

Woosong University Attendance App Manual

For. Professor

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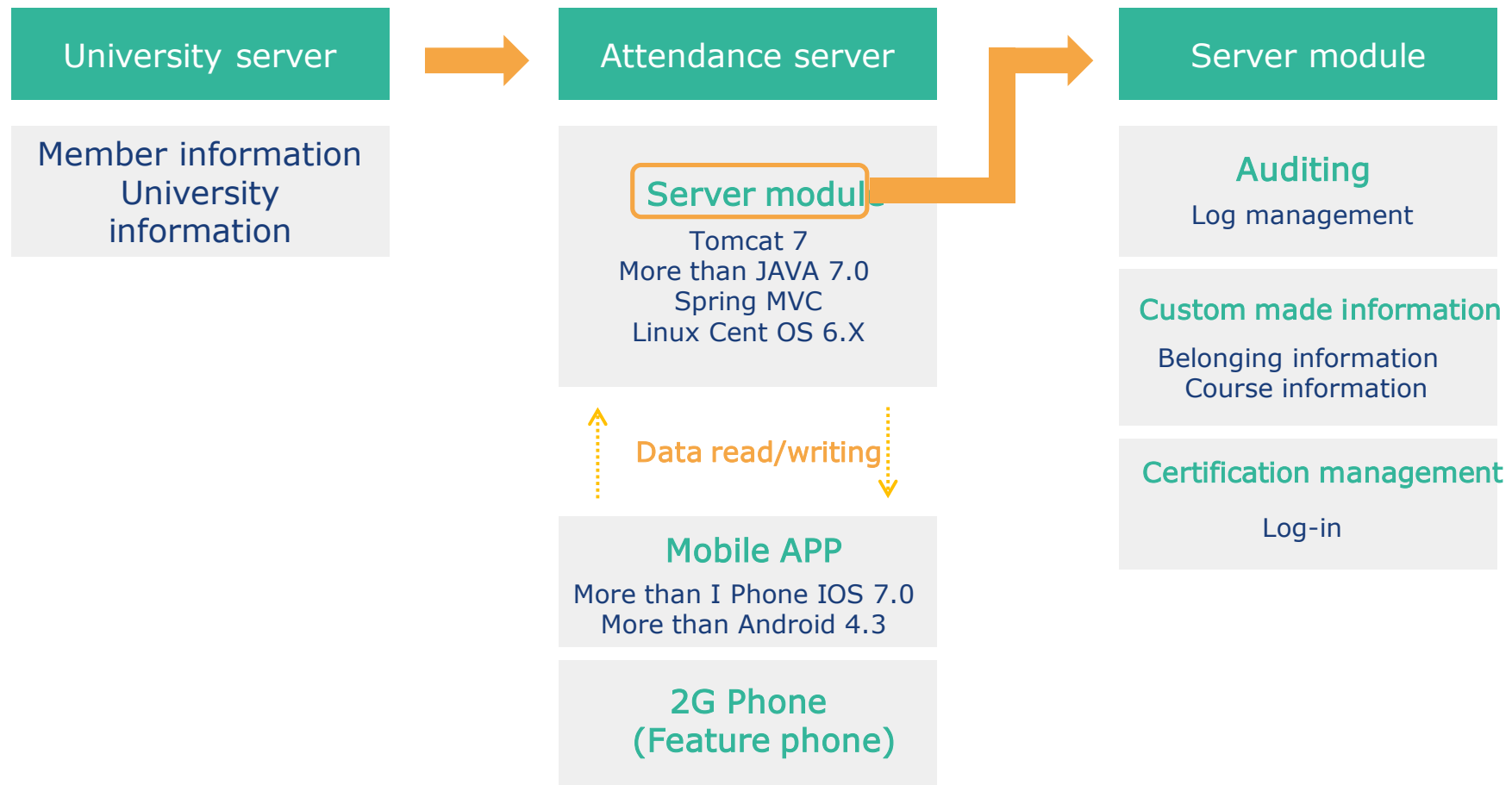
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01 What is attendance system?

01 What is attendance system?

system diagram



02 Install attendance application

02 Install attendance application

Android

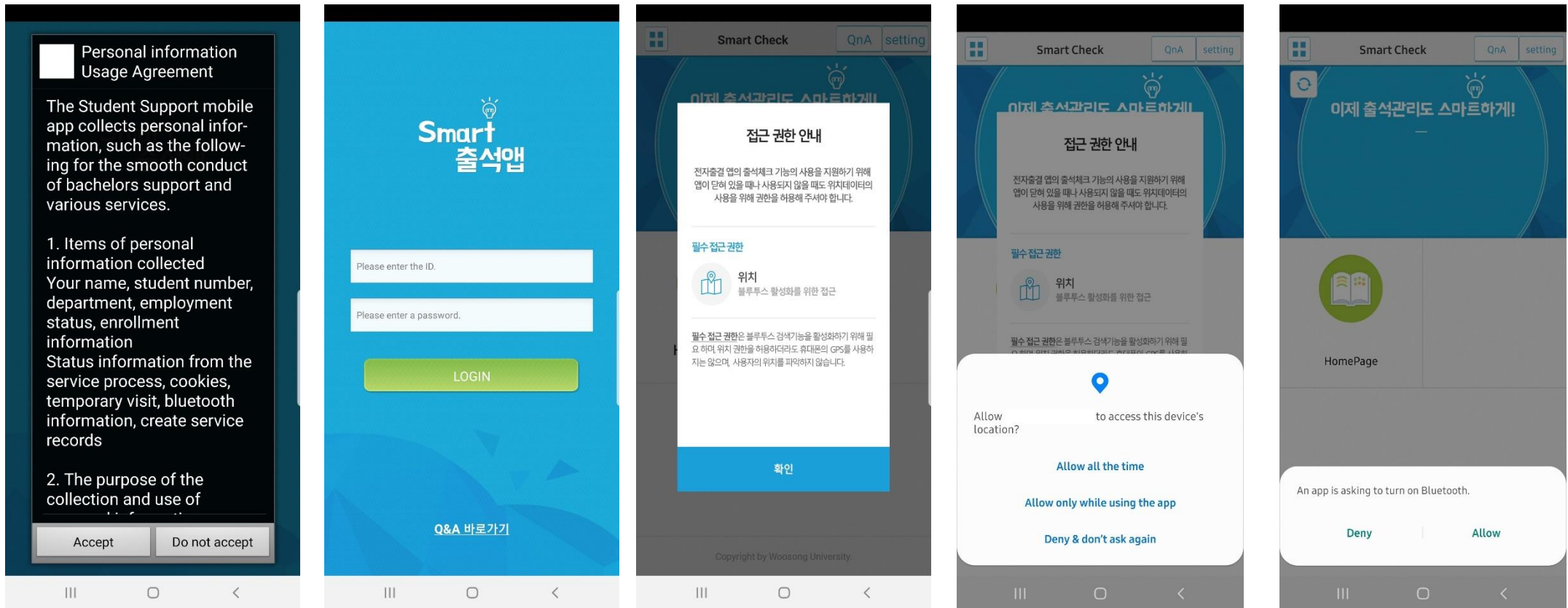
Search “우송대학교 전자출결” and install from **Play store**.

iPhone

Search “우송대학교 전자출결” and install from **App store**.

