

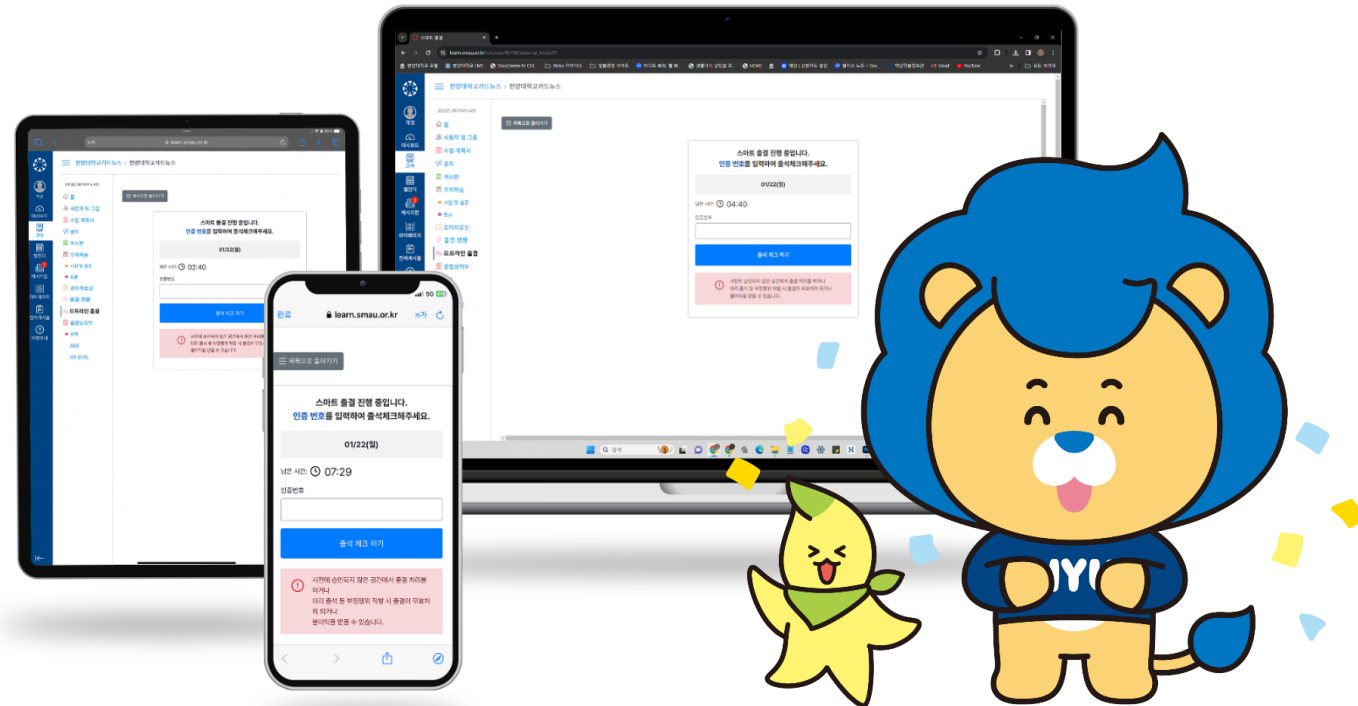


Hanyang University HY-ON LMS Guide to Offline Attendance Input (For Instructors)

Office of Academic Innovation
Educational Technology & Innovation Team

[Notice] Integration between HY-ON LMS and Offline Attendance Input System

1. Commencing from the first semester of 2024, the offline attendance input system will be integrated into HY-ON LMS.
 2. HY-ON LMS is accessible via the web (PCs, tablets, and mobile devices) and mobile applications (such as Learning-X Teacher and Heyyoung).
- * The current smart attendance system (check.hanyang.ac.kr) will remain in use until the conclusion of the winter semester of 2023, with its service scheduled to terminate in June 2024.
- ** An additional integration with Heyyoung is scheduled to enhance mobile accessibility, providing direct access to offline attendance by day. This integration is planned for the first half of 2024.



[Note] How to designate an assistant manager (TA) for offline attendance input and final attendance confirmation

1. Once assigned the role of a professor, lecturer, or teaching assistant within a course in HY-ON LMS, you are permitted to input offline attendance data and confirm final attendance.
2. Therefore, if you have an assistant administrator (TA) who can assist with attendance management, please add the assistant administrator's account in the [People] menu.

Please note that TA privileges cannot be granted to students enrolled in the course; in such cases, the student's attendance cannot be processed.

3. How to add a TA: In the [People] menu, click [+People]. Select [Login ID], enter [IDs], and choose [TA] for the role. Click [Next] to open a window. Click [Add Users] in the window.

Account

Dashboard

Courses

Groups

Calendar

Inbox

MyPage

Board

Help

HY-ON

202410HY19057_호흡기학 > People

2024년 1학기

Home

People

Syllabus

Announcements

Board

Weekly Learning

Assignments

Quizzes

Discussions

Lecture Resources

Lecture/Attendance

Offline Attendance

Total grade book

Grades

Learning activity

Learning analysis

Students

Notifications

Question Banks

Everyone

Groups

Search people

All Roles

Group Set

+ People

Name	Login ID	SIS ID	Department	Section	Role	Last Activity	Total Activity
방은광 / Bang Eunkwang	A064797	A064797	202410HY19057_호흡기학		Teacher	Feb 17 at 12:53pm	08:33:25
한양영일사 / Haksa, Test014(92#####58)	9214320158	9214320158	202410HY19057_호흡기학		Student		
한양영일삼 / Haksa, Test013(92#####57)	9214220157	9214220157	202410HY19057_호흡기학		Student		
한양영일오 / Haksa, Test015(92#####59)	9214420159	9214420159	202410HY19057_호흡기학		Student	Feb 5 at 2:15pm	06:05
한양영일이 / Haksa Test012(92#####56)	9214120156	9214120156	202410HY19057_호흡기학		Student		
한양영일일 / Haksa, Test011(92#####55)	9214020155	9214020155	202410HY19057_호흡기학		Student	Feb 5 at 1:48pm	

Add People

03

Add user(s) by

☒ Login ID

☐ Email Address

☐ SIS ID

Login IDs (required)

2020173937

05

Role

TA

202410HY19057_호흡기학

☐ Can interact with users in their section only

When adding multiple users, use a comma or line break to separate users.

06

Cancel

Next

Add People

✓

The following users are ready to be added to the course.

Name	Email Address	Login ID	SIS ID	Institution
방은광 / Bang, Eun Kwang(20#####37)		2020173937		한양대학교

07

Cancel

Start Over

Add Users

HANYANG UNIVERSITY

SESSION

Guide to Offline Attendance Input in HY-ON LMS

Session 1. Offline Attendance Input (Web)

Session 2. Offline Attendance Input (Mobile)

Session 3. Batch Attendance Input for Back-to-Back Sessions

Session 4. Class Cancellation/Makeup Management

Session 5. Attendance Status Check (Edit) &

Final Attendance Confirmation

SESSION 1 Offline Attendance Input (Web)

1. Offline Attendance Input: Web Browser (PC/Tablet/Mobile Device)

STEP 1. 「Accessing the LMS: ① HY-IN portal」

Log on to the **[HY-IN portal]**. Go to **[My home]** and click the **[My Classroom]** tab. In the **[Course list]** area, you can click **[GO]** in the **[LMS]** column.

※ HY-ON is optimized for the Chrome browser.

Navigation: My home, General admin., Courses, Research, Services, Certifications & Verification, Jobs & Career development, Teaching & Learning, Comments/ complaints, Development fund

My home > My Classroom

수업질개선센터 내민원

No inquired data or no data available.

학습관리시스템 HY-ON LMS는 Chrome browser(크롬 브라우저)에서 최적화되어 있습니다. Internet Explorer(인터넷 익스플로러)에서 접속이 불가하니, Chrome browser를 활용해 주시기 바랍니다.

■ LMS 강의 운영관련 문의
LMS, 출결, 강의 등 세부 문의는 수업질개선센터 또는 온라인민원을 통해 문의하여주시기 바랍니다.

HY-ON LMS 이용안내는 <https://lms.hanyang.ac.kr> 사이트를 참고하시기 바랍니다. LMS 접근(수업용 바로가기)은 메카기 [개강](#) [환주](#) [전부터](#) 가능합니다

