤ Privacy Policy | Address Info | 학사일정 및 공지 | 바로가기 ▾

■ **Page outline**
Teacher's home page after log in

■ **Page explanation**
① After logging in, user information is displayed at the top of the page.
② Current status of attendance of the current session is displayed statistically.
③ You can check current notice and enter details of notice..
④ Displays lecture time table of selected session and week. When selecting a lecture, enters smart roster page.
⑤ At the bottom, there is a short cut for you to enter SungKyunKwan University related websites.

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How to check
class attendance status

1) Check class attendance status

■ Page outline
Home page for logged in students.

■ Page explanation
① Select class attendance status tab.
② You can search by selecting current semester from this year.
③ You can find list of classes you're taking.
(Click class name to check attendance history for each class.)
④ Click and you can check attendance status for all classes with table format.

2) Check class attendance status > for each class

■ Page outline
Check attendance history for selected class

■ Page explanation
① Show information for selected class. (Class name, Class code, Classroom, Time)
② Statistical info of attendance
③ Detail time information of attendance for each week

3) Check class attendance status > status as a whole

■ Page outline
Attendance status of classes you're taking as a whole

■ Page explanation
① Attendance status of each class by date with table format
② Check attendance status for each date.
  (○)：Attended
  (R)：Attendance approved if explanatory
      document is submitted
  (△)：Late
  (X)：Absent
  (H)：Class canceled
  (_)：Absent or attendance not checked

Checking Time Table

1) Check time table

■ **Page outline**
Weekly time table of current semester.

■ **Page explanation**
① Click time table tab.
② Choose year, semester, and week to search time table.
(Default setting: In terms of current semester, current week shows, and in terms of previous semester, the last week shows.)
③ Shows day of the week according to current time. (Not provided in terms of past semester or past week)
④ Shows the class. Click class name for detail information.

Checking class information

1) Check class information

■ Page outline
Check class information by selecting semester

■ Page explanation
① Click class information check.
② Choose year and semester.
③ Class list shows for the selected semester. Click class name for detail information.
④ Temporal criterion of attendance approval for the selected class
⑤ Criterion of F grade for the class
⑥ Teaching assistant list for the class

Request for Attendance Status Change
(Request for attendance approval)

2) Request for Attendance Status Change List

SUNG KYUN KWAN UNIVERSITY
ELECTRONIC ATTENDANCE SYSTEM

TODAY PM17:13
2018-09-14 (Fri)

- HOME
- Search Attendance Status
- Search Timetable
- Search Class Information ①
- Request for Attendance Status Change
- Notice

Request for Attenda...   LANGUAGE ▼ ████████ Log out

② Select Semester: 2018 Fall Semester ▼   Course Title: All ▼

Results: All ▼

Search

Results ③

Class date	Course Code /Separated class	Course Title	대표교강사	Room	Class Time	Change of Attendance Status		Results
						Current	Request	
Data not found.								

④ **Register a Request for an Attendance Status Change**

■ Page outline
Shows the list of request for attendance status change.

■ Page explanation
① Click attendance status change request tab.
② Check request list according to semester, class name, and process status.
③ Check request record list according to search conditions.
④ Click request registration and move to registration page.

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3) Attendance status change request registration