02 Install attendance application

Install and set-up for Android

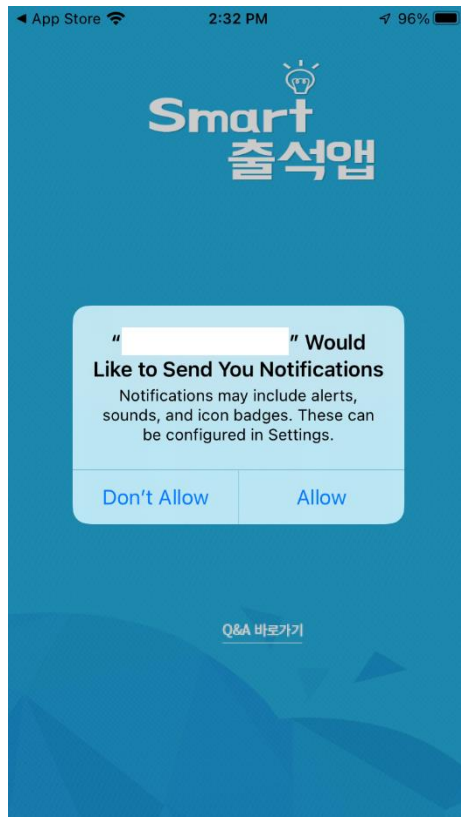


- 1) Privacy utilization agreement
- Choice [accept]
- 2) ID : University's porter ID
Password :
Input University's porter password
Click login button
- 3) Location authority – Choice [allow]
Permission to use location data is always required.

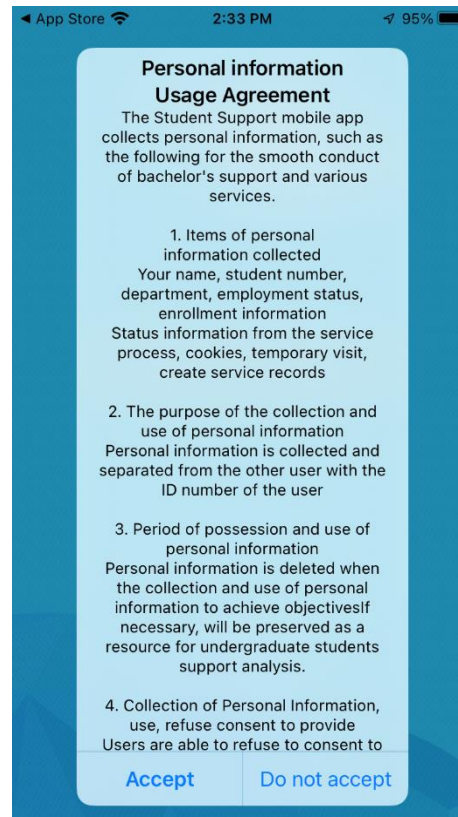
- 4) Bluetooth authority
- Choice [allow]

02 Install attendance application

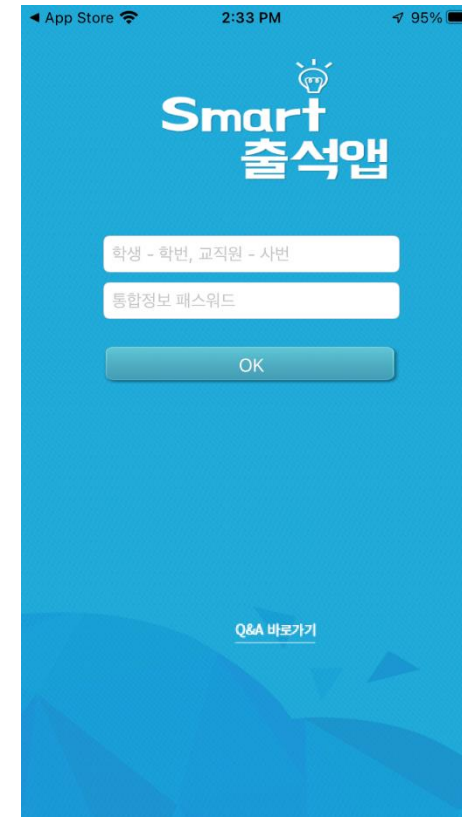
Install and set-up for
Android



1) Send alarms – Choice [agree]



2) Privacy utilization agreement
- Choice [agree]

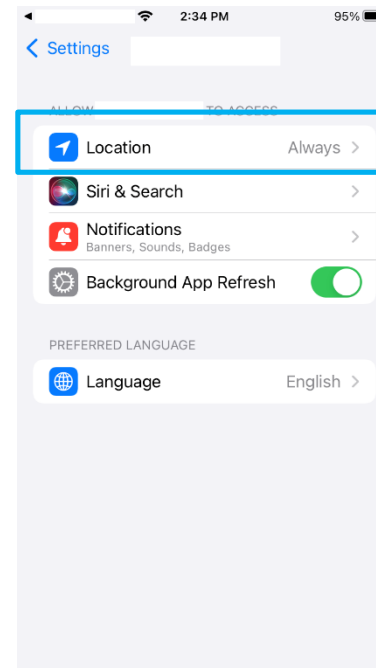
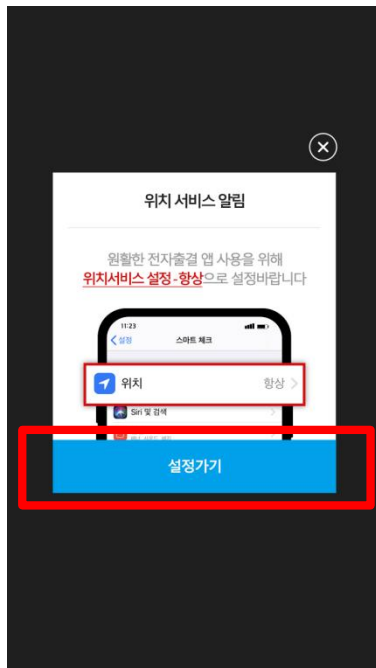


3) ID : University's porter ID
Password :
Input University's porter
password

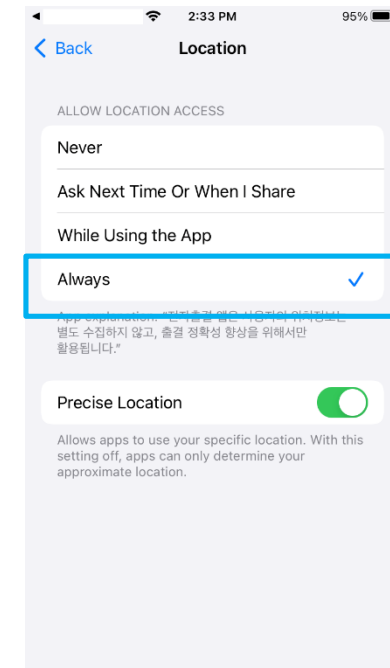
Click login button

02 Install attendance application

Install and set-up for
Android



1) Click location



2) Set Always

* Check the location service notification.

For smooth use of the attendance app, please set the location service setting to Always.

For settings, if you press Go Settings, you will go to the corresponding page.

