



서울대학교
SEOUL NATIONAL UNIVERSITY

서울대학교 전자출결 시스템 간편매뉴얼 (학생용)

교무처 학사과

01 서울대학교 전자출결시스템 모바일(APP) 사용 방법 (1)

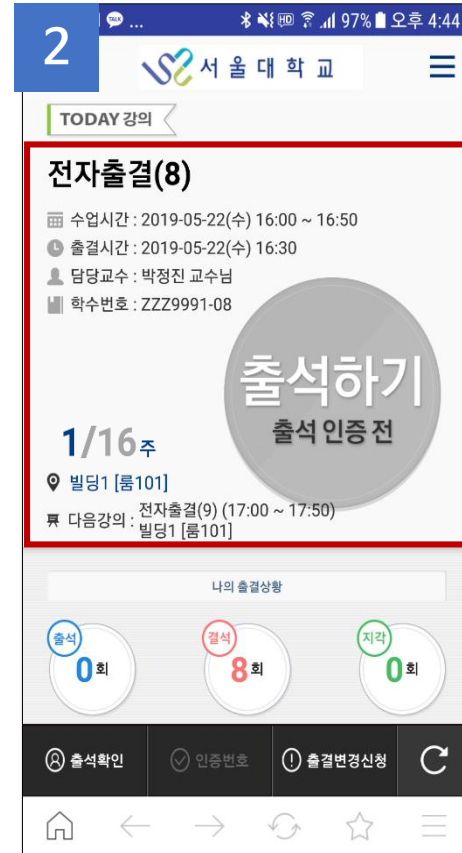
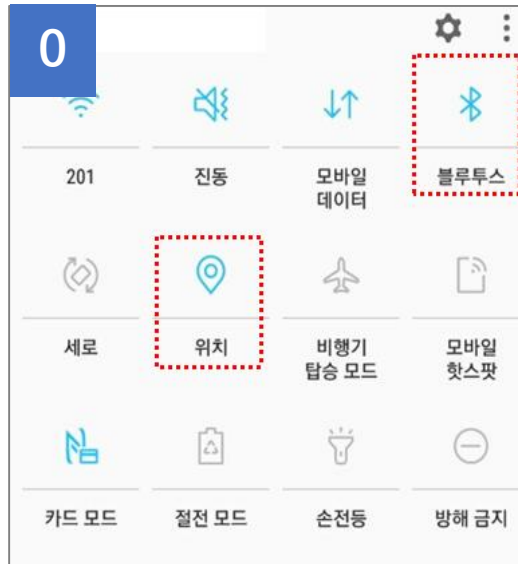
0. 휴대폰 블루투스 및 위치서비스(GPS) 활성화: 출석체크 활용(앱에서 위치정보 수집 X)