Courses by Semester

Spring/Summer

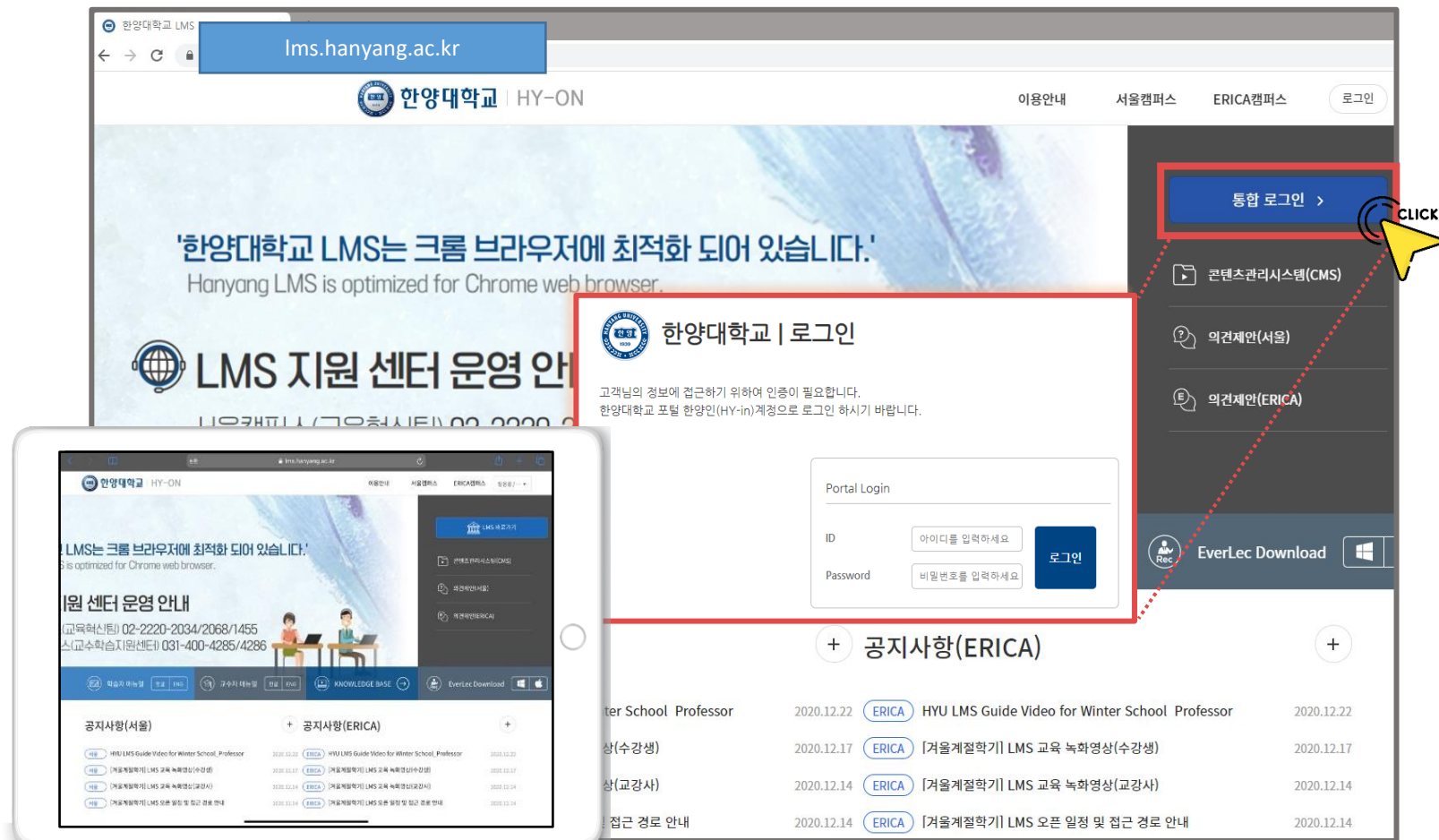
Search 수강신청확인서

Semester	Course no.	Class code	Offered by	Course Title	수업질개선센터	Instructor	Credits	LMS	Course Evaluation	Course Evaluation 참여율	Engineering Accreditation Course Evaluation	Survey	Syllabus
first semester	DET4024	10437	한양대(학부)	HRD & CREATIVITY DEVELOPMENT	Go		3	Go					Go
	DET8097	32002	한양대(대학원)	Developing Technology-based Instructional Tools and Evaluation	Go		3	Go					Go
	DET9090	32003	한양대(대학원)	HRD and Changement Management	Go		3	Go					Go

1. Offline Attendance Input: Web Browser (PC/Tablet/Mobile Device)

STEP 1. 「Accessing the LMS: ② HY-ON website」

Open your [Chrome browser], and enter 'lms.hanyang.ac.kr' in the address bar. Click [Log in] and enter your [Portal ID and Password].



1. Offline Attendance Input: Web Browser (PC/Tablet/Mobile Device)

STEP 2. 「Accessing the Offline Attendance menu」

1. Access your course via the HY-IN portal or HY-ON website.
2. Click the **[Offline Attendance]** menu. *Information on dates, locations, and instructors of classes is automatically integrated into the system according to the class schedule. For instance, if you enter and save cancellation/makeup information for a class on the HY-IN portal, the changed date/time of the corresponding class will be automatically reflected in HY-ON.
3. Click **[Check]**.

The screenshot displays the HY-ON LMS interface. On the left sidebar, the 'Offline Attendance' menu item is highlighted with a red box and a red circle containing the number '02'. The main content area is titled 'Attendance Check' and features a table with columns for 'Week' and 'Lecture Date'. The table lists several lecture sessions, each with a 'Check' button. A red circle containing the number '03' highlights the 'Check' button for the first lecture session (1-1).

Week	Lecture Date	Attendance Check
1-1	1차시 - 03/04(월) 방은광 / Bang Eunkwang 13:00-14:00 의대계단강의동 302강의실	03 Check
1-2	2차시 - 03/06(수) 방은광 / Bang Eunkwang 14:00-15:00 의대계단강의동 011강의실	Check
2-1	1차시 - 03/11(월) 방은광 / Bang Eunkwang 13:00-14:00 의대계단강의동 302강의실	Check
2-2	2차시 - 03/13(수) 방은광 / Bang Eunkwang 14:00-15:00 의대계단강의동 011강의실	Check
3-1	1차시 - 03/18(월) 방은광 / Bang Eunkwang 13:00-14:00 의대계단강의동 302강의실	Check
3-2	2차시 - 03/20(수) 방은광 / Bang Eunkwang 14:00-15:00 의대계단강의동 011강의실	Check

1. Offline Attendance Input: Web Browser (PC/Tablet/Mobile Device)

Note. 「Arranging Offline Attendance List(Date, Week)」



Hold on!

Class date, location and professor's information of **[Offline Attendance]** is automatically linked to class schedule and class date also automatically changes when cancel or makeup of class is entered in HY-IN portal. (within an hour)

– It is possible to arrange the attendance check list according to the order of class days or weeks as you want by click in buttons of **[Date]** and **[Week]** on the right side of screen.

– **When arranged as [Date], classes without information of class days are listed back of the offline class list.**

202410HY19056_호흡기학 > 202410HY19056_호흡기학

2024년 1학기

- Home
- People
- Syllabus
- Announcements
- Board
- Weekly Learning
- Assignments
- Quizzes
- Discussions
- Lecture Resources
- Lecture/Attendance
- Offline Attendance
- Total grade book
- Grades
- Learning activity
- Learning analysis
- Students Notifications
- Question Banks
- MyCMS
- Files

출결 체크

주차	수업일	출결 체크
1-2	2차시 - 03/07(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
2-2	2차시 - 03/14(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
3-2	2차시 - 03/21(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
4-2	2차시 - 03/28(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
5-2	2차시 - 04/04(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
6-2	2차시 - 04/11(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
7-2	2차시 - 04/18(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
8-2	2차시 - 04/25(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
9-2	2차시 - 05/02(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
10-2	2차시 - 05/09(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
11-2	2차시 - 05/16(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크

202410HY19056_호흡기학 > 202410HY19056_호흡기학

2024년 1학기

- Home
- People
- Syllabus
- Announcements
- Board
- Weekly Learning
- Assignments
- Quizzes
- Discussions
- Lecture Resources
- Lecture/Attendance
- Offline Attendance
- Total grade book
- Grades
- Learning activity
- Learning analysis
- Students Notifications
- Question Banks
- MyCMS
- Files

대면 수업 목록

9-2	2차시 - 05/02(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
10-2	2차시 - 05/09(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
11-2	2차시 - 05/16(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
12-2	2차시 - 05/23(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
13-2	2차시 - 05/30(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
14-2	2차시 - 06/06(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
15-2	2차시 - 06/13(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크
16-2	2차시 - 06/20(목) 방은광 / Bang Eunkwang 09:00-11:00 제2공학관 204강의실	출결 체크

무요일 수업 목록

1-1	1차시 - 방은광 / Bang Eunkwang 08:00-09:00	출결 체크
2-1	1차시 - 방은광 / Bang Eunkwang 08:00-09:00	출결 체크
3-1	1차시 - 방은광 / Bang Eunkwang 08:00-09:00	출결 체크
4-1	1차시 - 방은광 / Bang Eunkwang 08:00-09:00	출결 체크
5-1	1차시 - 방은광 / Bang Eunkwang 08:00-09:00	출결 체크
6-1	1차시 - 방은광 / Bang Eunkwang 08:00-09:00	출결 체크

1. Offline Attendance Input: Web Browser (PC/Tablet/Mobile Device)

STEP 3. 「Selecting an attendance check method」

4. Choose an attendance check method based on the class size and instructor's convenience.

[Manual Attendance(Create Attendance)] : By default, all students' attendance status is processed as 'Attended'. The instructor only checks or edits the status of students who are late or absent.

[Smart attendance(Authentication number)] : The instructor generates an authentication number and provides it to students, who then confirm their attendance by entering the authentication number directly.

*Please refer to slides 9-11 for manual attendance check, and slides 12-15 for smart attendance check.

04

1. Offline Attendance Input: Web Browser (PC/Tablet/Mobile Device)

STEP 4-1. 「Manual Attendance Check (Creating an Attendance)」

5. Click [Manual Attendance(Create Attendance)].


The screenshot displays the HY-ON LMS interface. On the left is a sidebar with navigation links: Account, Dashboard, Courses, Groups, Calendar, Inbox, and MyPage. The main content area shows the 'Attendance Check' section for the user '방은광' (Bang Eun-gwang) on 03/04. A modal window titled 'Attendance check' is overlaid, prompting the user to 'Select attendance check type'. Two buttons are visible: 'Manual Attendance (Create Attendance)' (highlighted with a red box and a red circle with the number 05) and 'Smart attendance (authentication number)'. The background table lists attendance records for various dates and times, with 'Check' buttons for each entry.

Week	Attendance Record	Action
1-1	1차시 - 03/04(월) 방은광 / Bang Eunkwang 13:00-14:00 의대계단강의동 302강의실	Check
1-2	2차시 - 03/06(수) 방은광 / Bang Eunkwang 14:00-15:00 의대계단강의동 011강의실	Check
2-1	1차시 - 03/11(월) 방은광 / Bang Eunkwang 13:00-14:00 의대계단강의동 302강의실	Check
2-2	2차시 - 03/13(수) 방은광 / Bang Eunkwang 14:00-15:00 의대계단강의동 011강의실	Check
3-1	1차시 - 03/18(월) 방은광 / Bang Eunkwang 13:00-14:00 의대계단강의동 302강의실	Check
3-2	2차시 - 03/20(수) 방은광 / Bang Eunkwang 14:00-15:00 의대계단강의동 011강의실	Check


1. Offline Attendance Input: Web Browser (PC/Tablet/Mobile Device)

STEP 4-1. 「Manual Attendance Check (Creating an Attendance)」


6. Click [Manual Attendance(Create Attendance)].




Account




Dashboard




Courses




Groups




Calendar



Inbox



MyPage



Board

2024년 1학기

Home

People

Syllabus

Announcements

Board

Weekly Learning

Assignments

Quizzes

Discussions

Lecture Resources

Lecture/Attendance

Offline Attendance

Total grade book

Grades

☰

HY-ON(하이온) LMS 사용법 안내 > HY-ON(하이온) LMS 사용법 안내

☰ Return to list

1차시 - 03/04(월) 방은광

Edit

Delete

Week 1 | Lesson 1 | Duration of time : 1hour | Date and Time : February 17 at 2:16 PM | Location : -

All 5 | Attended 0 | Late 0 | Absent 0 | Not completed 5

Name/Student ID search

Search

Sort by name ▲ | Sort by student id | Sort by updated time

Name	Student ID	Department	Attendance Check Date	Attendance Status	Details
한양영일사 / Haksa, Test014(92#####58)	9214320158	국어국문학과	-	Not completed	Show
한양영일삼 / Haksa, Test013(92#####57)	9214220157	국어국문학과	-	Not completed	Show
한양영일오 / Haksa, Test015(92#####59)	9214420159	국어국문학과	-	Not completed	Show
한양영일이 / Haksa Test012(92#####56)	9214120156	국어국문학과	-	Not completed	Show
한양영일일 / Haksa, Test011(92#####55)	9214020155	국어국문학과	-	Not completed	Show

06

Start smart attendance

Manual Attendance

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1. Offline Attendance Input: Web Browser (PC/Tablet/Mobile Device)

STEP 4-1. 「Manual Attendance Check (Creating an Attendance Sheet)」

7. By default, all students' attendance status is processed as 'Attended'. The instructor only checks or edits the status of students who are late or absent.