03 Attendance check Flow

03 Attendance check Flow

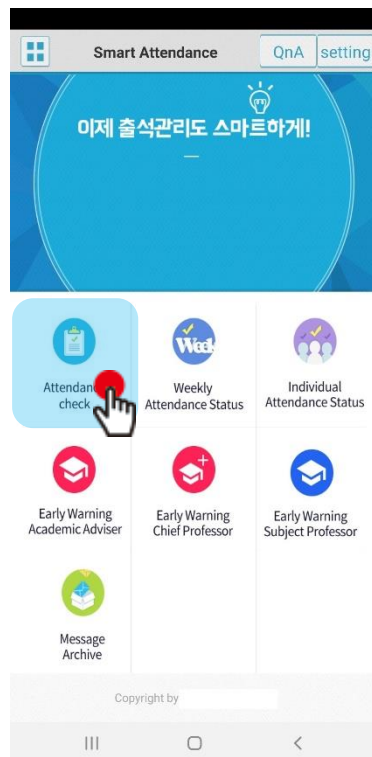
Attendance check for professor – Screen for professors

How to

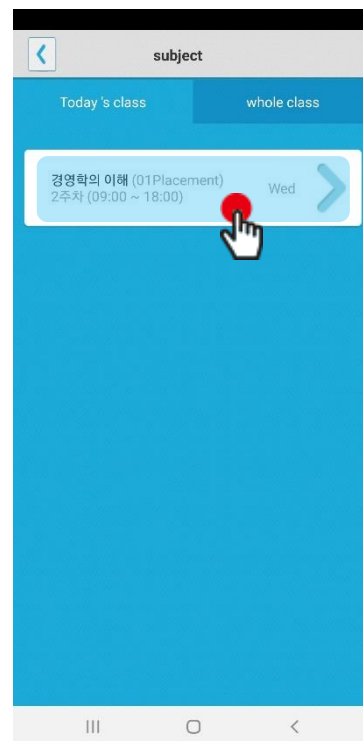
* Recommend wi-fi off for attendance information's accuracy.

use

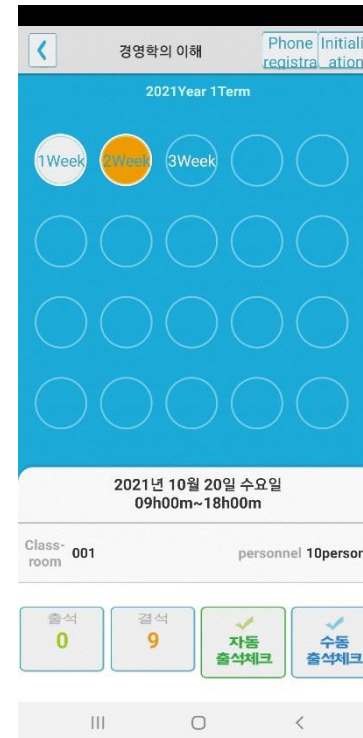
- 1) [attendance check] → Choice [Subject] → After confirm [subject week], click [automatic attendance check] → Send a message for students about attendance → Finished automatic attendance check
- 2) If click a student's name that they haven't smart phone or absent, can move as attendance. And click to [close attendance check], save data on server.
- 3) If you need, click to [automatic attendance check], recheck students. When recheck students, only send a push message for absents.



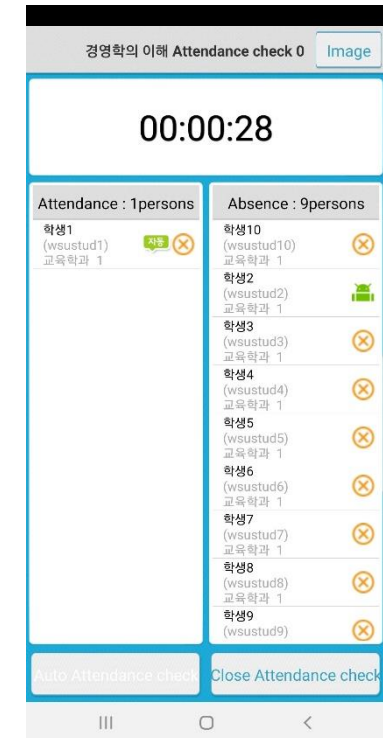
1) Click attendance check



2) Choice subject



3) Start attendance check



4) Check 30 seconds

03 Attendance check Flow

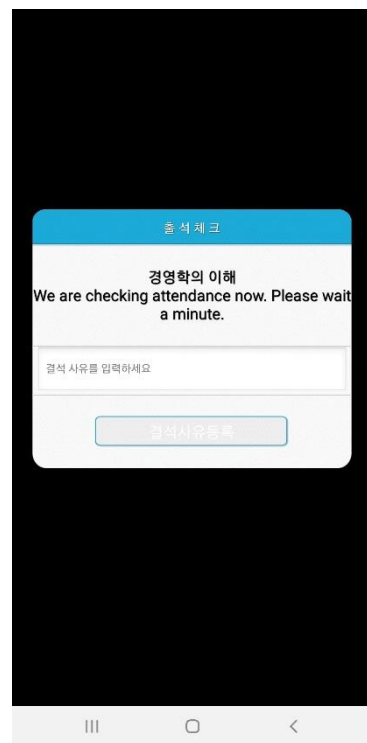
Attendance check for professor – Screen for students

- Android and iOS
- Over android 10, does not have this pop-up screen.

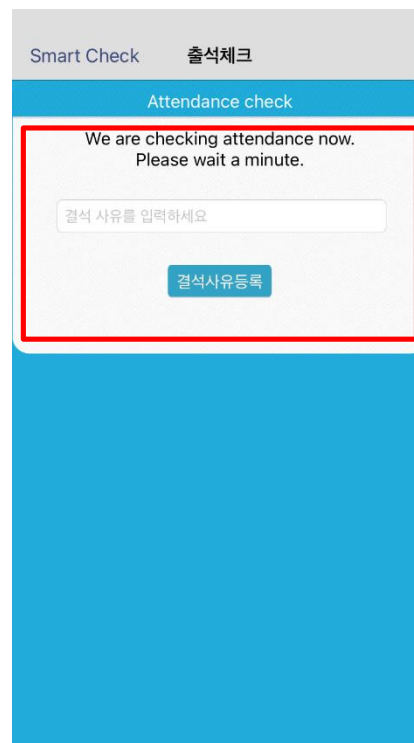
How to

use

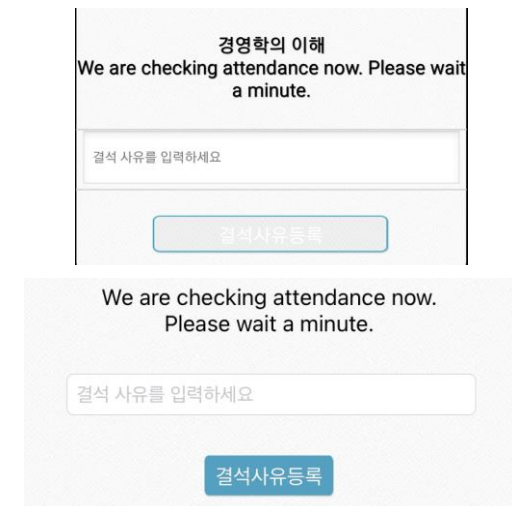
- 1) When professor choose [subject week] and click a [start attendance check] button, send a push message to students.
- 2) Professor's and student's smart phone check attendance automatically during 30 seconds.