1. 서울대학교 APP 설치: 플레이스토어(안드로이드)/앱스토어(ios) 접속 > 서울대학교 APP 다운로드 > 전자출결 아이콘 클릭

2. 전자출결 시스템 접속(메인 화면): 현재 강의 중/다음 강의의 강의 정보 표시

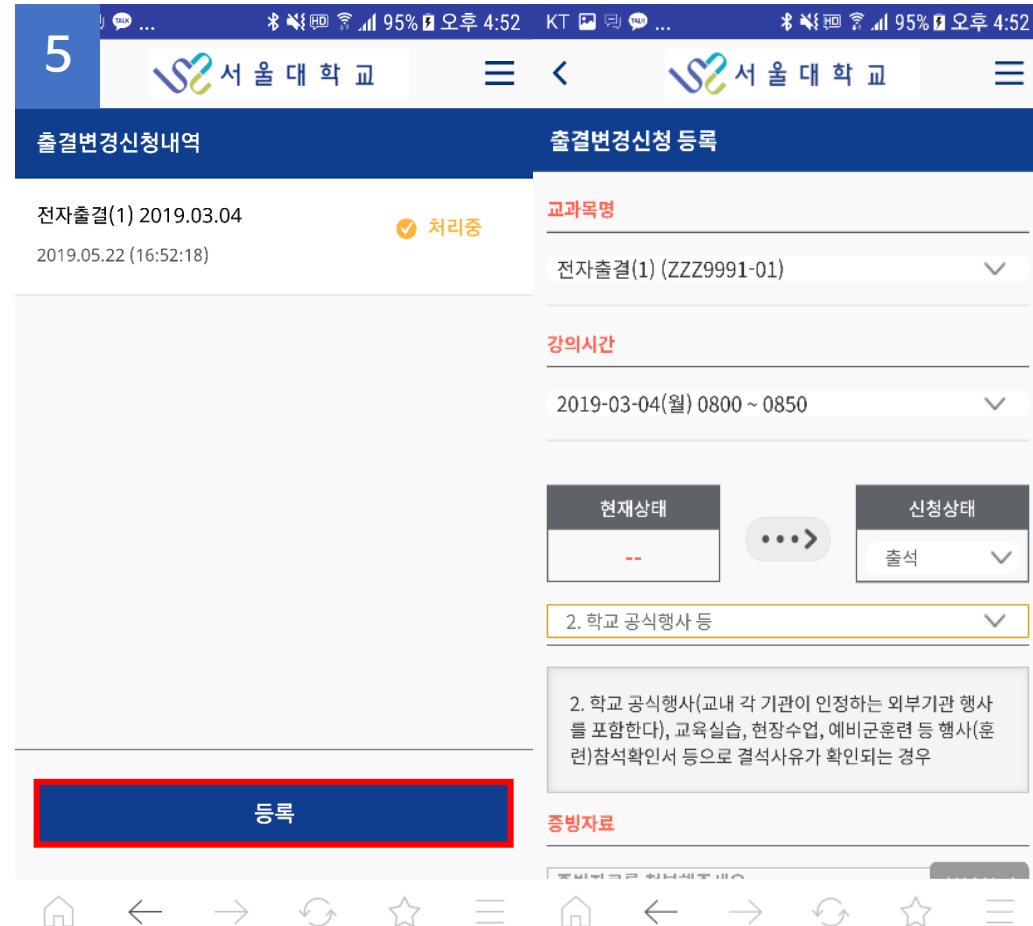
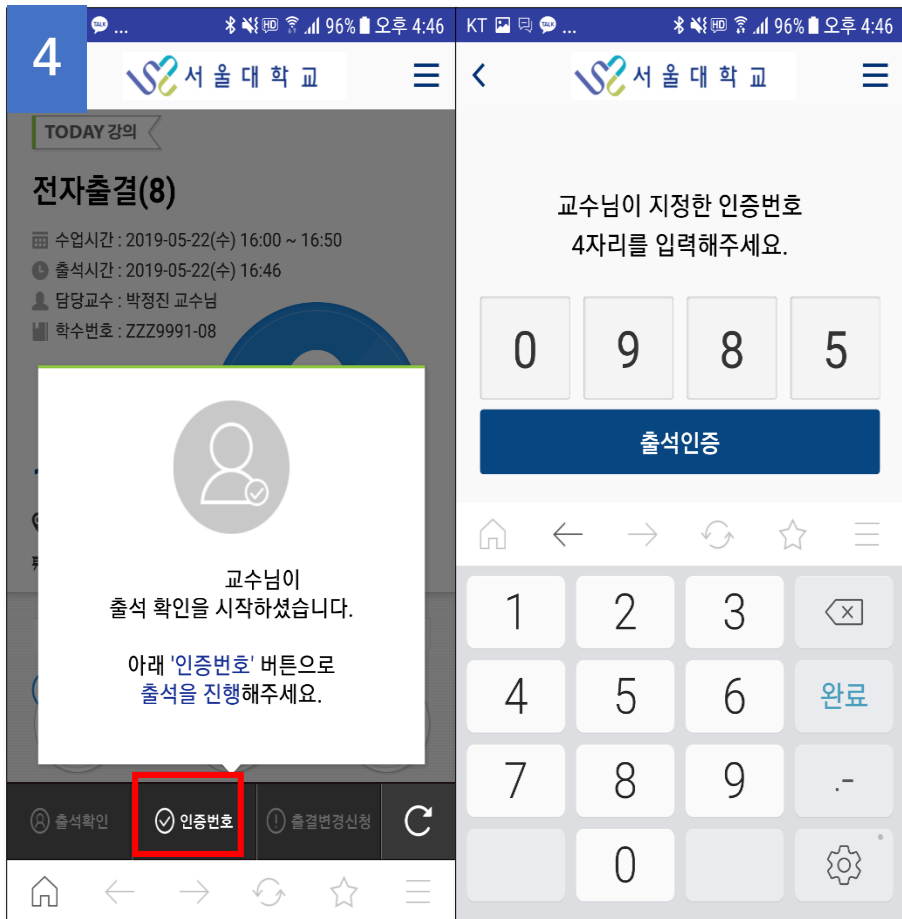
3. 출석하기: 교과목 클릭 > 출석 확인/출석하기 버튼 클릭 > 출석여부 APP에서 확인 (강의 10분 전부터 가능, 담당 교원이 조정 가능)

