1. Overview

2. Website Guide

3. Application Guide for CA

4. Application Guide for Student

# 1. Overview

# Important information

- You can modify only below website using your MIS ID and PW http://mlib.kdischool.ac.kr/KDI\_ABS/absManage.do
  - \*You can only view or print student roster through MIS
- If you can not log-in, you should contact to bej@kdischool.ac.kr.
- Match students' attendance status after every class and compare your record (student roster paper) to the above website
- All students must check their attendance status through only KDI CL application
- Total Number of Class
  - **ü** 12 times of class: 11 Attendance( Minimum 10 times class, 1 time exam)
  - **ü**24 times of class: 21 Attendance(Minimum 20 times class, 1 time exam)
  - **u**If professor wants to replace final exam to home-exam or a report, the CA student must modify their attendance status once the student checked submission status.

# Before Class: Cancel & Make-up

- Choose "Cancel & Make up" menu upper right
  - **ü** You have both cancel & Make up information
    - You should input both information before the original class
  - **ü** You have only cancel information
    - You should input only cancel information first
    - Add make-up information once you get it from professor
  - Wake-up during reading period
    - When you have make-up class in the reading period at the same date, time and class room you should not input make-up information
  - **ü** Make-up in the classroom without kiosk device
    - ©CA student must check by student roster and modify students' status on the website.

## Before Class: Others

• Change room management: You should contact to Administrator

Set holiday: You should contact to Administrator

Administrator: lhb@kdischool.ac.kr

## In-Class: E-Attendance

 You should access below website and login with your MIS account <a href="http://mlib.kdischool.ac.kr/KDI\_ABS/absManage.do">http://mlib.kdischool.ac.kr/KDI\_ABS/absManage.do</a>

Choose "E-attendance" menu upper right

 If you can make this function activated right before the class, professor can input some comments for students regarding their attitude to refer giving grades end of each class

 Match students' attendance status based on your student roster paper

# After Class: Attendance Management

- Choose "attendance management" menu upper right
- You should mark on your student roster paper(from MIS) in class
- After the class you must check all students' statuses through the website and modify their status if there is unmatching information
- You can change the information one by one or all students' statuses at the same date.

 You may download whole data using "Excel" Button in the website to compare all students' statuses.

## After Class: Send Push

• Choose "send push" menu upper right

 The system will automatically send a message after each class to the student who were absent

Or you can also send a push message

Students can receive it through the central library application

# After Class: Excused Absence

 Administrator can input excused absences once he/she received application form with the approval of professor and references.

# Others: Class in Holiday

 If you have a class in official holiday, you can not use cancel and make-up class function

You should contact to administrator(lhb@kdischool.ac.kr)

