



Heyoung Campus E-Attendance Manual

# 헤이영캠퍼스 전자출결 매뉴얼(학생용)

Ver.01-02    2025-05-14



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**How to connect to Heyoung**



## How to install the Heyoung Campus app

If you do not have the Heyoung Campus app, be sure to download and sign up for the app first!



The banner features the Heyoung Campus logo at the top, followed by the Korean text '헤이영 캠퍼스' and instructions to search for the app on Google Play or the App Store. A red star is placed to the left of a box containing the app icon and a QR code. Below the QR code is the text '헤이영캠퍼스 설치 바로가기' and a red link 'Go to Heyoung Campus Installation'.

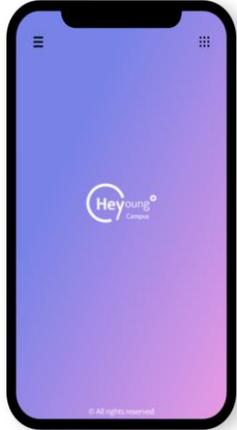
<https://campus.heyong.co.kr/intro/install.html>

# Login and authentication methods

## 01 App Installation

- ① Access the store
- ② Search for "Heyoung Campus"
- ③ Download

## 02 App Start



## 03 Bluetooth Settings



## 04 Location settings



※ 참고

03 Bluetooth settings: Set to Allow

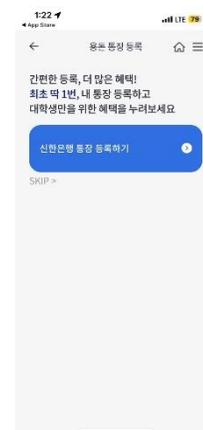
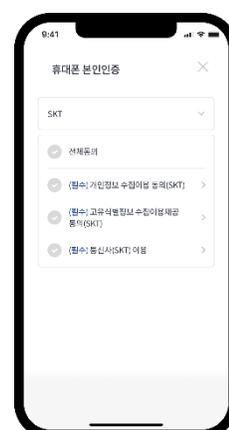
04 Location Settings: Allow while using the app

06 Login: Same as Sangmyung University student number

08 Mobile phone carrier authentication: A mobile phone registered in your name is required

09 Registering a bankbook: Register if you wish to participate in Shinhan Bank events, or skip if you do not wish to participate.

## 05 Search and select schools 06 School Login 07 Join the membership 08 Mobile phone authentication 09 Registering a bankbook 10. Completed registration

