

SMU Electronic Attendance System

(ver. 2.0 – 2016 年 8 月 27 日)

This intended to be a brief guide to the new SMU electronic attendance system.

It is intended to make attendance management simpler and lend more integrity to attendance keeping.

In addition, and more importantly, this system is intended to replace our favorite large orange attendance cards. At the end of the term, we will submit the reports from this system instead of the cards.

I. Checking Attendance

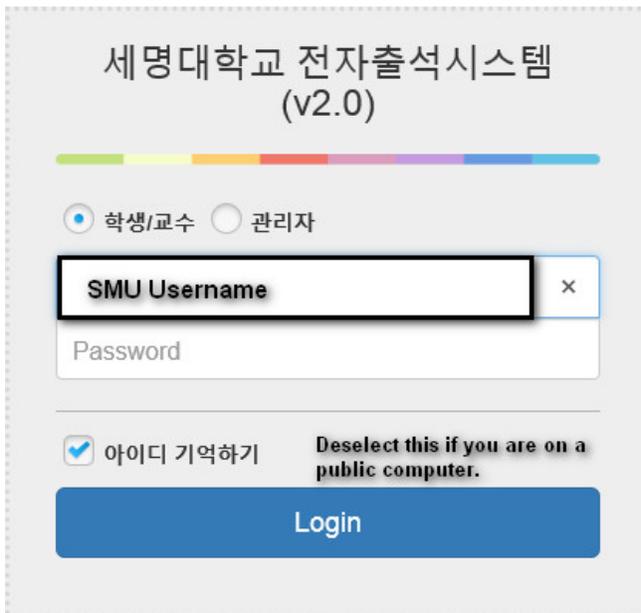
First of all, you may enter the following site with your preferred browser:

(Chrome is recommended in the Korean version of the manual, but it is not required.)

<http://att.semyung.ac.kr>

Login with your user name and password.

You will see the following screen:



세명대학교 전자출석시스템
(v2.0)