■ Page outline
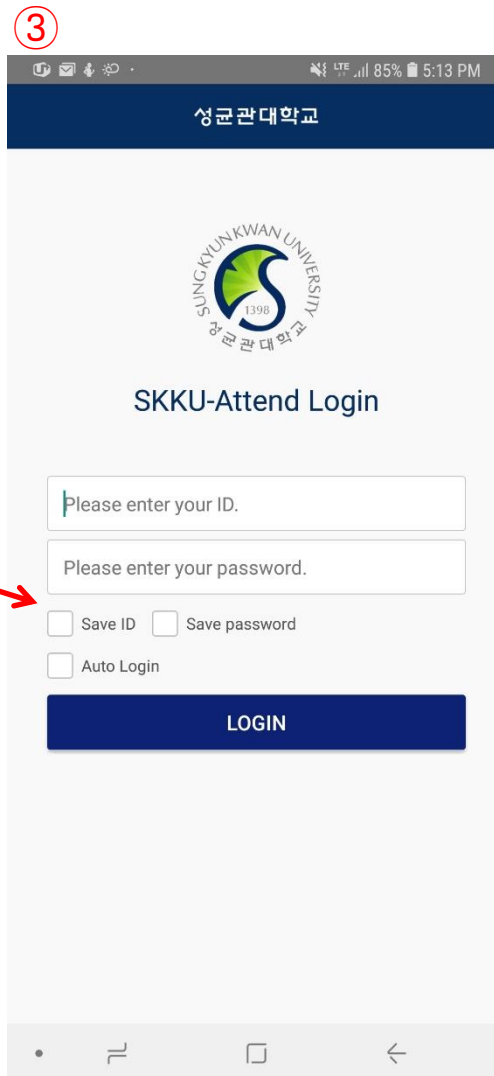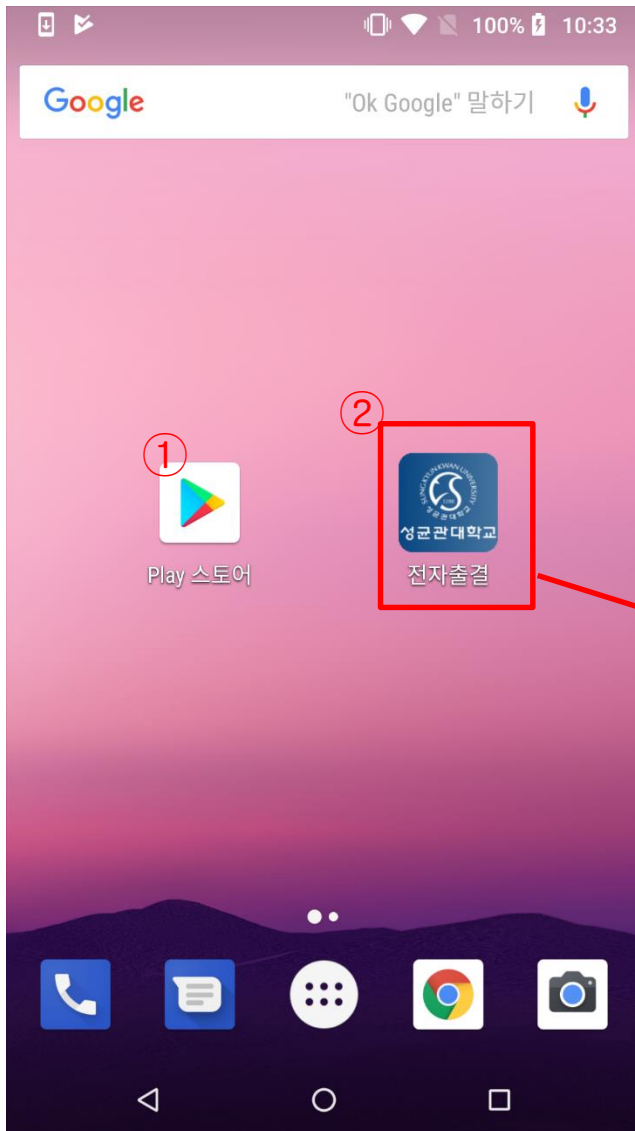Registration page of attendance status change

■ Page explanation
① Write class information to call request.
② Write attendance information
(Current attendance status is automatically updated according to the class time selection.)
③ Click confirmation button to finish registration.

※ Notice
– Attendance status request is available only after the class. Even though you get verbal approval from the lecturer beforehand, WEB request registration and approval is available after that class ends.
– Previous documentary format(request paper or explanatory statement paper) is not allowed.
– Proof data must be uploaded. (If not, request registration is restricted.)

Entering Electronic Attendance System (APP)

1) Mobile APP installation and running

③

SKKU-Attend Login

■ Page outline
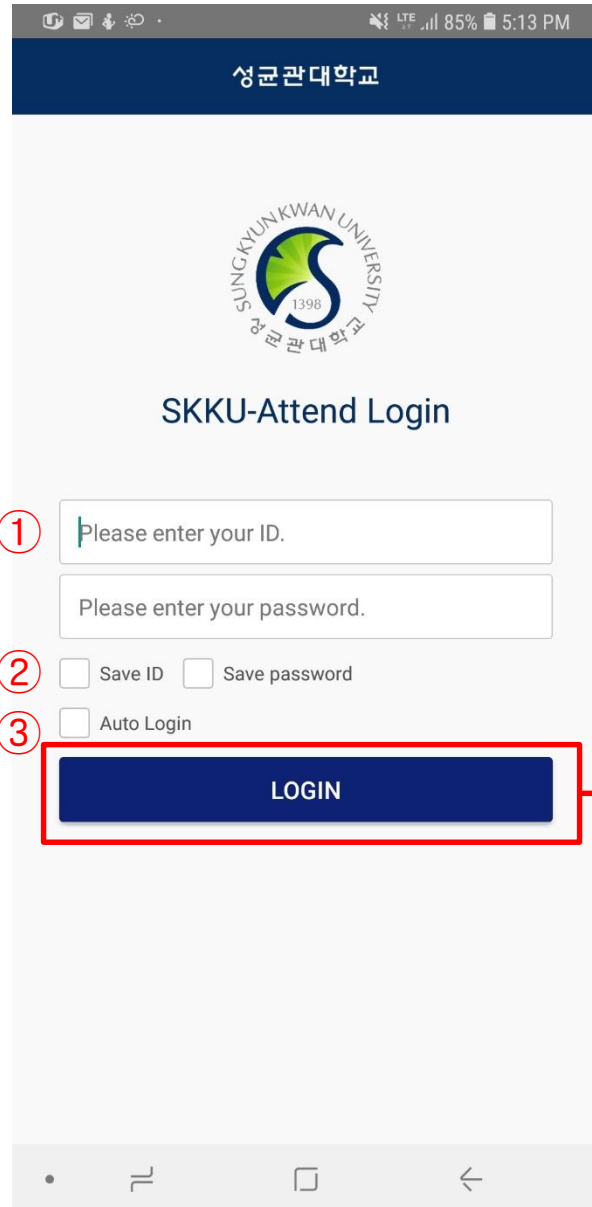It's a screen of one's smart phone with installed 'SungKyunKwan University Electronic Attendance' application.