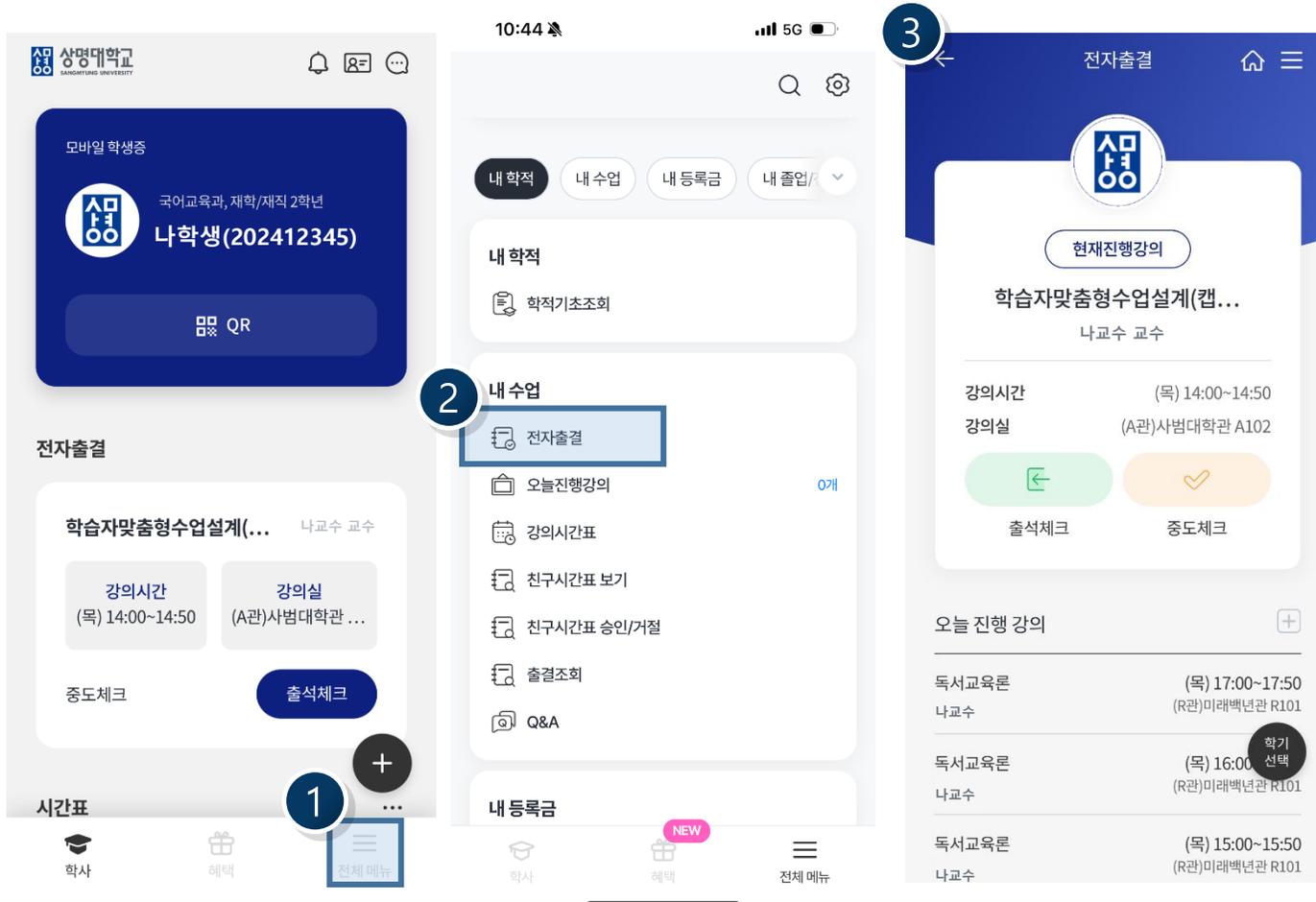


02

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Heyoung E-Attendance

# Electronic Attendance - Main



## 1 Select menu

- Click on the menu bar at the top right of the main page

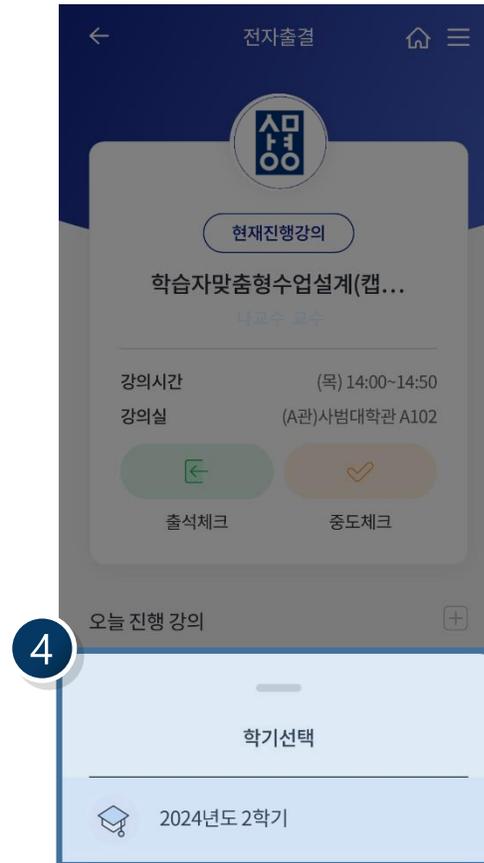
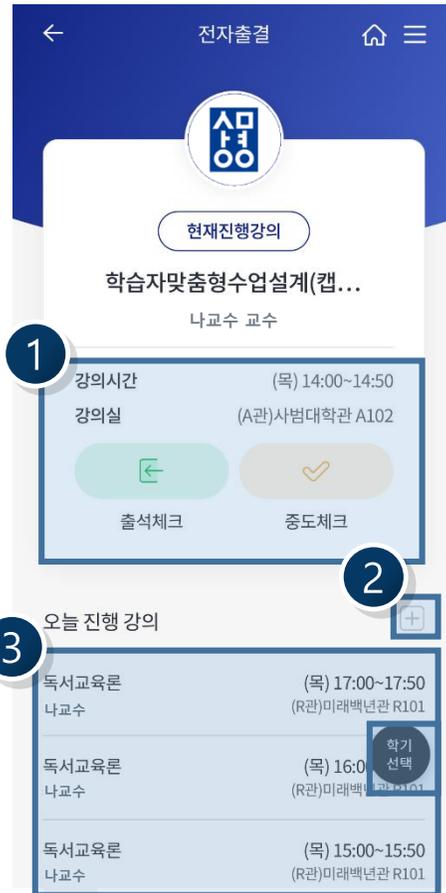
## 2 Enter electronic attendance screen

- When the hidden menu bar appears, click Electronic Attendance – Electronic Attendance Main.

## 3 Electronic Attendance

- You can check the lectures currently in progress.
- You can check the lectures that are being held today

# Electronic Attendance - Main



## 1 Move to attendance check screen

- Click the attendance check button.

## 2 Move to the lecture screen that is being held today

- Press the [+] button.

## 3 Go to the attendance inquiry screen for the corresponding lecture

- Click on the name of the course you want.

## 4 Semester selection pop-up window

- You can choose the semester you want.

# Electronic Attendance - Easy Attendance



## 1 Electronic Attendance Portlet

- You can check the simple electronic attendance portlet by checking the bottom of the mobile student ID/electronic confirmation certificate on the main page.
- This screen allows you to easily move to the attendance check page.

## ⊗ Note

- The electronic attendance portlet on the main screen does not update in real time.
- Therefore, you need to refer to the previous explanation of Electronic Attendance - Main, or move to another page so that it can refresh and then move to the current page.

## Electronic Attendance (Beacon, Mobile Phone, Authentication Key) Attendance Recognition Time and Precautions

# Attendance roll call method varies by professor



For classes using electronic attendance (beacon, mobile phone, authentication key), students must personally check attendance through the 'Hey Young Campus' app during class time.

Even if you enter the classroom after class has started, you must personally check attendance through the 'Hey Young Campus' app to have your attendance (**present or late**) recognized.

**Attendance recognition time: From the time the instructor starts taking attendance to the attendance recognition time set by the instructor**

ex) If the attendance recognition time for classes 1-3 (09:00 ~ 11:50) is set to 10 minutes and the instructor starts taking attendance at 09:05

- Students who checked attendance between 09:05 and 09:15 must be present for all 1st, 2nd, and 3rd periods.
- For students who checked attendance between 09:16 and 09:50, being late for the 1st period and attending the 2nd and 3rd periods
- For students who checked attendance between 09:51 and 10:10, they will be absent for the first period and present for the second and third periods.
- For students who checked attendance between 10:11 and 10:50, they will be absent from the first period, late for the second period, and present for the third period.
- Students who checked attendance between 10:51 and 11:10 will be absent from the 1st and 2nd periods and present during the 3rd period.
- Students who checked attendance between 11:11 and 11:50 will be absent from the 1st and 2nd periods and late for the 3rd period.

※ Attendance methods and standards vary depending on the instructor, so please be sure to follow the instructor's instructions before class.

