

성균관대학교

Electronic Attendance System

[User Guide: for Students] – 2025.08

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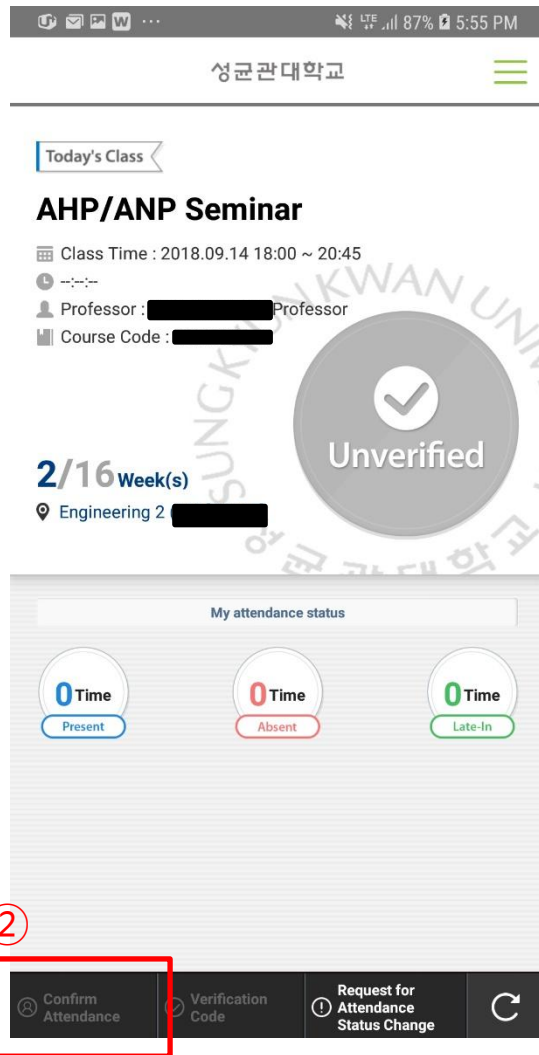
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35 ... Entering Electronic Attendance System(APP)

I. Introduction to the Electronic Attendance System

Electronic Attendance System

Attendance Method



①



■ Bluetooth Device

■ Page outline

Attendance can be made using Bluetooth devices installed in each classroom.

■ Page explanation

- ① Students can easily mark as present by using Electronic Attendance APP with Bluetooth devices installed in classrooms.
- ② Students can attend by logging in Electronic Attendance APP in the classroom where the Bluetooth device is installed.
 - Run APP → Login → Click Attendance ("Electronic Access" APP is available on iOS and Android OS.)

※ Bluetooth/GPS function must be turned on.

※ Attendance time can be adjusted according to the professor's settings, and attendance is set to be processed as a default from 10 minutes before to 15 minutes after the class starts.

■ Electronic Attendance System APP (Students)

Electronic Attendance System WEB (Professors) > Smart Roster > Today's Class >
Select Class > Marking present with verification code

Smart Roster

(Electronic Attendance) 3학점 대표교강사

ZZZ9991-01

Class Time 10Week /

Undergraduate/ZZZ99...

All 10

Attendance of all students

Department Grade Student

Theatre 2 2

Department of Industrial and Management Engineering 2

Department of Industrial and Management Engineering 2 A700044 Ji Seung Wan 1

Select

Check Attendance Using Verification Code

Tell the verification code to your students

8 4 4 6

REGENERATE VERIFICATION CODE

Please choose how long your students can check their attendance using verification code.

30sec 1min 3min

Please choose how to input attendance data who failed to check their attendance using verification code.

Confirm Later Treat as Absent

CANCEL START VERIFICATION

Class date

2022 Winter Session

MON 15:45 - 17:00

THU 15:45 - 17:00

FRI 15:45 - 17:00

Page outline

During the class, attendance can be edited with generated verification code by selecting verification number attendance.

Page explanation

- ① Pop-up window that appears when instructor clicks Check Attendance Using Verification Code.
- ② Attendance verification numbers are generated randomly. To change the authentication number, press the Recreate verification codes button.
- ③ Choose valid time of the verification number.
- ④ Choose how to edit attendance of the students who fail verification number attendance.
※ "Confirm Later" mark will be treated as unverified.
- ⑤ Select start verification to start verification number attendance and notify the students in the class. Once it starts, students can mark as present during the given time.

Electronic Attendance System WEB (Professors)

Attendance System APP (Professors) > Verification Code attendance > Select Class

← 성균관대학교 ≡

Check Attendance Using Verification Code

Tell the verification code to your students

① 8 4 4 6
REGENERATE VERIFICATION CODE

② Please choose how long your students can check their attendance using verification code.
30sec 1min 3min

③ Please choose how to input attendance data who failed to check their attendance using verification code.
Confirm Later Treat as Absent

• This is a function used to check attendance of all students in the class, at the end of the class.(This excludes students who were initially processed as absent, submitted leave of absence, or withdrawn)
• When you check students' attendance using a verification code, a PUSH alert message will be shown on the students' mobile phones.

④ CANCEL START VERIFICATION

■ Page outline

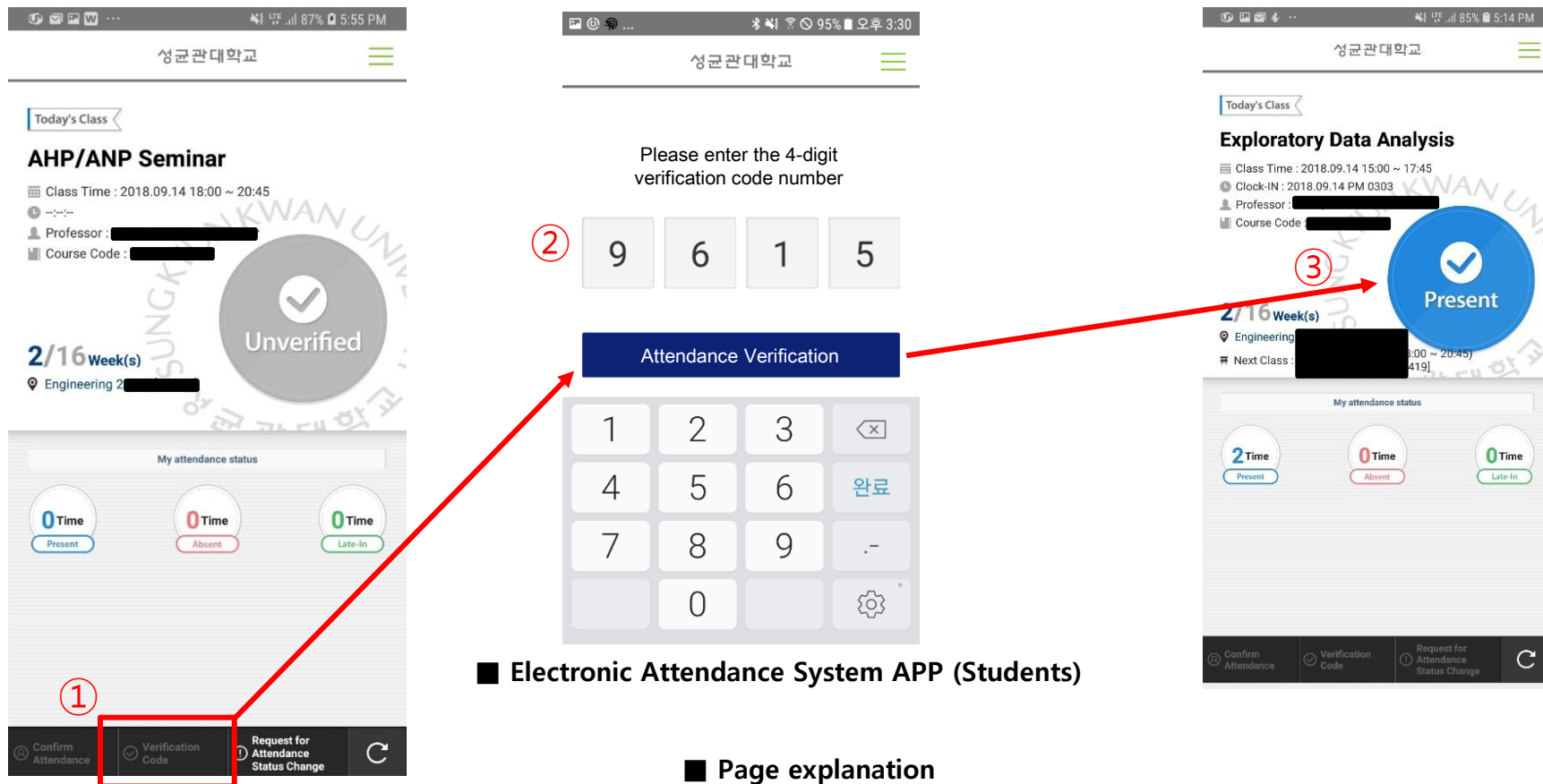
Instructors can proceed attendance verification during the class by selecting verification code attendance.

※ Attendance using verification code is possible both on the WEB and on the Electronic Attendance APP.

■ Page explanation

- ① Attendance verification codes are generated randomly. To change the verification code, press the Regenerate Verification Code.
- ② Set the verification number expiration time. Can choose between 1 minute, 2 minutes and 3 minutes.
- ③ Choose how to edit attendance of the students who failed verification code attendance.
- ④ Select Start Verification to start verification code attendance and notify the students in the class. Once it starts, students can mark as present during the given time.