(※ 전자출결 시스템으로 출결처리 불가능한 경우, 학생증/모바일 학생증 QR코드 단말기에 태그하여 출석처리 가능)



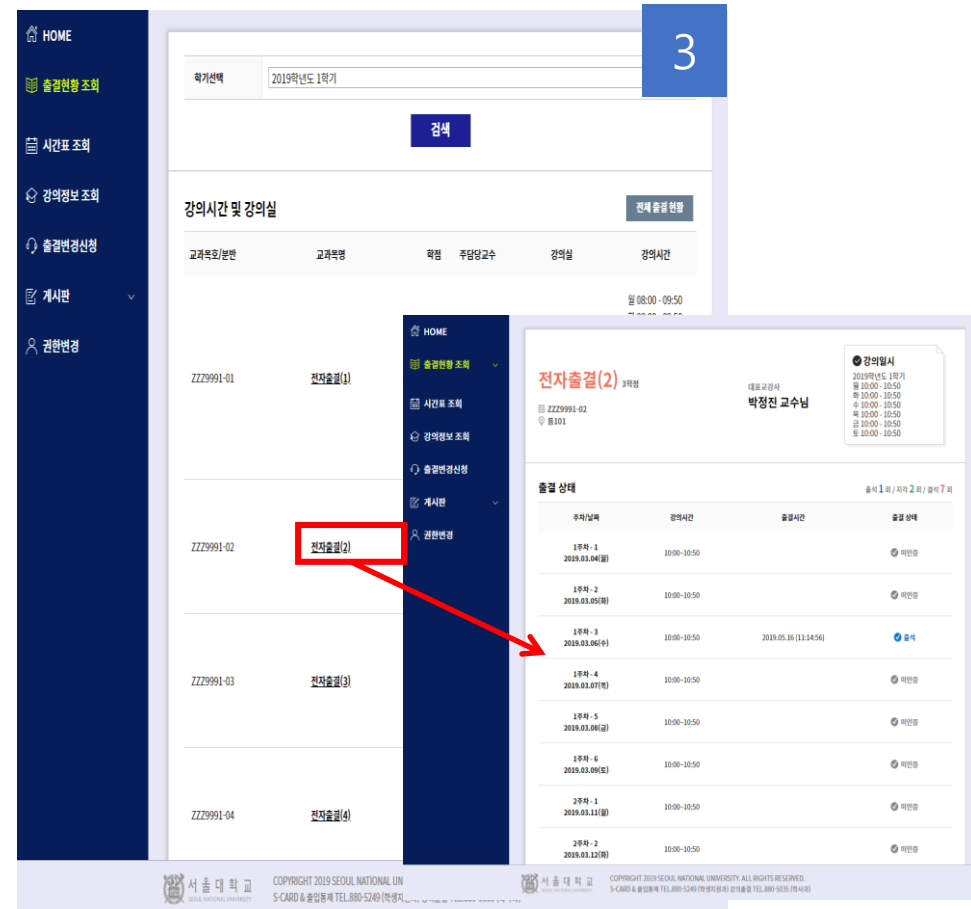
01 서울대학교 전자출결시스템 모바일(APP) 사용 방법 (2)