# Electronic Attendance – Attendance (Beacon)

# How to receive signals using a classroom beacon device



## 1 Select Attendance Check

- Attendance check according to the instructions at the appropriate time Choose between attendance check and mid-check

## 중도체크

- Select this option if the instructor conducts additional attendance checks during class to prevent students from dropping out after checking attendance. (Select this option if the instructor provides instructions.) # Attendance/mid-attendance method is the same

## 2 Check attendance method

- After checking the class, check the attendance method.
  1. Beacon
  2. cell phone
  3. Authentication key

## 3 Attendance check starts

- Click the Start Attendance Check button

## 4 Attendance check progress pop-up

- Confirm that attendance check is currently in progress.

## 5 Attendance check completion pop-up

- Confirm that attendance has been processed normally.

# Electronic Attendance – Attendance (Mobile Phone)

# The mobile phone method is to receive signals in a P2P manner.



## 1 Select Attendance Check

- Attendance check according to the instructions at the appropriate time Choose between attendance check and mid-check

## 중도체크

- Select this option if the instructor conducts additional attendance checks during class to prevent students from dropping out after checking attendance. (Select this option if the instructor provides instructions.) # Attendance/mid-attendance method is the same

## 2 Check attendance method

- After checking the class, check the attendance method.
- # The mobile phone method is to receive signals in a P2P manner.

## 3 Attendance check starts

- Click the Start Attendance Check button.

## 4 Attendance check progress pop-up

- Confirm that attendance check is currently in progress.

## 5 Attendance check completion pop-up

- Confirm that attendance has been processed normally.

# Electronic Attendance – Attendance (Authentication Key)



## Reference

- The connection method is the same as the previous attendance method.

### 1 Check attendance method

- After checking the class, check the attendance method [authentication key].

### 2 Authentication key pop-up

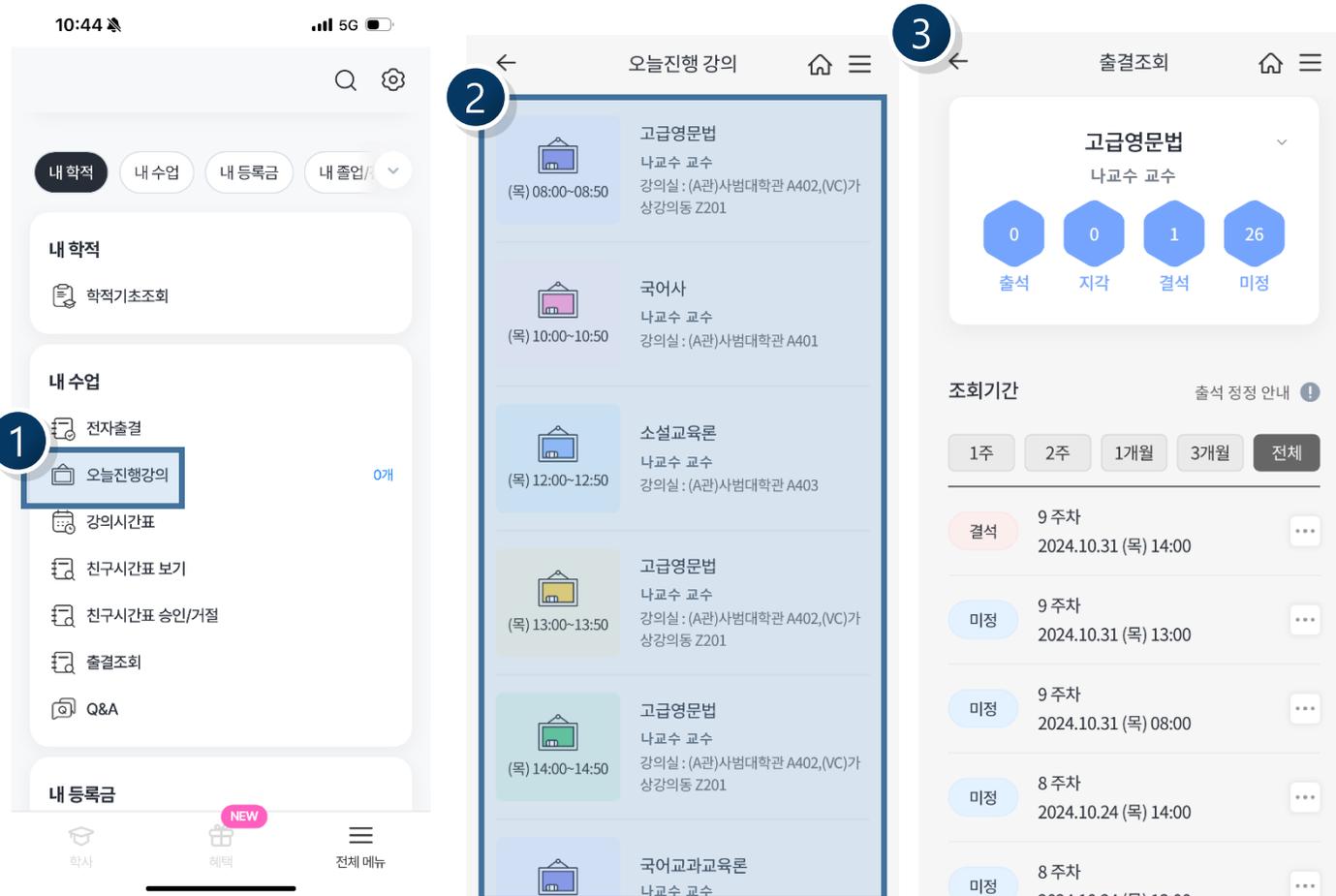
- Click the Start Attendance Check button and check the pop-up.

### 3 Enter authentication key

- After entering the authentication key provided by the professor, press the Start Attendance button.

### 4 Attendance check completion pop-up

- Confirm that attendance has been processed normally.