학생/교수 관리자

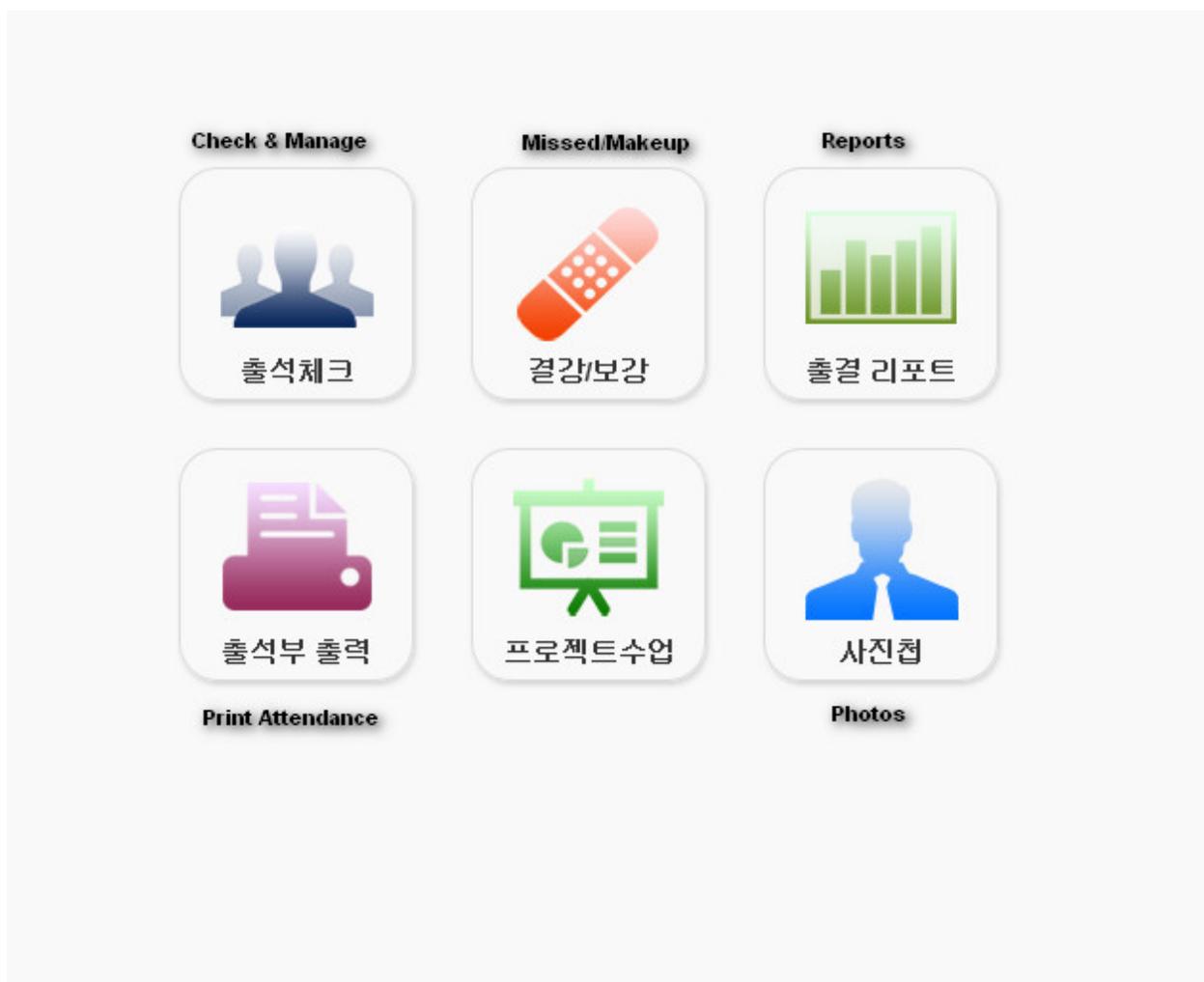
SMU Username

Password

아이디 기억하기 **Deselect this if you are on a public computer.**

Login

After successfully logging into the system, you will be presented with the following menu screen:



출석체크 – Checking and Managing Attendance

This module is used for recording attendance. You may elect to make attendance entries as you go along, during classes or a week or so after the class. It's entirely up to you. So far, I have not encountered problems in making retrospective entries and/or changes.

This is version 2.0 of the EAS. Usually, this indicates that the application is in a reasonably stable form.

Now, clicking on **출석체크** will give you the following screen:

■ 시간표
➤

2015년 1학기[정규]
 ▼

◀
 2015년 3월
 ▶

일	월	화	수	목	금	토
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

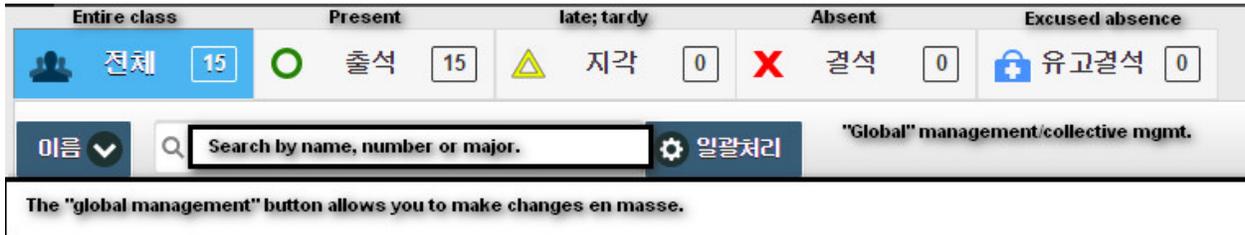
수업시간표(2015.3.2)

1 생활영어 I (066) 공학관(110)(09:30~10:20) [승인]	➤
2 생활영어 I (066) 공학관(110)(10:30~11:20) [승인]	➤
3 생활영어 I (001) 인문학관(311)(11:30~12:20) [승인]	➤
4 생활영어 I (001) 인문학관(311)(12:30~13:20) [승인]	➤
5	➤
6	➤

In order to view your class, you may click on 승인, or simply anywhere inside the block.

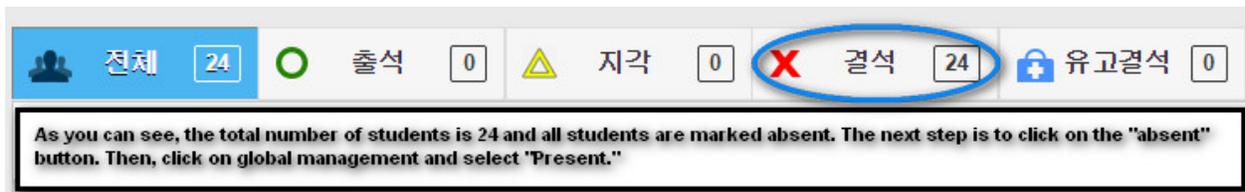
You will then be presented with a nice visual representation of your class.

At the top, you will see the following menu buttons:



Let's take a look at a practical example.