# 2. Website Guide

### **How to Access**

## **Function**

### 1. Desktop in the classroom



### 2. URL

 $\underline{http://mlib.kdischool.ac.kr/KDI\_ABS/exLogin.do}$ 

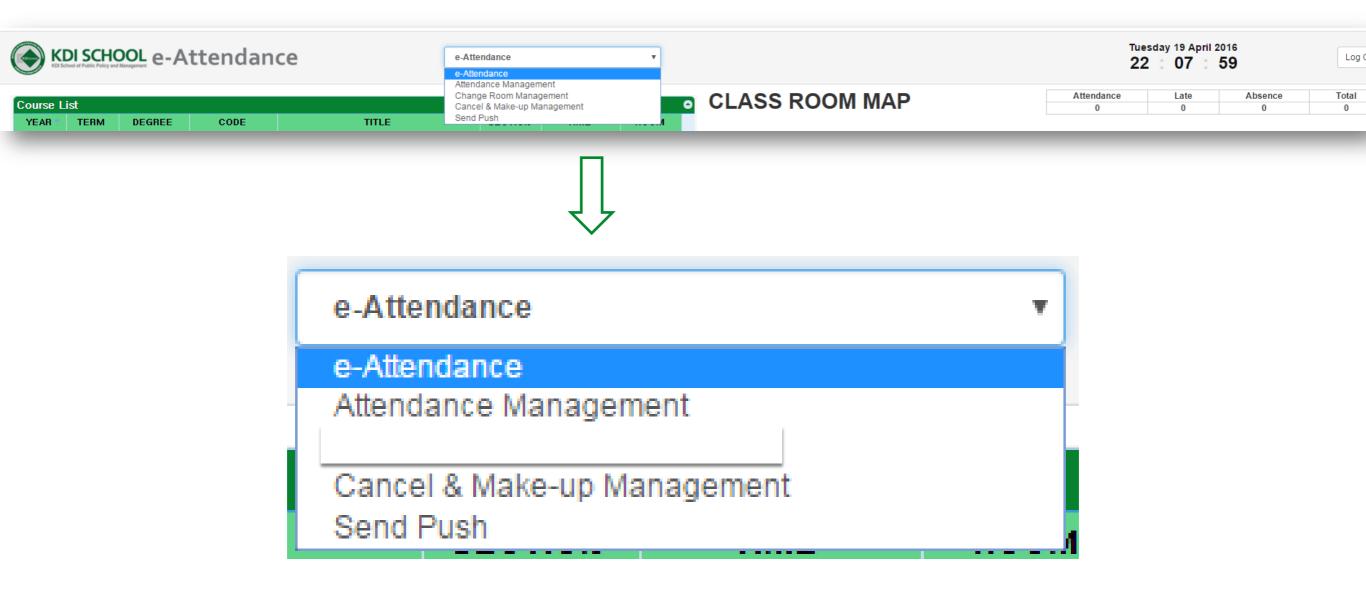
3. MIS

MIS > Service > Faculty > Student Evaluation > e-attendace

e - Attendance	Today's Course list
Attendance Management	E-Roster
Change Room Management	*Staff Only
Set Holiday	*Staff Only
Cancel & Make-up Management	Cancel & Make- up Management
Send Push	Message send via application

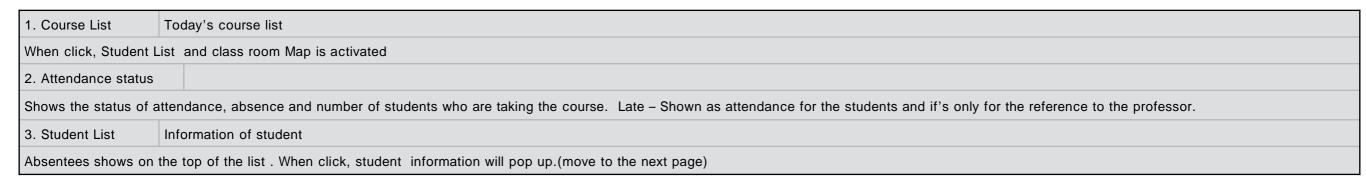
# e-Attendance setting change

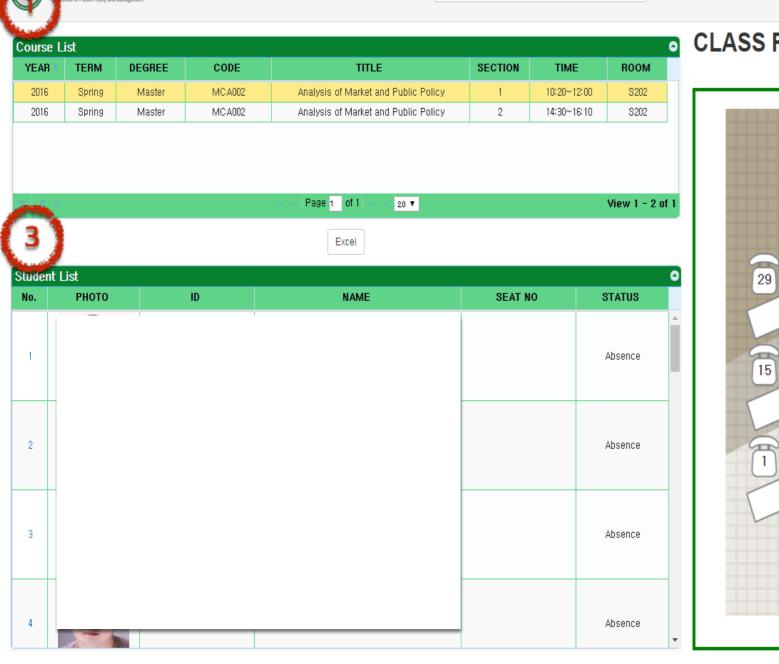
Menu can be changed through the drop box In the upper right of a page.