### 1 Enter the lecture screen for today

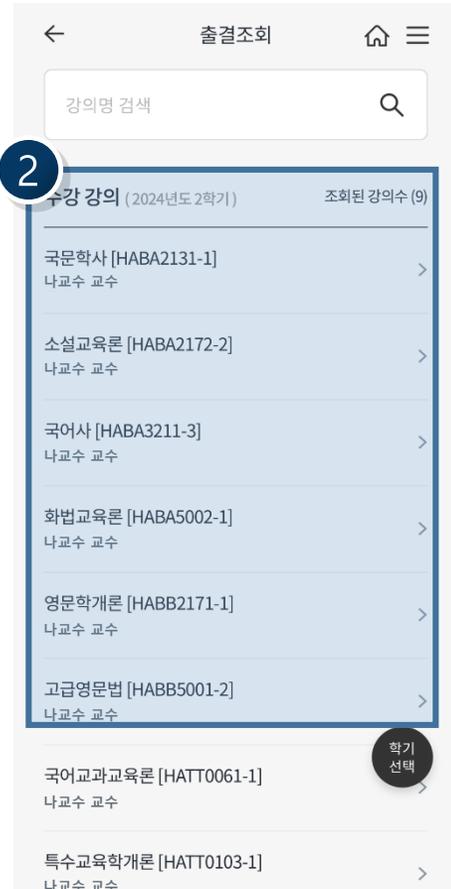
- Use the menu bar to click on the lecture you are currently attending.

### 2 List of lectures to be held today

- You can check the lecture being held today.
- # Clicking on a lecture will take you to the attendance inquiry screen.

### 3 Attendance check screen

- You can check the attendance inquiry screen for the selected lecture.



### 1 Enter the attendance check screen

- Use the menu bar to click Attendance Inquiry.

### 2 Attendance Check Course List

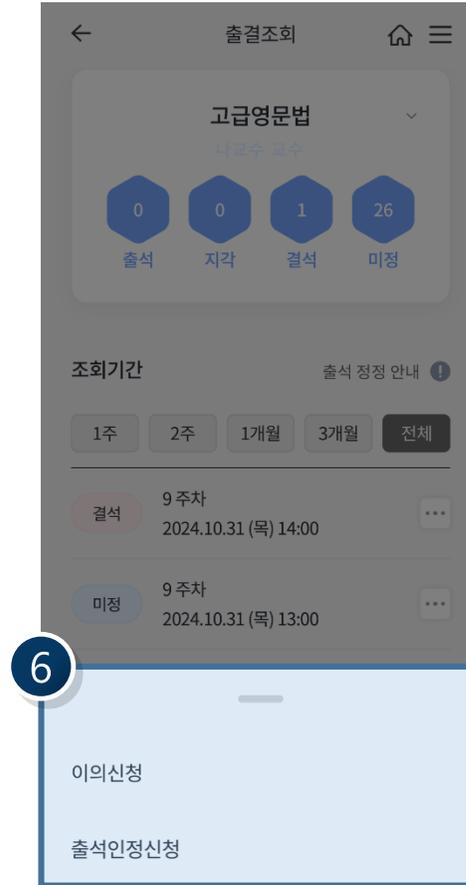
- You can check all the lectures you are taking.
- Clicking on a lecture will take you to the attendance details screen.

### 3 Course name and attendance statistics

- You can check attendance statistics for the selected course.
- # You can change the lecture by clicking.

### 4 Attendance status by inquiry period

- You can check attendance status according to the inquiry period.



### 5 Entry to objection and attendance recognition request

- Click the [...] button next to Attendance Status.

### 6 Objection and Attendance Recognition Pop-up

- In case of tardiness or absence with a valid reason, an objection or application for attendance recognition can be made.
- [Detailed explanation of application method on the next page]

# Attendance Inquiry - Objection Request

**1** 이의신청

출석인정신청

**2** 이의신청 내용

이의신청합니다.

증빙자료

C:\fakepath\1000004355.jpeg

**3** 등록

**4** 이의신청이 완료 되었어요.

확인

**5** 9 주차 2024.10.31 (목) 14:00 [이의신청중]

## 1 Enter the objection screen

- After checking the course and date you wish to apply for, click on the objection button.
- # No objection can be filed when the status is pending

## 2 Enter reason and supporting documents

- The reason for the objection and supporting documents are attached.

## 3 Register an objection

- After checking the objection details, click the Register button.