4. 인증번호 출석: 강의 중인 수업 > 담당 교원 인증번호 출석 시작 > 수강생 인증번호 입력 > 출석 인증
(※ 출결 재인증 수단으로 선택적 활용/ 전자출결 시스템으로 출결처리 불가능한 경우, 학생증/모바일 학생증 QR코드 단말기에 태그하여 출석처리 가능)
5. 출석변경신청: 등록 버튼 > 출결변경신청 페이지 > 내용 입력 > 출결변경신청 등록 > 담당교원 승인/반려 처리



02 서울대학교 전자출결시스템(PC) 사용 방법 (1)

1. 전자출결 시스템 접속: <https://scard1.snu.ac.kr/> 접속 및 로그인(mySNU 아이디 및 비밀번호)
2. 전자출결 시스템(메인 화면): 현재 강의 중/다음 강의의 강의 정보 표시
3. 출결 현황 조회: 수강 중인 강의 목록 및 강의 출결 정보 표시



02 서울대학교 전자출결시스템(PC) 이용 방법 (2)

4. 출석변경신청

- 출결변경신청조회: 출결변경신청 목록 및 결과 확인
- 출결변경신청등록: 강의 및 시간 선택 > 사유 기재 > 출결변경신청
(증빙자료 첨부 가능 (최대 용량 3MB))

The screenshot displays the Seoul National University PC attendance system interface. On the left is a dark blue navigation sidebar with a menu containing: 4 출 조회, 시간표 조회, 강의정보 조회, 출결변경신청 (highlighted in yellow), 게시판, and 권한변경. The main content area is divided into two sections. The top section is a search form with dropdown menus for '학기선택' (2019학년도 1학기), '교과목명' (전체), and '처리결과' (전체), followed by a blue '검색' button. Below this is a '검색결과' table with columns for '강의일시', '교과목번호/분반', '교과목명', '주담당교수', '강의실', '강의시간', '출결처리' (현재/요청), and '처리결과'. The table contains four rows of course data. At the bottom of the table are pagination controls and a red-bordered button labeled '출결변경신청 등록'. The right section is titled '신청정보' and contains a form with fields for '강의선택' (전자출결(1) (ZZZ9991-01)), '강의시간' (2019-03-04(월) 0900 - 0950), '출결 상태' (--), '신청상태' (출석), '변경사유' (선택), and '증빙자료' (3MB 이하 파일만 가능). At the bottom right of this form are buttons for '찾아보기', '입력 완료' (highlighted with a red box), and '취소'. A red arrow points from the '출결변경신청 등록' button in the search results to the '입력 완료' button in the application form.

강의일시	교과목번호/분반	교과목명	주담당교수	강의실	강의시간	출결처리		처리결과
						현재	요청	
2019.05.20	ZZZ9991-01	전자출결(1)	박정진	룸101	월 09:00 - 09:50	결석	출석	처리중
2019.03.08	ZZZ9991-03	전자출결(3)	박정진	룸101	금 11:00 - 11:50	--	출석	승인
2019.03.15	ZZZ9991-01	전자출결(1)	박정진	룸101	금 09:00 - 09:50	--	출석	승인
2019.03.04	ZZZ9991-06	전자출결(6)	박정진	룸101	월 14:00 - 14:50	--	출석	반려

03 전자출결시스템 문의

구분	문의처/문의방법
1차 문의	개설 교과목 강의 조교/ 개설학과(부) 사무실
2차 문의	scard1.snu.ac.kr 통합게시판 Q&A (메뉴) 통합게시판 > Q&A > 카테고리:전자출결 > 등록
출결 문의	학사과(02-880-5042)
전자출결 단말기 문의	학생지원과(02-880-5249)



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Electronic Attendance(E-Attendance) User Manual Abstract (For Students)

**Office of Academic Affairs
Division of Educational Affairs**

01 E-Attendance System Mobile(App) User Manual (1)

1. Turn on Bluetooth & Location(GPS) on your phone.

Location information will NOT be collected.