### e-Attendance

DI SCHOOL e-Attendance





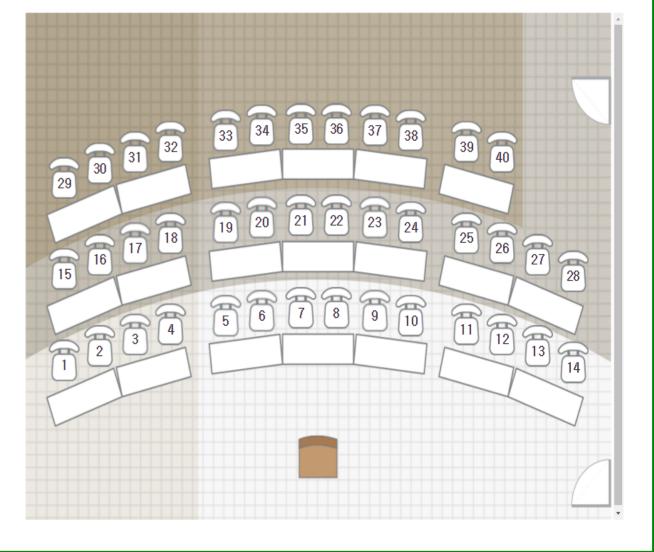
e-Attendance

CLASS ROOM S202

15 : 24 : 58

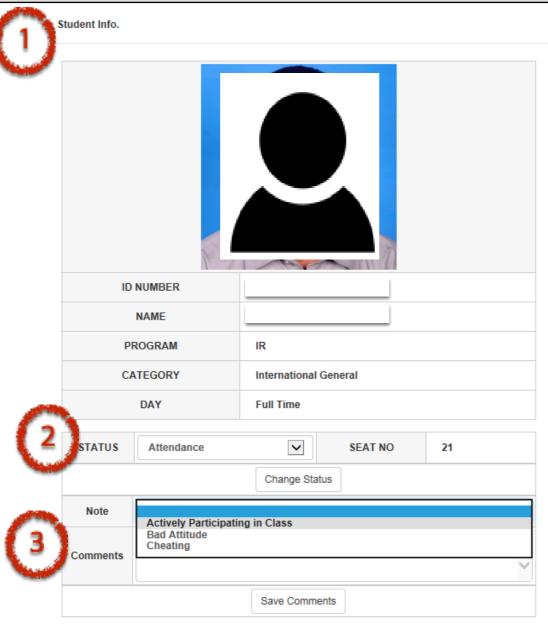
Tuesday 19 April 2016

Attendance	Late	Absence	Total
0	0	25	25

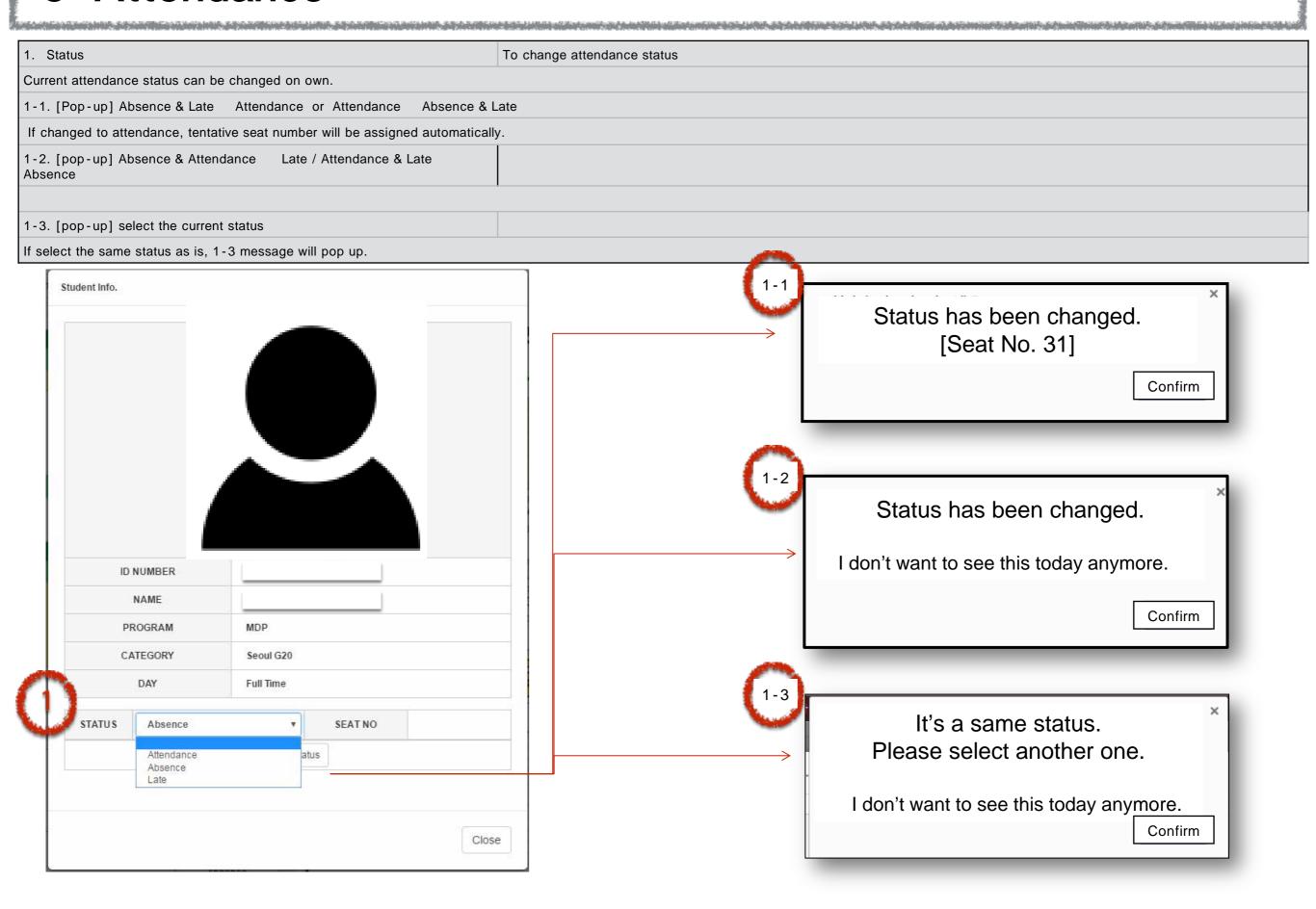


### e-Attendance

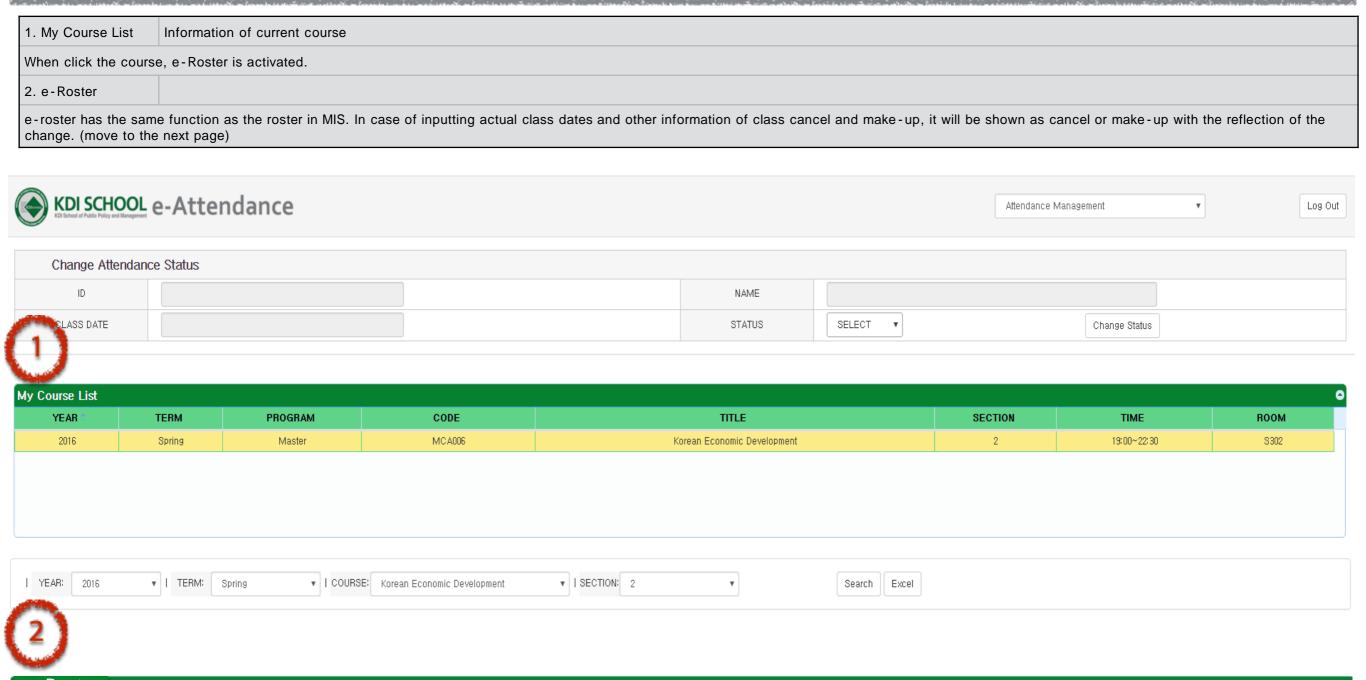
1. Student Info.	Detailed information of student								
ID, Program, Category	D, Program, Category, Day will be shown								
2. Status	Attendance status change								
Status(Attendance, Al	Status(Attendance, Absence, late) will be shown and can change the status at the drop box. * Late is only for the reference of professor.								
3. Note & comments	You can leave a message and download it from e-Roster								