Electronic Attendance APP (Students) > Attendance Check > Using Verification Code



■ Electronic Attendance System APP (Students)

■ 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 the numbers are input correctly, your attendance will be verified. (You have to put the number before time limit expires.)

Electronic Attendance Reader



■ How to Use Reader

- Student ID Card
- KINGO-M Identification NFC
- KINGO-M QR Code

※ Attendance time can be adjusted according to the professor's settings, and attendance is set to be processed as a default from 10 minutes before to 15 minutes after the class starts.

■ KINGO-M QR Code



Touch the Reader's screen and tag the QR code



■ Electronic Attendance Reader

■ Student ID Card



■ Page outline

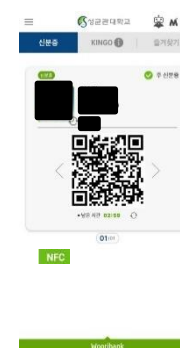
Students can mark as present by tagging their student ID cards on the electronic attendance reader at classrooms with the Electronic Attendance System

■ Page explanation

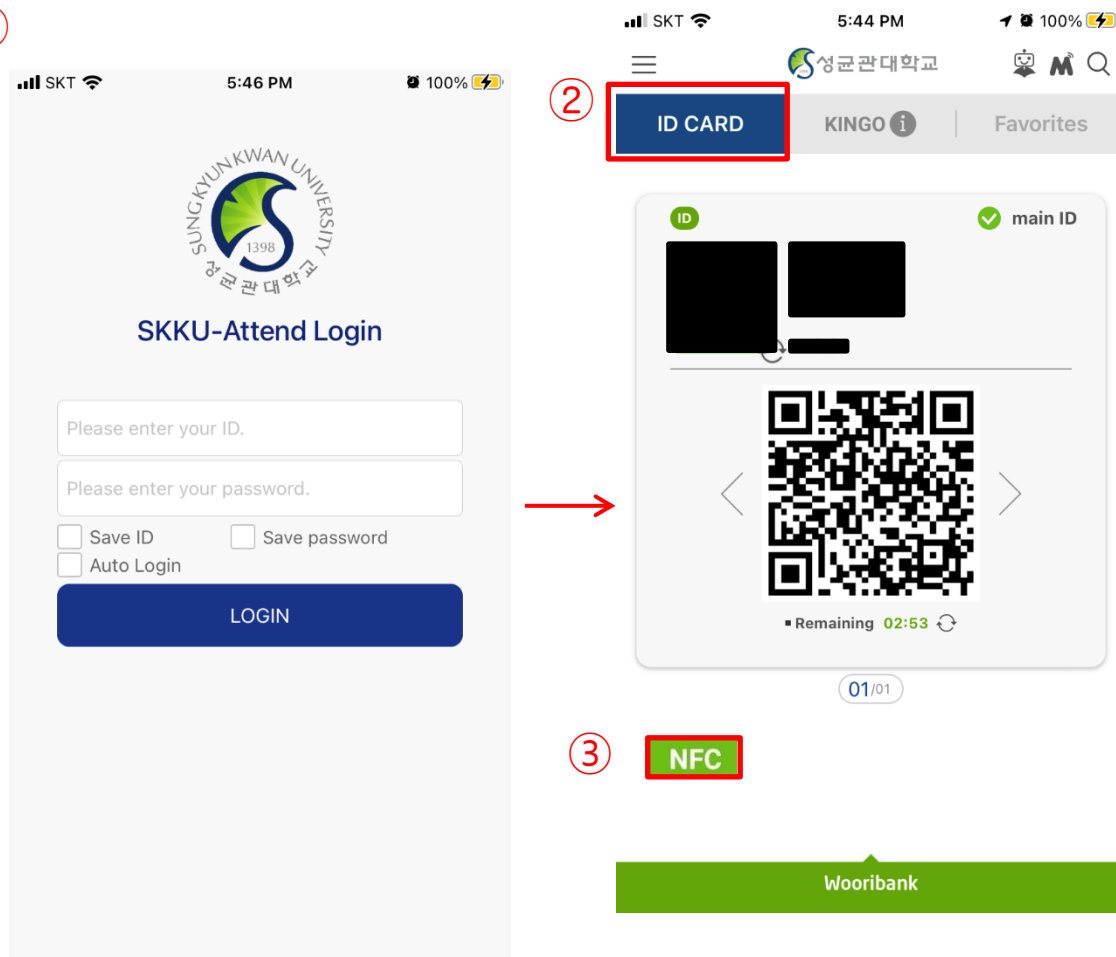
- ① Students can mark as present by tagging their student ID cards on the electronic attendance readers at the entrance of the classroom.
- ② When a student marks as present via electronic attendance reader, the data will be sent to the professor's electronic roster.
- ③ The professor can check and edit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

※ When processing attendance through the terminal, please be sure to check the attendance result displayed on the terminal screen.

■ KINGO-M Identification NFC



Electronic Attendance APP (Students) > KINGO-M Identification NFC



■ Page outline

Students can mark as present by tagging their KINGO-M Identification(NFC) on the electronic attendance reader at classrooms with the Electronic Attendance System.

※ not available on iPhone. IOS does not support NFC

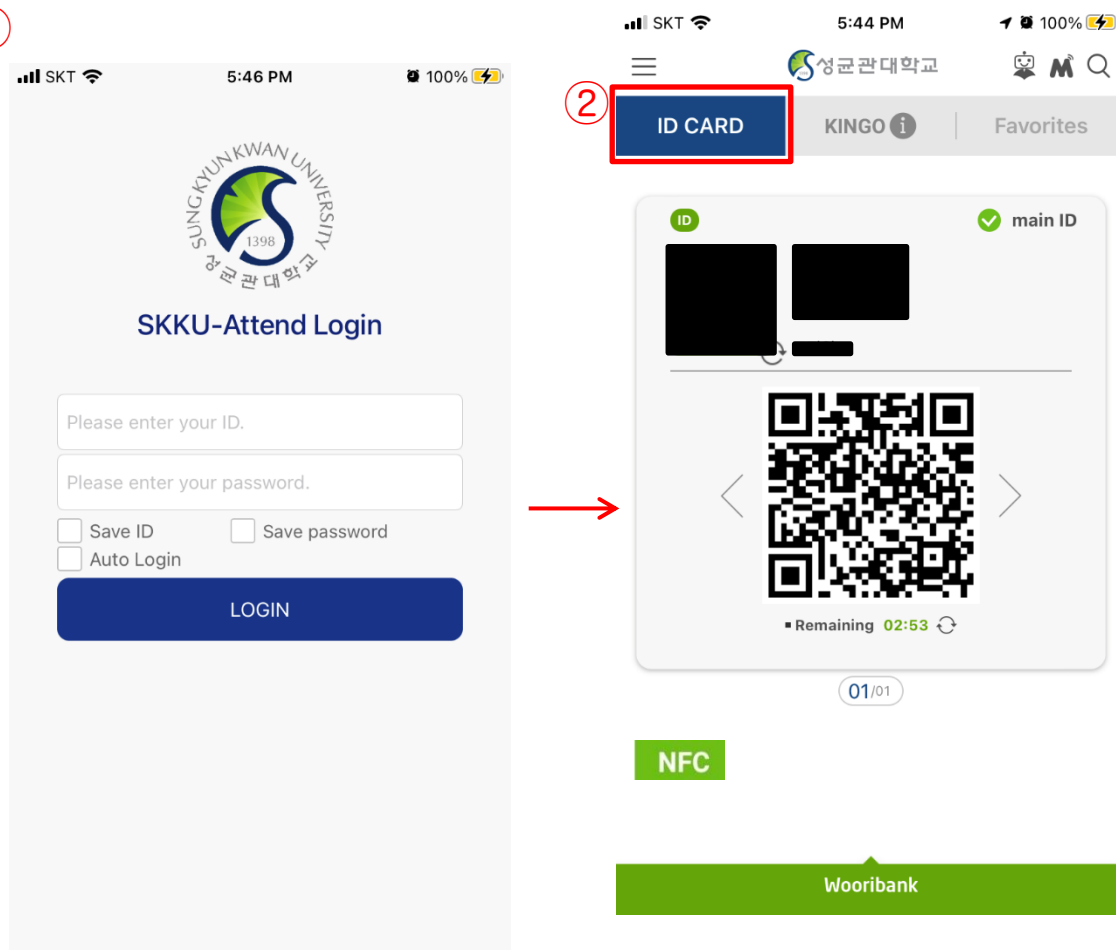
■ Page explanation

- ① Students log in to the KINGO-M APP installed on their Android phones.
- ② Click ID CARD tab.
- ③ Check if NFC are indicated.
- ④ Students can mark as present by tagging their KINGO-M Identification(NFC) on the electronic attendance reader at classrooms.

※ When processing attendance through the terminal, please be sure to check the attendance result displayed on the terminal screen.

■ KINGO-M APP (Students)

Electronic Attendance APP (Students) > KINGO-M Identification QR Code



■ Page outline

Students can mark as present by tagging their KINGO-M QR code on the electronic attendance reader at classrooms with the Electronic Attendance System.

※ available both on iPhone and Android.

■ Page explanation

- ① Students log in to the KINGO-M APP installed on their phones.
 - ② Click ID CARD tab.
- After touching the Electronic Attendance Reader's screen, students can mark as present by tagging their KINGO-M QR code on the electronic attendance reader at classrooms.

※ When processing attendance through the terminal, please be sure to check the attendance result displayed on the terminal screen.

