

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

1. How to Access Electronic Attendance System
2. Home Screen of Electronic Attendance System
3. Attendance Check for Video Content Lectures
4. Attendance Check for Real-time Online Lectures
5. How to Register a TA and Entitle Authority  
(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

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

# 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](#)

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

No. of Class Cance...

0 Case

No. of Unverified ...

0 Case

Notice

more >

· 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

Tel 02)2123-4945



 **YONSEI UNIVERSITY**  
Electronic Attendance System

Privacy Policy | Regulations for Information Protection | Monition | Address Inf

# Attendance Check for Video Content Lectures

- Check the student's viewing rate of the video content on YSCEC
- Select Electronic Attendance System → Smart Roaster → Select the Course Title - ① Select the Class Time (1<sup>st</sup> to 6<sup>th</sup> week)
- 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  Log out Shortcuts 


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  **Search**

Undergraduate/AST41...

 Send Notice  Check Attendance Using Verification Code  
 Search Student

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

② ☒ Attendance of all students ③ ☐ Attendance status change ☐ Excel down  



Department ▲	School year ▲	Student ID ▲	Name ▲	Current Attendance Status	Clock-In /Attendance Device ID	Note	Reason
ASTRONOMY	4			 Present	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 

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**Change Status** **Select All**  


Current Attendance Status


All 


Apply Changes


Choose a new status for the selected student


③












 Present

 Late-In

 Early Leave

 Absent

 Unverified

	Department	School year	Student ID	Name	Current Attendance Status
	ASTRONOMY	4			 Present
	ASTRONOMY	4			 Present
	ASTRONOMY	4			 Present
	ASTRONOMY	4			 Present
	ASTRONOMY	4			 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]
  - Create and confirm a verification Code
  - ④ → Set up an expiration time and treatment of students who fail to verify.
  - 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)
  - If there's a student who is still absent of 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.

Smart Roster

YONSEI UNIVERSITY  
ELECTRONIC ATTENDANCE SYSTEM

TODAY PM13:17  
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

Log out Shortcuts

CORPUS AND ENGLISH LINGUISTICS

Course Code ELL6441-01-00  
Widang Hall WDH509

Instructor

Class date  
2015 Fall Semester  
THU 14:00 - 16:50

Class Time 1Week / 2015.09.03(THU) / 14:00 - 16:50 Search

Graduate school/ELL644... Undergraduate/ELL644...

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

① Attendance of all students Attendance status change Excel down

Department	School year	Student ID	Name	Current Attendance Status	Note	Reason
				Select		
				Present Late-in Early Leave Absent		

② Check Attendance Using Verification Code  
③ Search Student Send Notice

④ Start Verification

⑤ Absent/Unverified

Absence 1/3 of the Course Absence 1/3 of the Course (potential) Failed to Verify Location Temporary Attendee

YONSEI UNIVERSITY  
Electronic Attendance System

Privacy Policy Regulations for Information Protection Monitor Address Info

## Check Attendance Using Verification Code

### Verification Code

③ 332

Tell the verification code to your students

Verification code Regenerate

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

30Sec 1Min 2Min

④ Please choose how to input attendance data who failed to check their attendance using verification code.

Treat as Absent Confirm Later

• 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.)

Cancel Start Verification

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

※ Please add the TAs in YSROLLBOOK and YSCEC 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 roster 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 Yonsei University Electronic Attendance System interface. On the left is a dark blue sidebar with the university logo and navigation links: HOME, Smart Roster, Class Cancellation/Makeup Class, Request for Attendance Status Change, **Class Management** (highlighted with a red box), Notice History Management, Notice, and User's Guide. The main content area is titled 'Course Management' and shows details for 'INDIVIDUAL STUDY 2', including Course Code DBA5102-MM-00 and location Chongsong Hall 청372. Below this is a table for 'Attendance Time Tracking Standards' with rows for Present, Late-In, and Absent, each with associated time settings. Further down is a 'TA' section with a table that currently shows 'Data not found.' The table headers are Campus, University / Dept, Dept / Title, Faculty ID, and Name. A red circle with the number '1' is placed over the 'Add' button in the bottom right corner of the TA section. At the bottom of the page, there is a footer with the Yonsei University logo, copyright information (©2015), and links for Privacy Policy, Regulations for Information Protection, Monitor, and Address Info.

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

Smart Roster

LANGUAGE Y Log out Shortcuts

INTRODUCTION TO ECONOMICS

Instructor

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

Course Code ECO1001-04-00

Others Realtime online lecture

1 **Class** 2020 Fall Semester Search

Undergraduate/ECO10...

One-time atten Search Student Send Notice

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

Enrolled Students

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

LANGUAGE Y Log out Shortcuts

INTRODUCTION TO ECONOMICS

Instructor

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

Course Code ECO1001-04-00

Others Realtime online lecture

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

Undergraduate/ECO10...

Send Notice Check Attendance Using Verification Code Search Student

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	<input checked="" type="radio"/> Pre...	<input type="radio"/> Lat...	<input type="radio"/> Ab...
12:00-12:50	<input checked="" type="radio"/> Pre...	<input type="radio"/> Lat...	<input type="radio"/> Ab...

Enter Reasons

Cancel Edit