Screen for android



Screen for iOS



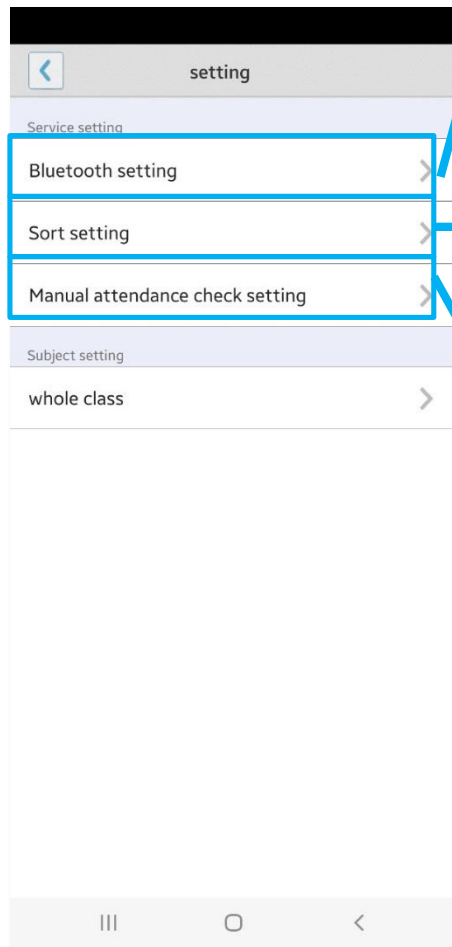
* Input box of reason for absent.

When students have absent or tardiness, can send a message to professor on real-time. But it is irrelevant to attendance data. Input box is only for professor's notes.

04 Setting for professors

04 Setting for professors

Service setting



Bluetooth setting

Set how to turn on Bluetooth.
Recommend set Bluetooth to
always be on.

Sort setting

Set the order of
alignment of students.

Manual attendance check setting

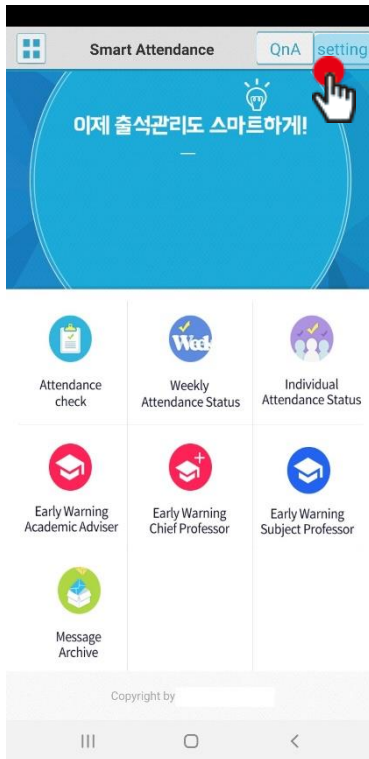
Attendance check is possible
by way the professor calling
the student's name.

Turned on only when checking attendance. Set Bluetooth to be turned on only when checking attendance.	<input type="checkbox"/>
Turned on only during class. Set Bluetooth to be turned on only during class.	<input type="checkbox"/>
Always be on Set Bluetooth to always be on.	<input checked="" type="checkbox"/>
alphabetically Sort alphabetically.	<input checked="" type="checkbox"/>
student ID number Sort student ID number.	<input type="checkbox"/>
Don't use Don't use manual attendance check.	<input type="checkbox"/>
Use Use manual attendance check	<input checked="" type="checkbox"/>

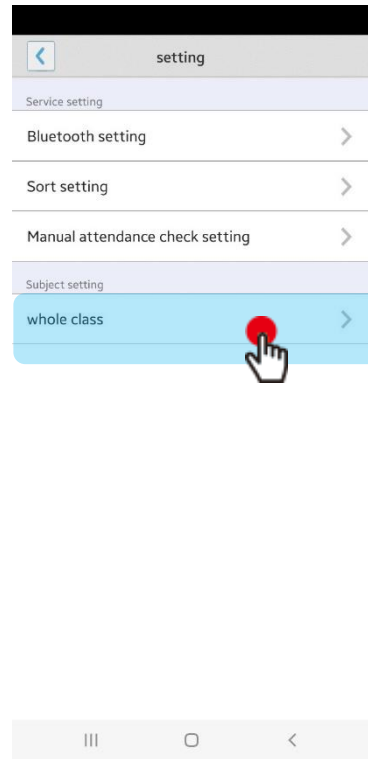
If use wearable device such as
smart watch, **please set Bluetooth
to always be on.**

04 Setting for professors

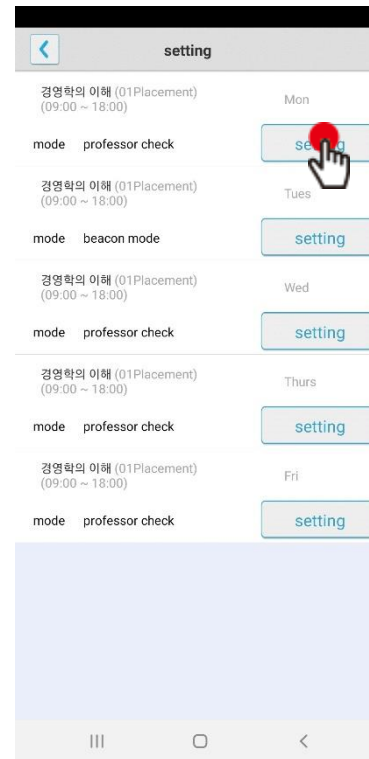
Beacon check setting



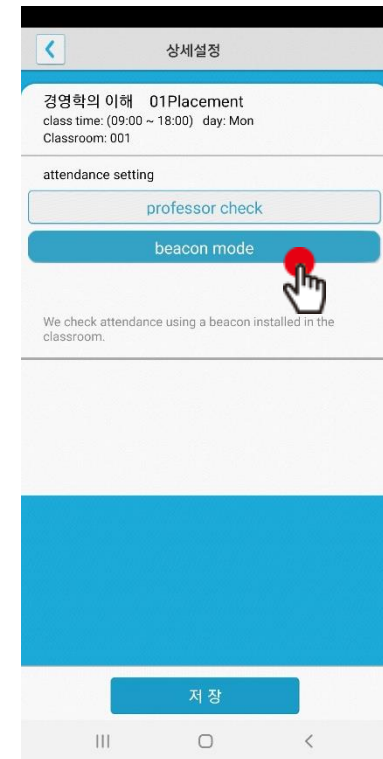
Click setting



Click subject setting



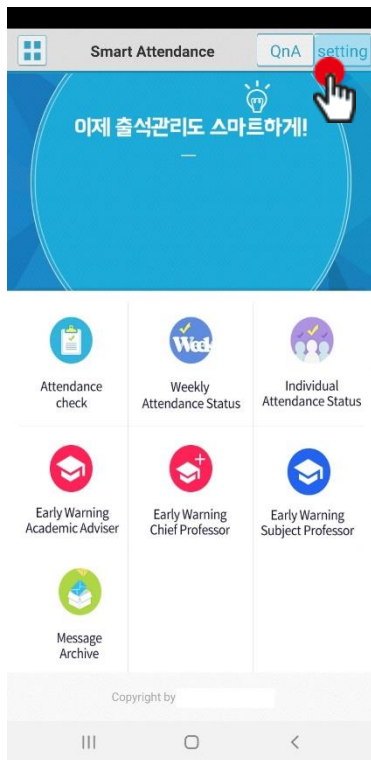
Click the setting
button
For the subject you
want to set



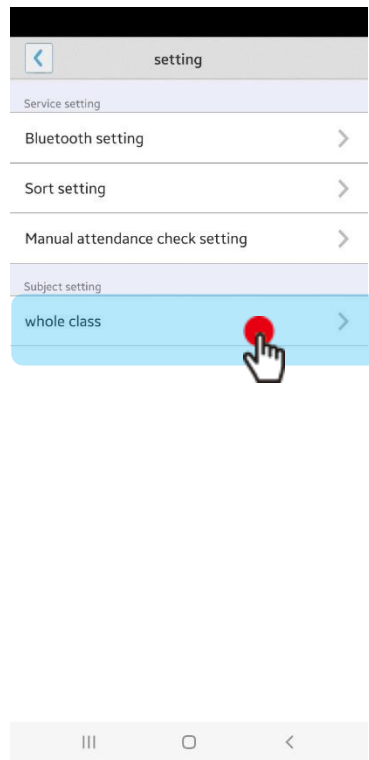
Click on the beacon
and save it.