■ KINGO-M APP (Students)

Electronic Attendance System WEB (Professors) > Smart Roster > Today's Class > Select Class

①



Name

TODAY AM11:47
2018-09-07 (Fri)

HOME

Smart Roster

Class
Cancellation/
Makeup ClassRequest for
Attendance
Status ChangeClass
Management

작성관리

Notice

Smart Roster

LANGUAGE

Log out

대표교강사

Class date
2018 Fall Semester
FRI 09:00 - 11:45

Class Time 1Week / 2018.09.07(FRI) / 09:00 - 11:45

Search

Undergraduate/HFS30...

Check Attendance Using Verification Code
Search Student Send Notice

All 28 Present 0 Late-in 0 Absent 0 Unverified 28

2018.09.07 (금)
09:00 - 11:45

Attendance of all students 일괄 출결 상태 변경 Excel down 출결 상태 클릭해서 출결 변경할 수 있습니다.

Department	Grade	Student ID	Name	Absent	Current Attendance Status	Clock-in	Note	Reason
Philosophy	2				Select			
Philosophy	2				출석 지각 결석			
Philosophy	2			0	Select			
Philosophy	2			0	Select			
Philosophy	2			0	Select			
Philosophy	2			0	Select			



Privacy Policy

Address Info

학사일정 및 공지

바로가기

■ Page outline

After checking the student's attendance status, professor can change attendance directly on the Electronic Attendance WEB or APP.

■ Page explanation

- ① Call out the student's names directly to make sure they are in the classroom.
- ② Press the "Select" button in the Attendance Status field of the called student.
- ③ Click Attendance, Late, or Absence buttons to change attendance status of each student.

Electronic Attendance System APP (Professors) > Menu > Smart Roster

Smart Roster

22/Semester 4 week(s) 2, 12.19(Mon)

Class Time : 02.13(Mon)15:45~17:00

Class info **Smart Roster** Status / Search

All At...dance Attendance of all students

	Ko Yu Rim A7000442 Department of Industrial a...	Present
	Kim Min Chae A7000446 Department of Industrial a...	Unverified
	Moon Ji Ung A7000443 Department of Industrial a...	Unverified
	BAEK JONGMIN	Present
	Seo Jae Hee A7000449 Department of Industrial a...	Unverified
	SEO JOONSEONG Economics	Unverified
	Yang Chan Mi A7000445 Department of Industrial a...	Unverified
	Lee Da Seul A7000448 Department of Industrial a...	Unverified
	Jeong Ho Jin A7000447 Department of Industrial a...	Unverified

Attendance buttons: **Present** (blue), **Late-In** (green), **Absent** (red)

■ Page outline

After checking the student's attendance status, professor can change attendance directly on the Electronic Attendance WEB or APP.

■ Page explanation

- ① Press the menu button in the upper right corner of the screen and select Smart Roster.
- ② Click Smart Roster.
- ③ To make sure the student is in the classroom, call his or her name.
- ④ Click student's Select button on the right side of the screen.
- ⑤ Click Attendance, Late, or Absence buttons to change attendance status of each student.

Electronic Attendance System

Attendance Check

Electronic Attendance System WEB (Professors) > Smart Roster > Today's Class > Select Class

TODAY AM11:47
2018-09-07 (Fri)

HOME

Smart Roster

Class
Cancellation/
Makeup ClassRequest for
Attendance
Status ChangeClass
Management

좌석관리

Notice

Smart Roster

LANGUAGE [v] [User Icon] Log out

1 Future Humanities of Art and Culture 3학점 대표교강사

Class date
2018 Fall Semester
FRI 09:00 - 11:45

2 Class Time 1Week / 2018.09.07(FRI) / 09:00 - 11:45 Search

Undergraduate/HFS30...

Check Attendance Using Verification Code
Search Student Send Notice

3 All 28 Present 0 Late-In 0 Absent 0 Unverified 28

4 iCampus 연동

2018.09.07 (금)
09:00 - 11:45

5 [Menu Icon]

☒ Attendance of all students ☐ 일괄 출결 상태 변경 ☒ Excel down 출결 상태 클릭해서 출결 변경할 수 있습니다.

Department	Grade	Student ID	Name	Absent	Current Attendance Status	Clock-In	Note	Reason
Philosophy	2	[Redacted]	[Redacted]	0	Select			
Philosophy	2	[Redacted]	[Redacted]		출석 지각 결석			
Philosophy	2	[Redacted]	[Redacted]	0	Select			
Philosophy	2	[Redacted]	[Redacted]	0	Select			
Philosophy	2	[Redacted]	[Redacted]	0	Select			
Philosophy	2	[Redacted]	[Redacted]	0	Select			



Privacy Policy | Address Info | 학사일정 및 공지 | 바로가기

■ Page outline

Professor can check attendance of students on the Electronic Attendance WEB.

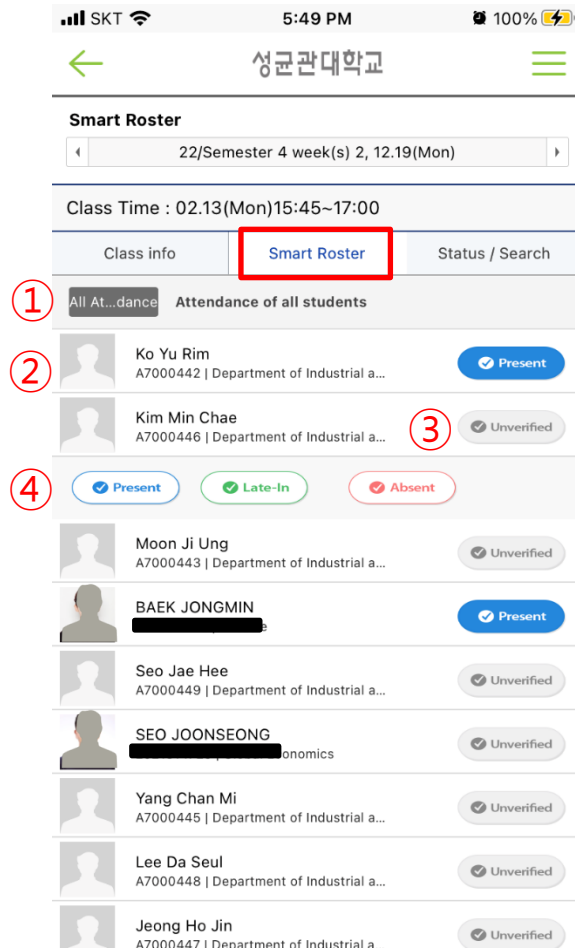
■ Page explanation

- Information for the selected class.
Displays name of the subject, the according subject number, the name of the classroom, the name of the professor in charge, and the lecture time.
- Select the class time.
- Choose the attendance status to check.
- Import attendance data from iCampus.
- Check and change attendance status of students on the selected screen(List, Seat, Photo).
- The result screen of '3'

■ Notes for Current Attendance Status

- Select/ Unverified:** In the case unverified attendance through the electronic attendance system by both of professor and student
- Present:** checked within attendance time
- Late-In:** checked within 'late' time
- Absent:** checked within 'absent' time or actually absent

Electronic Attendance System APP (Professors) > Menu > Smart Roster



■ Page outline

Professor can check attendance of students on the Electronic Attendance APP.

■ Page explanation

- ① Able to treat the entire students as present.
- ② Student's name, student ID number, major, and attendance status information are displayed.
Click to see attendance details.
- ③ Popup will appear that allows you to change student attendance.
- ④ Change student attendance status.

Electronic Attendance System WEB (Students) > Search Attendance Status > Select Class

View Attendance St...

LANGUAGE [v] [User Icon] Log out

① Exploratory Data Analysis 3Credits

대표교강사 [Redacted]

Class date
2018 Fall Semester
FRI 15:00 - 17:45

② Present 2 / Late-In 0 / Early Leave 0 / Absent 0

③

Week(s)/날짜	수업시간	Clock-IN	Current Attendance Status
1week - 1 Sep. 07. 2018(FRI)	15:00~17:45	Sep. 07. 2018 (14:52:58)	Present
2week - 1 Sep. 14. 2018(FRI)	15:00~17:45	Sep. 14. 2018 (15:03:03)	Present

List

■ Page outline

Check attendance history for selected class.
Student can check attendance on the Electronic Attendance WEB or APP.

■ Page explanation

- ① Information for the selected class.
(Class name, Class code, Classroom, Time)
- ② Statistical info. of attendance
- ③ Weekly time details of attendance recognition for each class.