■ Page explanation
① If your smart phone has Android OS, use Google Playstore and if your smart phone has iOS. use App store. In the search window type 'SungKyunKwan University Electronic Attendance' and download the application.
② When downloading and installation is done , there will be an icon of Electronic Attendance application in your smart phone.
③ Run the application.

■ Service conditions
① Android 4.3 or more, iOS 8 or more (iPhone 5 or more)
(You can download mobile APP at Android 2.3.3 or more, but Beacon attendance is not available.)
② Bluetooth and Location Service must be turned on. (Location information is checked by smartphone OS only, not used or collected.)

1-2) Intro > Log in

■ **Page outline**
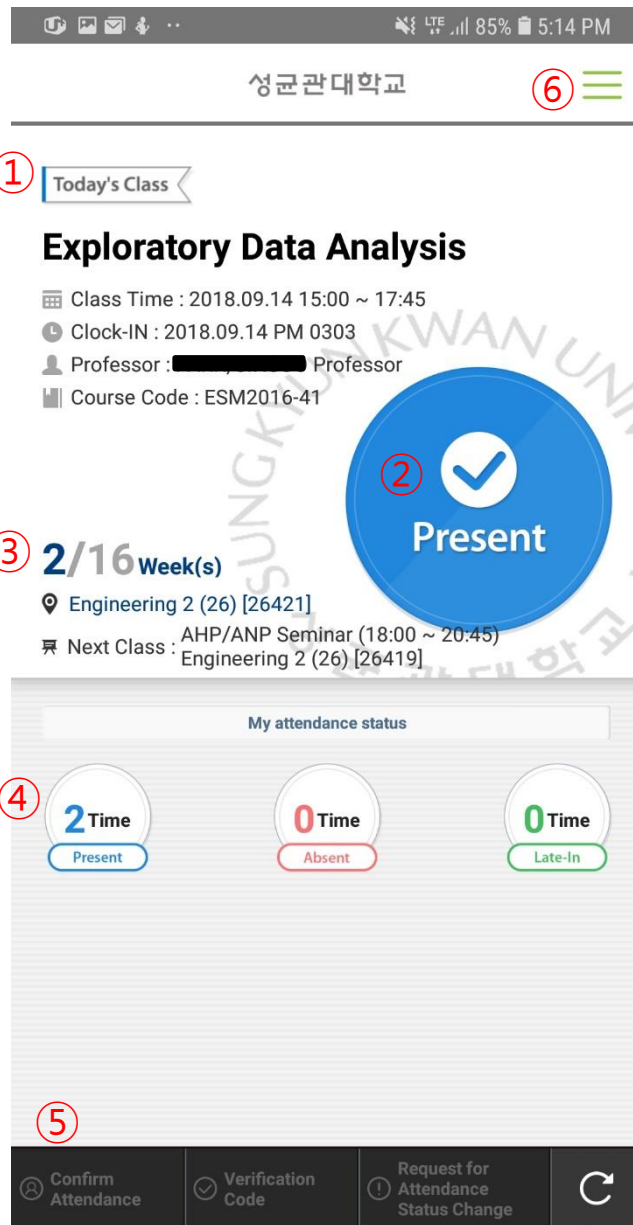Electronic Attendance application log in page.