04 Setting for professors

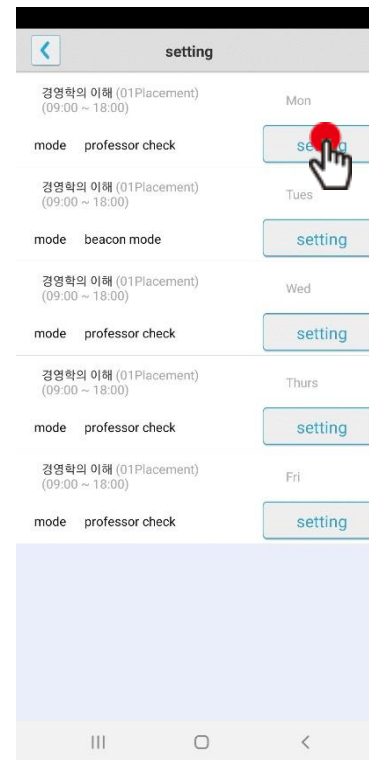
Professor check setting



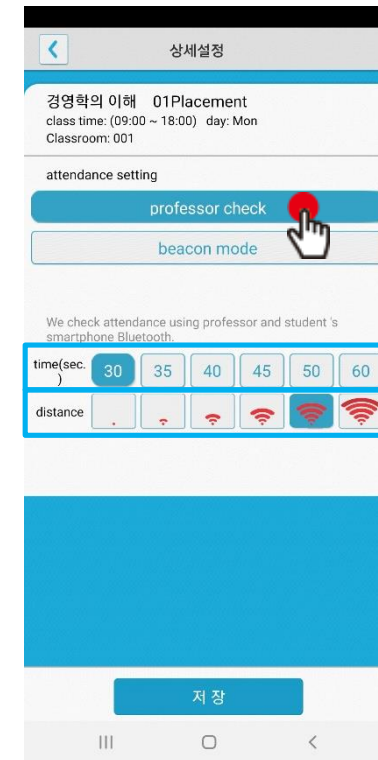
Click setting



Click subject setting



Click the setting button
For the subject you want to set



Time

Automatic attendance check notice setting
You can set it up step by step from 30 seconds to 60 seconds by the number of students.

Distance

In the case of the large classroom, if the sensitivity is set high, the attendance of students up to 100m ahead can be checked. Minimizing sensitivity can check the attendance of students around 10M. (However, it may be affected by Bluetooth characteristics of your phone.)

05 Attendance check for students

05 Attendance check for students

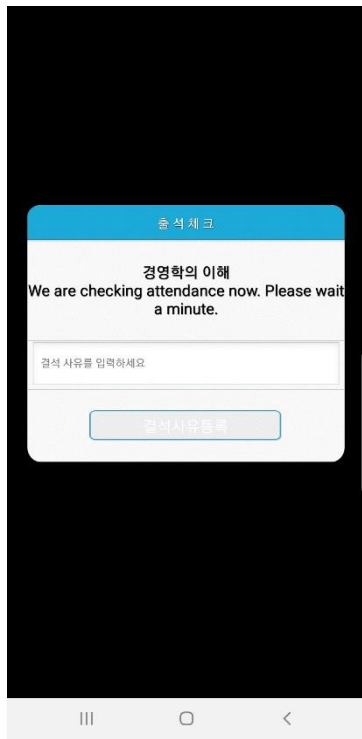
For Android

Screen (1)

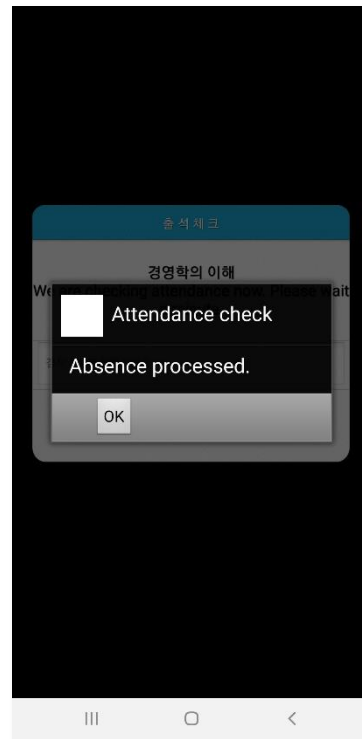
When you check attendance, [Screen 1] appears, and after a certain period of time, the message "Confirmed Attendance" appears and closes automatically.

Screen (2)

This is a screen that occurs when the Bluetooth response is late, and the student should check the attendance with the professor to avoid disadvantages because he/she pressed [Yes] late when [screen 3] appears.



Screen (1)

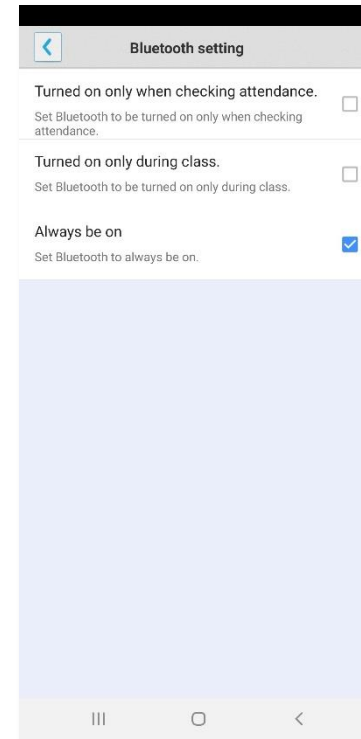


Screen (2)

Screen (3)

[Main screen - Settings] You can set up Bluetooth settings as shown in [Screen (3)]

When using wearable devices such as smart watches, they should always be set to ON.