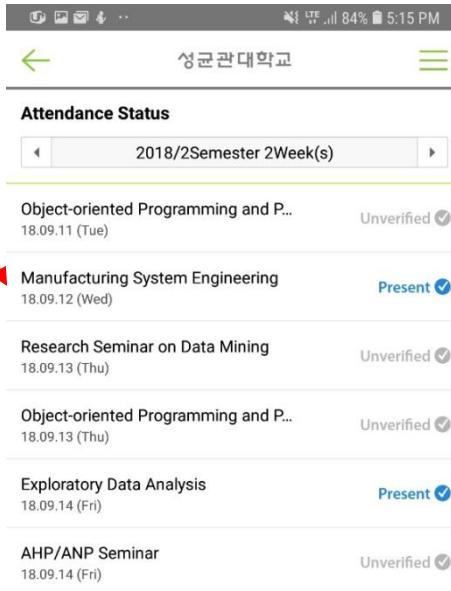
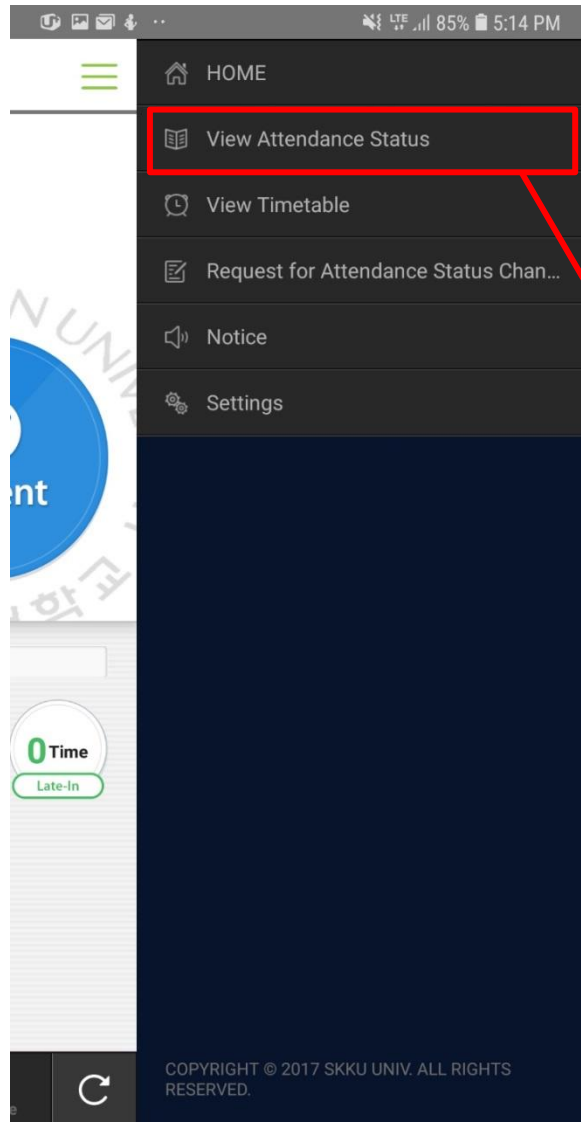
■ Notes for Current Attendance Status

- ① **Select/ Unverified:** In the case unverified attendance through the electronic attendance system by both of professor and student
- ② **Present:** checked within attendance time
- ③ **Late-In:** checked within 'late' time
- ④ **Absent:** checked within 'absent' time or actually absent

※ The attendance records for online classes (i-Campus) will be reflected once the instructor applies the synchronization. For accurate attendance status, please check the details within i-Campus.

■ Electronic Attendance System WEB (Students)

Electronic Attendance System APP (Students) > Check attendance status



■ Page outline

Shows attendance status for the classes student is taking.

■ Page explanation

- ① Status of classes that the students are taking

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



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

HOME

Search
Attendance
Status

Search
Timetable

Search Class
Information

Request for
Attendance
Status Change

Notice

Electronic Attendan...

LANGUAGE

Log out

2018 Fall Semester Attendance Status



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

Notice

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

Today's Class

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

■ Page outline

Student'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.

Checking class attendance status

1) Check class attendance status

View Attendance St...

LANGUAGE [v] [User] Log out

2 Select Semester 2018 Fall Semester

Search

Class Time and Location 4 My Attendance Status

Course Code /Separated class	Course Title	Credits	대표교강사	Room	Class Time
ESM5030-41	AHP/ANP Seminar	3	[Redacted]	[26419] Engineering 2 (26) Seminar Room:Department of Systems Management Engi	FRI 18:00 - 20:45
ESM2014-41	Object-oriented Programming and Practice	3	[Redacted]	[23529] Engineering 1 (23)	TUE 18:00 - 20:50 THU 18:00 - 20:50
ESM5101-41	Research Seminar on Data Mining	3	[Redacted]	[26419] Engineering 2 (26) Seminar Room:Department of Systems Management Engi	THU 09:00 - 11:45
ESM2016-41	Exploratory Data Analysis	3	[Redacted]	[26421] Engineering 2 (26) e+ Lecture Room	FRI 15:00 - 17:45
ESM3033-41	Manufacturing System Engineering	3	[Redacted]	[26421] Engineering 2 (26) e+ Lecture Room	WED 09:00 - 11:45

« < 1 > »

■ 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.

View Attendance St...

LANGUAGE [v] [User] Log out

AHP/ANP Seminar 3credits

ESM5030-41 [Redacted] Class date 2018 Fall Semester FRI 18:00 - 20:45

대표교강사 [Redacted]

Room:Department of Systems Management Engi

Current Attendance Status Present 0 / Late-In 0 / Early Leave 0 / Absent 0

Weeks/구분	수업시간	Clock IN	Current Attendance Status
2week - 1 Sep. 07, 2018(FRI)	18:00-20:45		Unverified
2week - 1 Sep. 14, 2018(FRI)	18:00-20:45		Unverified

List

2) Check class attendance status > for each class



SUNG KYUN KWAN
UNIVERSITY
ELECTRONIC
ATTENDANCE SYSTEM

TODAY PM16:57
2018-09-14 (Fri)

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

View Attendance St... LANGUAGE [v] [User Icon] [Redacted] Log out

① Exploratory Data Analysis 3Credits

대표교강사 [Redacted]

Class date
2018 Fall Semester
FRI 15:00 - 17:45

ESM2016-41
[26421] Engineering 2 (26) e+ Lecture Room

② Present 2 / Late-In 0 / Early Leave 0 / Absent 0

③

Week(s)/날짜	수업시간	Clock-IN	Current Attendance Status
1week - 1 Sep. 07. 2018(FRI)	15:00~17:45	Sep. 07. 2018 (14:52:58)	✓ Present
2week - 1 Sep. 14. 2018(FRI)	15:00~17:45	Sep. 14. 2018 (15:03:03)	✓ Present

List

■ 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.
- ④ Move to the main page of searching Attendance Status.

※ The attendance record for online classes (i-Campus) can be checked in i-Campus system. If the instructor synchronizes the attendance status, it can be viewed in the Smart Attendance Management System (SAM).

3) Check class attendance status > status as a whole

TODAY PM16:59
2018-09-14 (Fri)

HOME

Search
Attendance
Status

Search
Timetable

Search Class
Information

Request for
Attendance
Status Change

Notice

View Attendance St...

LANGUAGE



Log out

My Attendance Status

①

Course Title (Course Code /Separated class)	09 07 (FRI)	09 14 (FRI)	09 21 (FRI)	09 28 (FRI)	10 05 (FRI)	10 12 (FRI)	10 19 (FRI)	10 26 (FRI)	11 02 (FRI)	11 09 (FRI)	11 16 (FRI)	11 23 (FRI)
AHP/ANP Seminar (ESM5030-41)	Non (-)	Non (-)	-	-	-	-	-	-	-	-	-	-
Object-oriented Programming and Practice (ESM2014-41)	Non (-)	Non (-)	Non (-)	Non (-)	-	-	-	-	-	-	-	-
Research Seminar on Data Mining (ESM5101-41)	Non (-)	Non (-)	-	-	-	-	-	-	-	-	-	-
Exploratory Data Analysis (ESM2016-41)	At (O)	At (O)	-	-	-	-	-	-	-	-	-	-
Course Title (Course Code /Separated class)	09 05 (FRI)	09 12 (FRI)	09 19 (FRI)	09 26 (FRI)	10 03 (FRI)	10 10 (FRI)	10 17 (FRI)	10 24 (FRI)	10 31 (FRI)	11 07 (FRI)	11 14 (FRI)	11 21 (FRI)

②

■ Page outline

Attendance status page for all the classes

■ Page explanation

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

Checking Time Table

1) Check time table

TODAY PM17:00
2018-09-14 (Fri)

HOME

Search
Attendance
Status

Search
Timetable

Search Class
Information

Request for
Attendance
Status Change

Notice

View Timetable

LANGUAGE

Log out

②

Semester 2018 Fall Semester Week(s) Current(9/10~9/16)

Search

Period ③	Mon	Tue	Wed	Thu	Fri	Sat
09:00 ~ 09:30						
09:30 ~ 10:00						
10:00 ~ 10:30						
10:30 ~ 11:00						
11:00 ~ 11:30						
11:30 ~ 12:00						
12:00 ~ 12:30						
12:30 ~ 13:00						
13:00 ~ 13:30						
13:30 ~ 14:00						
14:00 ~ 14:30						
14:30 ~ 15:00						

④

Manufa...
[26421]
09:00~11:45

Resear...
[26419]
09:00~11:45

■ 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 detailed information.