8. Click **[Save the attendance record]** to save the manually-checked attendance record.

*If you do not click **[Save the attendance record]**, the attendance status will remain in an open state. Therefore, after completing attendance check/editing, make sure to click the **[Save the attendance record]** button.

HY-ON(하이온) LMS 사용법 안내 > HY-ON(하이온) LMS 사용법 안내

2024년 1학기

Account Home People Syllabus Announcements Board Weekly Learning Assignments Quizzes Discussions Lecture Resources Lecture/Attendance Offline Attendance Total grade book Grades

Return to list

02/17(토)

Edit Delete

Week 1 | Lesson 1 | Duration of time : 1hour | Date and Time : February 17 at 2:16 PM | Location : -

Do not save the attendance status Save the attendance record

Change All Set to Full Attendance Set to All Absence

Sort by name ▲ | Sort by student id | Sort by updated time

Name	Student ID	Department	Attendance Check Date	Attendance Status	Details
한양영일사 / Haksa, Test014(92#####58)	9214320158	국어국문학과	-	<input checked="" type="radio"/> Attended <input type="radio"/> Late <input type="radio"/> Absent	Show
한양영일삼 / Haksa, Test013(92#####57)	9214220157	국어국문학과	-	<input checked="" type="radio"/> Attended <input type="radio"/> Late <input type="radio"/> Absent	Show
한양영일오 / Haksa, Test015(92#####59)	9214420159	국어국문학과	-	<input checked="" type="radio"/> Attended <input type="radio"/> Late <input type="radio"/> Absent	Show
한양영일이 / Haksa Test012(92#####56)	9214120156	국어국문학과	-	<input checked="" type="radio"/> Attended <input type="radio"/> Late <input type="radio"/> Absent	Show
한양영일일 / Haksa, Test011(92#####55)	9214020155	국어국문학과	-	<input checked="" type="radio"/> Attended <input type="radio"/> Late <input type="radio"/> Absent	Show

1. Offline Attendance Input: Web Browser (PC/Tablet/Mobile Device)

STEP 4-2. 「Smart Attendance Check (Authentication Number)」

5. Click [Smart attendance(authentication number)].

The screenshot displays the HY-ON LMS interface. On the left is a navigation menu with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, and MyPage. The main content area is titled 'Attendance Check' and shows a list of attendance checks for the week of 03/11 to 03/27. A modal window is open for the first class (1차시) on 03/04 (Monday) by Bang Eun-gwang. The modal has two buttons: 'Manual Attendance (Create Attendance)' and 'Smart attendance (authentication number)'. The 'Smart attendance' button is highlighted with a red box and a red circle containing the number '05'. The background shows a table of attendance checks with columns for 'Week' and 'Attendance Check'.

Week	Attendance Check
1-1	1차시 - 03/11(월) 방은광 / Bang Eunkwang 13:00-14:00 의대계단강의동 302강의실
1-2	2차시 - 03/13(수) 방은광 / Bang Eunkwang 14:00-15:00 의대계단강의동 011강의실
2-1	1차시 - 03/18(월) 방은광 / Bang Eunkwang 13:00-14:00 의대계단강의동 302강의실
2-2	2차시 - 03/20(수) 방은광 / Bang Eunkwang 14:00-15:00 의대계단강의동 011강의실
3-1	1차시 - 03/25(월) 방은광 / Bang Eunkwang 13:00-14:00 의대계단강의동 302강의실
3-2	2차시 - 03/27(수) 방은광 / Bang Eunkwang 14:00-15:00 의대계단강의동 011강의실

1. Offline Attendance Input: Web Browser (PC/Tablet/Mobile Device)

STEP 4-2. 「Smart Attendance Check (Authentication Number)」

6. After configuring the **Time Limit** and **Send notifications to students** options, click **[Start smart attendance]**.

*" Send notifications to students " option: If you select this option, students will receive a shortcut link to the Smart Attendance Check through their individual LMS message box.

The screenshot displays the HY-ON LMS interface. On the left is a vertical sidebar with navigation icons and labels: Account, Dashboard, Courses, Groups, Calendar, Inbox, MyPage, and Board. The main content area shows a breadcrumb path: 'HY-ON(하이온) LMS 사용법 안내 > HY-ON(하이온) LMS 사용법 안내'. Below this is a 'Return to list' button. The central focus is a 'Start smart attendance' dialog box. Inside this dialog, under the 'Time Limit' section, three radio buttons are present: '30 seconds', '1 minutes', and '5 minutes' (which is selected). Below these, there are radio buttons for '10 minutes' and 'Custom time', followed by a text input field containing '0' and the label 'minute'. A checkbox labeled 'Send notifications to students' is checked. At the bottom of the dialog are two buttons: 'Start smart attendance' (highlighted with a red border and a red circle containing the number '06') and 'Cancel'.

1. Offline Attendance Input: Web Browser (PC/Tablet/Mobile Device)

STEP 4-2. 「Smart Attendance Check (Authentication Number)」

7. Notify students of the **four-digit authentication number** generated/displayed on the screen. In the Smart Attendance Check (authentication number) method, all students begin with an attendance status of 'absent', which updates in real-time as each student enters the authentication number via their web or mobile environment.

* **Expend 10 secinds**: If necessary, the time limit can be extended by an additional 10 seconds.

** **Close immediately**: If you press this button, smart attendance check ends immediately even if the time limit remains.

HY-ON(하이온) LMS 사용법 안내 > HY-ON(하이온) LMS 사용법 안내

2024년 1학기

Account Dashboard Courses Groups Calendar Inbox MyPage Board

Home People Syllabus Announcements Board Weekly Learning Assignments Quizzes Discussions Lecture Resources Lecture/Attendance Offline Attendance Total grade book Grades Learning activity Learning analysis

Return to list

1차시 - 03/04(월) 방은광

Edit Delete

Week 1 | Lesson 1 | Duration of time : 1hour | Date and Time : February 17 at 2:51 PM | Location : -

🕒 04:45 + Expend 10 seconds

07

Close immediately

5635 Refresh

All 5 | Attended 0 | Late 0 | Absent 5 | Not completed 0

Change All Set to Full Attendance Set to All Absence

Sort by name ▲ | Sort by student id | Sort by updated time

Name	Student ID	Department	Attendance Check Date	Attendance Status	Details
한양영일사 / Haksa, Test014(92#####58)	9214320158	국어국문학과	-	<input type="radio"/> Attended <input type="radio"/> Late <input checked="" type="radio"/> Absent	Show
한양영일삼 / Haksa, Test013(92#####57)	9214220157	국어국문학과	-	<input type="radio"/> Attended <input type="radio"/> Late <input checked="" type="radio"/> Absent	Show
한양영일오 / Haksa, Test015(92#####59)	9214420159	국어국문학과	-	<input type="radio"/> Attended <input type="radio"/> Late <input checked="" type="radio"/> Absent	Show

1. Offline Attendance Input: Web Browser (PC/Tablet/Mobile Device)

Note) 「Student screen when proceeding with Smart Attendance Check (authentication number)」

When the instructor conducts smart attendance check (using an authentication number), students are required to access HY-ON LMS through a web browser (on PC, tablet, or other mobile devices) or mobile app (Learning-X Student, Heyyoung) and enter the authentication number in the **[Offline Attendance]** menu.

The screenshot displays the HY-ON LMS interface. On the left is a dark blue sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox (with 86 notifications), MyPage, Board, and Help. The main content area has a breadcrumb trail: HY-ON(하이온) LMS 사용법 안내 > HY-ON(하이온) LMS 사용법 안내 안내. Below this is a '2024년 1학기' section with a list of menu items: Home, People, Syllabus, Announcements, Board, Weekly Learning, Assignments, Discussions, Lecture Resources, Lecture/Attendance, Offline Attendance (highlighted with a red bar), and Grades. A '목록으로 돌아가기' button is located above the menu. The central part of the screen shows a '스마트 출결 진행 중입니다.' (Smart Attendance Check in Progress) message, followed by '인증 번호를 입력하여 출석체크해주세요.' (Enter authentication number to check attendance). Below this is a box for '1차시 - 03/05(화) 방은광' (1st Class - 03/05 (Tue) Bang Eun-gwang) with a '남은 시간: 04:39' (Remaining time: 04:39). An input field for the '인증번호' (Authentication number) contains the value '5635'. A large blue button labeled '출석 체크 하기' (Check Attendance) is positioned below the input field. At the bottom, a pink warning box contains an exclamation mark icon and the text: '사전에 승인되지 않은 공간에서 출결 처리를 하거나 대리 출석 등 부정행위 적발 시 출결이 무효처리 되거나 불이익을 받을 수 있습니다.' (If you check attendance in an unapproved space or commit misconduct such as proxy attendance, your attendance will be invalidated or you may face penalties.)

SESSION 2



Offline Attendance Input (Mobile)

2. Offline Attendance Input: Mobile App (Learning-X Teacher)

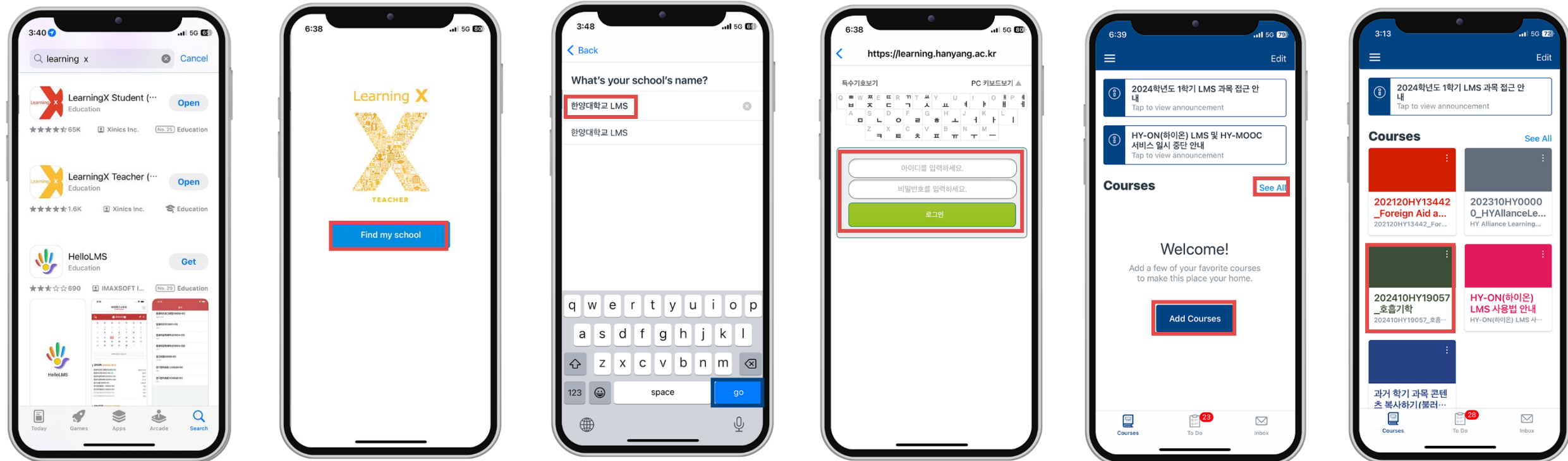
STEP 1. 「Accessing the LMS: Mobile App (Learning-X Teacher)」

Download the **「Learning X Teacher」** app from Apple App Store or Google Play Store to your mobile phone.

