

# Attendance Check for Online/Non-face-to-face Lectures

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(Separately from LearnUs)

Academic Support Team  
Office of Academic Affairs

# Accessing Electronic Attendance System

- Link to Electronic Attendance System: : <https://ysrollbook.yonsei.ac.kr>



학사정보 시스템

행정정보 시스템

<p>주요 학사 서비스</p>								
<p>학사관리 (등록금 납부)</p>	<p>학부대학원 수강편람조회</p>	<p>학부 수강신청</p>						
<p>대학원 수강신청</p>	<p>학부대학원 성적평가 조회</p>	<p>학부모 등록금 납부</p>						
<p>IT 학사서비스</p>		<p>인터넷 증명서</p>	<p>웹메일</p>	<p>공간대관시스템</p>	<p>대여종합 서비스</p>	<p>국제캠퍼스 셔틀버스예약</p>	<p>전자출석부</p>	
<p>관련 사이트</p>		<p>연세대학교</p>	<p>연세의료원</p>	<p>연세등문회</p>	<p>기관검색</p>	<p>개인정보 LOCK &amp; 樂</p>		

# Home Screen of Electronic Attendance System



**YONSEI UNIVERSITY**  
ELECTRONIC ATTENDANCE SYSTEM

TODAY AM11:17  
2016-01-22 (Fri)

- HOME
- Smart Roster
- Class Cancellation/Makeup Class
- Request for Attendance Status Change
- Class Management
- Notice History Management
- Notice
- User's Guide

Tel 02)2123-4945

## Electronic Attendan...

Log out | Shortcuts

### Today's Number of Status Change for Approval

0  
Case

Waiting for Approval **0** Case

Approved **0** Case

Reject **0** Case

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No. of Class Cance... 0 Case

No. of Unverified ... 0 Case

### Notice

· ID카드 재발급 수수료 인하 210Days ago

### Today's Class

List | Timetable

Semester	Type	Course Code	Course Title	Instructor	Room	Class Time	Number of enrolled student(s)	Class Status
Data not found.								

### List of Classes

Semester	Type	Course Code	Course Title	Instructor	Room	Class Time	Number of enrolled student(s)
1	Undergraduate	ELL2004-01-00	<u>JUNIOR SEMINAR</u>		Widang Hall WDH212	THU 16:00 - 16:50	0
1	Graduate school	ELL7351-01-00	<u>SEMINAR IN ENGLISH LINGUISTICS</u>		Widang Hall WDH509	TUE 14:00 - 16:50	0
1	Graduate school	SEC6608-01-00	<u>THEORIES IN ENGLISH INSTRUCTION FOR CHILDREN</u>		Education Sciences Hall 304	TUE 20:10 - 22:00	0
1	Undergraduate	ELL4907-01-00	<u>CORPUS LINGUISTICS</u>		Edu604/Edu602	TUE 12:00 - 12:50 THU 13:00 - 14:50	0



YONSEI UNIVERSITY  
Electronic Attendance System

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# Attendance Check for Video Content Lectures

- Check the student's viewing rate of the video content on YSCEC
- Select Electronic Attendance System → Smart Roster → Select the Course Title - **1** Select the Class Time (1<sup>st</sup> to 6<sup>th</sup> week)
- **2** Click on the **[Attendance of all students]** change all students as "present"
- **3** Change students as absent or late at the **[Attendance status change]**

Smart Roster

LANGUAGE [v] [user icon] Log out Shortcuts [v]

Instructor

**SENIOR THESIS(2)**

Course Code AST4109-01-00  
Science Hall SciH618

**Class date**  
2019 Fall Semester  
THU 18:00 - 19:50

**1** **Class Time** 1Week / 2019.09.05(THU) / 18:00 - 19:50 [v] **Search**

Undergraduate/AST41... [Send Notice](#) [Check Attendance Using Verification Code](#)  
[Search Student](#)

**2** **All** 5 **Present** 5 **Late-In** 0 **Early Leave** 0 **Absent** 0 **Unverified** 0 **Leave of Absence/Excuse** 0

**3**  **Attendance of all students**  **Attendance status change**  **Excel down**

Department ▲	School year ▲	Student ID ▲	Name ▲	Current Attendance Status	Clock-In /Attendance Device ID	Note	Reason
ASTRONOMY	4			<b>Present</b>	2019.09.24 (09:40:11)	/	

# Attendance Check for Video Content Lectures

## [Attendance status change] Screen

- 1 After you click [Attendance status change] button -
- 2 Click on the students you want to change attendance information (small square boxes)
- 3 Select the status button you want to apply for the selected students

Smart Roster

LANGUAGE

Log out Shortcuts

### Change Status

Current Attendance Status:

Apply Changes: Choose a new status for the selected student

Present  Late-In  Early Leave  
 Absent  Unverified

<input type="checkbox"/>	Department	School year	Student ID	Name	Current Attendance Status
<input type="checkbox"/>	ASTRONOMY	4			<input checked="" type="radio"/> Present
<input type="checkbox"/>	ASTRONOMY	4			<input checked="" type="radio"/> Present
<input type="checkbox"/>	ASTRONOMY	4			<input checked="" type="radio"/> Present
<input type="checkbox"/>	ASTRONOMY	4			<input checked="" type="radio"/> Present
<input type="checkbox"/>	ASTRONOMY	4			<input checked="" type="radio"/> Present

# Attendance Check for Real-time Online Lectures

- **Checking Attendance Using Verification Code**
- ① Click on the [Attendance of all students] and change all students as "present" - ② [Check Attendance Using Verification Code]
- ③ → Create and confirm a verification Code
- ④ → Set up an expiration time and treatment of students who fail to verify.
- ④ → Select [Start Verification] to begin attendance check and tell the created code to students in the classroom. Once the verification period begins, students check their own attendance by entering verification code on their mobile application. (Y-Attend)
- ④ → If there's a student who is still absent or unverified ⑤ Select [Absent/Unverified] and re-check those students.
- ※ Attendance check using verification code can be done several times during class, however, **additional creation of codes should be restricted within the expiration time of the former code.**
- ※ **Every attending student should enter the code on their mobile application whenever the verification code is created.**
- ※ Student's attendance data is saved every time the attendance check is done.

- 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. Then the students will enter the verification code on the Electronic Attendance Application to identify attendance again. (If a student does not receive a PUSH alert, she may enter the code by accessing the Mobile Application and then entering the code manually.)

# How to Add or Delete Teaching Assistant(When TAs manage smart roaster)

※ Please add the TAs in YSCROLLBOOK and YSECE separately.

Sign in Electronic Attendance System → Class Management

1. Click on the 'Add' button → Search the TA's student ID
2. There's no limitation to the number of TAs you can add.
3. TAs should sign in the smart roaster with their own ID and **change their permission as 'Faculty'**.  
(Once they change their permission status, they're entitled with the same authority as the faculty regarding the specific course.)

The screenshot displays the 'Course Management' interface for 'INDIVIDUAL STUDY 2'. The sidebar on the left contains navigation options, with 'Class Management' highlighted in a red box. The main content area shows course details: Course Code DBA5102-MM-00, Chongsong Hall 청372, and Class date 2016 Spring Session FRI 13:00 - 13:50. Below this is a table for 'Attendance Time Tracking Standards' with columns for Present, Late-In, and Absent, each with associated time settings. The 'TA' section features a table with columns for Campus, University / Dept, Dept / Title, Faculty ID, and Name. The table currently shows 'Data not found.' and has 'Delete' and 'Add' buttons. The 'Add' button is highlighted with a red box and a circled '1'. At the bottom, there are 'Cancel' and 'Confirm Changes' buttons.

# How to Apply Different Attendance Status within a 2 to 3-hour Lecture

Smart Roster

INTRODUCTION TO ECONOMICS

Course Code ECO1001-04-00

Class date: 2020 Fall Semester, MON 11:00 - 12:50, SUN 09:00 - 09:50

1 **Class** 2020 Fall Full Semester **Search**

Undergraduate/ECO10...

All 35 Enrolled Students 35 Absent 1/3 of the Course 0 Leave of Absence/Etc 0

Paper Roster Register a Temporary Attendee Excel down

Department	Grade	Student ID	Name	Hours of Presence/Hours of Absence	Note
UNIVERSITY COLLEGE, LIBERAL ARTS	1			2 / 0	
UNIVERSITY COLLEGE, LIBERAL ARTS	1			2 / 0	

Smart Roster

INTRODUCTION TO ECONOMICS

Course Code ECO1001-04-00

Class date: 2020 Fall Semester, MON 11:00 - 12:50, SUN 09:00 - 09:50

2 **Class Time** 1 Week / 2020.09.07(MON) / 11:00 - 12:50 **Search**

Undergraduate/ECO10...

All 35 Present 35 Late-in 0 Early Leave 0 Absent 0 Unverified 0 Leave of Absence/Etc 0

Attendance of all students Attendance status change Excel down

Department	Grade	Student ID	Name	Current Attendance Status	Clock-In / Attendance Device ID	Note	Reason	Attachments
UNIVERSITY COLLEGE, LIBERAL ARTS	1			Present	2020.09.07 (14:31:05) / Y1000293			
UNIVERSITY COLLEGE, LIBERAL ARTS	1			Present	2020.09.07 (14:31:05) / Y1000293			

## Attendance status change

### Student Information

Department	UNIVERSITY COLLEGE, LIBERAL ARTS	Grade	1
Student ID		Name	
Contact	010-	Note	

### Choose the new attendance status of the selected student.

Current Attendance Status:  Present

4 Select to Apply Changes

11:00-11:50  Pre...  Lat...  Ab...

12:00-12:50  Pre...  Lat...  Ab...

### Enter Reasons

\_\_\_\_\_

Cancel Edit