Checking class information

1) Check class information

Page outline
Check class information by selecting semester

Page explanation

- Click class information check.
- Choose year and semester.
- Class list shows for the selected semester. Click class name for detail information.
- Standards for attendance time of the selected class
- Criterion of F grade for the class
- Teaching assistant list for the class

View Class Information

LANGUAGE [English] [Korean] [Log out]

Select Semester: 2018 Fall Semester

Search

List of Classes

Course Code / Separated class	Course Title	Credits	대표교강사	Room	Class Time
ESM5030-41	AHP/ANP Seminar	3	[Redacted]	[26419] Engineering 2 (26) Seminar Room:Department of Systems Management Engr	FRI 18:00 - 20:45
ESM2014-41	Object-oriented Programming and Practice	3	[Redacted]	[23529] Engineering 1 (23) T411 18:00 - 20:45	TUE 18:00 - 20:50
ESM5101-41	Research Seminar on Data Mining	3	[Redacted]	[26419] Engin Seminar Room of Systems h En	
ESM2016-41	Exploratory Data Analysis	3	[Redacted]	[26421] Engin e+ Lectu	
ESM3033-41	Manufacturing System Engineering	3	[Redacted]	[26421] Engin e+ Lectu	

View Class Information

LANGUAGE [English] [Korean] [Log out]

AHP/ANP Seminar 3Credits

ESM5030-41

[26419] Engineering 2 (26) Seminar Room:Department of Systems Management Engr

대표교강사 [Redacted]

Class date: 2018 Fall Semester FRI 18:00 - 20:45

Attendance Time: F학점 기준 조교조회

F학점 기준

Condition	Maximum number of absence allowed
결석 1/4초과 예정자	Absent less than times
결석 1/4초과자	Absent less than times

Attendance Time Tracking Standards

Attendance Time Tracking Standards	Class Time	Class Time	Class Time
Present	Class Time - 10Min ~ Class Time + 30Min (30Min00Sec)		
Late-In	Class Time + 30Min ~ Class Time + 40Min (40Min00Sec)		
Absent	Class Time + 40Min OR Absent		

View Class Information

LANGUAGE [English] [Korean] [Log out]

AHP/ANP Seminar 3Credits

ESM5030-41

[26419] Engineering 2 (26) Seminar Room:Department of Systems Management Engr

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Class date: 2018 Fall Semester FRI 18:00 - 20:45

Attendance Time: F학점 기준 조교조회

Teaching Assistant List

Dept	Title	Name
Data not found.		

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

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 to move to registration page

※ The attendance change request can only be made until the end of the current semester.

3) Attendance status change request registration



TODAY PM17:19
2018-09-14 (Fri)

HOME

Search
Attendance
Status

Search
Timetable

Search Class
Information

Request for
Attendance
Status Change

Notice

Request for Attenda...

LANGUAGE [v] [user icon] [black box] Log out

Details of Request

1	Select the Course	AHP/ANP Seminar (ESM5030-41)
	Class Time	2018-09-07(금) 1800 ~ 2045
	Current Attendance Status	--
2	Requesting Status	Present
	Reason	Select
	Evidentiary Document	3MB 이하 파일만 가능 Search
3	Confirm Cancel	

■ Page outline

Registration page of attendance status change

■ Page explanation

- ① Input class information to call request
- Students can request for Attendance status change only about current semester.
- ② Write attendance information
(Current attendance status is automatically updated according to the class time selection.)
- ③ Click confirmation button to finish registration.

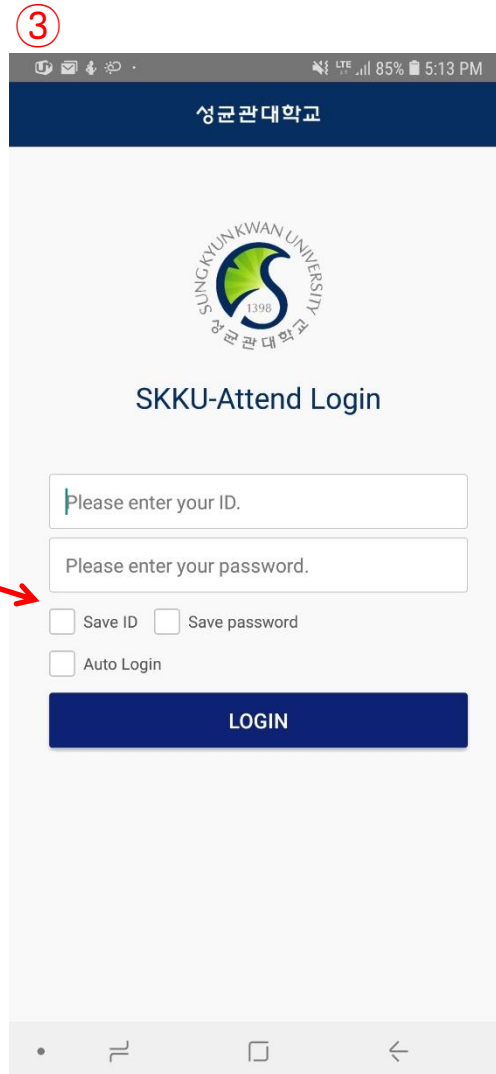
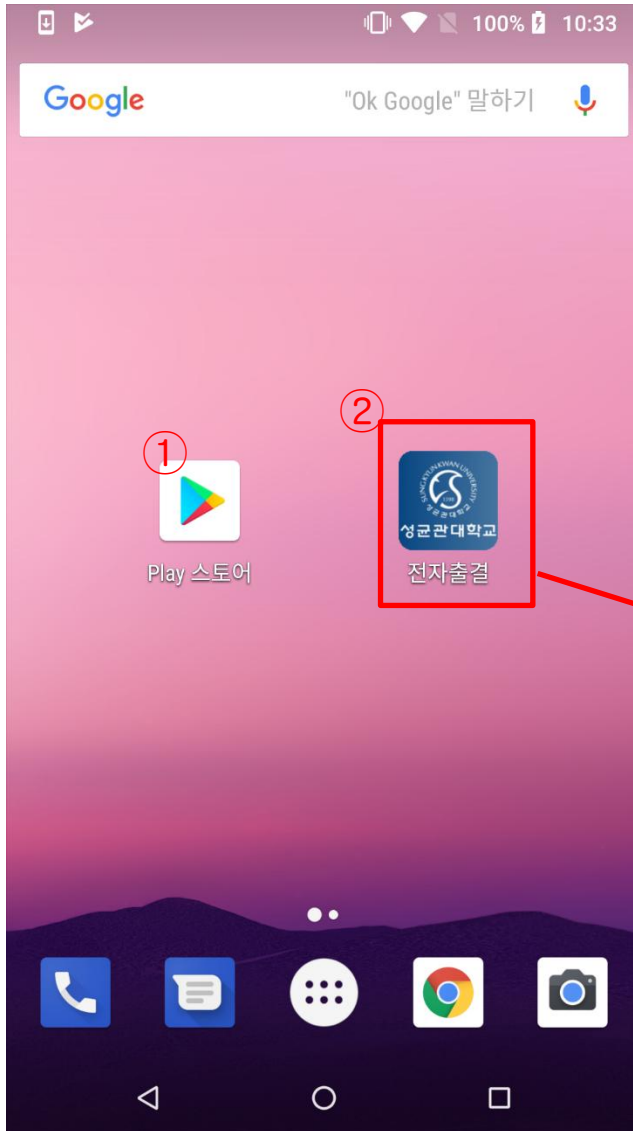
※ Notice

- 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.
- Previously used formatted documents(request paper or explanatory statement paper) are not allowed.
- Proof data must be uploaded as one file (If not, request registration is restricted.)

No.	Reasons for Attendance Status Change	Proof documents
1	Family funeral(spouse, children, parents/grandparents, siblings(7 days)) Childbirth of oneself(within a maximum of 20 days) / spouse(within a maximum of 10 days)	Death Certificate / Medical Confirmation from the Hospital Documents verifying childbirth (e.g., birth certificate, certificate of delivery) and certificate of family relationship (in the case of a spouse)
2	SKKU Official events. Conscription Examination etc.	Certificate of Attendance at [Event Name]
3	Contest participation as a sports team etc.	Certificate of Attendance at [Event Name]
4	Employed during the semester	Certificate of Employment, proof of current employment status, and any documents verifying the obligation to attend work (e.g., work schedule, official duty notice, etc.)
5	Participation to recruiting event, job interview, job fair	Certificate of Interview (or Examination) Attendance issued by the relevant organization/institution
6	Medical treatment/Hospitalization	Documents issued by a hospital, such as a medical treatment certificate, hospitalization/discharge certificate, or medical diagnosis report
7	Cases Approved by the Dean	Any and all documents proving the reason for the absence
8	Not performing attendance etc.	Any and all documents proving attendance on the relevant date

Entering Electronic Attendance System (APP)

1) Mobile APP installation and running



■ Page outline

A screenshot of a smart phone installed with '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 app download and installation is complete, 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 GPS must be turned on.**
(Location information is checked by smartphone OS only)

1-2) Intro > Log in

성균관대학교

SUNG KYUNKWAN UNIVERSITY
1398

SKKU-Attend Login

① Please enter your ID.

Please enter your password.