Screen (3)

05 Attendance check for students

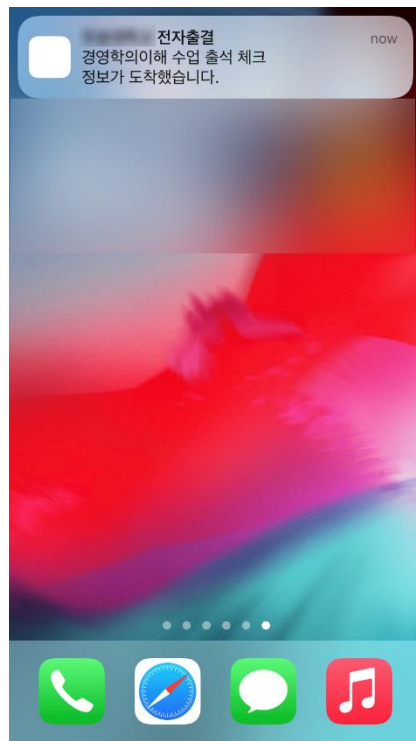
For Android

Screen (1),(2)

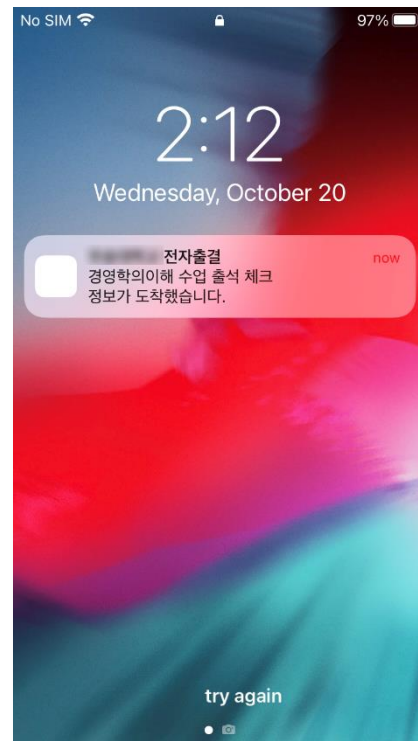
When the professor checks attendance, an attendance notification message appears at the top of [Screen 1] or [Screen 2].
If you slide this message and activate it, [Screen 4] appears and you can check attendance.

Screen (3),(4)

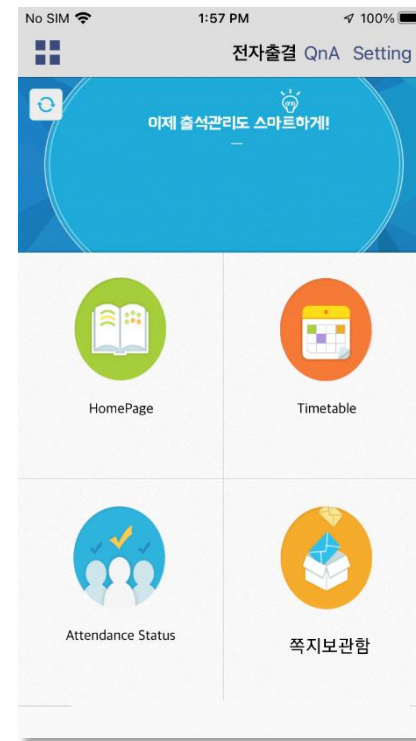
If you launch the attendance record such as [Screen (3)] , it's moved to [Screen (4)].
If you still have it such as [Screen (4)], ask the professor to check attendance (error)



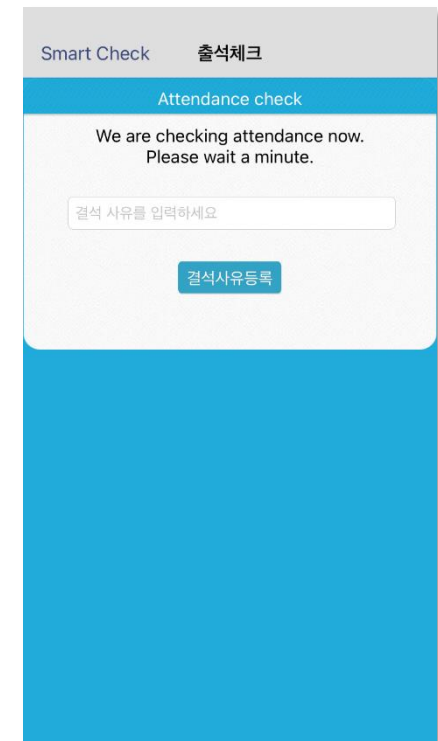
Screen (1)



Screen (2)



Screen (3)



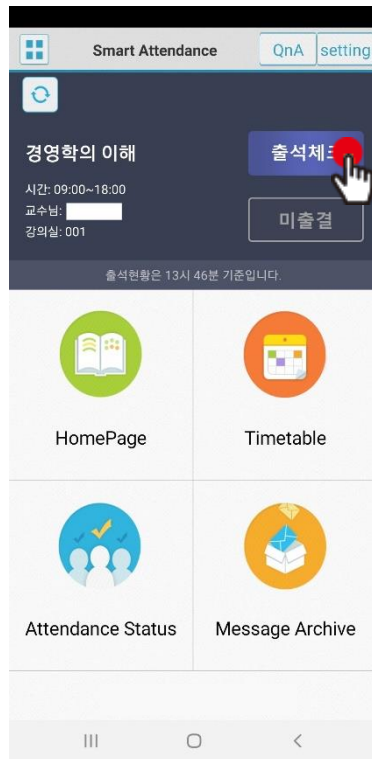
Screen (4)

05 Attendance check for students

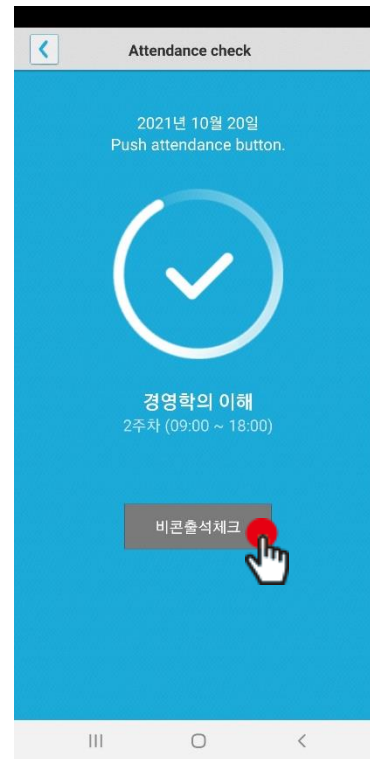
Beacon Check

: Existing hardware beacon attendance check function is available.

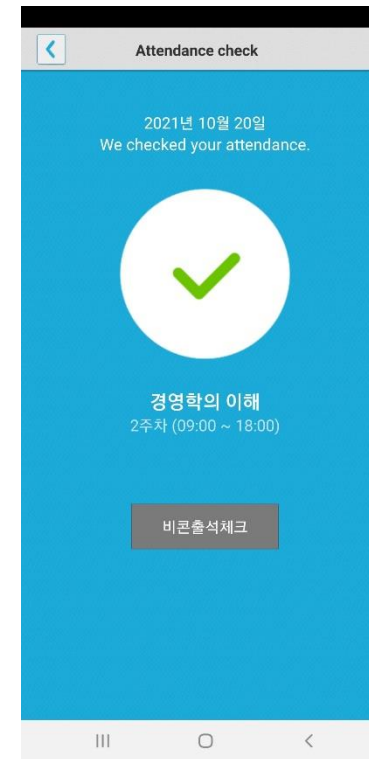
Beacon check is set as default. Students check attendance through a beacon installed in the classroom.



Student tries to check attendance.



Click Attendance check



06 The order of automatic attendance check

06 The order of automatic attendance check

The order of professor check

- For professors

1) Log in to the attendance APP and select the subject to start automatic attendance check.

***In the early stages of implementation, it is necessary to check whether students are installing an electronic attendance APP.**

2) After the first electronic attendance, the number of attendees and the number of automatic checks are compared.

3) As a result of attendance confirmation, the student subject to error among absentee can be changed to attendance.