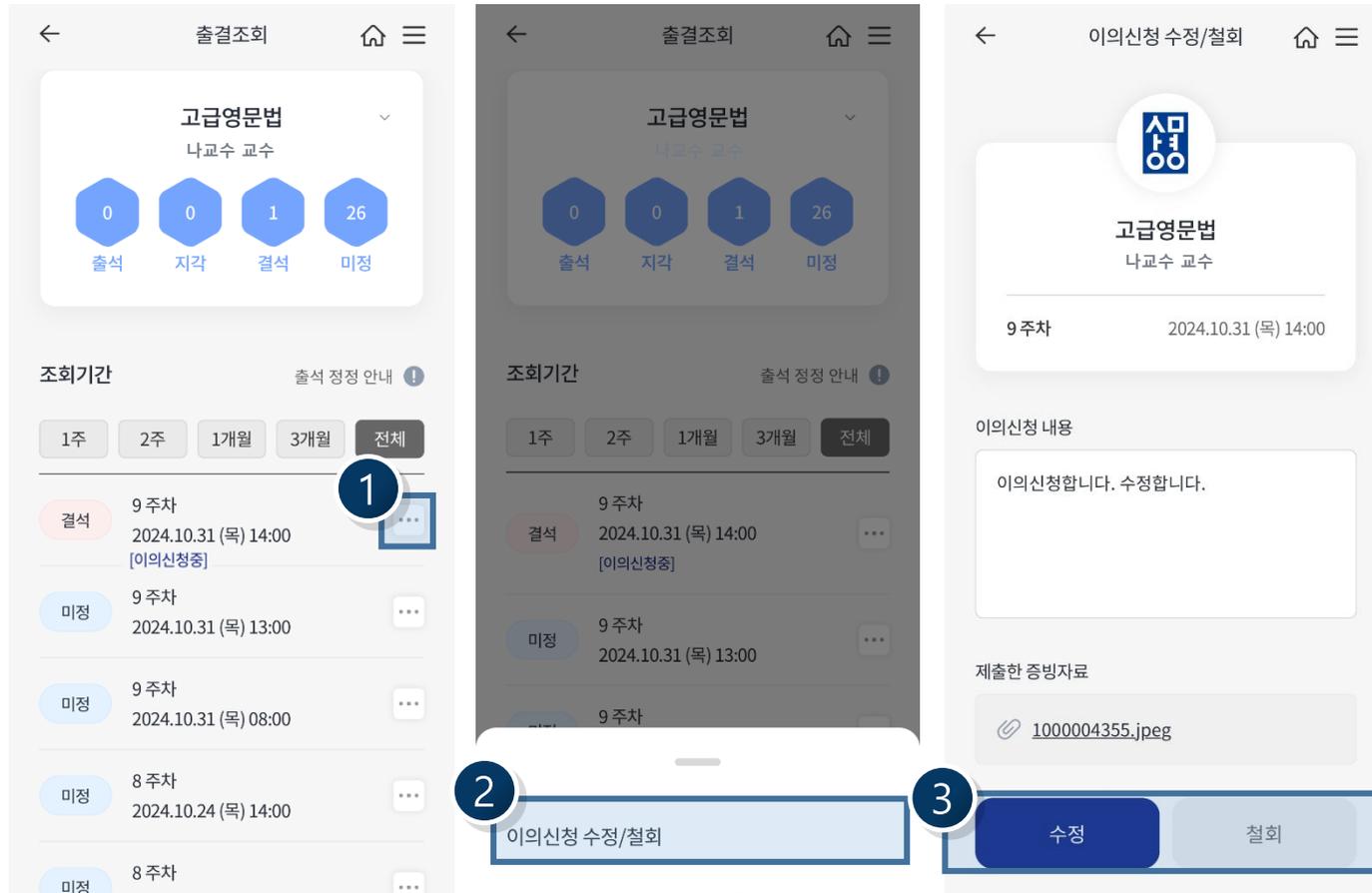
## 4 Objection registration completed

- Confirm that the objection has been completed.

## 5 Confirmation of Completion of Objection Registration

- Check if the course and date you applied for is in [Appeal Pending].

# Attendance Inquiry - Objection Request Modification



## 1 Enter the objection modification screen

- Click the [...] button

## 2 Objection Modification/Withdrawal Pop-up

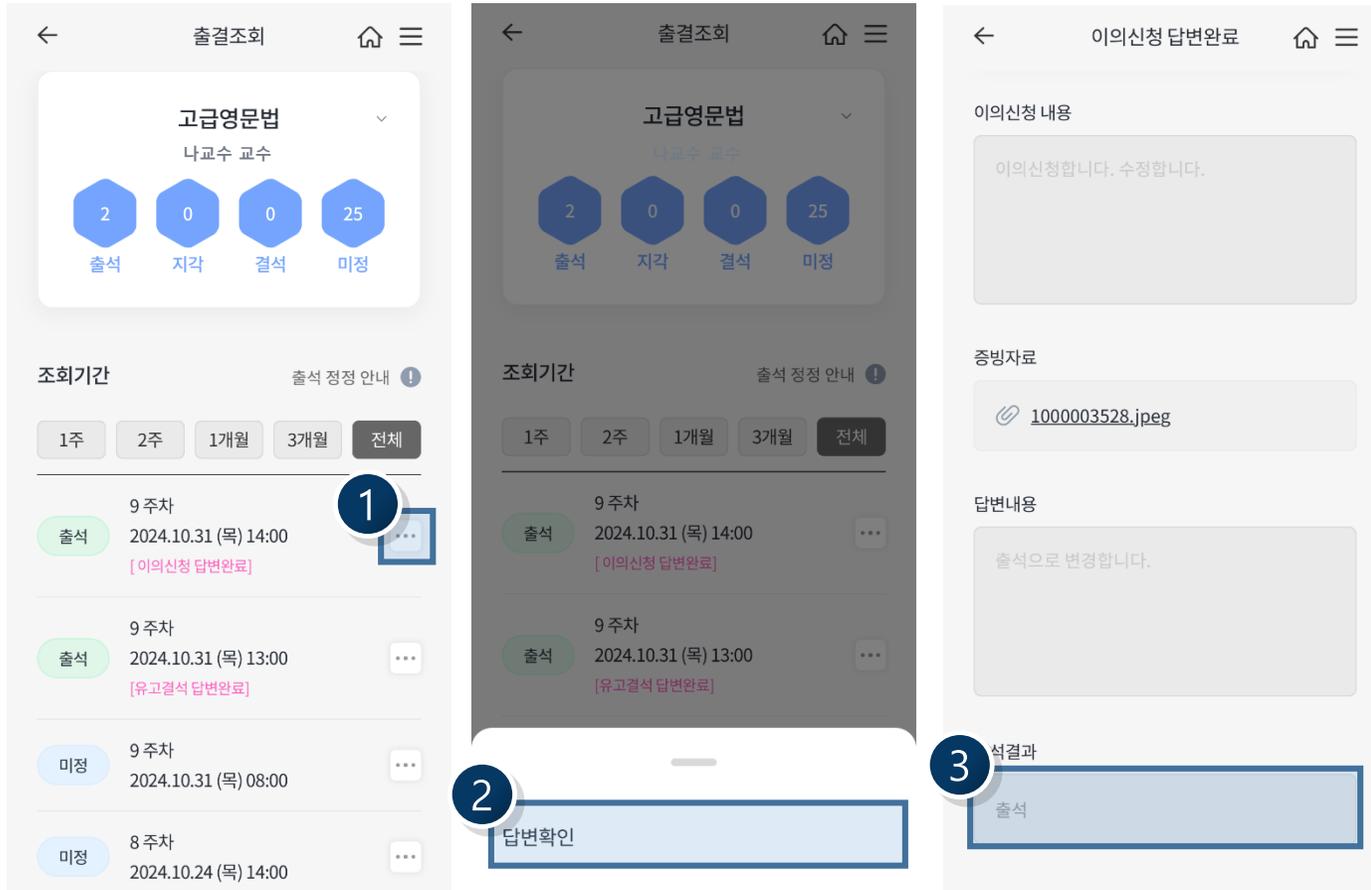
- Click on Modify/Withdraw Objection.