■ **Page explanation**
① Enter your ID and password.
② For convenient log in, you can save your ID/password.
③ Process user verification and automatic attendance verification by selecting log in button.
(Automatic attendance is available only when you use automatic log in and if the device can handle Bluetooth 4.0 or more. Attendance is automatically verified according to your current time table. Beacon automatic attendance function from settings must be turned on.)
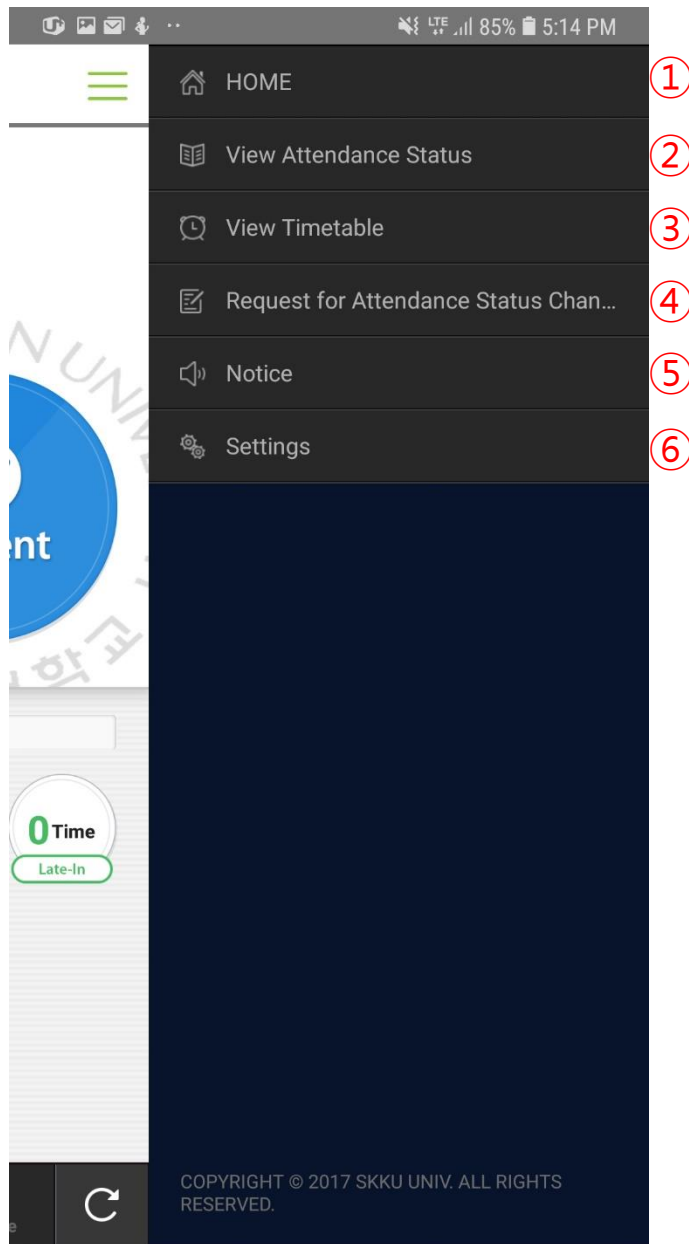
1-3) Home

■ Page outline
It's a homepage for teaching staff after log in. (Displays today's class.)

■ Page explanation
① It displays on-going class or next class.
② It displays status of the current class. (Before the class, during the class, class cancellation)
③ It displays week of the course and classroom of the class.
④ It displays today's lecture record.
⑤ It displays notice.
⑥ It's a standard side menu.

1-4) Menu
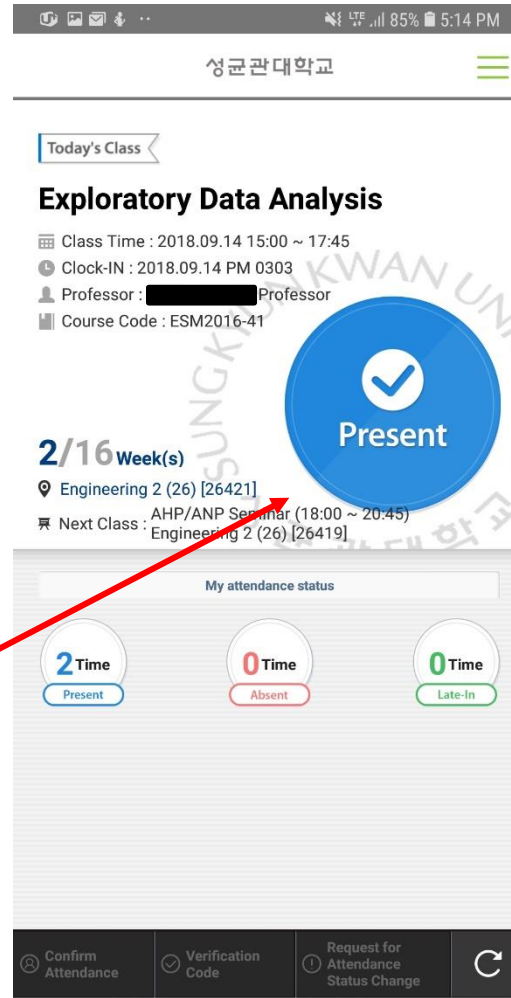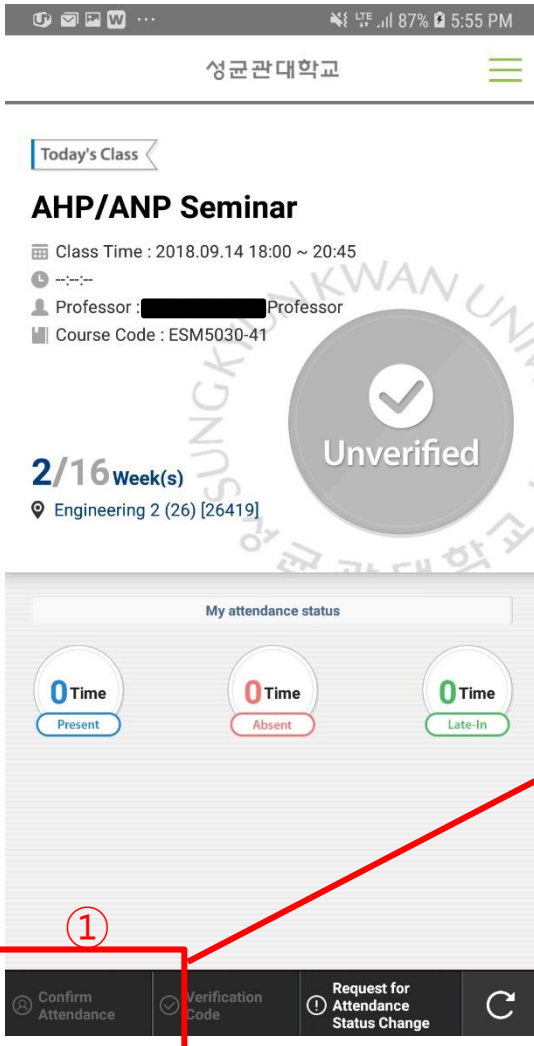

■ Page outline
It's a side menu provided for the user.