Tap **「Find My School」** and enter the search word **「한양대학교 LMS」**. Log in by entering your **「portal ID and password」**.

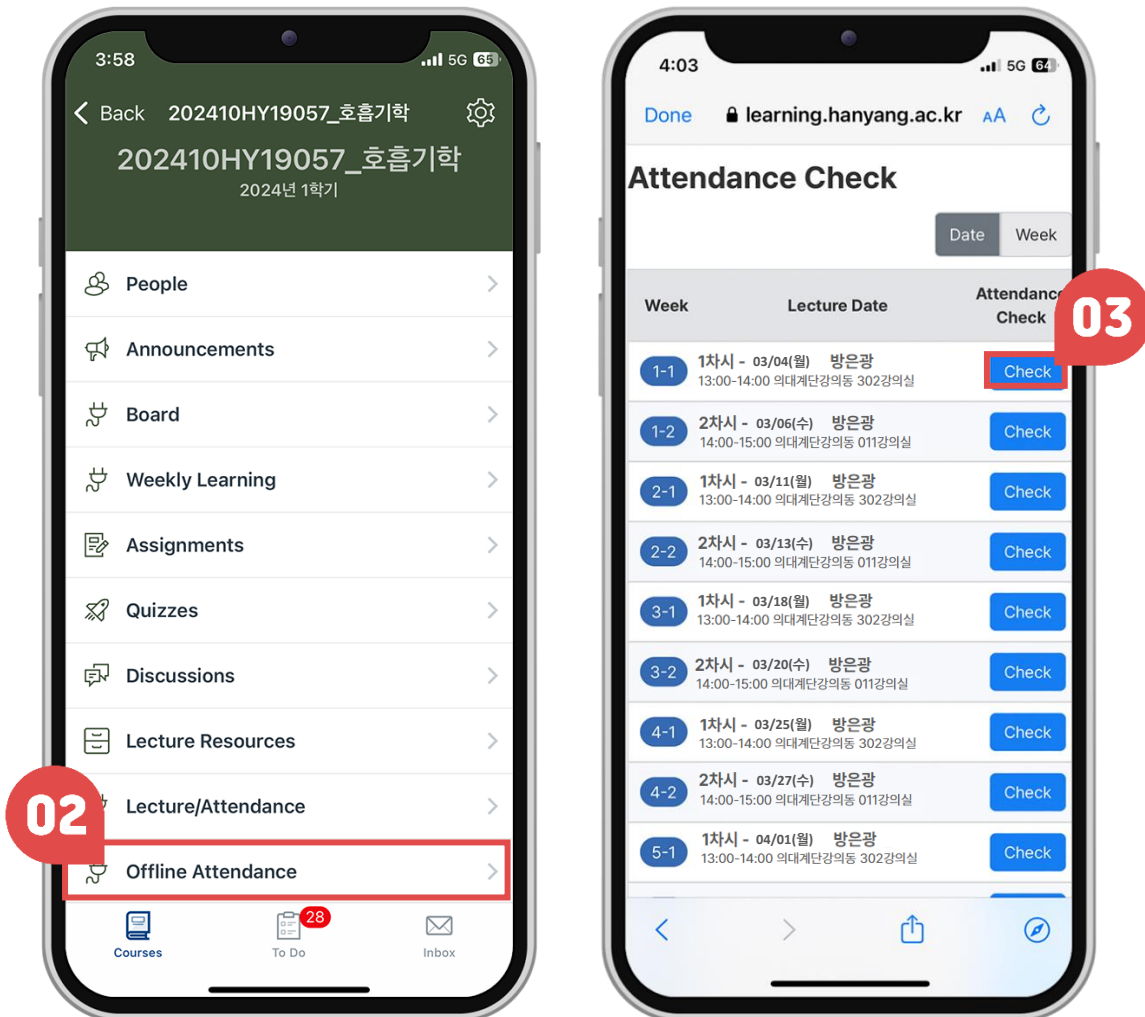
Tap **「See All」**, and then select the desired course (subject) to access the course content.

*Note: By tapping **「Add Courses」** and setting favorite courses, you can view the selected courses from the dashboard.



2. Offline Attendance Input: Mobile App (Learning-X Teacher)

STEP 2. 「Accessing the Offline Attendance menu」



1. Access your course using the Learning-X app.

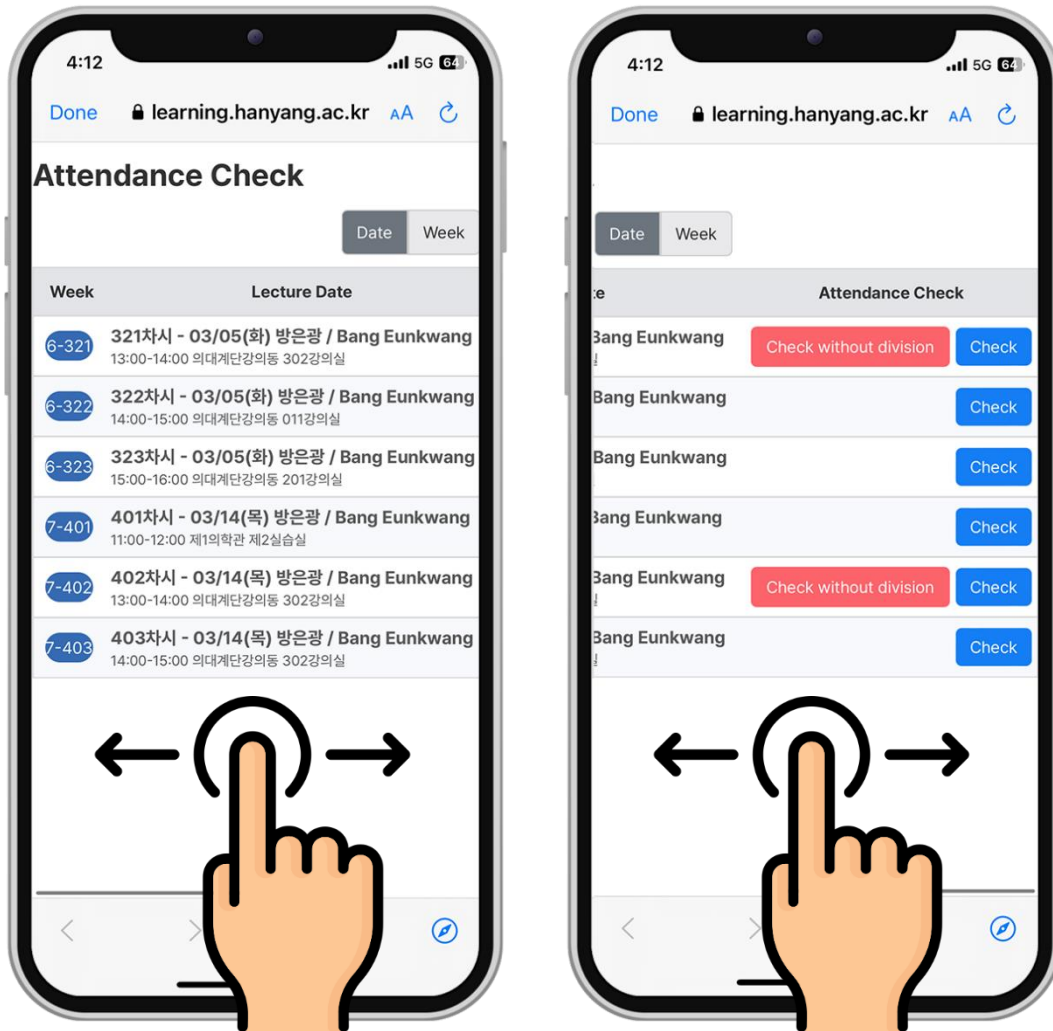
2. Click the **[Offline Attendance]**.

* Information on dates, locations, and instructors of classes is automatically integrated into the system according to the class schedule. For instance, if you enter and save cancellation/makeup information for a class on the HY-IN portal, the changed date/time of the corresponding class will be automatically reflected in HY-ON.

3. Click **[Check]**.

2. Offline Attendance Input: Mobile App (Learning-X Teacher)

Note. 「In cases where the attendance check button is not visible in the mobile environment」

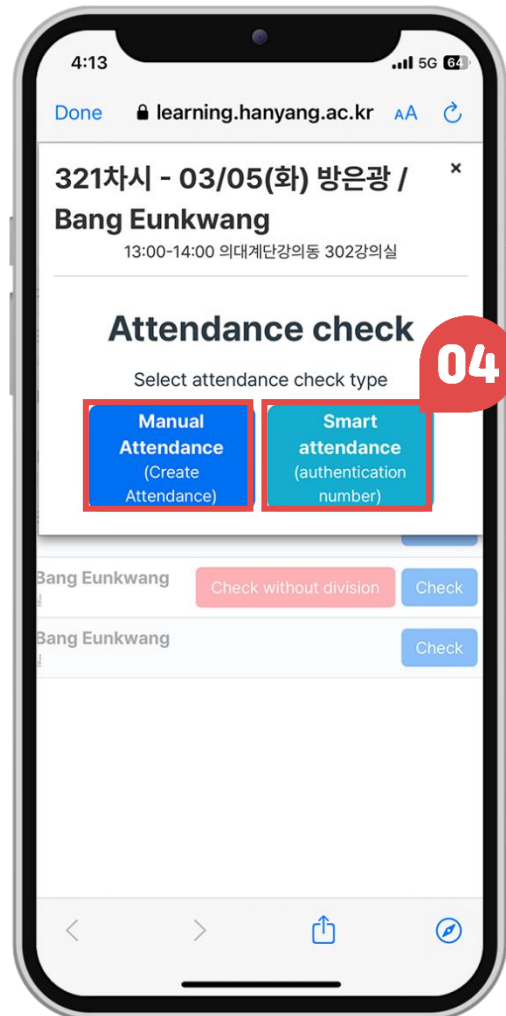


* The **[Check]** button may not be visible if the displayed date, place, session, and instructor information of the course is too long for the screen.