4) Depending on the situation, the 2nd and 3rd rounds... Electronic attendance is possible.

5) If there is no difference between the current number of people present and the number of people checked through the electronic attendance system, the attendance check is closed.

6) If there is a difference in the number of people, electronic attendance will be conducted again. Among the students who participated in the class, students who did not check attendance were selected on the instructor's smartphone and attendance was processed manually and the attendance check can be closed.

7) Student attendance can be modified according to the school correction period. Attendance check is automatically possible only at the appropriate time of the class day (if supplementary class is performed, the class date will be automatically changed)

8) How to handle electronic attendance due to disability.

① Bluetooth setup and APP installation according to guide material.

② If the professor's phone is connected to Wi-Fi, disconnect Wi-Fi.

③ Can correct from Weekly/Individual Attendance Status

06 The order of automatic attendance check

The order of professor check - For students

- 1) Install an electronic attendance APP on your smartphone before entering class.
- 2) Log in to the electronic attendance APP and check through the smartphone to see if you have been automatically attendance according to the professor's declaration of electronic attendance.
- 3) After attendance processing, you can request the professor to correct the errors during break time.

07 Attendance manual input and modification

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Professor can modify student's attendance **after checking attendance**

1) If the name is selected from [Screen (1)], "Absent will be moved to [Attendance]" and "Attendance will be moved to [Absent]" and if it is confirmed in full, it will be closed through **[Attendance Check Closed]**.

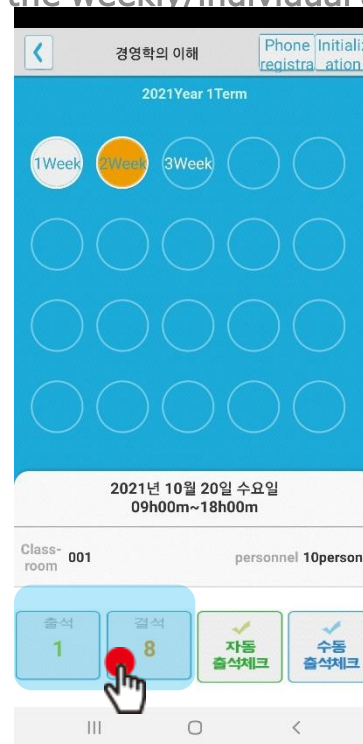
2) Afterwards, if you select the [Attendance], [Absent] menus on [Screen 2], you can change attendance status by time on [Screen 3].

※ After the attendance check, the student's attendance can only be modified within class time.

After the end of class, it must be modified in the weekly/individual attendance check.



Screen (1)



Screen (2)

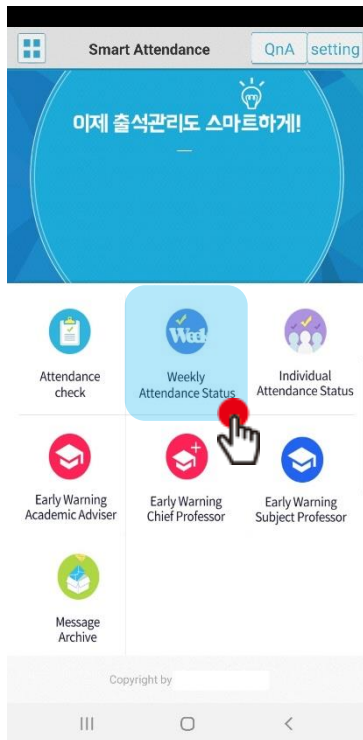


Screen (3)

07 Attendance manual input and modification

Modification method in **Weekly** Attendance Status

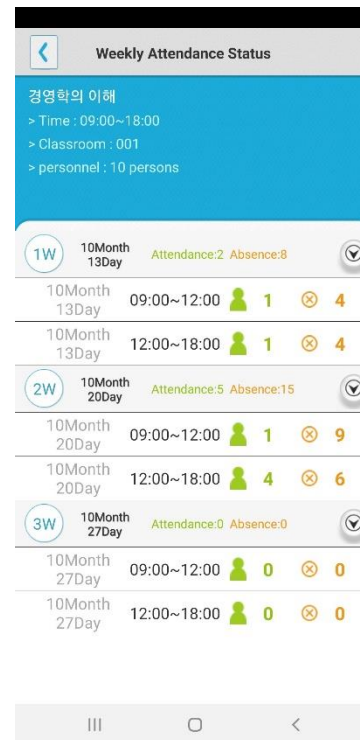
- 1) Click Weekly Attendance Status
- 2) Click class for modification
- 3) Click week or class time
- 4) Choose student and modify attendance ※ Click checkbox(☐) for attendance modification
- 5) Click checkbox (☐) at the top, modify whole student attendance



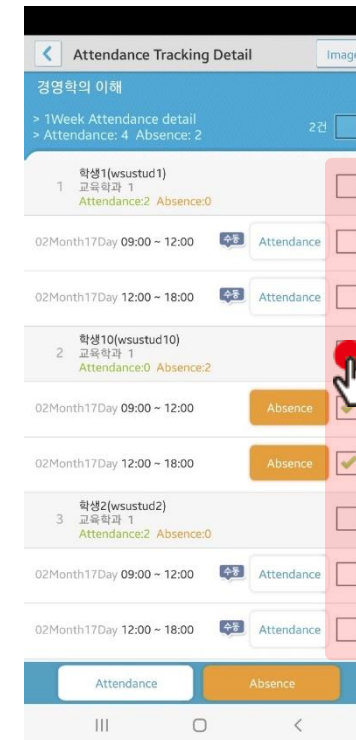
Click Weekly Attendance Status



Click class



Click Week or Class time



Modify student attendance

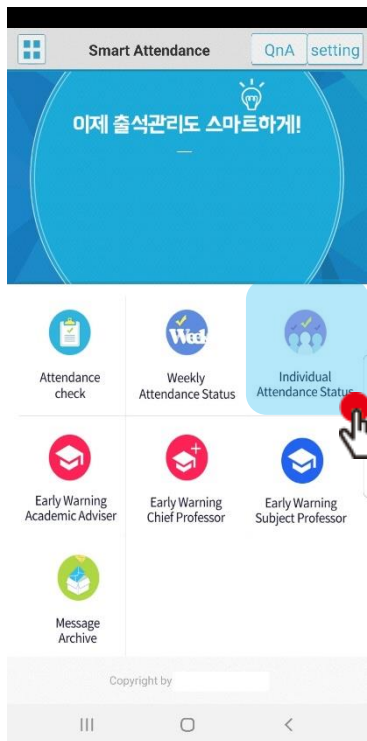


Modify whole student attendance

07 Attendance manual input and modification

Modification method in **Individual** Attendance Status

- 1) Click Individual Attendance Status
- 2) Click class for modification
- 3) Click student
- 4) Choose week and modify attendance ※ Click checkbox(☐) for attendance modification
- 5) Click checkbox (☐) at the top, modify whole week attendance



