Electronic Attendance System

# Content

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I. Introduction to the Electronic Attendance System
Electronic Attendance System
Attendance Method
Attendance Method – 1. Using Bluetooth Device (beacon)

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 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.
**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.
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 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.
■ 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.

**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.

**Electronic Attendance Reader**

**KINGO-M QR Code**

Touch the Reader’s screen and tag the QR code.

**Student ID Card**

**KINGO-M Identification NFC**
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 outline**

- **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.

**KINGO-M APP (Students)**

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

**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

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

Page explanation
① 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.
② Select the class time.
③ Choose the attendance status to check.
④ Import attendance data from iCampus.
⑤ Check and change attendance status of students on the selected screen (List, Seat, Photo).
⑥ The result screen of ‘③’

Notes for Current Attendance Status
① Select/ Unverified: In the case unverified attendance, 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
■ 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 APP (Professors)

Electronic Attendance System APP (Professors) > Menu > Smart Roster
Electronic Attendance System WEB (Students) > Search Attendance Status > Select Class

■ 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.
② Present: checked within attendance time
③ Late-In: checked within ‘late’ time
④ Absent: checked within ‘absent’ time or actually absent
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/](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

■ 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

■ 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.
④ Move to the main page of searching Attendance Status.
3) Check class attendance status > status as a whole

### Page outline
Attendance status page for all the classes

### 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-In
   - (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 detailed 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. Standards for attendance time of 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

- **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.
3) Attendance status change request registration

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. (If not, request registration is restricted.)
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.)
Electronic Attendance Mobile APP] How to log in

1-2) Intro > Log in

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
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.

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【for Students】 [Electronic Attendance Mobile APP] Check Attendance Status of Current Semester
4) Check Time Table

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

- 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 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.
Introduction to the Electronic Attendance System
Introduction to the Electronic Attendance System

1) Attendance using electronic attendance card reader

■ 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.
2) Attendance using Bluetooth

- **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.
1) Mobile APP installation and running

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**Page outline**

It's 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 Location Service must be turned on.** (Location information is checked by smartphone OS only)