** In such cases, swipe the screen left or right to see the **[Check]** button!"

2. Offline Attendance Input: Mobile App (Learning-X Teacher)

STEP 3. 「Selecting an attendance check method」



4. Choose an attendance check method based on the class size and instructor's convenience.

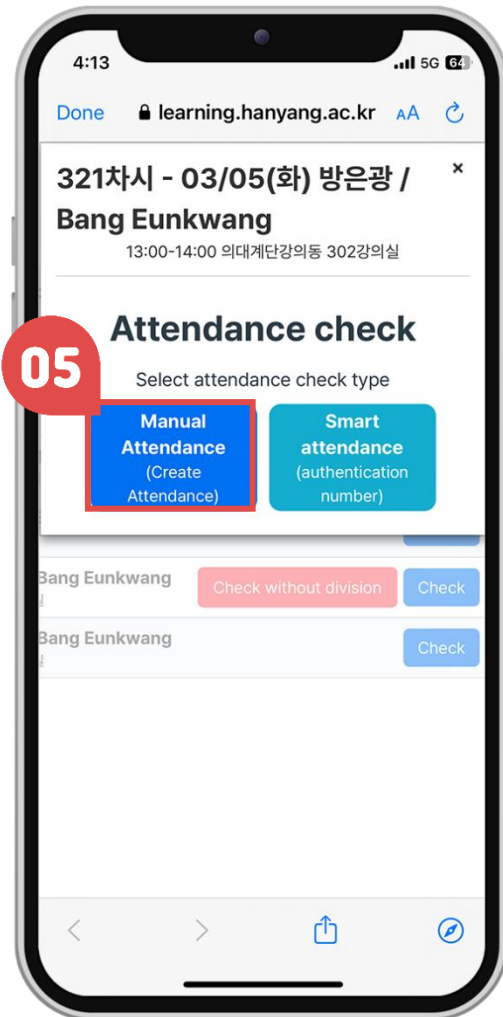
[Manual Attendance(Create Attendance)] : By default, all students' attendance status is processed as 'Attended'. The instructor only checks or edits the status of students who are late or absent.

[Smart attendance(authentication number)] : The instructor generates an authentication number and provides it to students, who then confirm their attendance by entering the authentication number directly.

*Please refer to slides 21-22 for manual attendance check, and slides 23-25 for smart attendance check.

2. Offline Attendance Input: Mobile App (Learning-X Teacher)

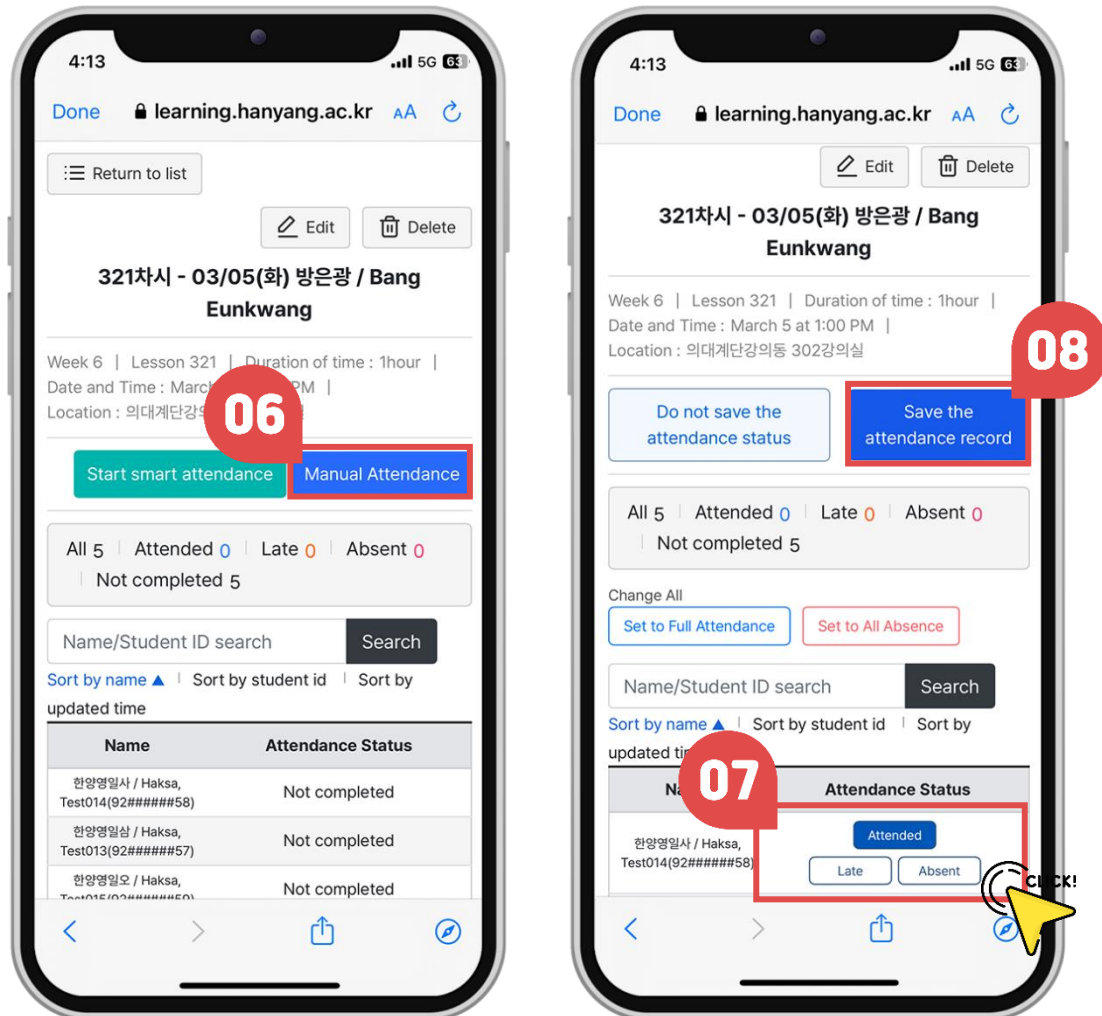
STEP 4-1. 「Manual Attendance Check (Creating an Attendance Sheet)」



5. Click [Manual Attendance(Create Attendance)].

2. Offline Attendance Input: Mobile App (Learning-X Teacher)

STEP 4-1. 「Manual Attendance Check (Creating an Attendance Sheet)」



6. Click **[Manual Attendance]**.

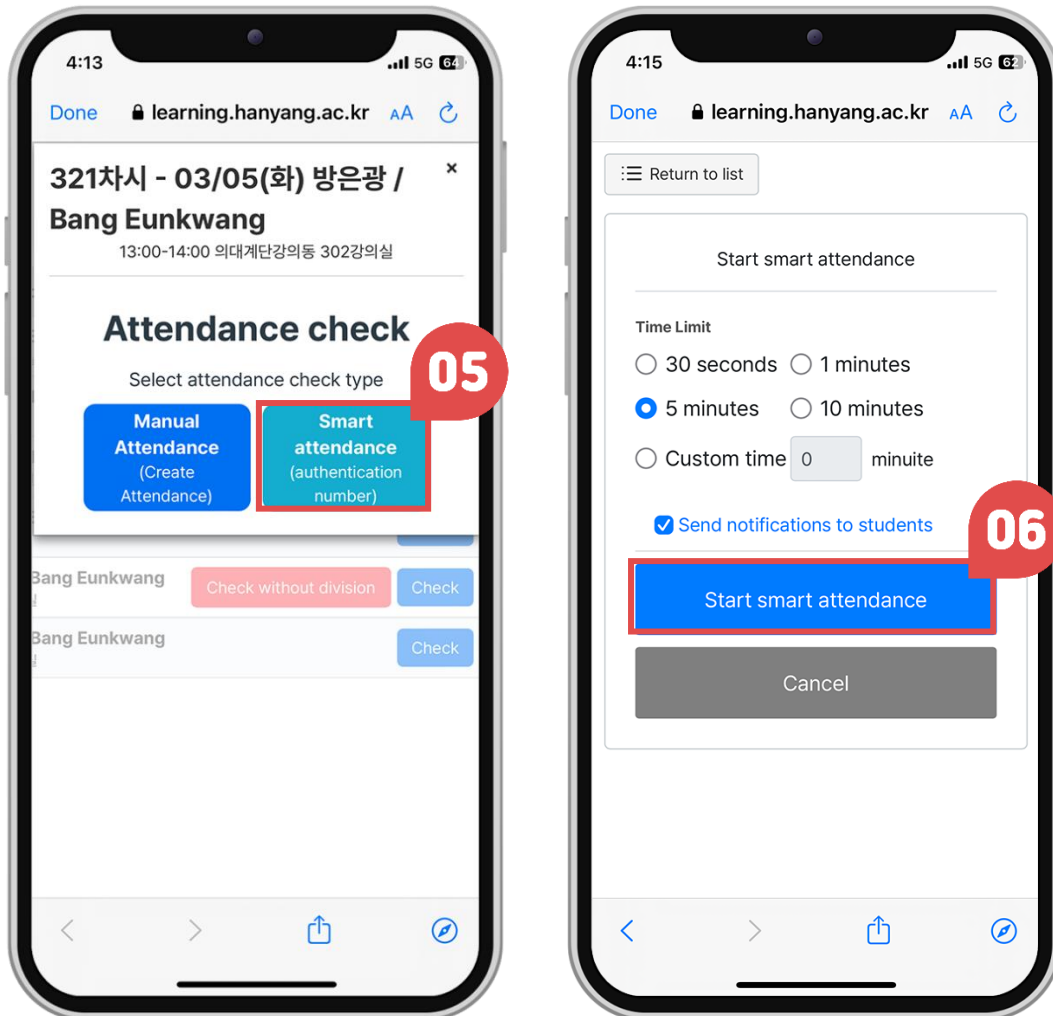
7. By default, all students' attendance status is processed as 'Attended'. The instructor only checks or edits the status of students who are late or absent.

8. Click **[Save the attendance record]** to save the manually-checked attendance record.

*If you do not click [Save the attendance record], the attendance status will remain in an open state. Therefore, after completing attendance check/editing, make sure to click the [Save the attendance record] button.