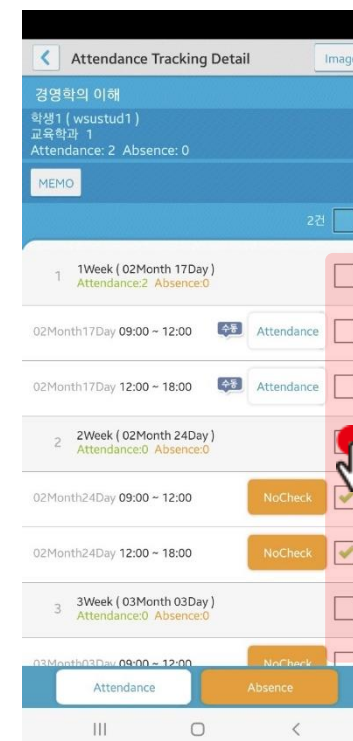
Click
Individual Attendance Status



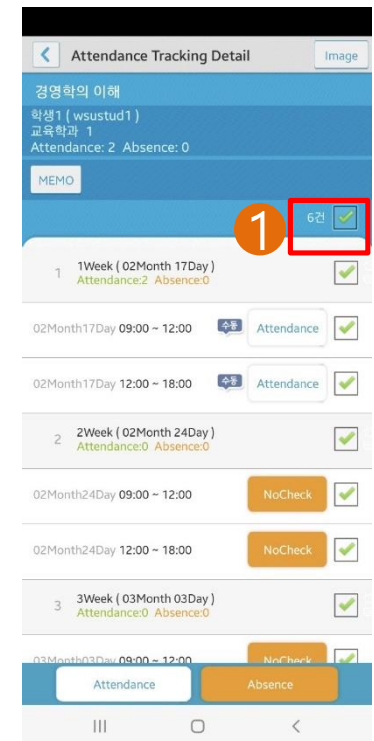
Click class



Click student



Modify student attendance



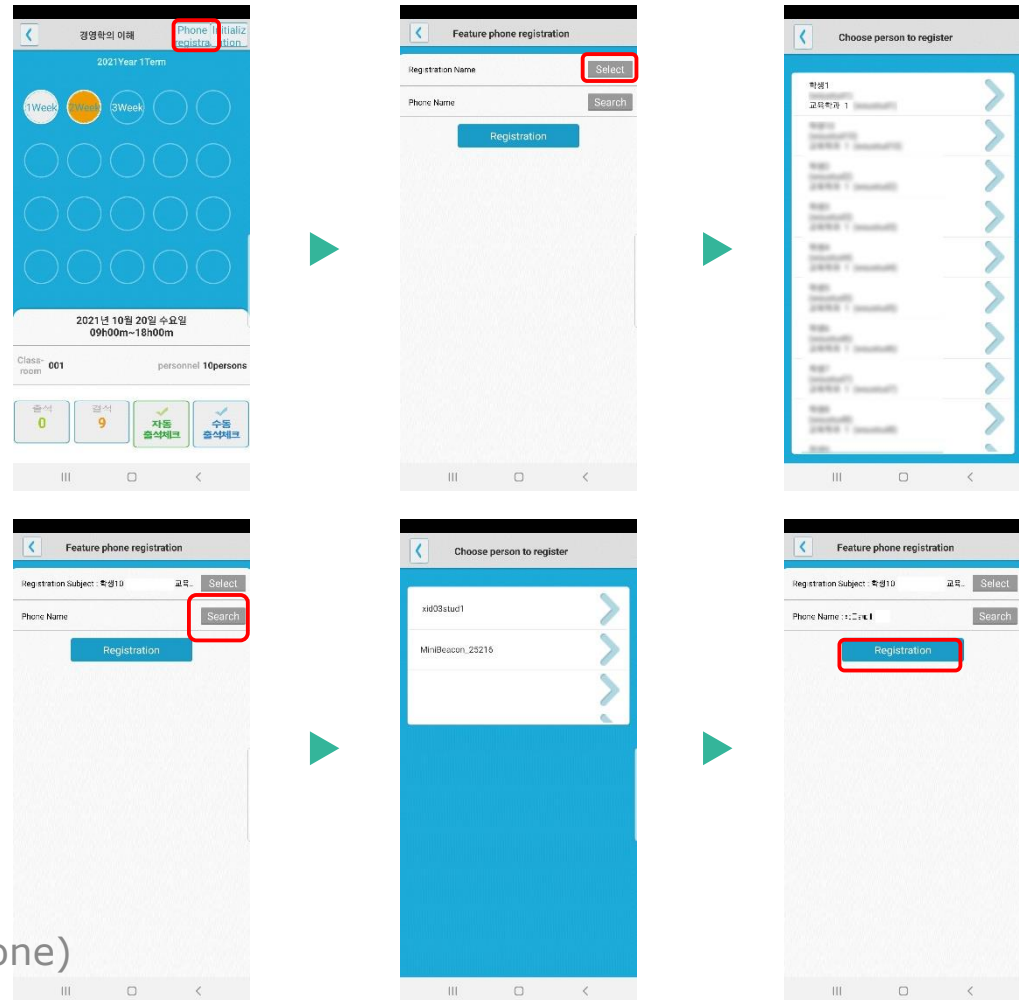
Modify
whole week attendance

08 User registration of feature phone(2G)

08 User registration of feature phone(2G)

User registration of feature phone(2G)* 설정방법

- 1) In the case of a feature phone (2G phone) user, it can proceed after registering as a professor.
- 2) After that, when the professor checks electronic attendance during class in the student's **Bluetooth-On state**, attendance is automatically checked.



※ User registration of feature phone (2G phone) is **only available on Android**.

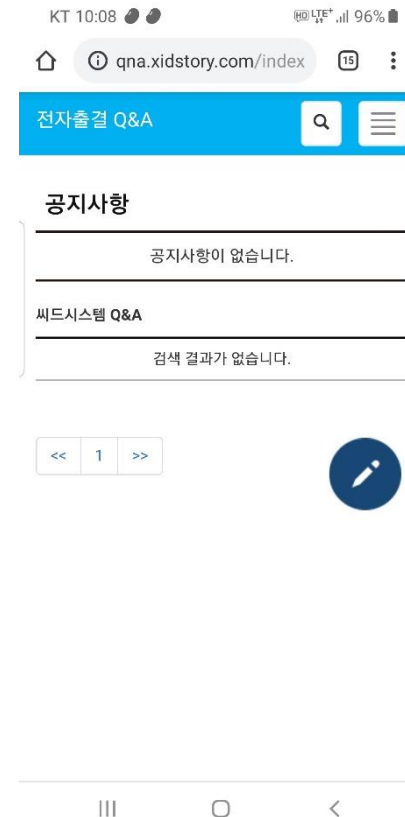
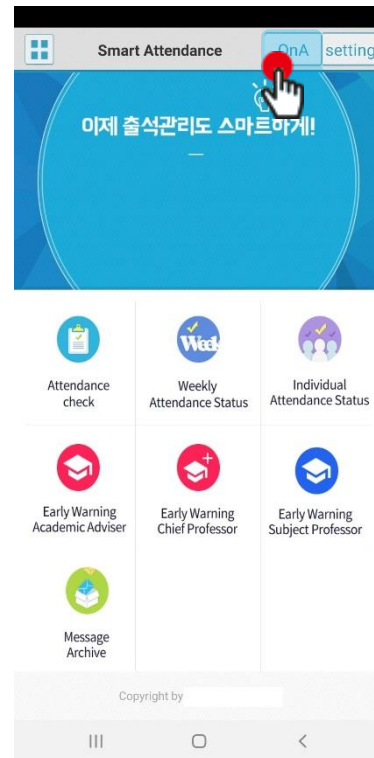
09 QnA

09 QnA

QnA

1.1 Necessity

Reply to overlapping questions and complaints.
Need a method of delivering all the notices.



Click QnA