■ Page explanation
① It's the fir homepage after log in.
② You can see class information and students' attendance status.
③ You can do verification number attendance.
④ Request for attendance status change inquiry : You can see record of requests for attendance status change from students.
⑤ Electronic Attendance Notice.
⑥ Provides alarm setting, update check, and log out..

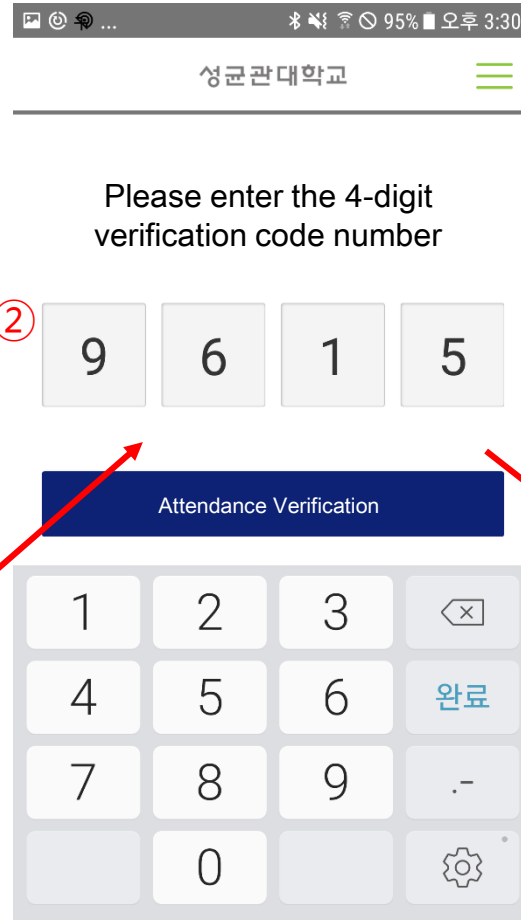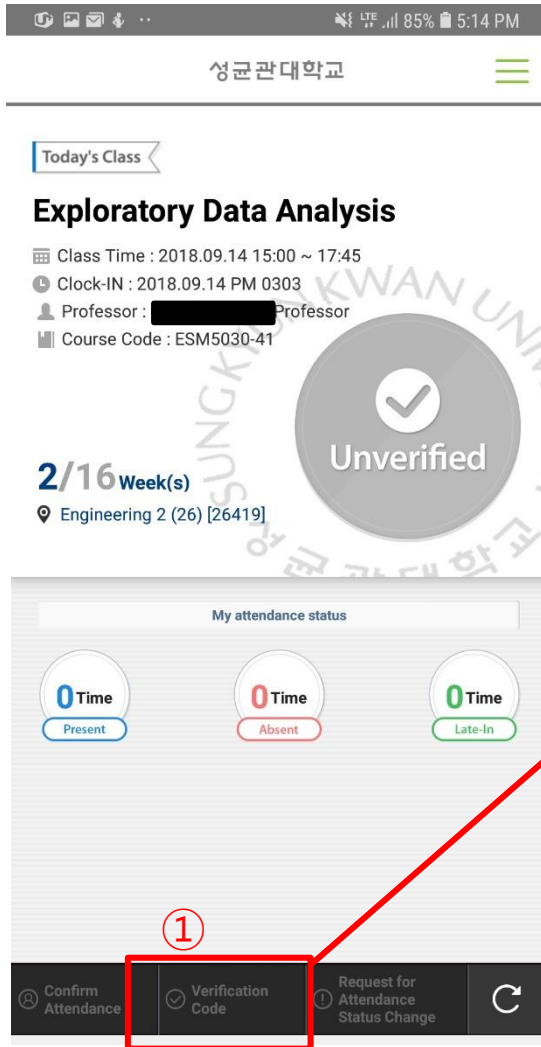**2) Using Bluetooth Beacon – Electronic Attendance Classes**

■ Page outline
Attendance verification using Bluetooth Beacon.