## 3 Modification/Withdrawal of Objection

- You may modify or withdraw the content of your objection.

# The method for requesting attendance recognition is the same afterward.

## Attendance Inquiry - Objection Response



**1** Enter the objection response completion screen

- Click the [...] button.

**2** Answer confirmation pop-up

- Click on Confirm Answer.

**3** Objection Response Completed

- You can check the answers and attendance results.

# The method for requesting attendance recognition is the same afterward.

# Attendance Inquiry - Attendance Recognition Request

**1** 이의신청  
출석인정신청

**2** 출석인정사유  
출석인정 사유  
질병, 기타 부득이한 사유로 인한 미출석

**3** 증빙자료  
C:\fakepath\1000003527.jpeg

등록

## 1 Enter the attendance recognition request screen

- After checking the class and date you wish to apply for, click on the Attendance Recognition Request button.

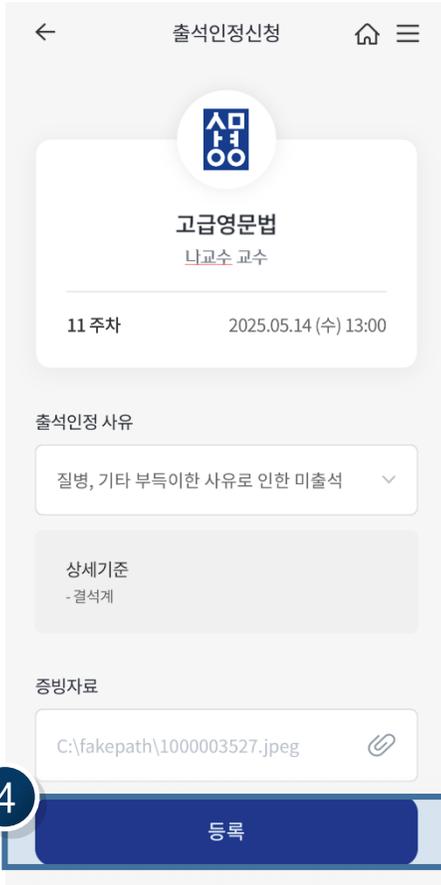
## 2 Select the reason for requesting attendance recognition

- Select the reason for absence for which you are requesting attendance recognition.
- # Applications can only be submitted within the approval period.

## 3 Submit supporting documents

- Submit supporting documents appropriate to the reason.
- # If the supporting documentation does not match the reason for absence, approval may not be granted.

## Attendance Inquiry - Attendance Recognition Request



출석인정신청

고급영문법  
나교수 교수

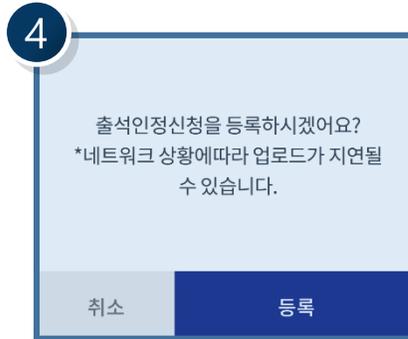
11 주차 2025.05.14 (수) 13:00

출석인정 사유  
질병, 기타 부득이한 사유로 인한 미출석

상세기준  
- 결석계

증빙자료  
C:\fakepath\1000003527.jpeg

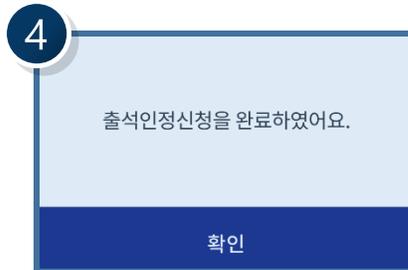
4 등록



4

출석인정신청을 등록하시겠어요?  
\*네트워크 상황에 따라 업로드가 지연될 수 있습니다.