Students are marked as being absent by default. You may see something like the following screen:

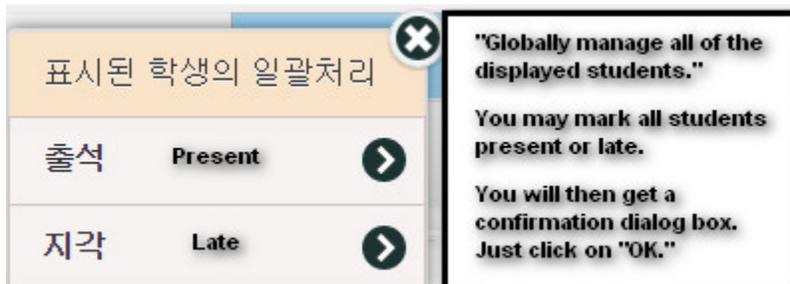


In order to make a global change, first click on 결석.

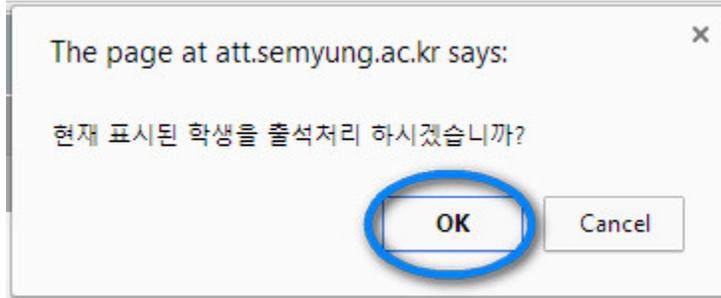
Next, click on the global management button.



You should see the following dialog box:

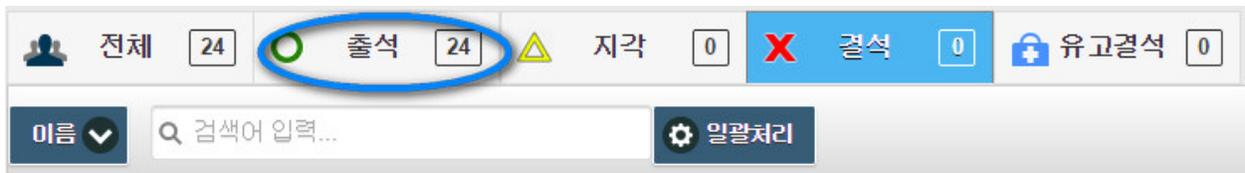


After clicking on the “Present” box, you will be presented with a confirmation dialog box:



If you are certain about your changes, simply click on the “OK” button.

Here is the result:

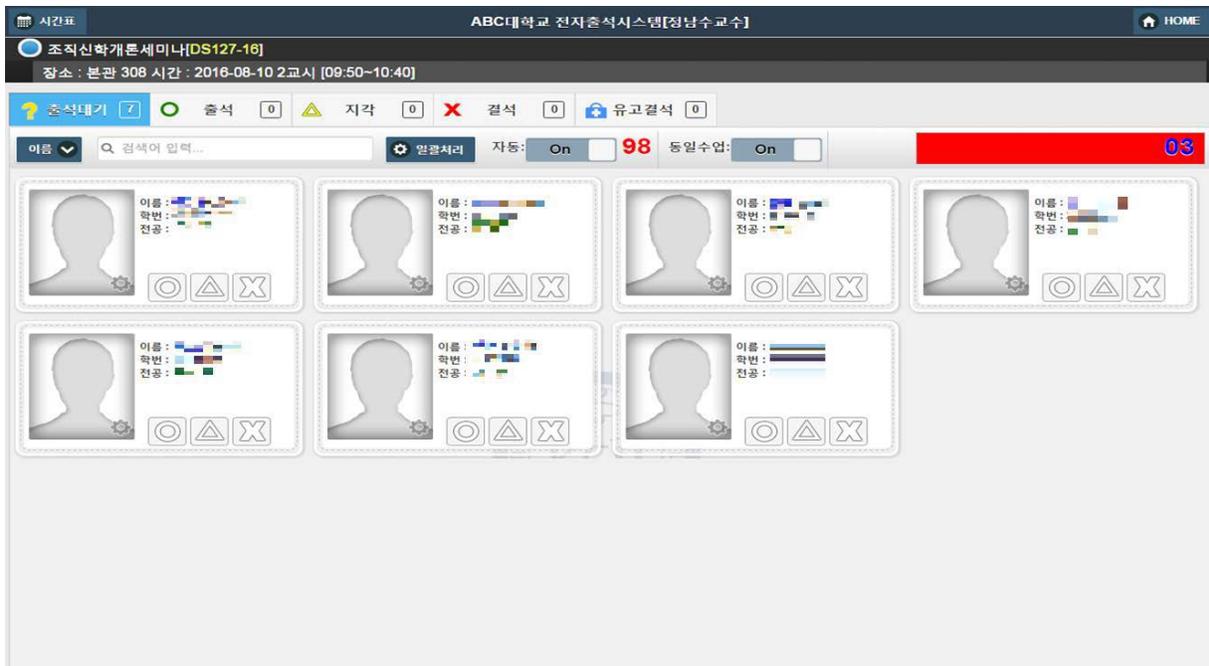


At this point, I should mention the “auto attendance” function. This may be used while the class is in session.

It might be useful to click on the “동일” button during class in order to concatenate the two class hours. This might save you some time.

Please note the screen on the next page.

It is intended to be an improvement over the previous automatic attendance function.



Previously students could get around the system, so to speak, if you use the automatic attendance checking feature.

The new system implements a timer for automatic attendance checking.

Once you click the “on” button, the students have 10 seconds to make their entries.

Essentially, that means that the “off” button will be automatically engaged after 10 seconds.

Of course, you may elect not to use the “auto” button.

Edit Individual Student Records

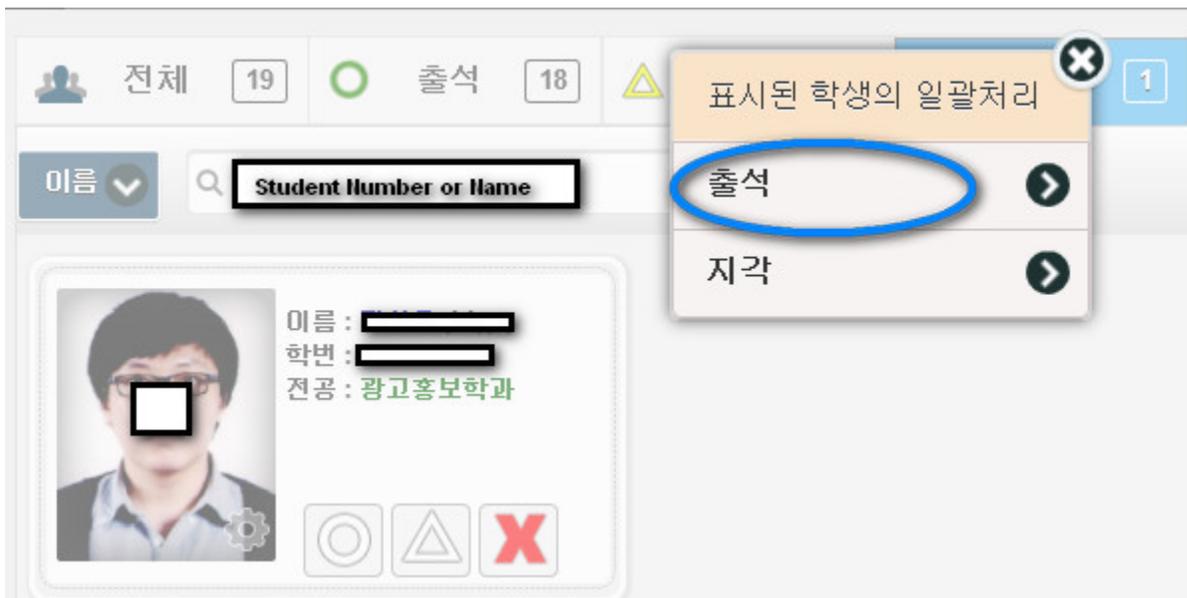
You may use the search engine or simply click on a student record.

If you would like to change their status, you may do so as follows:



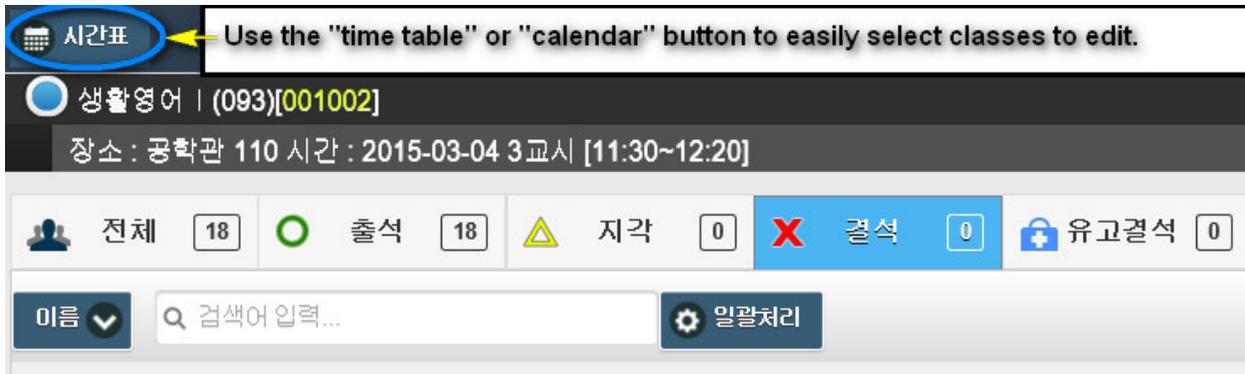
Use the drop-down selection box on the left to select your input parameter, such as name or student number. If only one student is displayed, it is not necessary to provide input.

Next, click on the “gear” symbol box (일괄처리) and choose the most appropriate status.



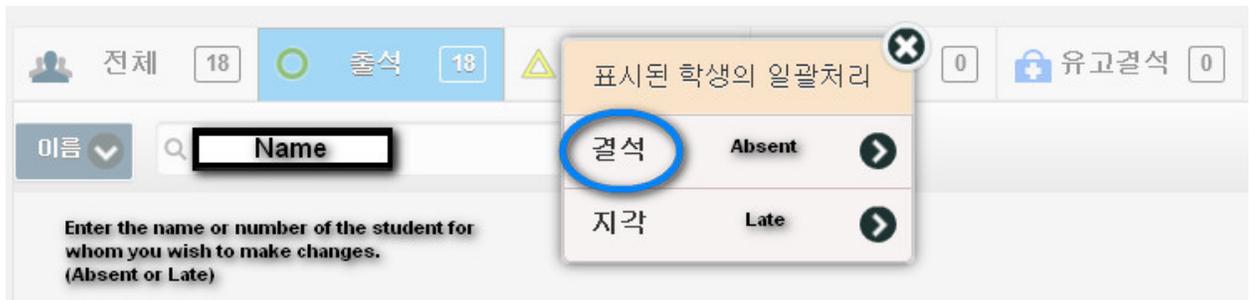
Click on 전체 (All students) to verify your change(s).

You may make liberal use of the 시간표 (Calendar) button to easily switch days and classes.

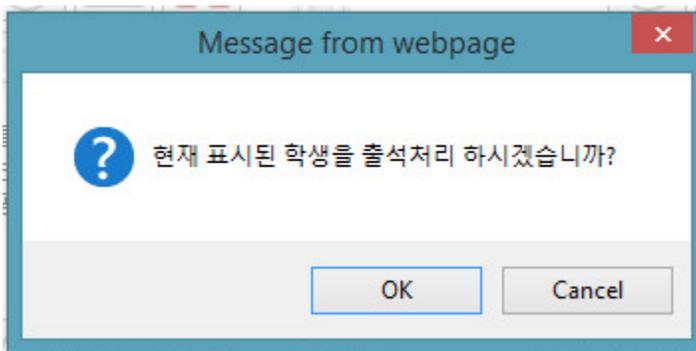


Here is another example on how to retrospectively mark a student absent.

- 1) Select the class day.
- 2) Select the class that you wish to edit.
- 3) Use the drop-down box to search by name or student number.
- 4) Ensure that the drop-down box selection agrees with your entry.