2. Offline Attendance Input: Mobile App (Learning-X Teacher)

STEP 4-2. 「Smart Attendance Check (Authentication Number)」



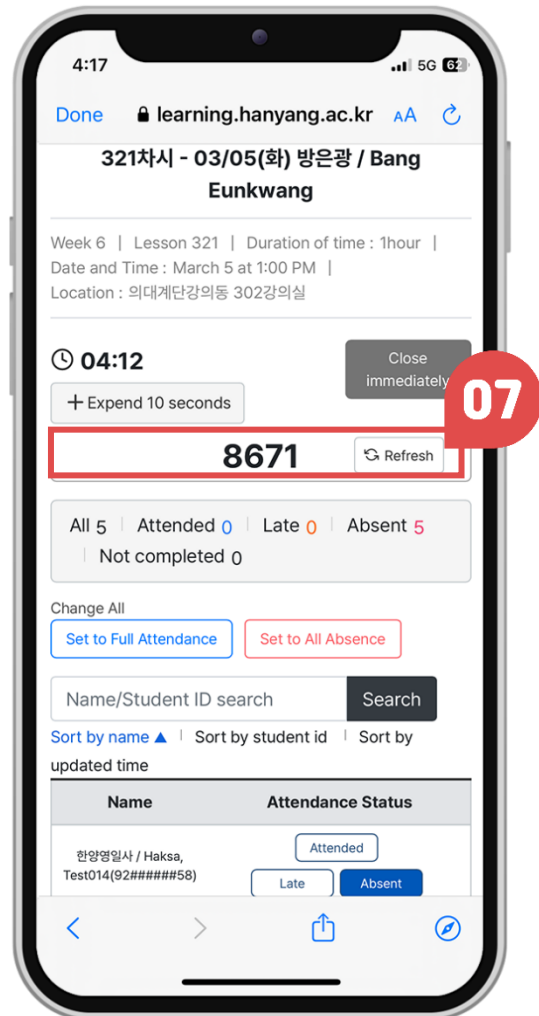
5. Click [Smart attendance(authentication number)].

6. After configuring the limit time and Send notifications to students options, click [Start smart attendance].

*"Send notifications to students" option: If you select this option, students will receive a shortcut link to the Smart Attendance Check through their individual LMS inbox.

2. Offline Attendance Input: Mobile App (Learning-X Teacher)

STEP 4-2. 「Smart Attendance Check (Authentication Number)」



7. Notify students of the **four-digit authentication number** generated/displayed on the screen. In the Smart Attendance Check (authentication number) method, all students begin with an attendance status of 'absent', which updates in real-time as each student enters the authentication number via their web or mobile environment.

* **Expend 10 seconds**: If necessary, the time limit can be extended by an additional 10 seconds.

** **Close Immediately**: If you press this button, smart attendance check ends immediately even if the time limit remains.

2. Offline Attendance Input: Mobile App (Learning-X Teacher)

Note. 「**Student screen when proceeding with Smart Attendance Check (authentication number)**」



Hold on!

When the instructor conducts smart attendance check (using an authentication number), students are required to access HY-ON LMS through a web browser (on PC, tablet, or other mobile devices) or mobile app (Learning-X Student, Heyyoung) and enter the authentication number in the **[Offline Attendance]** menu.

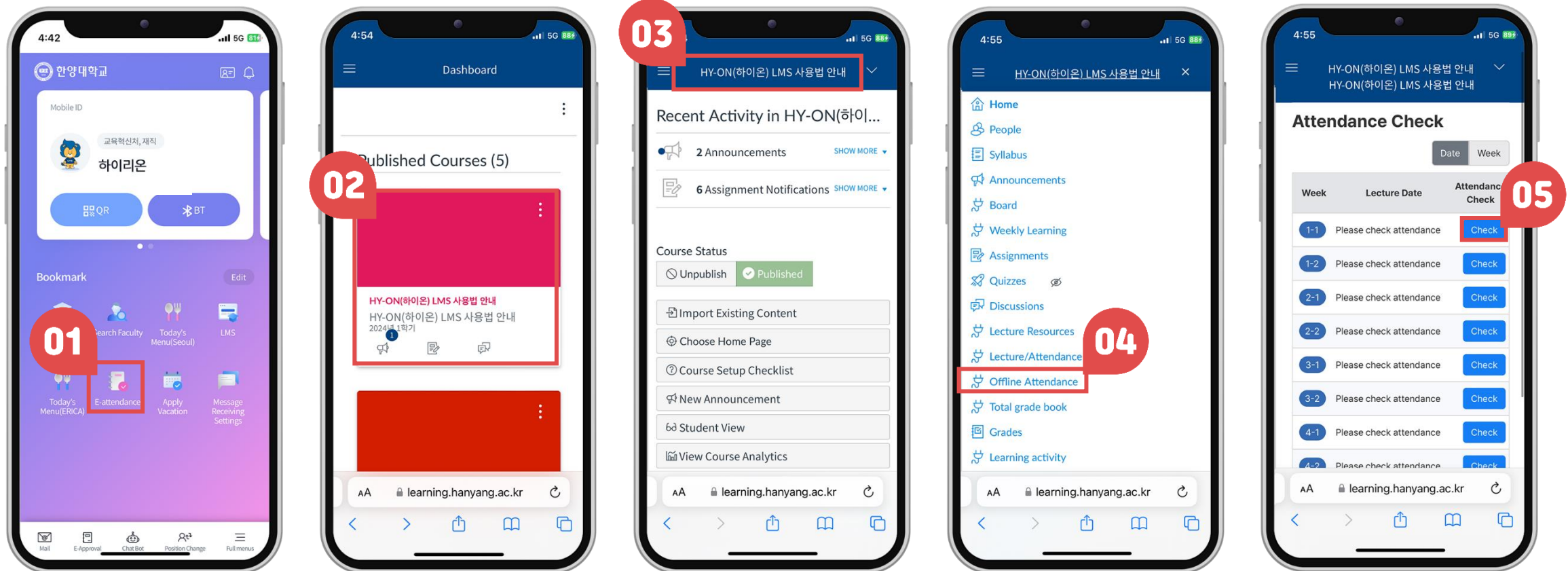
The screenshot displays the HY-ON LMS interface. On the left is a dark blue sidebar with navigation icons and labels: Account, Dashboard, Courses, Groups, Calendar, Inbox (with a red '88' badge), MyPage, Board, Help, and HY-ON Homepage. The main content area has a top header with '2024년 1학기' and a 'Return to list' button. Below this is a list of menu items: Home, People, Syllabus, Board, Weekly Learning, Assignments, Lecture Resources, Lecture/Attendance, Offline Attendance (highlighted with a red bar), and Grades. The central part of the screen shows a modal box titled 'Smart attendance is in progress. Please check attendance by entering the verification number.' Inside the modal, it displays '321차시 - 03/05(화) 방은광 / Bang Eunkwang', a 'Remaining time: 04:06', and an 'Authentication Number' input field containing '8671'. A blue 'Submit attendance' button is below the input field. At the bottom of the modal, a pink warning box states: 'Please note that if you detect cheating, you may be at a disadvantage in your attendance score.'

2. Offline Attendance Input: Mobile App (Heyyoung)

Note. 「Integration with the Heyyoung app」

Even after selecting the **[E-attendance]** menu in the Heyyoung app, you can access HY-ON LMS and proceed with offline attendance check.

*Additional integration with the Heyyoung app is planned for the first half of 2024 to enhance instructors' convenience, such as improving accessibility by displaying class schedules for each day of the week!



SESSION 3

Batch Attendance Check for Back-to-Back Sessions

3. Batch Attendance Input for Back-to-Back Sessions

STEP 1. 「Batch Attendance Input Request for Back-to-Back Sessions」

In instances where a single instructor teaches back-to-back sessions according to the class schedule, the **[Check without division]** feature can be utilized for batch input of attendance information.

1. By using the **[Check without division]** feature, the attendance status of the back-to-back sessions can be recorded identically.

*Please note that the attendance data of back-to-back sessions can only be modified from the session where the batch-input request originated.

2. You can select an attendance check method as you usually do in the **[Check]** process.

The screenshot displays the HY-ON LMS interface. On the left is a sidebar with navigation links: Account, Dashboard, Courses, Groups, Calendar, Inbox, MyPage, and Board. The main content area shows the 'Attendance Check' page for the course '202410HY19057_호흡기학'. A table lists the class schedule for the week of 03/05 (화) to 03/14 (목). The table has columns for 'Week' and 'Class'. The classes listed are 321차시, 322차시, 323차시, 401차시, 402차시, and 403차시, all taught by Bang Eunkwang. A modal window is open over the 402차시 and 403차시 rows, titled '402차시 - 03/14(목) 방은광 / Bang Eunkwang' and '403차시 - 03/14(목) 방은광 / Bang Eunkwang'. The modal contains a message: '* If you want to check the attendance by each class, please close this modal and select \'Check\'.' Below this, there are two buttons: 'Manual Attendance (Create Attendance)' and 'Smart attendance (authentication number)'. A red circle with the number '02' is placed over the 'Check without division' button in the modal. On the right side of the main content area, there is a table with columns 'Date' and 'Week'. A red circle with the number '01' is placed over the 'Check without division' button in this table. The table also has a 'Check' button for each row.

Week	Class	Teacher
6-321	321차시 - 03/05(화) 방은광 / Bang Eunkwang	13:00-14:00 의대계단강의동 302강의실
6-322	322차시 - 03/05(화) 방은광 / Bang Eunkwang	14:00-15:00 의대계단강의동 011강의실
6-323	323차시 - 03/05(화) 방은광 / Bang Eunkwang	15:00-16:00 의대계단강의동 201강의실
7-401	401차시 - 03/14(목) 방은광 / Bang Eunkwang	11:00-12:00 제1의학과 제2실습실
7-402	402차시 - 03/14(목) 방은광 / Bang Eunkwang	13:00-14:00 의대계단강의동 302강의실
7-403	403차시 - 03/14(목) 방은광 / Bang Eunkwang	14:00-15:00 의대계단강의동 302강의실

SESSION 4

Class Cancellation/Makeup Management

4. Class Cancellation/Makeup Management

STEP 1. 「Menu to input class cancellations/makeups」

You can enter class cancellation/makeup information on the HY-IN portal.

1. Access **[HY-IN portal]** and go to the **[Faculty center]** menu. Click **[My Courses]** ► **[Electronic attendance]** ► **[Electronic class rosters]**.
2. To search for the course(s) where you want to input class cancellation (or makeup) information, select the school year/semester and click Search. Click the **[GO]** button in the **[휴보강]** column of the desired course entry to navigate to the input page.

Faculty center ×

Electronic class ... ×

Teaching

- My Courses
- Electronic attendance
 - Electronic class rosters**
- Course catalog
- Thesis
- 성적

> Electronic class rosters

년도 2024 학기 1학기/여름학기 초기화 조회

법정공휴일, 공적 및 사적휴강을 제외하고 15주이상 수업에 대한 출결사항이 입력되어야 합니다.