취소 등록



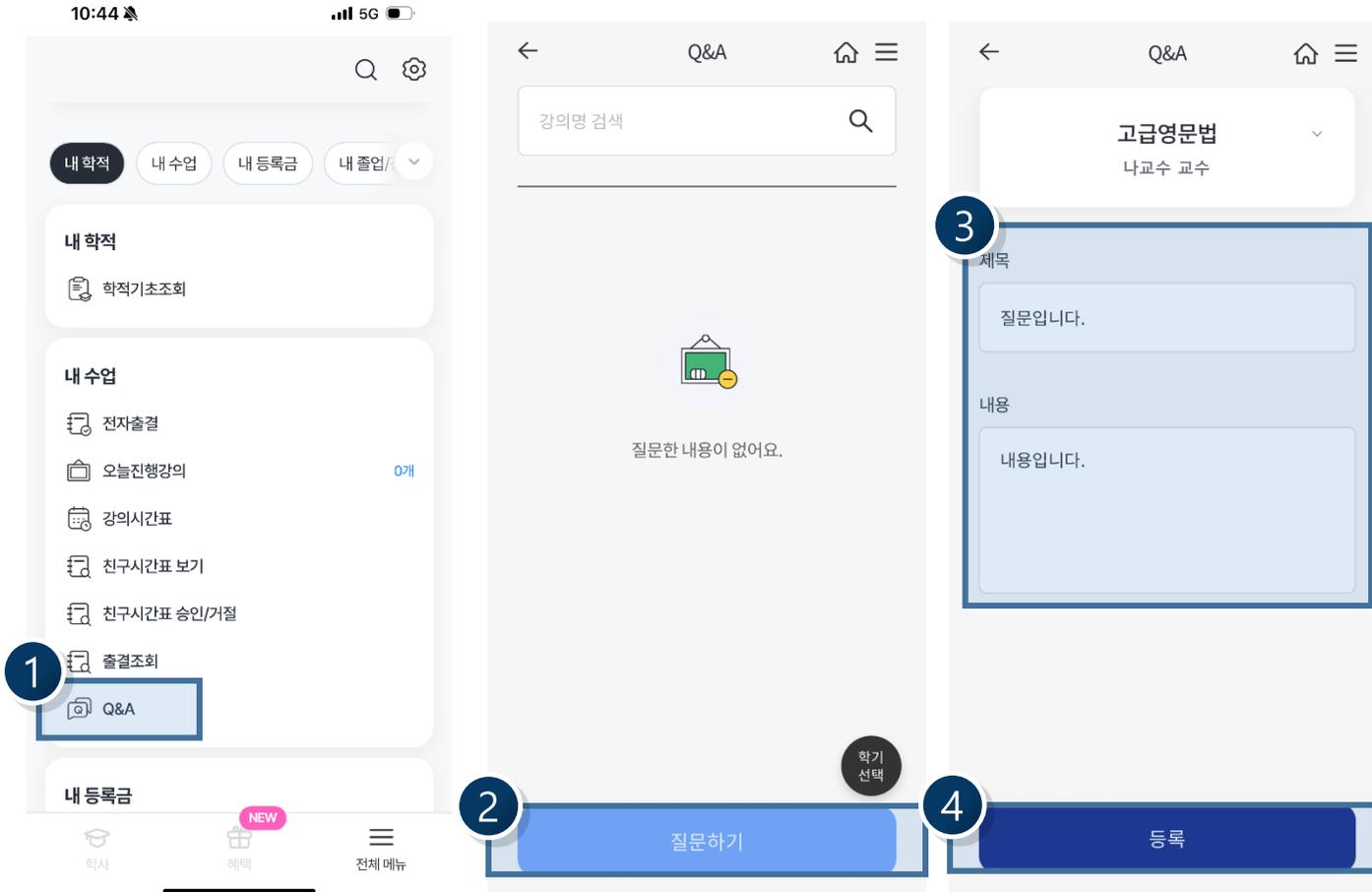
4

출석인정신청을 완료하였어요.

확인

#### 4 Attendance Recognition Application Registration

- After checking the reason and supporting documents, click the Register button.



### 1 Enter Q&A screen

- Use the menu bar to click Q&A.

### 2 Enter the Q&A registration screen

- Click the Ask a Question button on the Q&A screen.