### e-Attendance

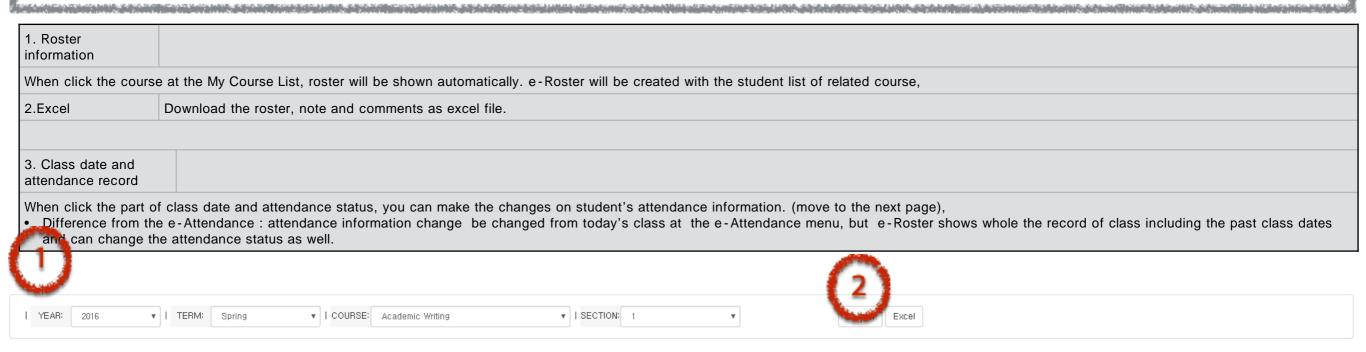


# Attendance Management



e-Ros	ster																0
	USER INFO				4-4	~-4	0.4					au.		4011		400	
No.	ID	Photo	Name	Program 1st	gram 1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1				MDP	Absence 2016-02-02	Cancel 2016-02-09	Absence 2016-02-16	Absence 2016-02-23	Absence 2016-03-01	Absence 2016-03-08	Absence 2016-03-15	Absence 2016-03-22	Absence 2016-03-29	Absence 2016-04-05	Absence 2016-04-12	Late 2016-04-19	
					∆hsence	Cancel	åhsence	∆hsence	åhsence	åhsence							

# Attendance Management



e-	Roster																•	
No.			SER INFO	Program	1st	20	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	
	ID	Photo	Photo Name			[ 3 ]												
1		MDP	Absence 2016-02-02	Cancel 2016-02-09	Absence 2016-02-16	Absence 2016-02-23	Absence 2016-03-01	Absence 2016-03-08	Absence 2016-03-15	Absence 2016-03-22	Absence 2016-03-29	Absence 2016-04-05	Absence 2016-04-12	Absence 2016-04-19	Î			
'			Will	Absence 2016-02-04	Cancel 2016-02-11	Absence 2016-02-18	Cancel 2016-02-25	Absence 2016-03-03	Absence 2016-03-10	Absence 2016-03-17	Absence 2016-03-24	Absence 2016-03-31	Cancel 2016-04-07	Cancel 2016-04-14				
2					MPP	Absence 2016-02-02	Cancel 2016-02-09	Absence 2016-02-16	Absence 2016-02-23	Absence 2016-03-01	Absence 2016-03-08	Absence 2016-03-15	Absence 2016-03-22	Absence 2016-03-29	Absence 2016-04-05	Absence 2016-04-12	Absence 2016-04-19	
2		IMIFF	Absence 2016-02-04	Cancel 2016-02-11	Absence 2016-02-18	Cancel 2016-02-25	Absence 2016-03-03	Absence 2016-03-10	Absence 2016-03-17	Absence 2016-03-24	Absence 2016-03-31	Cancel 2016-04-07	Cancel 2016-04-14					
																	•	
4																		