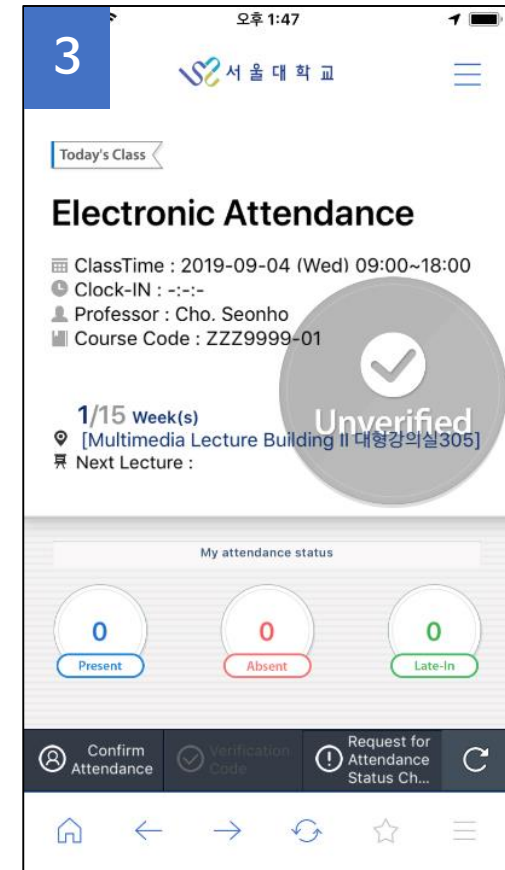
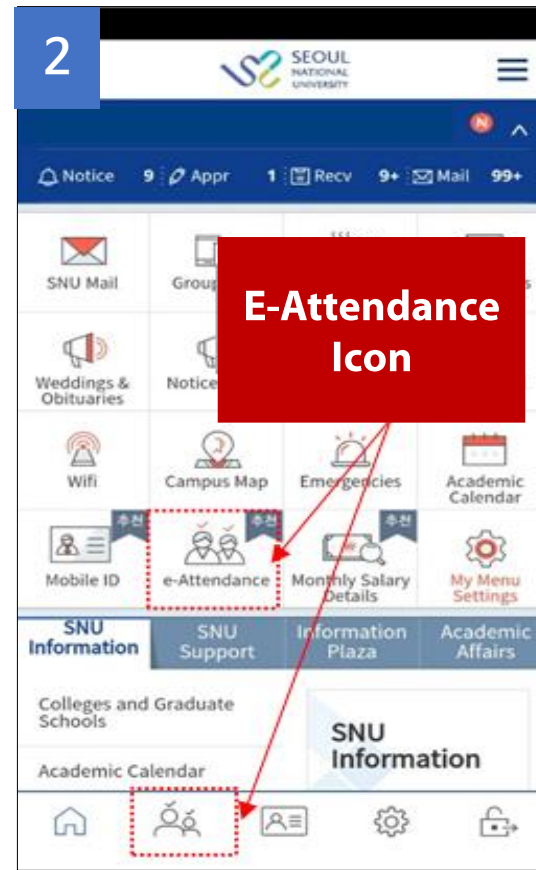
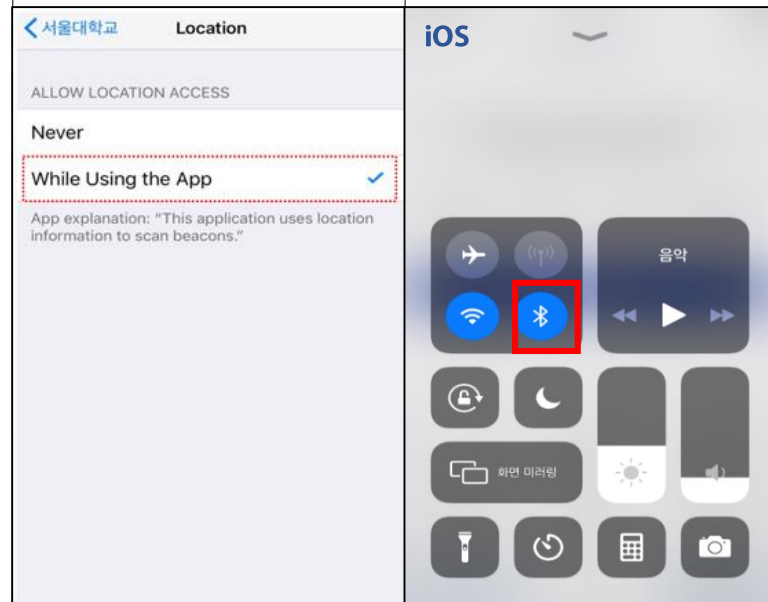
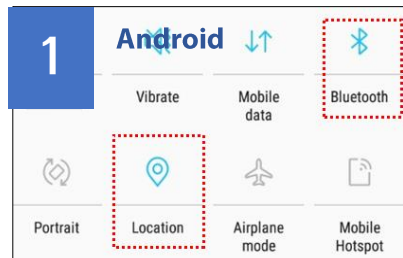
2. Download 'Seoul National University' App