② ☐ Save ID ☐ Save password

③ ☐ Auto Login

LOGIN

성균관대학교

Today's Class

Exploratory Data Analysis

Class Time : 2018.09.14 15:00 ~ 17:45
Clock-IN : 2018.09.14 PM 03:03
Professor [REDACTED] Professor
Course Code : ESM2016-41

Present

2/16 Week(s)
Engineering 2 (26) [26421]
Next Class : AHP/ANP Seminar (18:00 ~ 20:45)
Engineering 2 (26) [26419]

My attendance status

2 Time Present
0 Time Absent
0 Time Late-In

Confirm Attendance Verification Code Request for Attendance Status Change

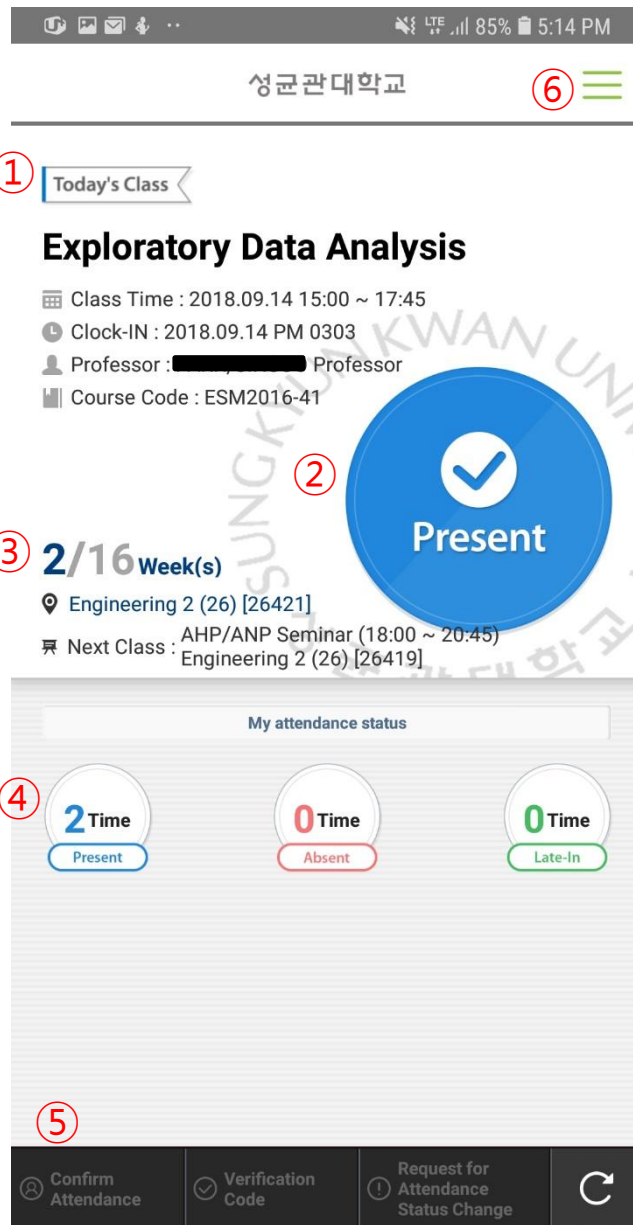
■ Page outline

Electronic Attendance application log in page.

■ Page explanation

- ① Enter your ID and password.
- ② For your convenience, you can log in with saved ID/PW, you can save your ID/password.
- ③ Process user verification by clicking log in button.

1-3) Home



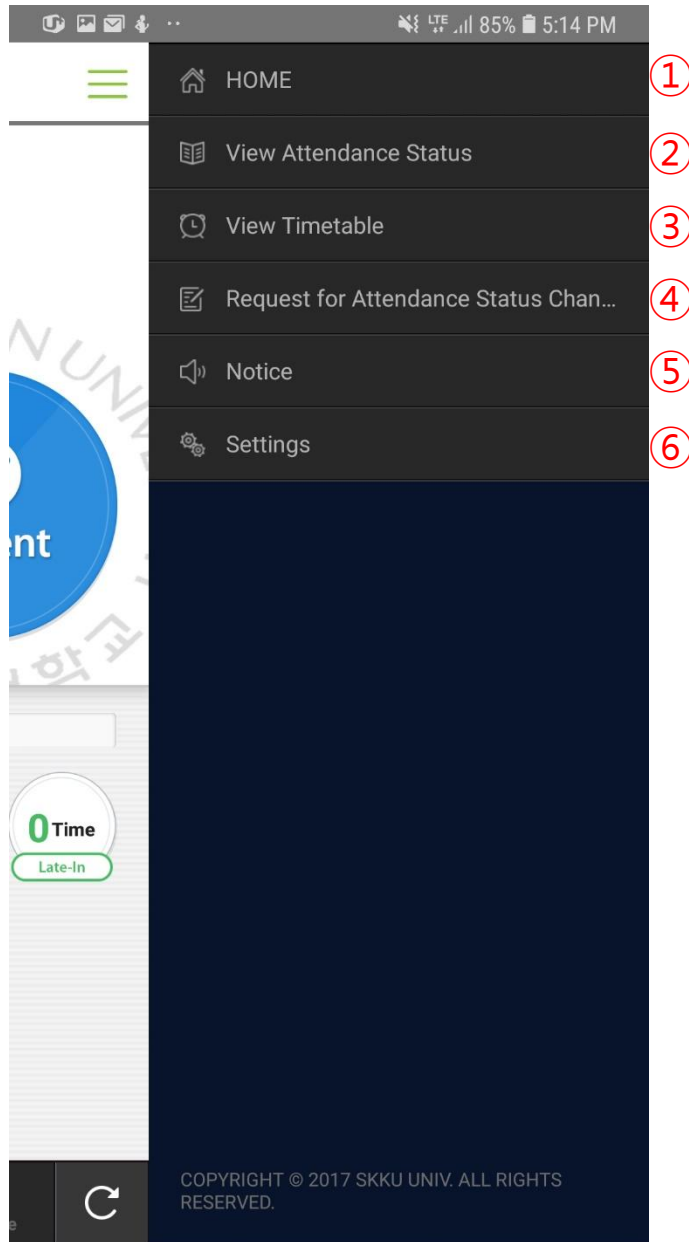
■ Page outline

This is the home screen after students log in
 (Displays today's class.)

■ Page explanation

- ① It displays current or next class in session.
- ② It displays status of the current class.
 (Before the class, during the class, class cancellation)
- ③ It displays week and classroom of the current class.
- ④ It displays attendance statistical status of the current class.
- ⑤ It's the button for confirming Attendance with beacon or Verification Code/Number.
- ⑥ It's a standard side menu.

1-4) Menu



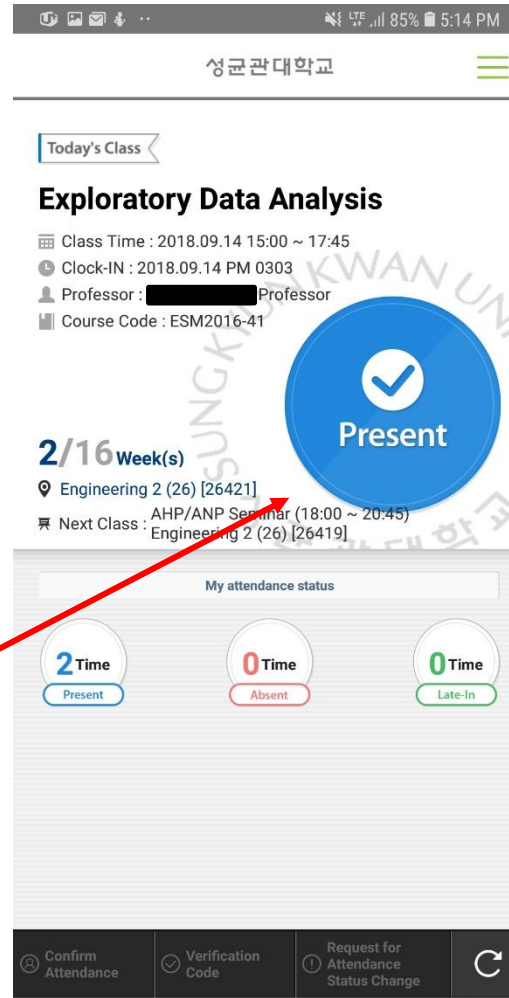
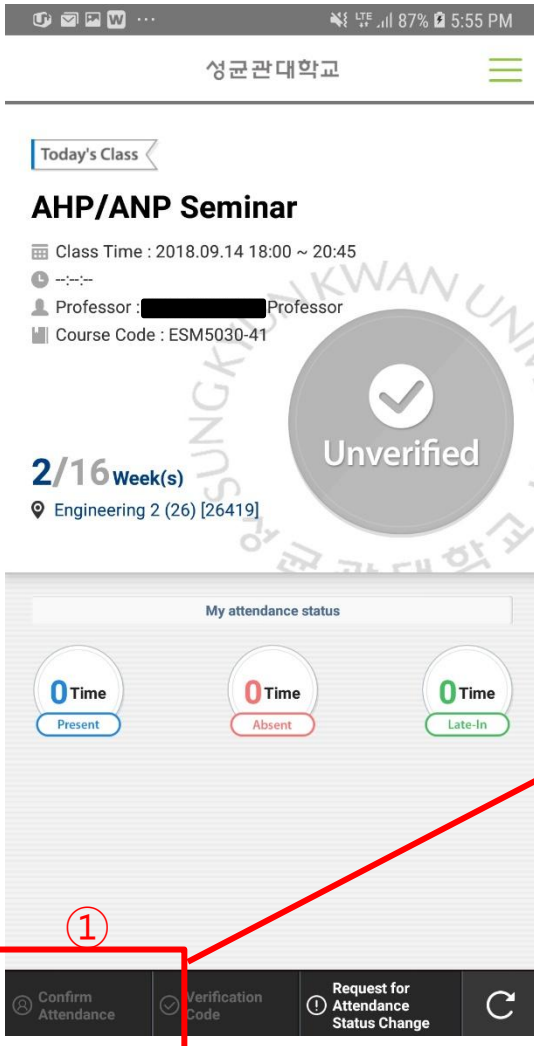
■ Page outline

It's a side menu provided for the student.