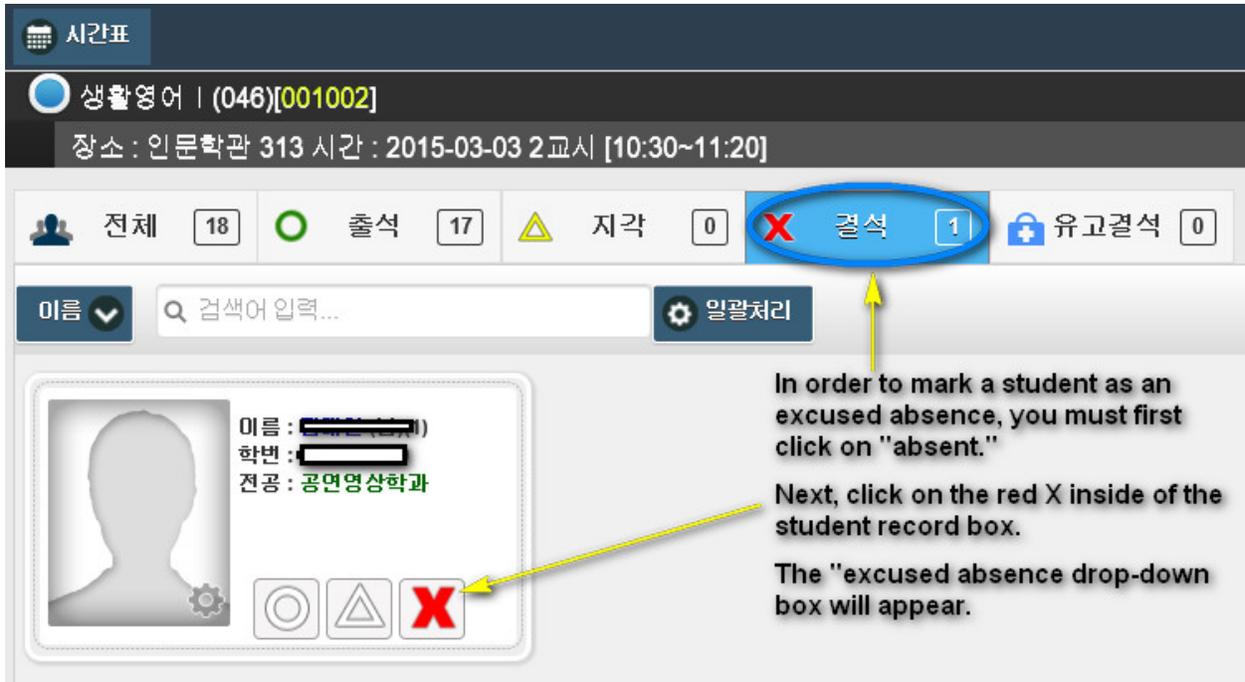
Once you make your selection, you will receive the usual confirmation dialog box:



Click on "OK" and verify your changes.

Excused Absence

If you have marked a student absent, they may subsequently provide a valid excuse for their absence. If so, you may edit the student record as follows:

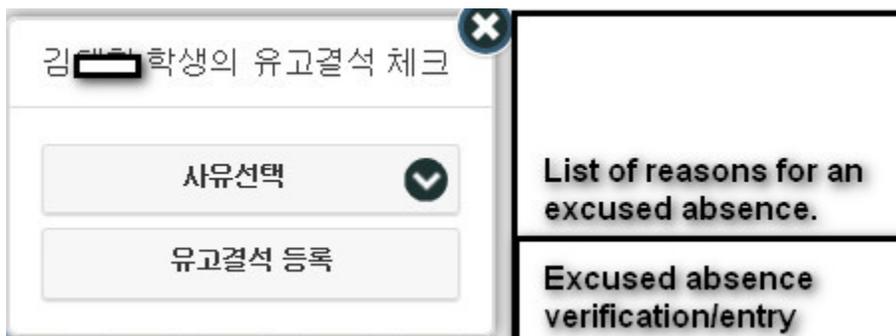


The screenshot shows a software interface for managing student records. At the top, there is a header with a calendar icon and the text '시간표' (Schedule). Below that, a course title '생활영어 I (046)[001002]' is displayed, followed by the location and time: '장소 : 인문학관 313 시간 : 2015-03-03 2교시 [10:30~11:20]'. A navigation bar contains several status indicators: '전체' (Total) with a count of 18, '출석' (Present) with 17, '지각' (Late) with 0, '결석' (Absent) with 1 (highlighted with a blue oval and a red X), and '유고결석' (Excused Absence) with 0. Below the navigation bar is a search area with a dropdown menu for '이름' (Name) and a search input field. A '일괄처리' (Batch Process) button is also visible. The main area shows a student profile with a placeholder image, name, ID, and department. At the bottom of the profile, there are three icons: a circle, a triangle, and a red X. A yellow arrow points from the red X icon to the '결석' button in the navigation bar. Another yellow arrow points from the '결석' button to the red X icon. Text annotations on the right side of the image provide instructions: 'In order to mark a student as an excused absence, you must first click on "absent."' and 'Next, click on the red X inside of the student record box. The "excused absence drop-down box will appear.'

After selecting the student, you will see their individual record as shown above.

In order to change their record to an excused absence (유고결석), click on the red X.