Visit Play store(Android)/App store(iOS) > Download 'Seoul National University' App > Click 'E-Attendance' icon

(※ If you can't find E-Attendance icon, you should update 'SNU' App.)

3. Access to E-Attendance System

Information of registered courses will be shown.



01 E-Attendance System Mobile(App) User Manual (2)

4. Check Attendance

Click 'Unverified' > Status will be changed as 'present' > Check your attendance in the app.

Attendance check is available for 10 minutes before the class starts unless instructors change the setting.

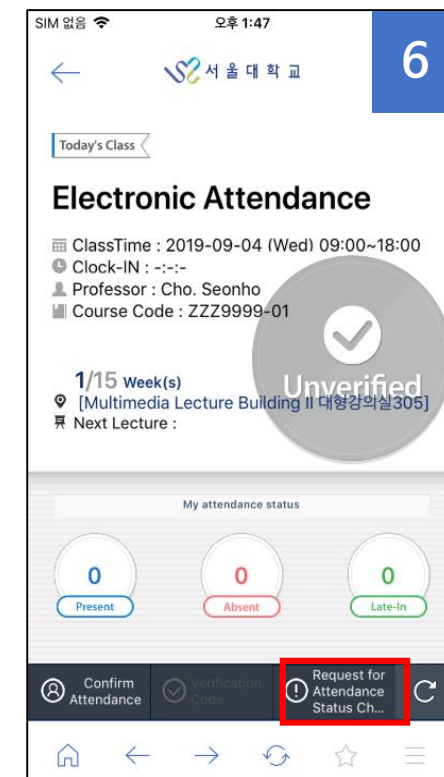
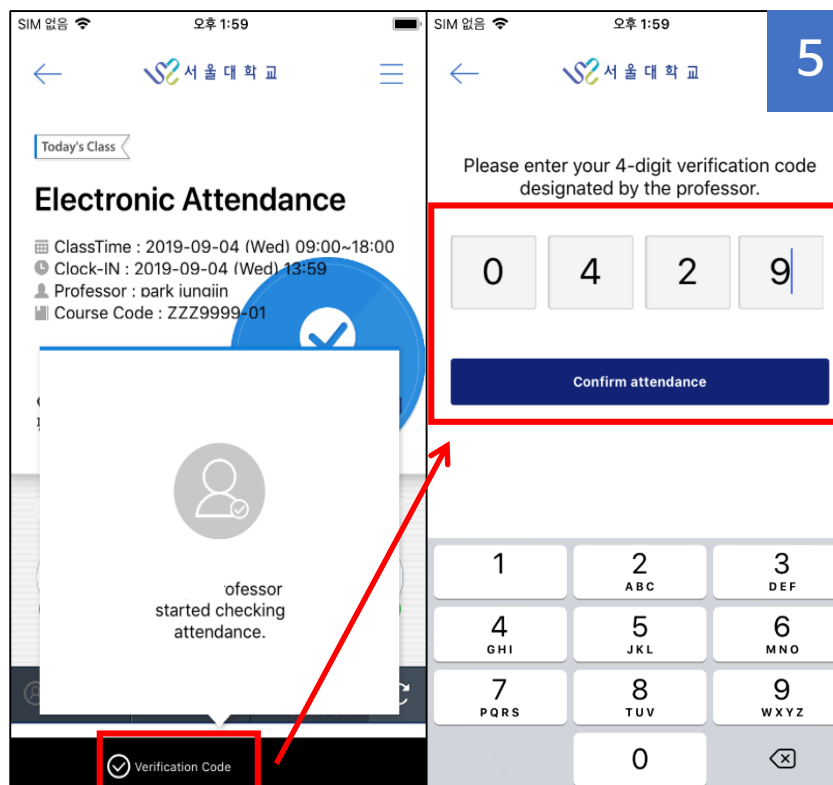
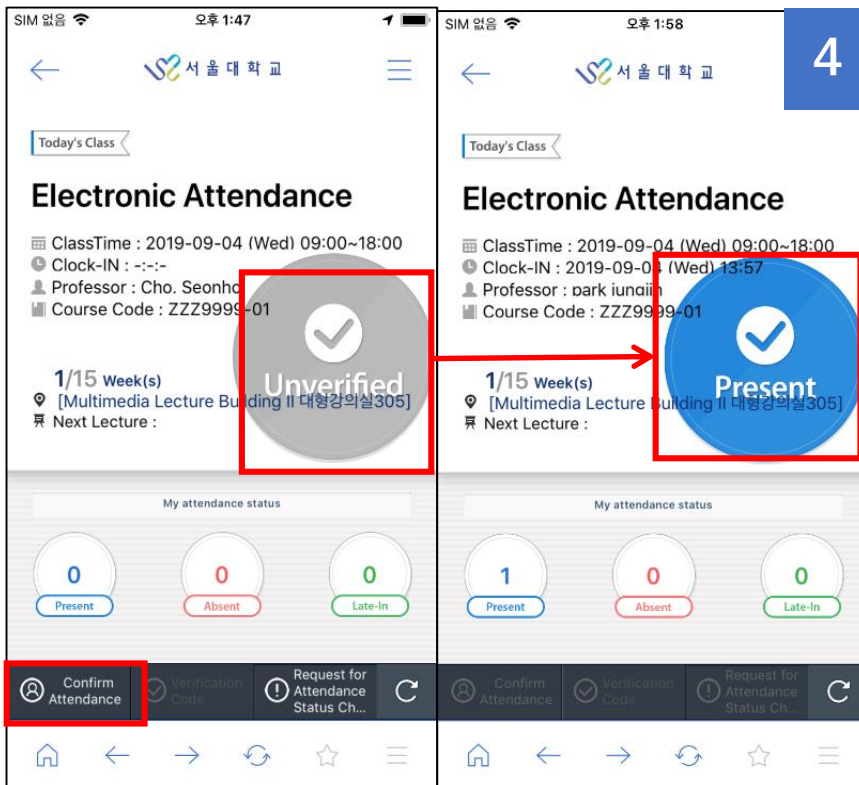
(※ If mobile attendance is unavailable, students can check attendance by using S-card/Mobile S-card(QR code) & card reader at classroom door.)

5. Check Attendance by Verification Code (Optional)

In class, instructors inform students of verification code(4-digit-number) > Students enter the code in given time > Attendance check completed.

6. Request for Attendance Status Change

Students request for attendance change > Instructors approve or reject the request.



02 E-Attendance System(PC) User Manual (1)

1. Access to E-Attendance System

Visit <https://scard1.snu.ac.kr/> > Login by mySNU account(mySNU ID & password)

2. Home Screen

Information of registered courses will be shown.

3. Search Attendance Status

Students can check their attendance status of registered courses.