■ Page explanation
① If electronic attendance is available for the classroom, you can verify your attendance through attendance approval button.
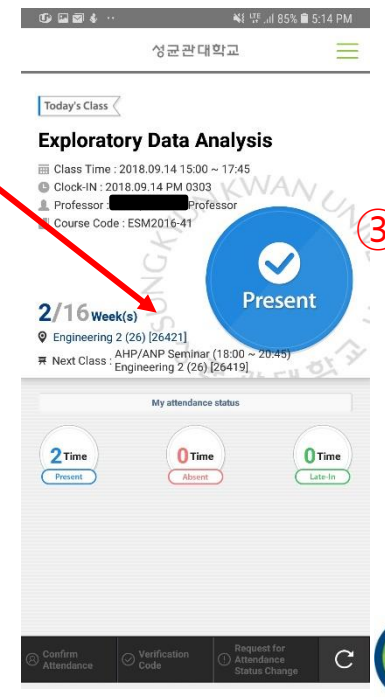
2-2) Using verification number

■ Page outline
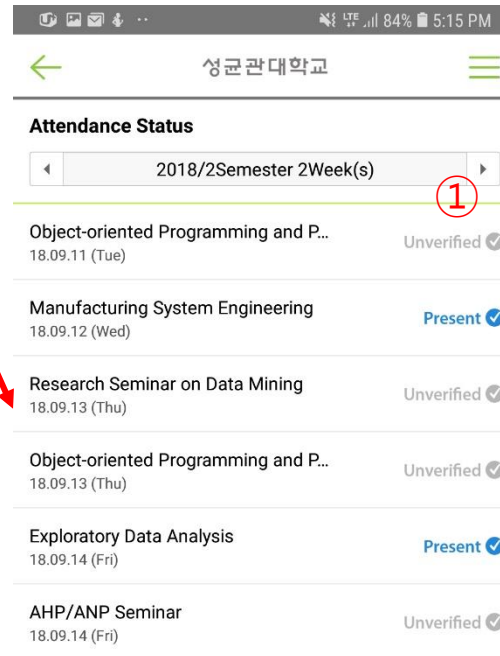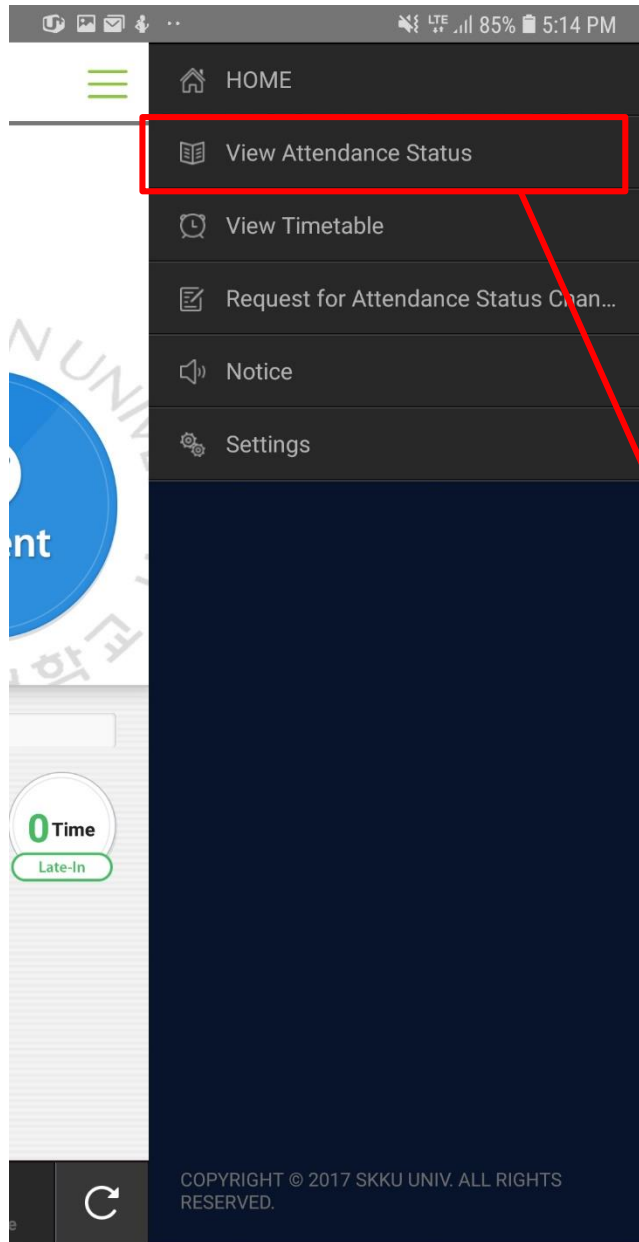Put verification number for attendance.

■ Page explanation
① If the professor uses verification number method for checking attendance, 'verification number' button is activated.
② Put the verification number guided by the professor.
③ If you put correct number, your attendance is verified. (You have to put the number before time limit expires.)