You should then see the following screen:

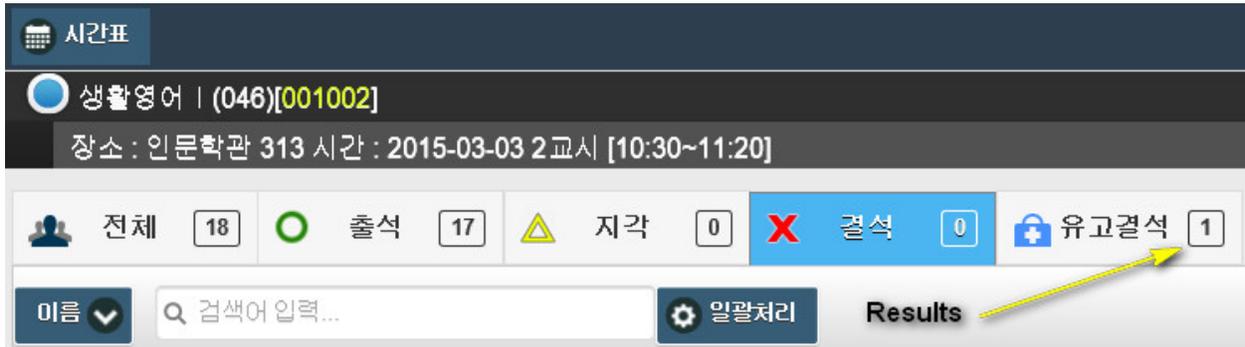


The screenshot shows a dialog box titled '김태환 학생의 유고결석 체크' (Check for excused absence of Kim Tae-hwan). It contains a dropdown menu labeled '사유선택' (Select Reason) with a downward arrow, and a button labeled '유고결석 등록' (Register Excused Absence). To the right of the dialog box, there are two text annotations: 'List of reasons for an excused absence.' and 'Excused absence verification/entry'.

This dialog box provides you with a drop-down list of standard reasons for an excused absence.

Clicking on the bottom button completes the process.

After editing your student record(s), you may check the results as shown at the top of your screen.



Here is the previous table of the “standard” reasons for an excused absence:

사유 선택	Select a reason for the excused absence
직계가족 사망/사고	Death or accident in the family
병가	Sick leave
징병검사	Military service physical exam
실습	Training
정부 활동	Government activity
국제 활동	International activity
긴급 작업	Emergency "work"
행사 참여	Participation in an event
기타	Other - unspecified

This is the revised list of excused absences:

사유 선택	Select a reason for the excused absence
직계가족 사망/사고	Death or accident in the family
입원(入院)	Hospitalization / illness
결혼 (본인/자녀)	Marriage (student / offspring / siblings)
출산(出産)	Childbirth
징병검사	Military service physical exam
실습 (교육)	Educational Training
행사 참여	Participation in an event
기타	Other - unspecified