전자출석부 저장

학기	수업코드	휴보강	학수번호	과목명	설강학과	인원	수업시간	출결입력현황	특수수업	강의실	교강사	부관리자	출석부정렬구분	출석부 조회(빈양식)					
														일반	엑셀	사진포함	사진포함(엑셀)		
Spring	19056	Go	20240079	RESPIRATORY MEDICINE	DEPARTMENT OF MEDICINE	0		0 / 14			BANG EUNKWANG		Department/Student No./Name(Asc ▼)	Find	Download	horizontal	vertical	horizontal	vertical
	19057	Go	20240079	RESPIRATORY MEDICINE	DEPARTMENT OF MEDICINE	5		0 / 6			BANG EUNKWANG		Department/Student No./Name(Asc ▼)	Find	Download	horizontal	vertical	horizontal	vertical

1

4. Class Cancellation/Makeup Management

STEP 2. 「Entering class cancellation/makeup information」

> Electronic class rosters | ? ☆

Year [2024] Semester [Spring Sem] 19056/MED2079 [Find]

01 02 03 04 05

Cancel/Make up class [Print Cancel/Make up] [Save] [Close]

Week/Count	Class dates	Class times	Classroom	Instructor	Cancelled class	Make up class	Make up date	Make up time	Make up location	Location search	Replaceable class information	Reason for cancellation
5-251	2024.02.26(MON)	08:00~11:00	H618-0101	BANG EUNKWANG	<input type="checkbox"/>	<input type="checkbox"/>		~		<input type="text"/>		
5-252	2024.02.26(MON)	13:00~17:00	H618-B012	BANG EUNKWANG	<input type="checkbox"/>	<input type="checkbox"/>		~		<input type="text"/>		
5-261	2024.02.27(TUE)	08:00~10:00	H618-0202	BANG EUNKWANG	<input type="checkbox"/>	<input type="checkbox"/>		~		<input type="text"/>		
5-262	2024.02.27(TUE)	10:00~12:00	H618-0301	BANG EUNKWANG	<input type="checkbox"/>	<input type="checkbox"/>		~		<input type="text"/>		
5-281	2024.02.29									<input type="text"/>		
5-291	2024.03.01									<input type="text"/>		
6-321	2024.03.05									<input type="text"/>		

팝업

캠퍼스 | 서울 | 강의동 | 전체 | 강의실 | 전체 | [완료]

요일 | 선택 | 교시 | 선택 | 선택 | 선택 | 그리고

요일 | 선택 | 교시 | 선택 | 선택 | 선택

보장 일자 : 2023.09.04 | 보장 시간 : 08:00 ~ 09:30

	강의동	강의실	강의실종류	수용인원
<input type="checkbox"/>	경동구 미래자동차연구센터	CAD/CAE 실습실(214)(H210-0214)	실험실/실습실	58
<input type="checkbox"/>	한양대학교기술연구원	HIT 82 아이디어팩토리(H701-8224)	합단강의실	80
<input type="checkbox"/>	IT.8T관	IT.8T관 103강의실(H305-0103)	실험실/실습실	8
<input type="checkbox"/>	IT.8T관	IT.8T관 114강의실(H305-0114)	실험실/실습실	50
<input type="checkbox"/>	IT.8T관	IT.8T관 201강의실(H305-0201)	일반강의실	54
<input type="checkbox"/>	IT.8T관	IT.8T관 202강의실(H305-0202)	합단강의실	90
<input type="checkbox"/>	IT.8T관	IT.8T관 203강의실(H305-0203)	합단강의실	99
<input type="checkbox"/>	IT.8T관	IT.8T관 207강의실(H305-0207)	합단강의실	78
<input type="checkbox"/>	IT.8T관	IT.8T관 208강의실(H305-0208)	합단강의실	72

[선택] [닫기]

1. Tick the applicable item(s):

- ✓ Select **Cancelled class**: If you want to cancel the class (without a make up time)
- ✓ Select **Cancelled class** and **Make up class**: If you want to cancel the class but will provide a makeup session
- ✓ Select **Make up class**: If you plan a substitute lecture

2. Enter the date of the makeup session.

3. Enter the time of the makeup session.

4. Enter the classroom info: Click the magnifying glass icon to view/select a classroom

5. Click [Save].

* Substitute Lecture: If a substitute lecture is planned, tick [Make up class] and enter/save the relevant information.

* Cancelling the settings: Untick [Cancelled class], [Make up class], and [Make up class], and click Save.

* Modifying the settings: Modify date or time and click Save.

4. Class Cancellation/Makeup Management

STEP 3. 「Printing out a Class Cancellation/Makeup Plan」

1. Click the **[Print Cancel/Make up]** button in the class cancellation/makeup input screen.
2. Select the print date in the pop-up window and click the **[Print]** button.

Year 2024 Semester Spring Sem Class 19056/MED2079/호출기학

Find

▶ Cancel/Make up class

Print Cancel/Make up
Save
Close

Week/Count	Class dates	Class times	Classroom	Instructor	Cancelled class	Make up class	Make up class	Make up date	Make up time	Make up location	Location search	Replaceable class Information	Reason for cancellation
5-251	2024.02.26(MON)	08:00~11:00	H618-0101	BANG EUNKWANG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		~				
5-252	2024.02.26(MON)	13:00~17:00		BANG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
5-261	2024.02.27(TUE)	08:00~12:00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
5-262	2024.02.27(TUE)	10:00~12:00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
5-281	2024.02.29(THU)	08:00~12:00			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

팝업

선택	주·회차	수업일	수업시간	강의실	보강(대강)일자	보강(대강)시간	보강(대강)강의실	대강여부
<input type="checkbox"/>	1-1	2023.09.010	14:30~16:00	H	2023.09.04	08:00~09:30	H305-0103	N
<input checked="" type="checkbox"/>	1-2	2023.09.050	14:30~16:00	H	2023.09.08	15:30~17:00	H305-0103	N

출력
닫기

SESSION 5

Attendance Status Check (Edit) & Final Attendance Confirmation

4. Attendance Status Check (Edit) & Final Attendance Confirmation

STEP 1. 「Accessing the Attendance Status menu」

In the [Lecture/Attendance] menu, you can view and edit offline/online attendance data, and process the final attendance confirmation at the end of the semester.

* You can print a blank attendance sheet by clicking [Print Attendance Sheet(Blank)].

** If you need a blank attendance sheet with photos, access the HY-IN portal. In the portal, go to the Faculty center menu, and click 'My Courses'

▶ 'Electronic attendance' ▶ 'Electronic class rosers.' From the page, you can download a blank attendance sheet including photos.

The screenshot shows the HY-ON LMS interface. On the left is a sidebar with navigation icons. The main area has a top navigation bar with 'Lecture' and 'Attendance' tabs. Below this are buttons for 'View subsections' and 'View components'. A summary bar shows 'Total attendance count 1', 'VOD Video 1', 'LIVE Video Meeting 0', and 'ATN Offline attendance 0'. There is a search bar for 'Name/Student ID' and a 'Search' button. A legend indicates: attended: ●, late: ▲, absent: ✕, Not completed: -. A button 'Update attendance status' is present. Below this is a section for 'Attendance Sheet Printing (Blank)' with a 'Print Attendance Sheet (Blank)' button. A red box highlights the 'Lecture/Attendance' menu item in the sidebar, with a yellow arrow pointing to it and the text 'CLICK!'. Another red box highlights the 'Print Attendance Sheet (Blank)' button, with a yellow arrow pointing to it and the text 'CLICK!'. A third red box highlights the 'Confirm final attendance' button, with a yellow arrow pointing to it and the text 'CLICK!'. At the bottom is a table with columns for 'No', 'Name', 'ID', 'Dept.', and a grid of attendance status icons (green circles for attended, orange triangles for late, red crosses for absent) for 16 weeks.

No	Name	ID	Dept.	●	▲	✕	-	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	한양영일사 /	9214320158	국어국문학과	34	0	0	0	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
2	한양영일삼 /	9214220157	국어국문학과	33	1	0	0	▲	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
3	한양영일오 /	9214420159	국어국문학과	34	0	0	0	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

4. Attendance Status Check (Edit) & Final Attendance Confirmation

STEP 2. 「Attendance Status by Learning Element & Attendance Data Sum by Session」

01 View components

Total attendance count 1 VOD Video 1 LIVE Video Meeting 0 ATN Offline attendance 0

Name/Student ID Search

※ Check the latest update date and update attendance status. Last update: 2024.02.17 AM 2:33

※ In case of Offline attendance or video lecture, click the ATN LIVE icon to move to the attendance record for each item.
attended: ● | late: ▲ | absent: ✕ | Not completed: -

Attendance Sheet Printing (Blank) ※ You can print a blank attendance sheet that does not include attendance information. [Print Attendance Sheet \(Blank\)](#)

Final attendance ※ Before entering the SIS system grades, please click the [Update Attendance] and click the [Confirm the attendance] button. [Confirm final attendance](#)

Send SMS Send message Send e-mail 0 People Selected SMS history

No	Name	ID	Dept.	●	▲	X	1-1	3-1	3-2	4-1	4-2	5-1	5-2	6-1	6-2	7-1	7-2	8-
1	한양영일사 / I	9214320158	국어국문학과	35	0	0	●	●	●	●	●	●	●	●	●	●	●	●
2	한양영일삼 / I	9214220157	국어국문학과	34	1	0	▲	●	●	●	●	●	●	●	●	●	●	●
3	한양영일오 / I	9214420159	국어국문학과	34	0	1	✕	●	●	●	●	●	●	●	●	●	●	●

02 View subsections

Total attendance count 1 VOD Video 1 LIVE Video Meeting 0 ATN Offline attendance 0

Name/Student ID Search

※ Check the latest update date and update attendance status. Last update: 2024.02.17 AM 2:33

※ In case of Offline attendance or video lecture, click the ATN LIVE icon to move to the attendance record for each item.
attended: ● | late: ▲ | absent: ✕ | Not completed: -

Attendance Sheet Printing (Blank) ※ You can print a blank attendance sheet that does not include attendance information. [Print Attendance Sheet \(Blank\)](#)

Final attendance ※ Before entering the SIS system grades, please click the [Update Attendance] and click the [Confirm the attendance] button. [Confirm final attendance](#)

Send SMS Send message Send e-mail 0 People Selected SMS history

No	Name	ID	Dept.	●	▲	X	1-1	3-1	3-2	4-1	4-2	5-1	5-2	6-1	6-2	7-1	7-2	8-1	8-2	9
1	한양영일사 / I	9214320158	국어국문학과	32	0	0	●	●	●	●	●	●	●	●	●	●	●	●	●	●
3	한양영일오 / I	9214420159	국어국문학과	31	0	1	▲	●	●	●	●	●	●	●	●	●	●	●	●	●

1. In the **[View components]** tab, you can check attendance status of individual learning elements such as offline classes, live lectures, and/or video lectures of each session.
2. In the **[View subsections]** tab, you can check the final attendance status by session, which is the sum of attendance status data for offline classes, live lectures, and/or video lectures.

[POINT!] The final attendance status of a session in the **[View subsections]** tab is marked as 'Attended' only when attendance records of all learning elements belonging to that session are marked as 'Attended' (green dot). Consequently, if there is any tardiness or absence in any of the learning elements within a session, the final attendance status of the corresponding session will be processed as late or absent.

4. Attendance Status Check (Edit) & Final Attendance Confirmation

STEP 3. 「Editing Attendance Data: ① Offline Attendance」

01

View subse

View components

Total attendance count 1

VOD Video 1

LIVE Video Meeting 0

ATN Offline attendance 0

Name/Student ID

Search

※ Check the latest update date and update attendance status.