3) Check Attendance Status

■ Page outline
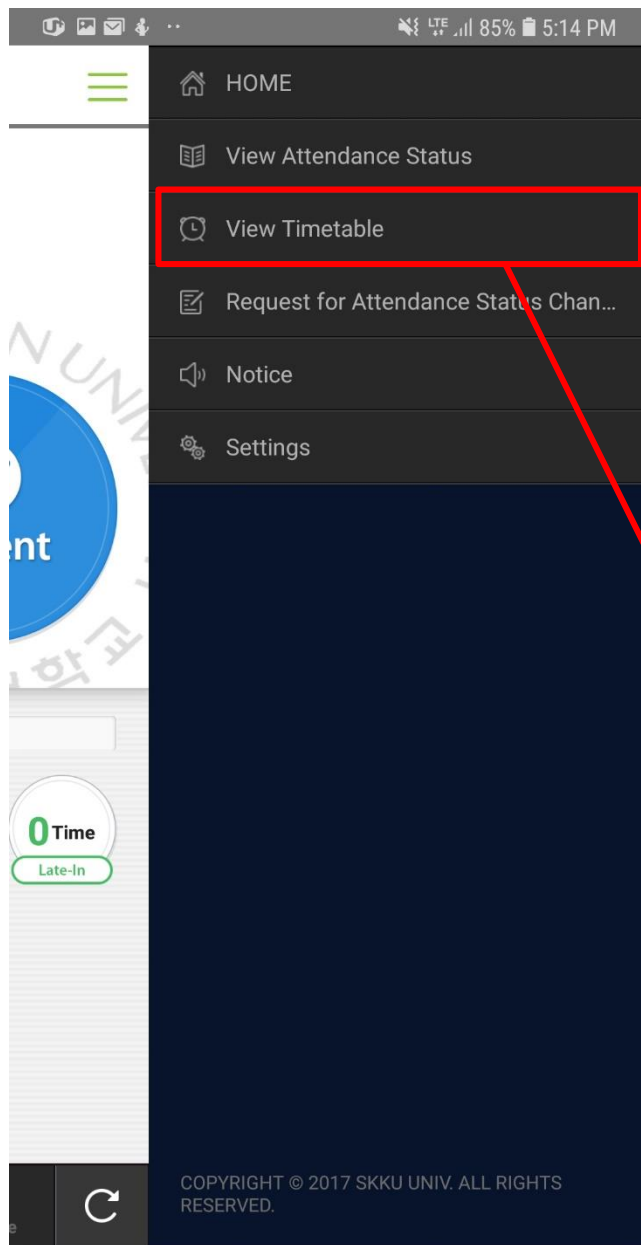Shows attendance status for the classes you are taking.

■ Page outline
① Attendance status guide

1) Not confirmed : Absent or the professor has not updated.
2) Attend : checked within attendance time
3) Late : checked within 'late' time
4) Absent : checked within 'absent' time or directly processed by the professor
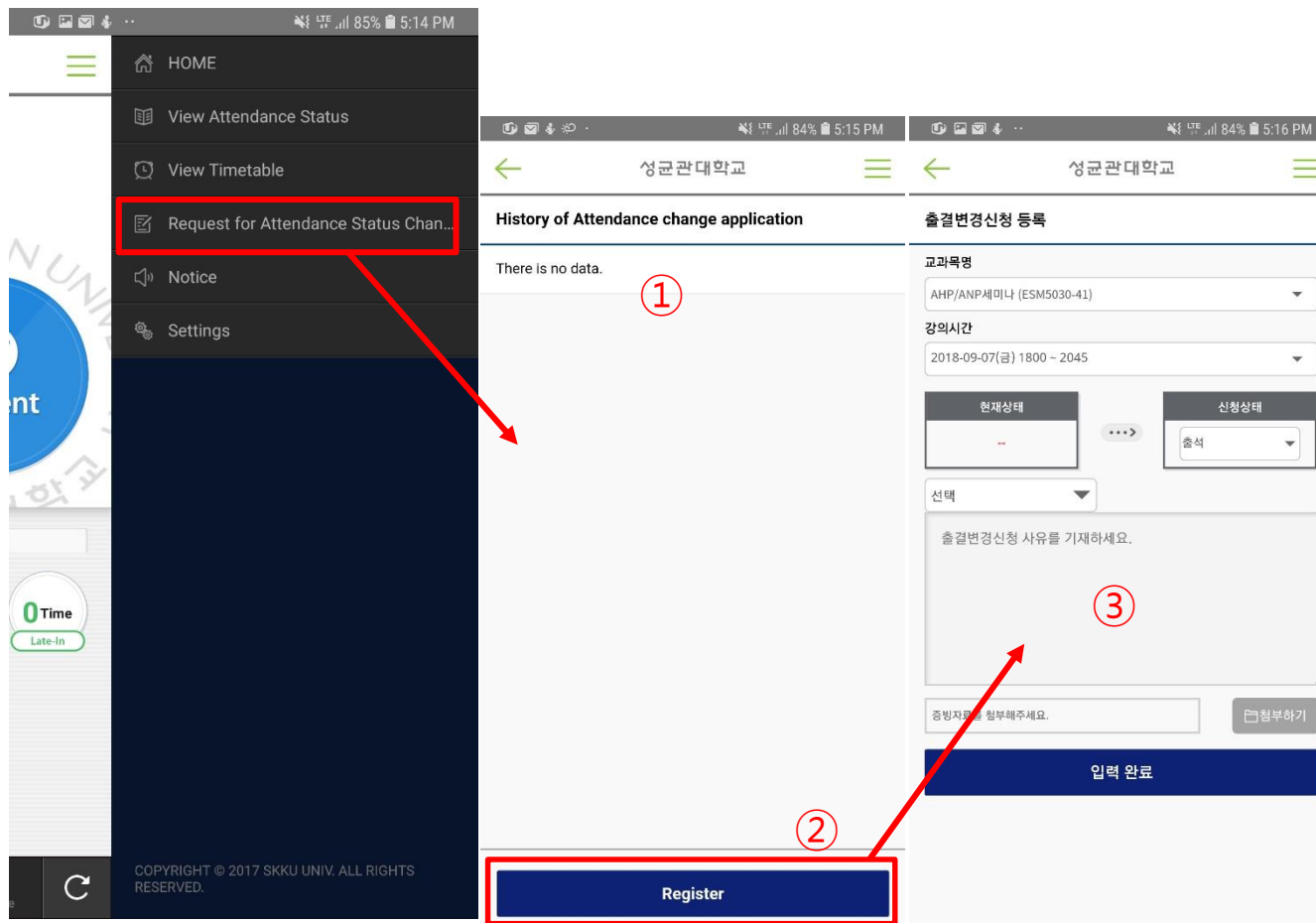
4) Check Time Table