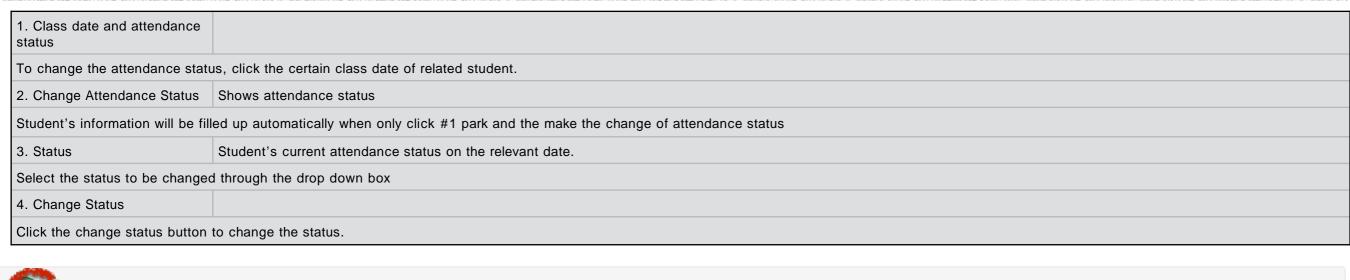
View 1 - 34 of 34

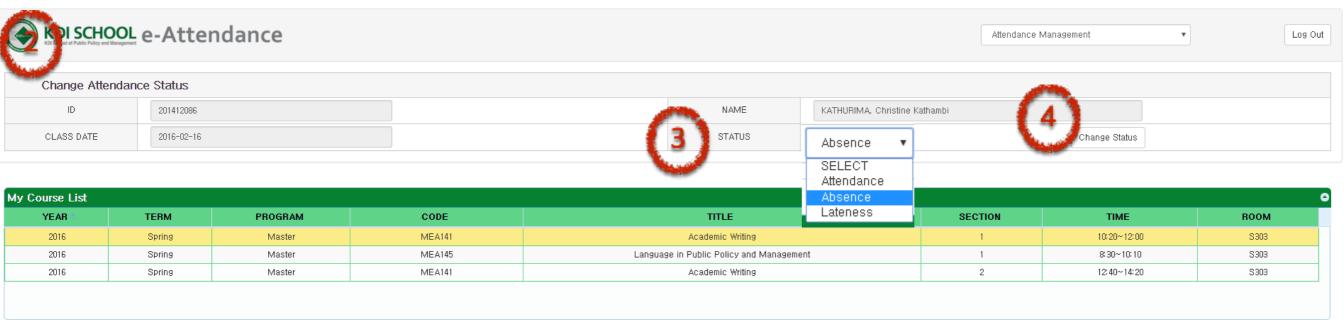
# Attendance Management

YEAR: 2016

▼ | TERM: Spring

▼ | COURSE: Academic Writing





	Roster	US	SER INFO				<b>A</b>										
No.	ID	Photo	Name	Program	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
			hi.	MDP	Absence 2016-02-02	Cancel 2016-02-09	Absence 2016-02-16	Absence 2016-02-23	Absence 2016-03-01	Absence 2016-03-08	Absence 2016-03-15	Absence 2016-03-22	Absence 2016-03-29	Absence 2016-04-05	Absence 2016-04-12	Absence 2016-04-19	
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	MUP	Absence 2016-02-04	Cancel 2016-02-11	Absence 2016-02-18	Cancel 2016-02-25	Absence 2016-03-03	Absence 2016-03-10	Absence 2016-03-17	Absence 2016-03-24	Absence 2016-03-31	Cancel 2016-04-07	Cancel 2016-04-14		