■ Page explanation

- ① It's the first homepage after log in.
- ② You can see class information and students' attendance status.
- ③ You can see the class Time Table.
- 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



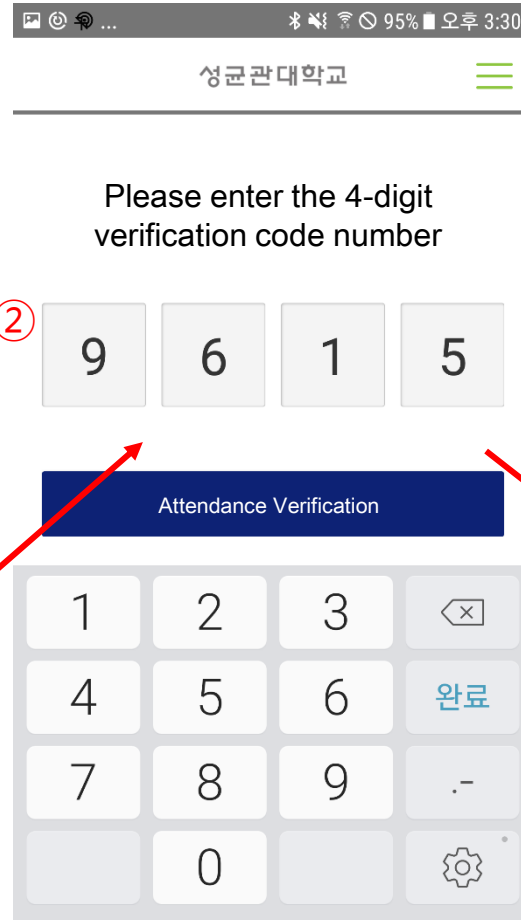
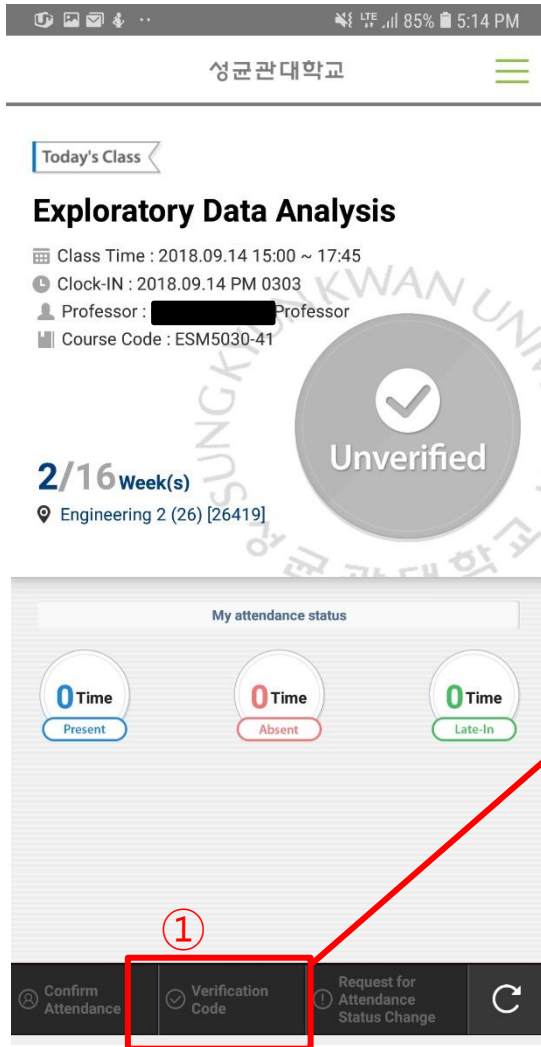
■ Page outline

Attendance verification using Bluetooth Beacon.

■ Page explanation

- ① If electronic attendance is available for the classroom, you can verify your attendance through Confirm Attendance button.

2-2) Using verification number

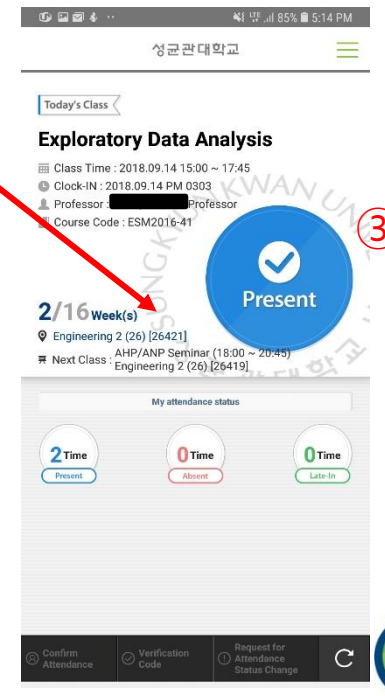


■ Page outline

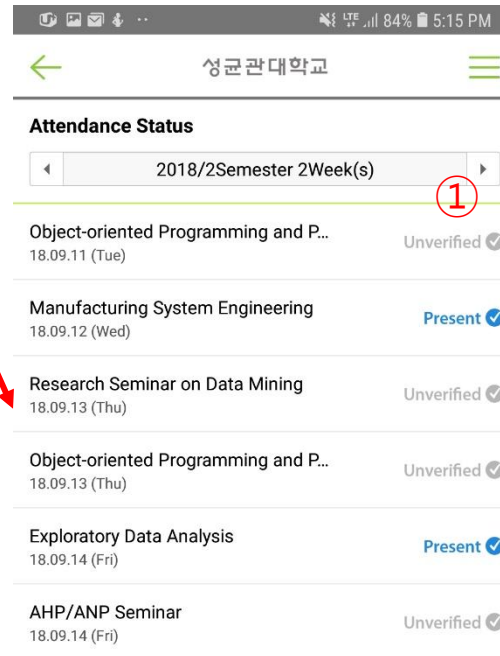
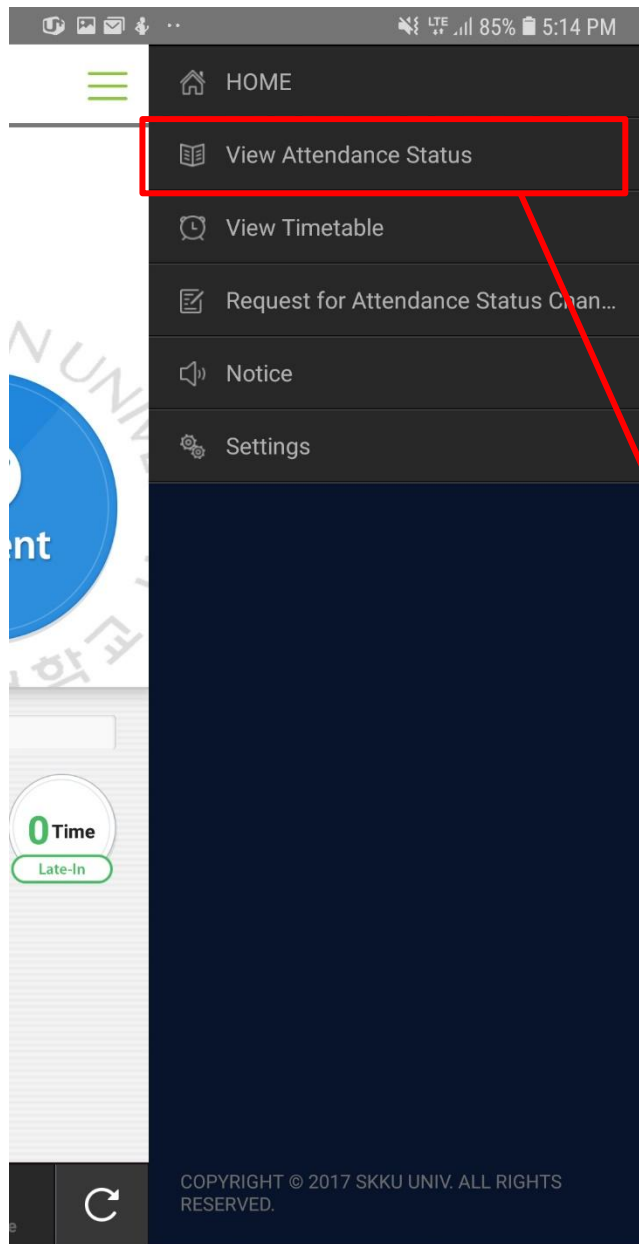
Put verification number for attendance.

■ 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 the numbers are input correctly, your attendance will be verified. (You have to put the number before time limit expires.)



3) Check Attendance Status(Class list)



■ Page outline

Shows attendance status for the classes you are taking.

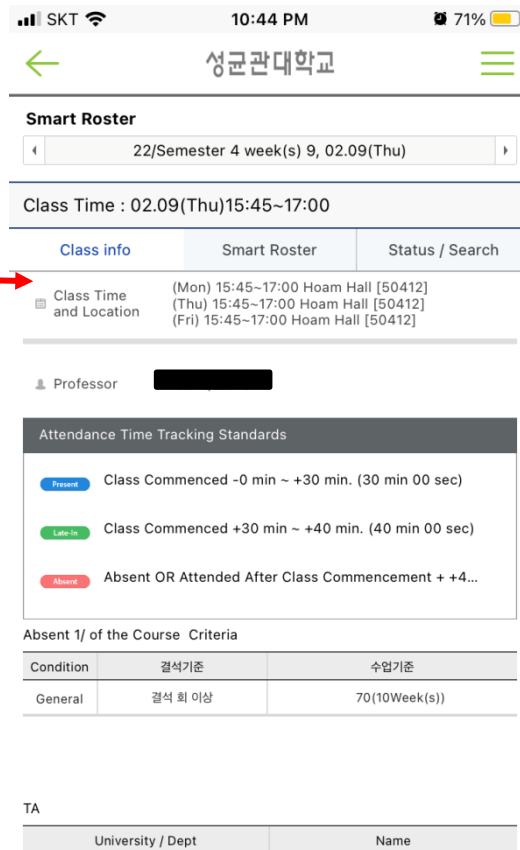
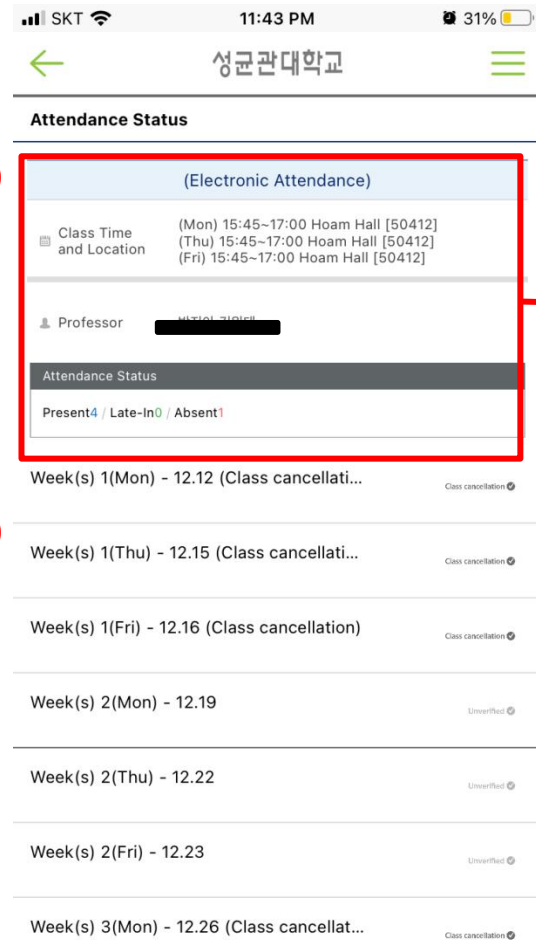
■ Page outline