The screenshot displays the Seoul National University (SNU) E-Attendance System interface, divided into three numbered sections:

- Section 1: Login Page** - Shows the login form with fields for Username, Password, and Save ID. A "LOGIN" button is present. The page includes a notice: "Available after login. Please use 'Save ID' only for personal computer to protect personal information. If you forgot your ID and password, please contact the Information Service Center IT Service Center. (02-880-8282 / itsc@snu.ac.kr)".
- Section 2: Home Screen** - Displays the user's attendance status for the 2021 Spring Semester. It includes a circular progress indicator for "11/15 Week". Summary statistics show: Present 0 Case, Late-In 0 Case, Absence / U... 0 Case. Monthly and Weekly Attendance Status are also shown, both with 0 Present, 0 Late-In, and 0 Absence. A table titled "Today's Class" lists the current course: Semester 1, Course Code ZZZ9999-01, Course Title Electronic Attendance, Credits 3, Instructor park jungjin, Room 101E101, Class Time FRI 15:00-15:50, and Class Status Before Class.
- Section 3: Search Attendance Status** - Shows the "Electronic Attendance" page for the course "ZZZ9999-01" (Instructor: park jungjin). It displays the "Current Attendance Status" table with columns: Week(s)/날짜, Class Time, Clock-IN, and Current Attendance Status. The table lists attendance for 11 weeks, with statuses ranging from Unverified to Present.

Week(s)/날짜	Class Time	Clock-IN	Current Attendance Status
1week - 1 Mar. 05. 2021(FRI)	15:00-15:50		Unverified
2week - 1 Mar. 12. 2021(FRI)	15:00-15:50		Unverified
3week - 1 Mar. 19. 2021(FRI)	15:00-15:50		Unverified
4week - 1 Mar. 26. 2021(FRI)	15:00-15:50		Unverified
5week - 1 Apr. 02. 2021(FRI)	15:00-15:50		Unverified
6week - 1 Apr. 09. 2021(FRI)	15:00-15:50		Unverified
7week - 1 Apr. 16. 2021(FRI)	15:00-15:50		Unverified
8week - 1 Apr. 23. 2021(FRI)	15:00-15:50		Unverified
9week - 1 Apr. 30. 2021(FRI)	15:00-15:50	May. 14. 2021 (13:45:07)	Late-In
10week - 1 May. 07. 2021(FRI)	15:00-15:50	May. 14. 2021 (13:44:58)	Absent
11week - 1 May. 14. 2021(FRI)	15:00-15:50	May. 14. 2021 (13:44:47)	Present

02 E-Attendance System(PC) User Manual (2)

4. Request for Attendance Status Change

Students request for attendance change. > Instructors approve or reject the request. > Students can check request results.
(※ Maximum capacity of attachment file is 3MB.)

4-1

Details of Request

Select the Course	Electronic Attendance (ZZZ9999-01) ▼
Class Time	2021-05-07(금) 1500 ~ 1550 ▼
Current Attendance Status	Absent
Requesting Status	Present ▼
Reason	Select ▼
Evidentiary Document	3MB 이하 파일만 가능 <input type="text"/> <input type="button" value="Search"/>

- HOME
- Search Attendance Status
- Search Timetable
- Search Class Information
- Request for Attendance Status Change**
- Board
- Change Permissions

4-2

Select Semester: 2021 Spring Semester ▼ Course Title: All

Results: All ▼

Results

Class date	Course Code /Separated class	Course Title	Instructor	Room	Class Time	Change of Attendance Status		Results
						Current	Request	
2021.05.07	ZZZ9999-01	<u>Electronic Attendance</u>	park jungjin	대형강의실305	FRI 15:00 - 15:50	Absent	Present	Processing

« < 1 > »

03 Contacts regarding E-Attendance System Inquiries

Classification	Contact
First contact	Course Teaching Assistant(TA)/ Department Office of registered course
Second contact	S-CARD Website(scard1.snu.ac.kr) Q&A (Menu) Board > Q&A > Category: e-attendance
E-Attendance Inquiries	Department of Academic Affairs(02-880-5042)
Card reader Inquiries	Department of Students Affairs(02-880-5249)