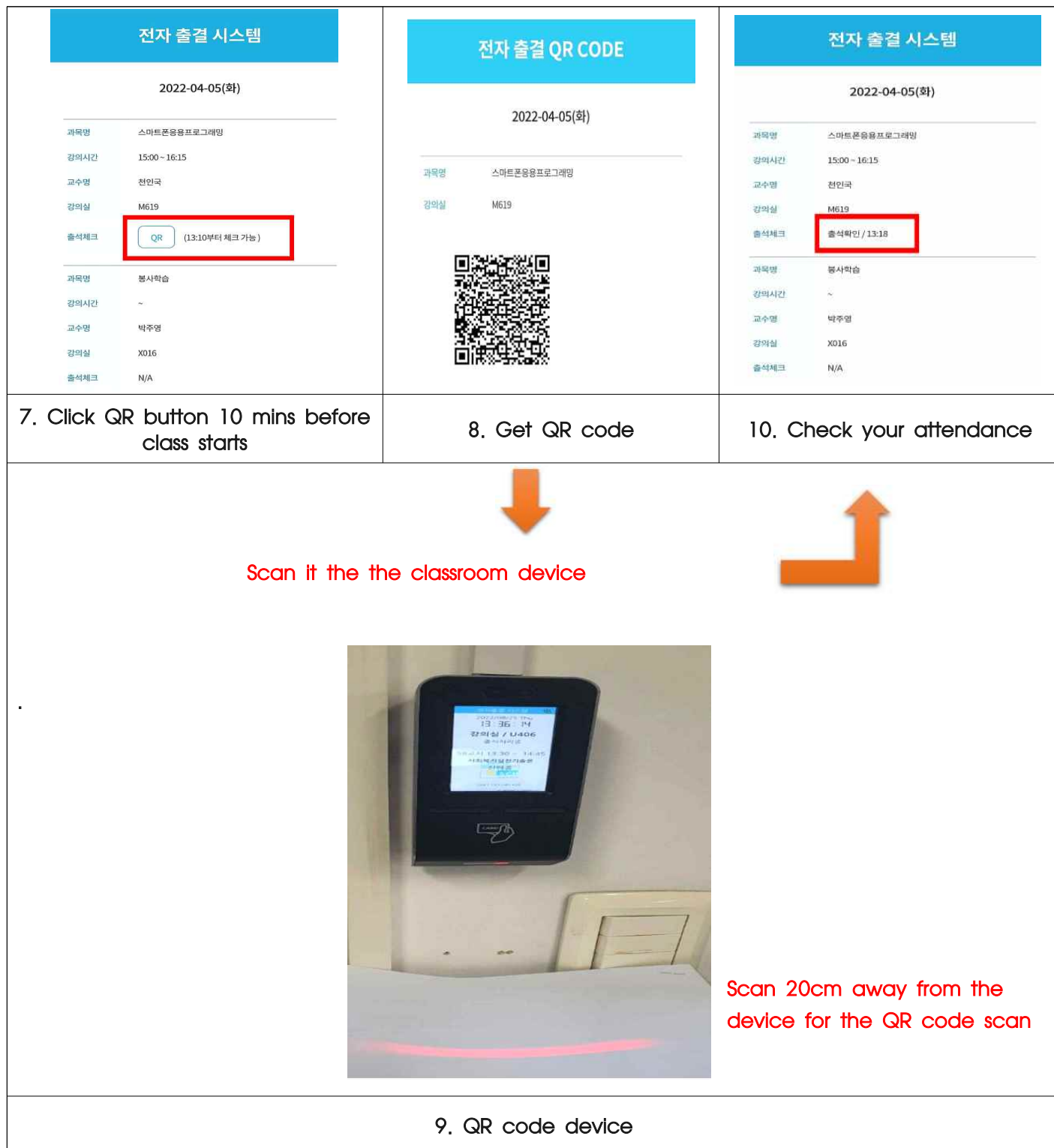# Fall 2022 Classroom e-Attendance System Guidelines

Our university has introduced an electronic attendance system in the classroom starting from Fall 2022. Electronic attendance device has been installed in 327 classrooms in the school, and please proceed with electronic attendance in the classroom before class starts to confirm attendance accurately and conveniently.

◉ Who : Undergraduate student and exchange student

◉ How to use the e-Attendance System
- Use SCH app(순천향톡) and scan your QR Code

◉ When do do the attendance check
- 10 mins before class ~ 20 minutes after class starts
- If you check in after 20 mins, you will be considered late

◉ Process
1. '순천향톡' SCH app download
- For apple, go to 'App Store', For Android, go to 'Play Store' and install it.
   * In App Store the app name is SCH smart campus ('순천향대 스마트캠퍼스')
2. In SCH app '순천향톡', Click Class attendance ('강의실전자출결')
3. Scan QR Code for your attendance

1. Search the SCH app	2. Install 순천향톡 SCH app	3. Start SCH app
4. Undergraduate- Login (Initial PW : Your Date of Birth 6 digits)	5. Click QR code '강의실전자출결'	6. Date of the attendance

7. Click QR button 10 mins before class starts	8. Get QR code	10. Check your attendance

Scan it the the classroom device

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Scan 20cm away from the device for the QR code scan

9. QR code device

▣ Note
- Only one attendance counts. If you do multiple scan, the initial one will count
- 1st week attencance will be counted as attended due to course modification period