■ Page outline
Time table for each class

■ Page explanation
① Check weekly time table.
② Check detail class information. (pop-up window)

3) Request for Attendance Change

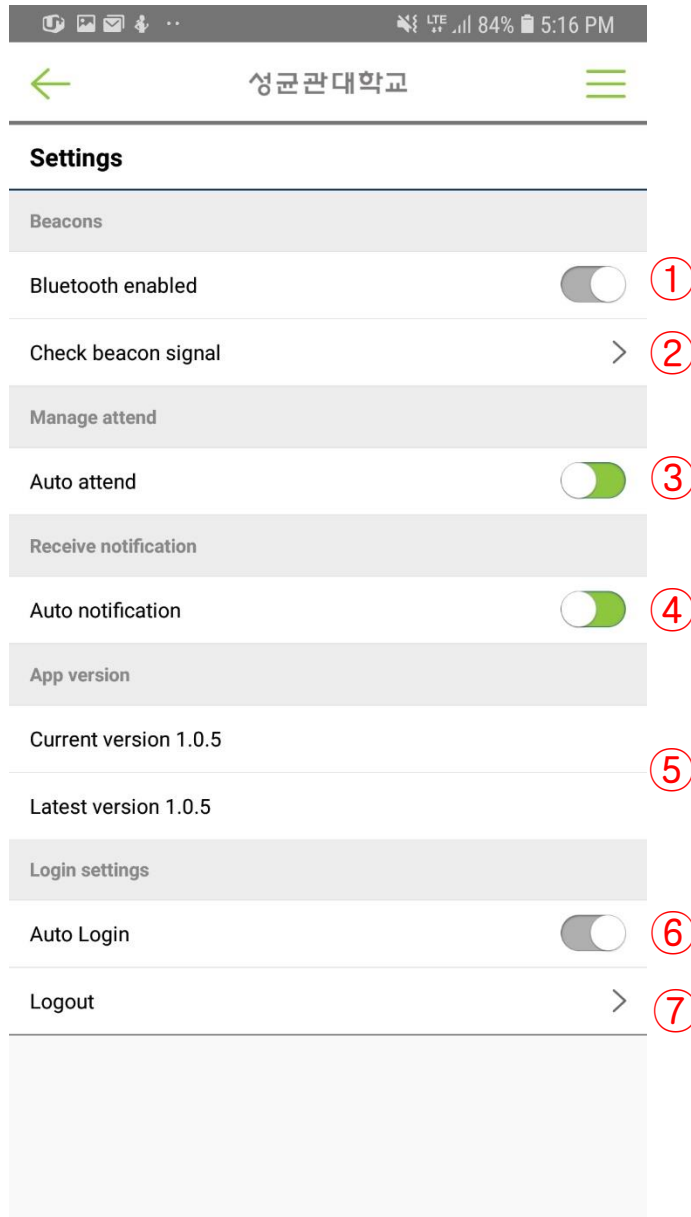■ Page outline
Registration page of attendance status change

■ Page explanation
① Shows registered attendance change request list.
② Click request registration and move to registration page.
③ Write detail information for the request.

※ Notice
– Attendance status request is available only after the class. Even though you get verbal approval from the lecturer beforehand, WEB request registration and approval is available after that class ends.
– Previous documentary format(request paper or explanatory statement paper) is not allowed.
– Proof data must be uploaded. (If not, request registration is restricted.)

7) Settings

■ Page outline
Settings for the APP.

■ Page explanation
① Displays current Bluetooth status and set ON/OFF.(In case of iPhone, user has to turn it on by oneself)
② You can check whether it is detecting Bluetooth attendance signal correctly. (The signal is only detected in Electronic Attendance classroom)
③ You can set ON/OFF of Beacon automatic attendance. (If you turn off this function, Beacon attendance service is unavailable.)
④ You can set ON/OFF of auto notice alarm.
⑤ You can update when there is a newer version in App store or Google market.
⑥ You can set ON/OFF of auto log in when running the application.
⑦ Provides log out function.