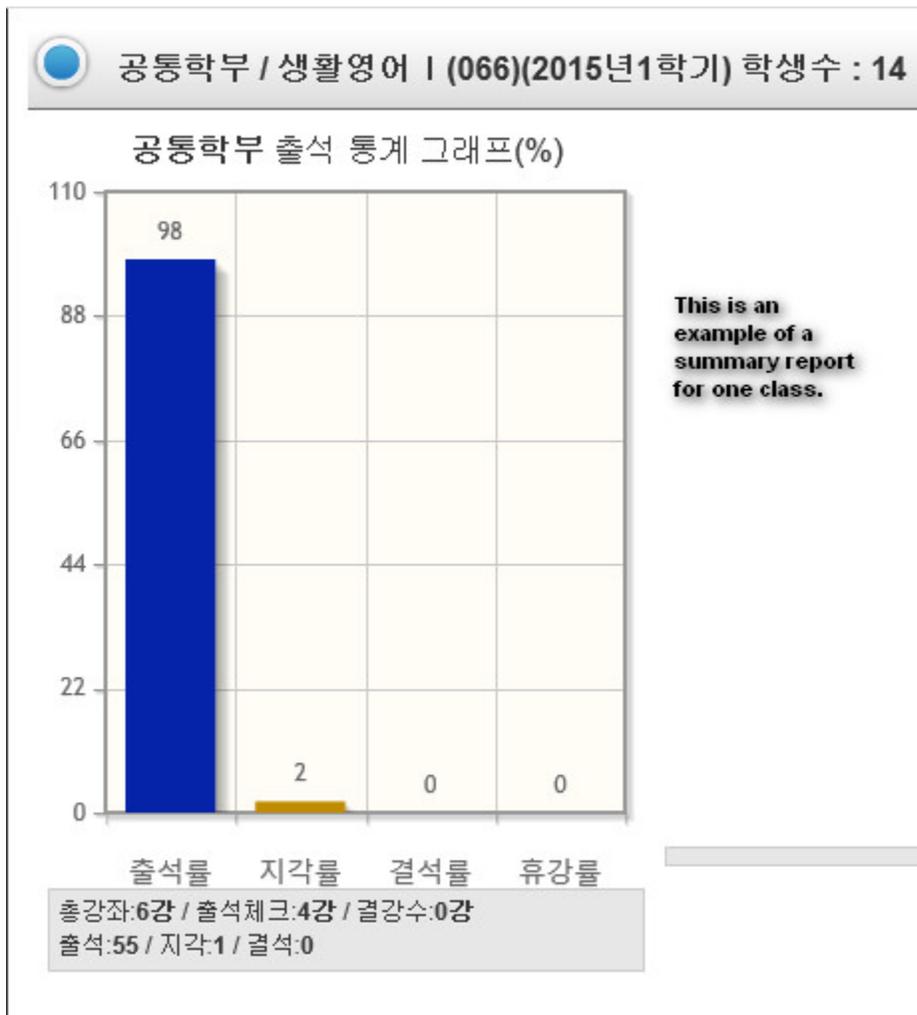
Attendance/Absence Reports



This module provides reports that depict the number of students present, absent or late.

Each report is represented by a bar graph showing the percentage of each category.

Here is an example:



From the bar graph, you may see a visual representation of the number of students recorded as present, late or absent. The final column is for not delivering a class.

출강과	Number of classes (1 hour increments)
출석체크	Number of your entries (1 hour increments)
결강수	Number of canceled classes. (by you)
출석	Present
지각	Late
결석	Absent

I expect more features to be added to this module sometime during the term.

For the most part, this report module may be useful to determine for which classes you have made entries.

For example:

Let “m” represent 출강과. Then, $m =$ the number of weeks times the number of classes in one hour increments.

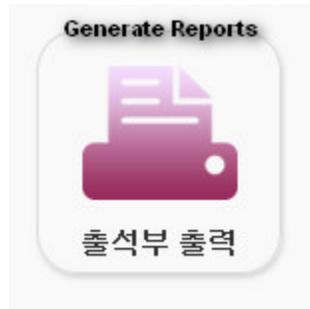
Let “n” represent 출석체크. So, $n =$ the number of entries that you have completed.

Summarily, $m-n=$ the number of classes to be entered or managed.

In this module, you may also select individual student records to view as a bar graph.

For the time being, if you need to use your web browser’s inline printing function to print these graphs or some other screen capture application.

Report Generation Module



This is the report generation and output module.

It appears that PDF – A4 is the only viable report option in this version. (2.0)

Here is an example of a report using PDF – A4:

년도	2015	학기	1학기[정규]								
과목코드	001002	과목명	생활영어 I								
학점	2	담당교수명	크리스토크데이드								
(출석 : O,결석 : /, 지각 : X,유고결석 : 유)											
순번	학부/학과	학번	성명	수업 수	출석	결석	지각	03월			
								02	02	09	09
1	간호학과	2015124007	김다혜	6	4	2	0	○	○	○	○
2	간호학과	2015124013	김소연	6	4	2	0	○	○	○	○
3	간호학과	2015124019	김정연	6	4	2	0	○	○	○	○
4	간호학과	2015124025	김태윤	6	4	2	0	○	○	○	○
5	간호학과	2015124031	박지수	6	4	2	0	○	○	○	○
6	간호학과	2015124037	송선옥	6	4	2	0	○	○	○	○
7	간호학과	2015124043	안채영	6	4	2	0	○	○	○	○
8	간호학과	2015124049	윤혜나	6	4	2	0	○	○	○	○
9	간호학과	2015124055	이도경	6	4	2	0	○	○	○	○
10	간호학과	2015124061	이예영	6	4	2	0	○	○	○	○
11	간호학과	2015124067	이현정	6	4	2	0	○	○	○	○
12	간호학과	2015124073	임혁준	6	4	2	0	○	○	○	○
13	간호학과	2015124079	조대희	6	3	2	1	○	○	X	○
14	간호학과	2015124085	최서현	6	4	2	0	○	○	○	○

Since we are obligated to use the PDF report format, you may be able to find a simple .pdf editor online or use one of several Adobe licensed applications.

Otherwise, you may employ a method such as Jennifer’s MS Word template.

To be added:

- 1) How to send an SMS to students from the EAS.
- 2) Photo management