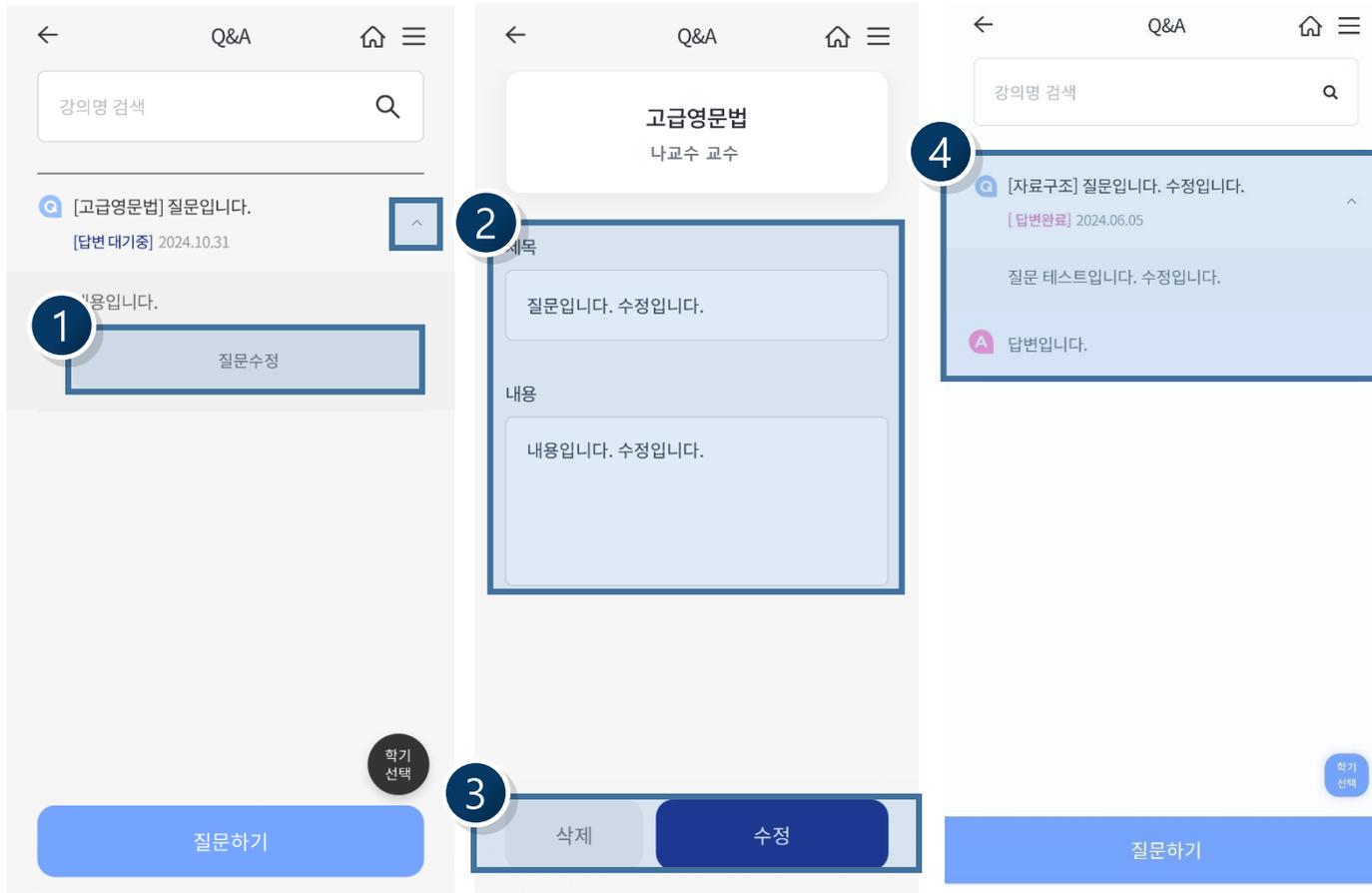
### 3 Write Q&A content

- Please write down your question in the form.

### 4 Register Q&A

- Click the Register button to complete.

## Q&A Edit and Answer Complete



### 1 Enter Q&A edit screen

- Click the [^] button on the right to expand the Q&A content, then click the Edit Question button.

### 2 Modify Q&A content

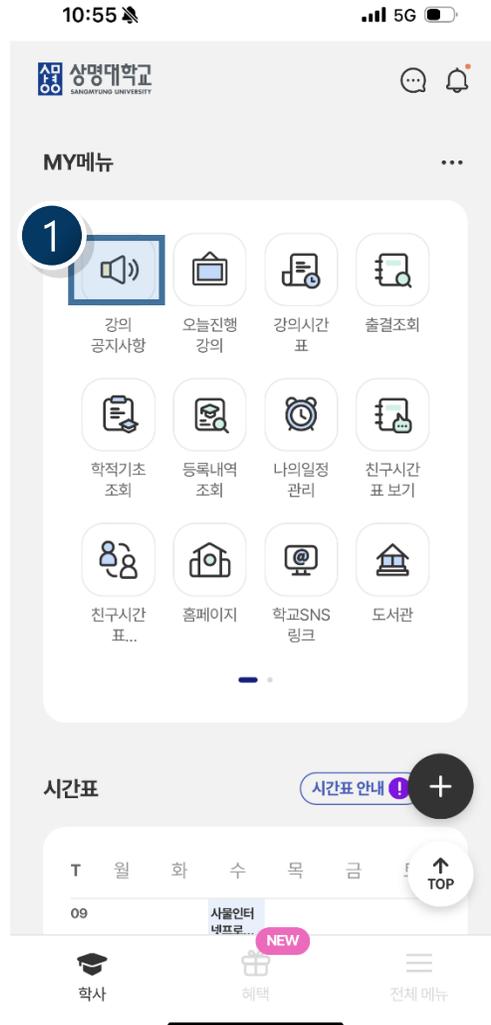
- Modify the title and content as needed.

### 3 Edit/Delete Q&A

- You can edit or delete by clicking the Delete or Edit button.

### 4 Check Q&A answers

- You can check the answer given by the professor.



## 1 Lecture Announcement Portlet

- You can check the lecture announcements in the lecture announcement portal by scrolling down.
- You can click See More to enter the lecture announcement screen.

## 2 Check the lecture announcement contents

- You can check the lecture announcement title, content, and attached files for each lecture.

**03**

**/**

**Electronic Attendance System Q&A**

## Electronic Attendance System Q&A

### 1 user ) How do I check attendance?

- Heyoung ) First of all, in order to check attendance, the Bluetooth function must be activated, and finally, in order to receive attendance certification, data communication or WIFI communication must be enabled. If neither of these two communications are enabled, communication with the management system will not be possible, and attendance processing will not be possible.

### 2 user ) Bluetooth is activated and data communication is in use, but attendance is not progressing.

- Heyoung ) The P2P method and the classroom method use the Bluetooth beacon scan function, so at least Android OS version 5.0 or higher, and IOS 4.0 or higher. Also, since some Android devices do not support Bluetooth beacon scan, you must first check whether the device can use the Bluetooth beacon function.
- Heyoung ) Also, since it uses the Bluetooth function, there is a possibility that it may be conflicting with other apps. Please check attendance 2-3 times, and if it does not work continuously, try closing the app > disabling the Bluetooth function > re-enabling the Bluetooth function.
- If the problem is still not resolved, please contact the administrator. Thank you.

### 3 user ) I am using an iOS phone, and when I run the application, a message appears asking me to confirm my location settings.

- Heyoung ) If you see such a message on IOS after running the application, please click Settings > Privacy > Allow Location Services.

## Electronic Attendance System Q&A

4

**user ) Did you accidentally deny an app permission when you first launched it? Does this mean you can't use the app?**

- Heyoung ) First, if the user accidentally denies the app's permission, there may be restrictions on using functions such as attendance check. In such cases,
- Settings > All applications > Select Heyoung University Electronic Attendance App > Permissions > Reactivate the app's permission that you denied.
- If the method for reactivating the permission is complicated, simply delete the app and reinstall it to allow all permissions.

5

**user ) When I try to check attendance, a message keeps popping up saying that attendance cannot be checked from the current location.**

- Heyoung ) When using electronic attendance, it is important to first check if there are any other Bluetooth devices paired to your current device.
- If you have other Bluetooth devices paired, such as Bluetooth earphones or an APPLE WATCH, unpair them and turn off the power of the connected device before proceeding with electronic attendance.
- Heyoung ) Also, since it uses the Bluetooth function, there is a possibility that it may be conflicting with other apps. Please check attendance 2-3 times, and if it does not work continuously, try closing the app > disabling the Bluetooth function > re-enabling the Bluetooth function.
- If the problem is still not resolved, please contact the administrator. Thank you.