Last update : 2024.02.17 AM 2:33

Update attendance status

Export to Excel

※ In case of Offline attendance or video lecture, click the ATN LIVE icon to move to the attendance record for each item.

attended : ● | late : ▲ | absent : ✕ | Not completed : -

Attendance Sheet Printing (Blank)

※ You can print a blank attendance sheet that does not include attendance information.

Print Attendance Sheet (Blank)

Final attendance

※ Before entering the SIS system grades, please click the [Update Attendance] and click the [Confirm the attendance] button.

Confirm final attendance

No	Name	ID	Dept.	●	▲	✕	-	1	2	3	4	5	6	7	8
								1-1	1-2	2-1	2-2	3-1	3-2	4-1	4-2
1	한양영일사 / I	9214320158	국어국문학과	35	0	0	0	●	●	●	●	●	●	●	●
2	한양영일삼 / I	9214220157	국어국문학과	34	1	0	0	▲	●	●	●	●	●	●	●
3	한양영일오 / I	9214420159	국어국문학과	34	0	1	0	✕	●	●	●	●	●	●	●

Lecture

Attendance

Return to list

02/17(토)

Edit

Delete

Week 3 | Lesson 1 | Duration of time : 1hour | Date and Time : February 17 at 6:54 PM | Location : -

Start smart attendance

Manual Attendance

Do not save the attendance status

Save the attendance record

All 5 | Attended 5 | Late 0 | Absent 0 | Not completed 0

Change All

Set to Full Attendance

Set to All Absence

Name/Student ID search

Search

Sort by name ▲ | Sort by student id | Sort by time

Name	Student ID	Department	Attendance Check Date	Attendance Status	Show
한양영일사 / Haksa, Test014(92#####58)	9214320158	국어국문학과	2024.02.17 18:55:02	<input checked="" type="radio"/> Attended <input type="radio"/> Late <input type="radio"/> Absent	Show
한양영일삼 / Haksa, Test013(92#####57)	9214220157	국어국문학과	2024.02.17 18:55:02	<input checked="" type="radio"/> Attended <input type="radio"/> Late <input type="radio"/> Absent	Show
한양영일오 / Haksa, Test015(92#####59)	9214420159	국어국문학과	2024.02.17 18:55:02	<input checked="" type="radio"/> Attended <input type="radio"/> Late <input type="radio"/> Absent	Show
한양영일이 / Haksa Test012(92#####56)	9214120156	국어국문학과	2024.02.17 18:55:02	<input checked="" type="radio"/> Attended <input type="radio"/> Late <input type="radio"/> Absent	Show
한양영일일 / Haksa, Test011(92#####55)	9214020155	국어국문학과	2024.02.17 18:55:02	<input checked="" type="radio"/> Attended <input type="radio"/> Late <input type="radio"/> Absent	Show

1. Click **[View components]** in the **[Lecture/Attendance]** menu.
2. Click **[ATN]** (Offline Attendance) for the session you want to modify.
3. Click **[Manual Attendance]**.
4. Click Attended, Late, or Absent in the attendance status column to edit attendance status for each student.
5. Click **[Save the attendance record]**.

4. Attendance Status Check (Edit) & Final Attendance Confirmation

STEP 3. 「Editing Attendance Data: ② Live Lecture (Zoom)」

Lecture

Attendance

View subsections

View components

Total attendance count 34

VOD Video 1

LIVE Video Meeting 1

ATN Offline attendance 32

Name/Student ID

Search

※ Check the latest update date and update attendance status.

Update attendance status

Export to Excel

※ In case of Offline attendance or video lecture, click the

ATN

LIVE

 icon to move to the attendance record for each item. attended :

●

 | late :

▲

 | absent :

×

 | Not completed : -

Attendance Sheet Printing (Blank) ※ You can print a blank attendance sheet that does not include attendance information.

Print Attendance Sheet (Blank)

Send SMS

Send message

Send e-mail

0 People Selected

SMS history

No	Name	ID	Dept.	●	▲	×	1	2	3	5	6	7	8	9	10	11									
							1-1	1-2	2-1	2-2	3-1	3-2	5-2	6-1	6-2	7-1	7-2	8-1	8-2	9-1	9-2	10-1	10-2	11-1	11-2
							VOD	ATN	ATN	ATN	ATN	LIVE	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN	ATN
1	한양영일사 / I	9214320158	국어국문학과	33	0	1	0	●	●	●	●	×	●	●	●	●	●	●	●	●	●	●	●	●	●
2	한양영일삼 / I	9214220157	국어국문학과	32	1	1	0	▲	●	●	●	×	●	●	●	●	●	●	●	●	●	●	●	●	●
3	한양영일오 / I	9214420159	국어국문학과	32	0	2	0	×	●	●	●	×	●	●	●	●	●	●	●	●	●	●	●	●	●
4	한양영일이 / I	9214120156	국어국문학과	33	0	1	0	●	●	●	●	×	●	●	●	●	●	●	●	●	●	●	●	●	●
5	한양영일일 / I	9214020155	국어국문학과	33	0	1	0	●	●	●	●	×	●	●	●	●	●	●	●	●	●	●	●	●	●

*Note

Lecture

Attendance

Return to attendance list

Week3 Live lecture

Week 3 Lesson 2 start date: February 27 at 00:00 AM Duration: 1hour 0min Meeting ID: 831 4141 6149

Attendance Target Start Date: February 27 at 00:00 AM Attendance Target Duration: 1hour 0min

Attendance recognition rate: 70%

Change of attendance recognition setting

Attendance Record Import

2024.02.17 PM 7:04

Updated

Attendance Record Import

2024.02.17 PM 7:04

Updated

Do not save attendance status

Save attendance record

all 5 | attendance 5 | Late 0 | absent 0 | Undecided 0

Batch editing

Edit by full attendance

Edited in full absence

Search for name/student number

Search

By name ▲

Student number ▼

By attendance ▼

name	Student ID	department	Attendance Start	Participatio...	Partici...	Attendance Status
한양영일사 / Haksa, Test014(92#####58)	9214320158	국어국문학과	-	00:00	0%	<div><div>● attendance</div><div>○ Late</div><div>○ absent</div></div> <div>View</div>
한양영일삼 / Haksa, Test013(92#####57)	9214220157	국어국문학과	-	00:00	0%	<div><div>○ attendance</div><div>● Late</div><div>○ absent</div></div> <div>View</div>
한양영일오 / Haksa, Test015(92#####59)	9214420159	국어국문학과	-	00:00	0%	<div><div>○ attendance</div><div>○ Late</div><div>● absent</div></div> <div>View</div>

CLICK!

1. Click **[View components]** in the **[Lecture/Attendance]** menu.
2. Click **[LIVE]** (Live Lecture) for the session you want to modify.
3. Click **[Bulk Edit]**.
4. Click **Attendance**, **Late**, or **Absent** in the attendance status column to edit attendance status for each student.
5. Click **[Save attendance record]**.

*Note: By clicking on the attendance status mark (○/▲/×) of a student whose attendance data needs to be modified, you can change the attendance of that student only.

4. Attendance Status Check (Edit) & Final Attendance Confirmation

STEP 3. 「Editing Attendance Data: ③ Online Recorded Lecture (VOD)」

01 View components

02 Student List Table:

No	Name	ID	Dept.	●	△	X	1-1	1-2	2-1	2-2	3-1	3-2	4-1	4-2	5-1	5-2	6-1	6-2	7-1	7-2	8-1	8-2	9-1	9-2	10-1	10-2	11-1	11-2
1	한양명일사 / I	9214320158	국어국문학과	33	0	1	0	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
2	한양명일삼 / I	9214220157	국어국문학과	32	1	1	0	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
3	한양명일오 / I	9214420159	국어국문학과	32	0	2	0	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
4	한양명일이 / I	9214120156	국어국문학과	33	0	1	0	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

03 Attendance history modal for '한양명일오 / Haksa, Test015(92#####59) (9214420159)'. It shows a table with columns: Duration, Learning Period, Late Learning Period, Learning status (Complete), Attendance (Absent), and Status (Attended, Late, Absent). A yellow arrow points to the 'CLICK!' button.

04 Apply button

1. Click **[View components]** in the **[Lecture/Attendance]**.
2. Click the **Status**(○/▲/X) of the student for whom the attendance data of the online video lecture needs to be modified.
3. Click **Attended**, **Late**, or **Absent** in the approval column to edit attendance status of the student.
4. Click **[Apply]**.

* Attendance records cannot be edited in bulk for online video lectures (VOD).

4. Attendance Status Check (Edit) & Final Attendance Confirmation

STEP4. 「 Reviewing View subsections and Confirm final attendance 」

Before inputting grades into the HY-IN portal at the end of the semester, you can review attendance details in HY-ON LMS and confirm final attendance records.

1. Click the **[View subsection]** tab in the **[Lecture/Attendance]** menu.
2. After reviewing the **View subsections** of students by session, click **[Confirm final attendance]** to transfer the (final) attendance data to the school database.

2024년 1학기

Home
People
Syllabus
Announcements
Board
Weekly Learning
Assignments
Quizzes
Discussions
Lecture Resources
Lecture/Attendance
Offline Attendance
Total grade book
Learning activity
Learning analysis
Students Notifications
Question Banks

Lecture
Attendance

01

View subsections

View components

Total attendance count 1
VOD Video 1
LIVE Video Meeting 0
ATN Offline attendance 0

Name/Student ID
Search

※ Check the latest update date and update attendance status.
Update attendance status
Export to Excel

※ In case of Offline attendance or video lecture, click the ATN LIVE icon to move to the attendance record for each item.
attended : ● | late : ▲ | absent : ✕ | Not completed : -

Attendance Sheet Printing (Blank)
※ You can print a blank attendance sheet that does not include attendance information.
Print Attendance Sheet (Blank)

Final attendance
※ Before entering the SIS system grades, please click the [Update Attendance] and click the [Confirm the attendance] button.
Confirm final attendance

Send SMS
Send message
Send e-mail
0 People Selected
SMS history

No	Name	ID	Dept.	●	▲	X	-	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16																
								1-1	1-2	2-1	2-2	3-1	3-2	4-1	4-2	5-1	5-2	6-1	6-2	7-1	7-2	8-1	8-2	9-1	9-2	10-1	10-2	11-1	11-2	12-1	12-2	13-1	13-2	14-1	14-2	15-1	15-2	16-1	16-2
1	한양영일사 /	9214320158	국어국문학과	31	0	1	0	●	●	●	●	●	✕	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
2	한양영일삼 /	9214220157	국어국문학과	30	1	1	0	▲	●	●	●	●	✕	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
3	한양영일오 /	9214420159	국어국문학과	30	0	2	0	✕	●	●	●	●	✕	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
4	한양영일이 /	9214120156	국어국문학과	31	0	1	0	●	●	●	●	●	✕	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
5	한양영일일 /	9214020155	국어국문학과	31	0	1	0	●	●	●	●	●	✕	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	