- ① If you choose a class, you can check the detail status about selecting class.
- ② Attendance status guide

- 1) Unverified : Both the professor and the student have not updated attendance with the Electronic Attendance System.
- 2) Present : checked within attendance time
- 3) Late-In : checked within 'late' time
- 4) Absent: checked within 'absent' time or actually absent

※ The attendance records for online classes (i-Campus) will be reflected once the instructor applies the synchronization. For accurate attendance status, please check the details within i-Campus.

4) Check Attendance Status



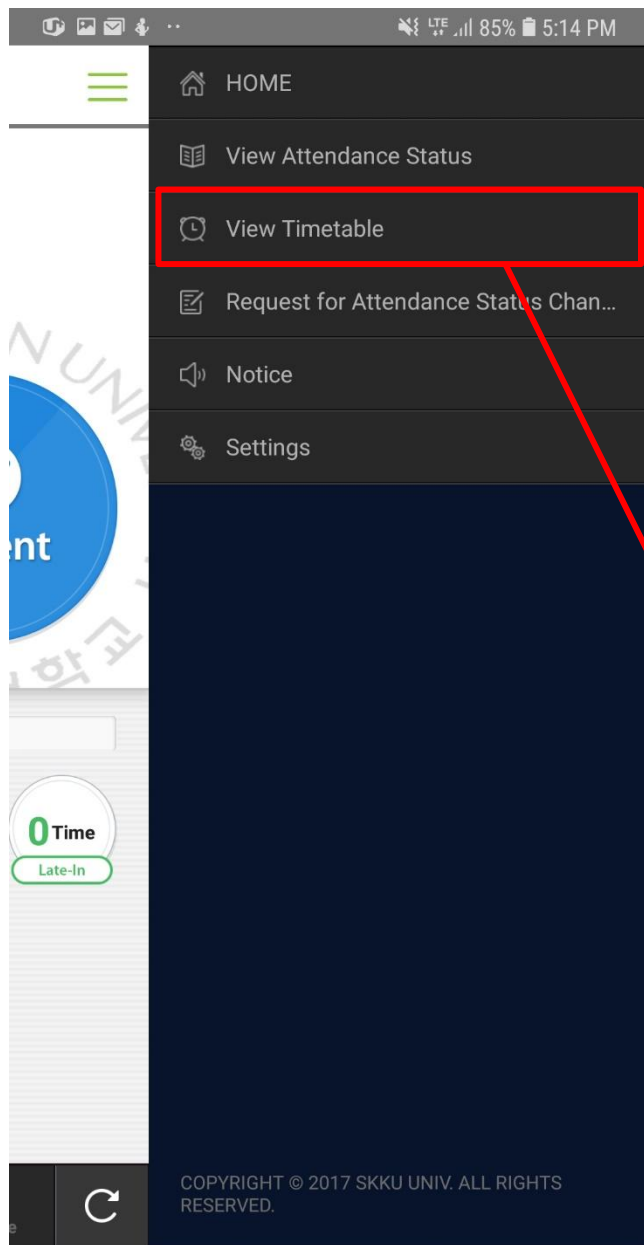
■ Page outline

Shows attendance status for the classes you are taking.

■ Page outline

- ① It displays Class time, Classroom, Professor, Attendance Status. If you click on it, you can check for the detailed information of the class.
- ② It displays the list of attendance status of each day for selected class.
- ③ It displays Class time, Professor, Attendance Time Standards.

4) Check Time Table



성균관대학교

1 View Timetable

2018 Fall Semester Week(s) 2 (9/10~9/16)

	Mon	Tue	Wed	Thu	Fri	Sat
09:00						
09:30						
10:00			제조시스... [26421]	데이터마... [26419]		
10:30						
11:00						
11:30						
12:00						
12:30						
13:00						
13:30						
14:00						
14:30						
15:00						
15:30					실험적자... [26421]	
16:00						
16:30						
17:00						
17:30						
18:00						
18:30						
19:00		객체지향... [23529]		객체지향... [23529]	AHP/... [26419]	
19:30						
20:00						
20:30						
21:00						
21:30						

■ Page outline

Time table for each class

■ Page explanation

- ① Check weekly time table.
- ② Check detailed class information. (pop-up window)

3) Request for Attendance Change

The first screenshot shows the app's main menu with the following options: HOME, View Attendance Status, View Timetable, Request for Attendance Status Change (highlighted with a red box), Notice, and Settings. A red arrow points from this menu item to the registration form in the third screenshot.

The second screenshot shows the 'History of Attendance change application' page. It displays 'There is no data.' with a red circle ① next to it. At the bottom, there is a blue 'Register' button highlighted with a red box and a red circle ② next to it. A red arrow points from this button to the registration form in the third screenshot.

The third screenshot shows the registration form titled '출결변경신청 등록'. It includes the following fields:

- 교과목명: AHP/ANP세미나 (ESM5030-41)
- 강의시간: 2018-09-07(금) 1800 ~ 2045
- 현재상태: (empty)
- 신청상태: 출석
- 선택: (dropdown menu)
- 출결변경신청 사유를 기재하세요. (text area with red circle ③ next to it)
- 증빙자료 첨부해주세요. (button: 첨부하기)
- 입력 완료 (button)

■ Page outline

Registration page of attendance status change

■ Page explanation

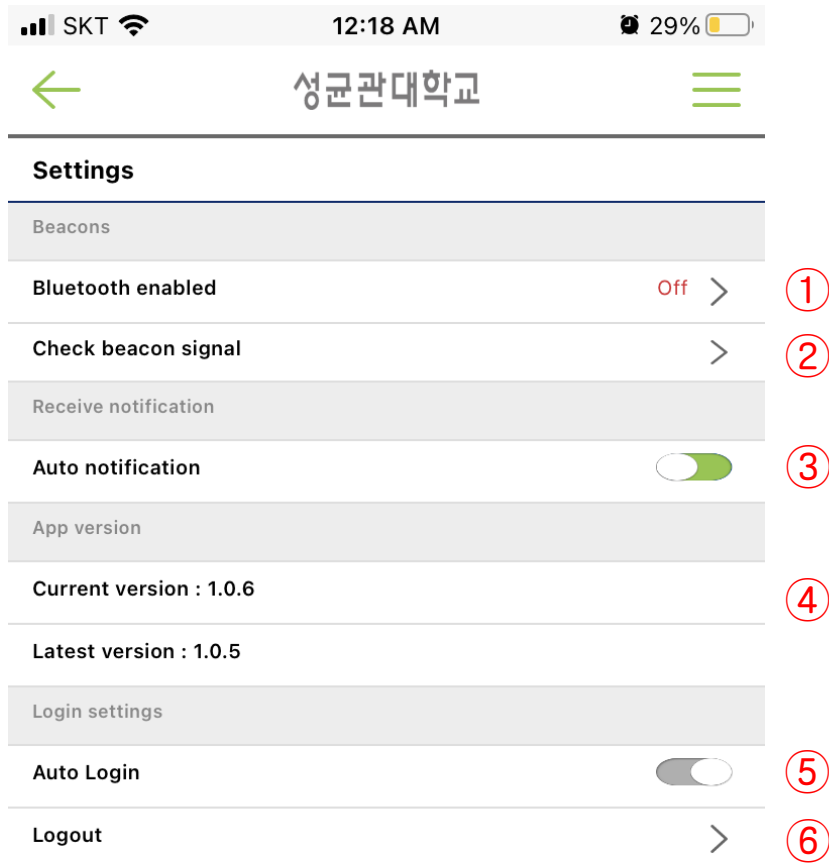
- ① Shows registered attendance change request list.
- ② Click request registration and move to registration page.
- ③ Write detailed information for the request.
 - Student can choose the reason for request and write the detail information.

※ The attendance change request can only be made until the end of the current semester.

※ 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 as one file. (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 manually)
- 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 auto notice alarm.
- ④ You can update when there is a newer version in App store or Google market.
- ⑤ You can set ON/OFF of auto log in when running the application.
- ⑥ Provides log out function.