Excel

Search

▼ | SECTION: 1

# Cancel & Make-up Management

Code

MEA141

Term

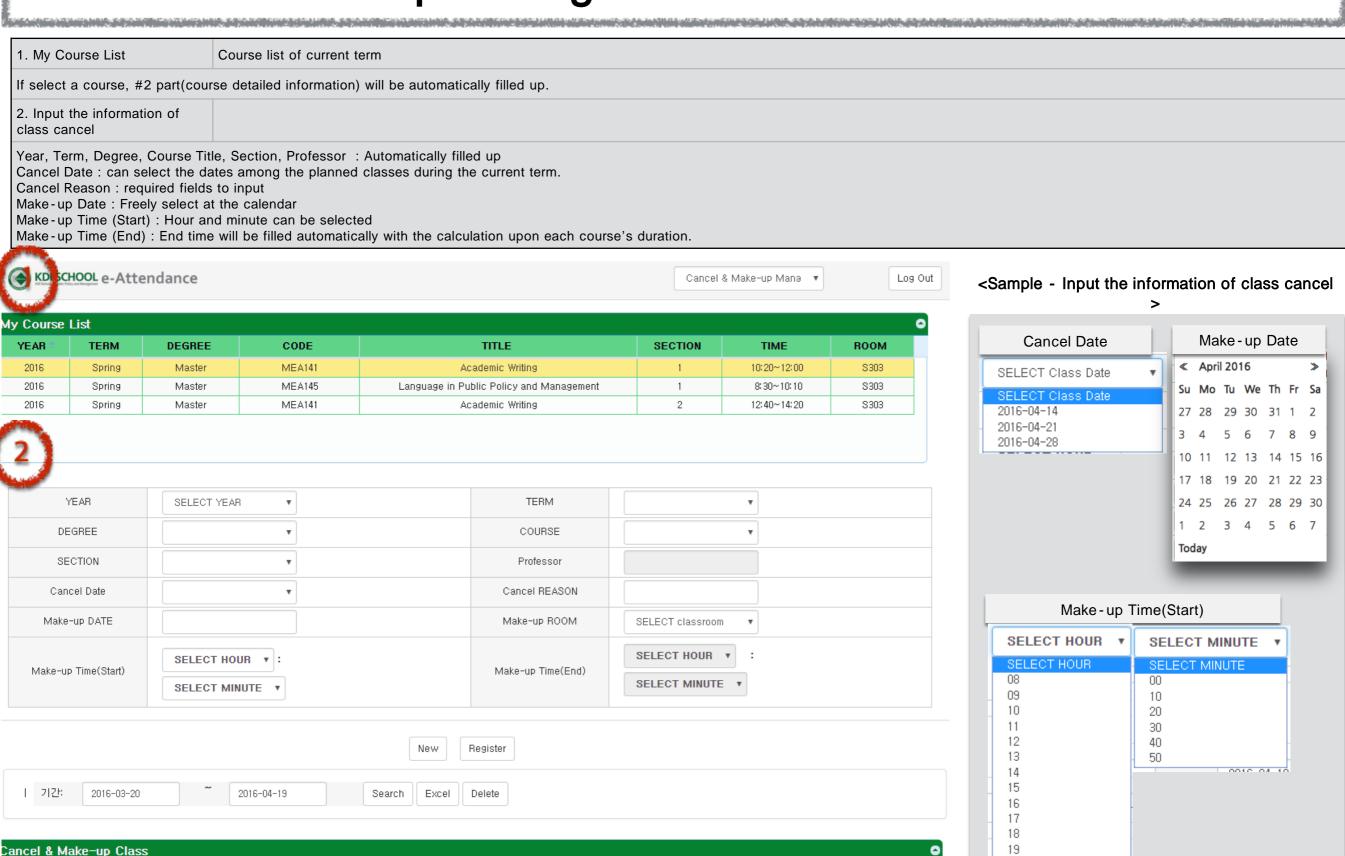
2016

Degree

Master

Title

Academic Writing



Cancel

S303

Date

2016-04-07

**Professor** 

Lisa Lim

20

21

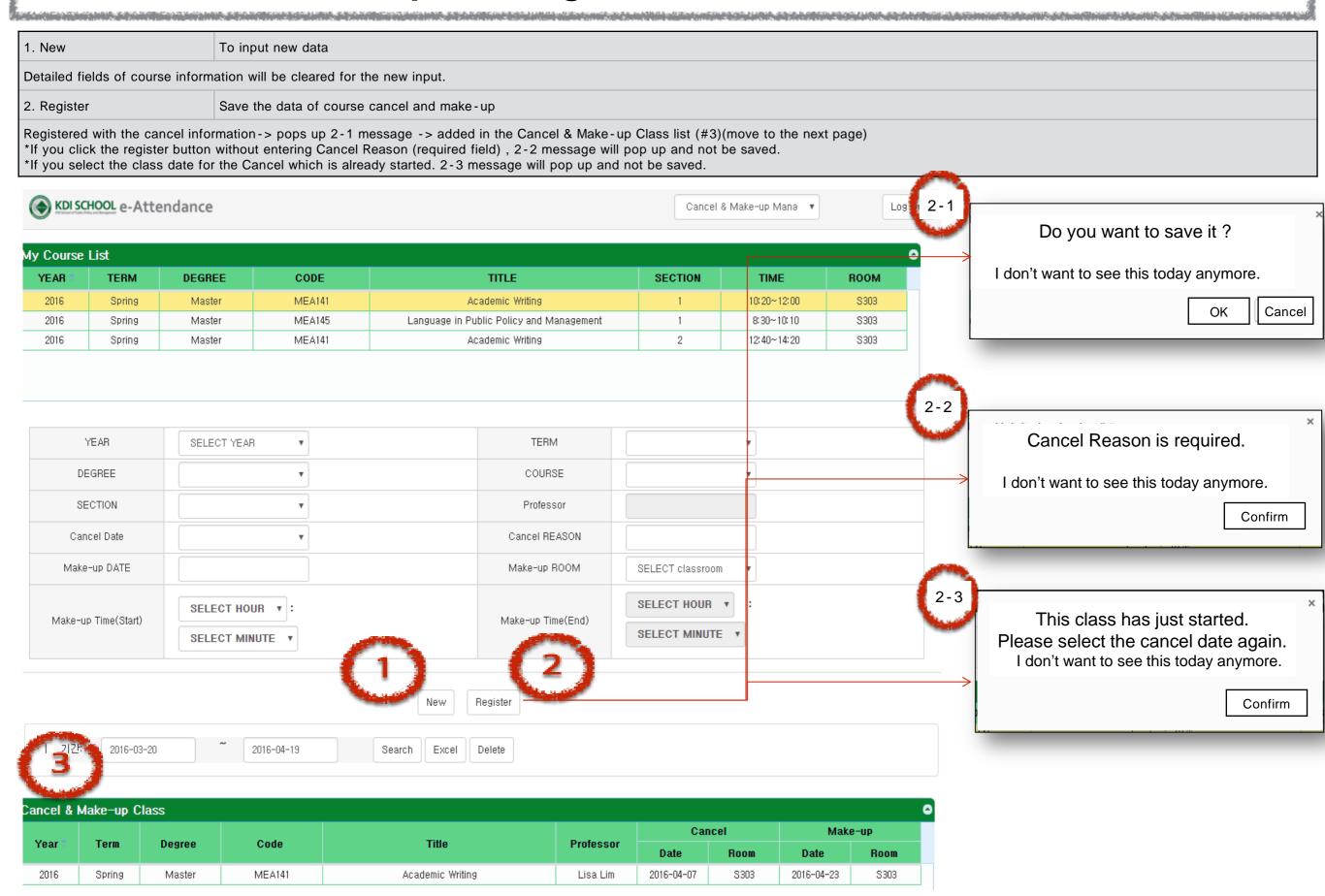
22

Make-up

Date

2016-04-23

# Cancel & Make-up Management



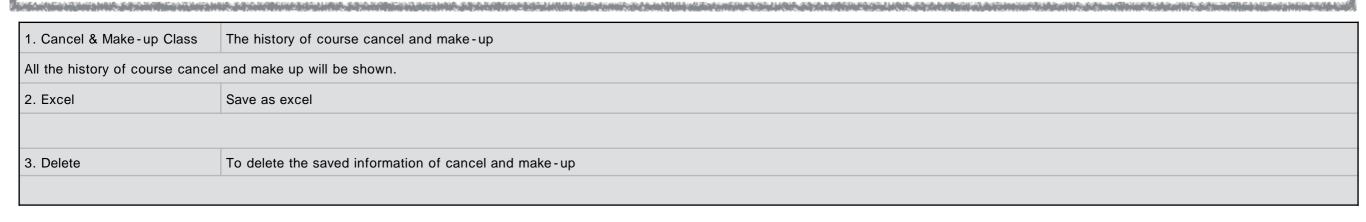
# Cancel & Make-up Management

KDI SCHOOL e-Attendance

Spring

Master

2016





Academic Writing

Cancel & Make-up Mana 🔻

12:40~14:20

2

Log Out

S303

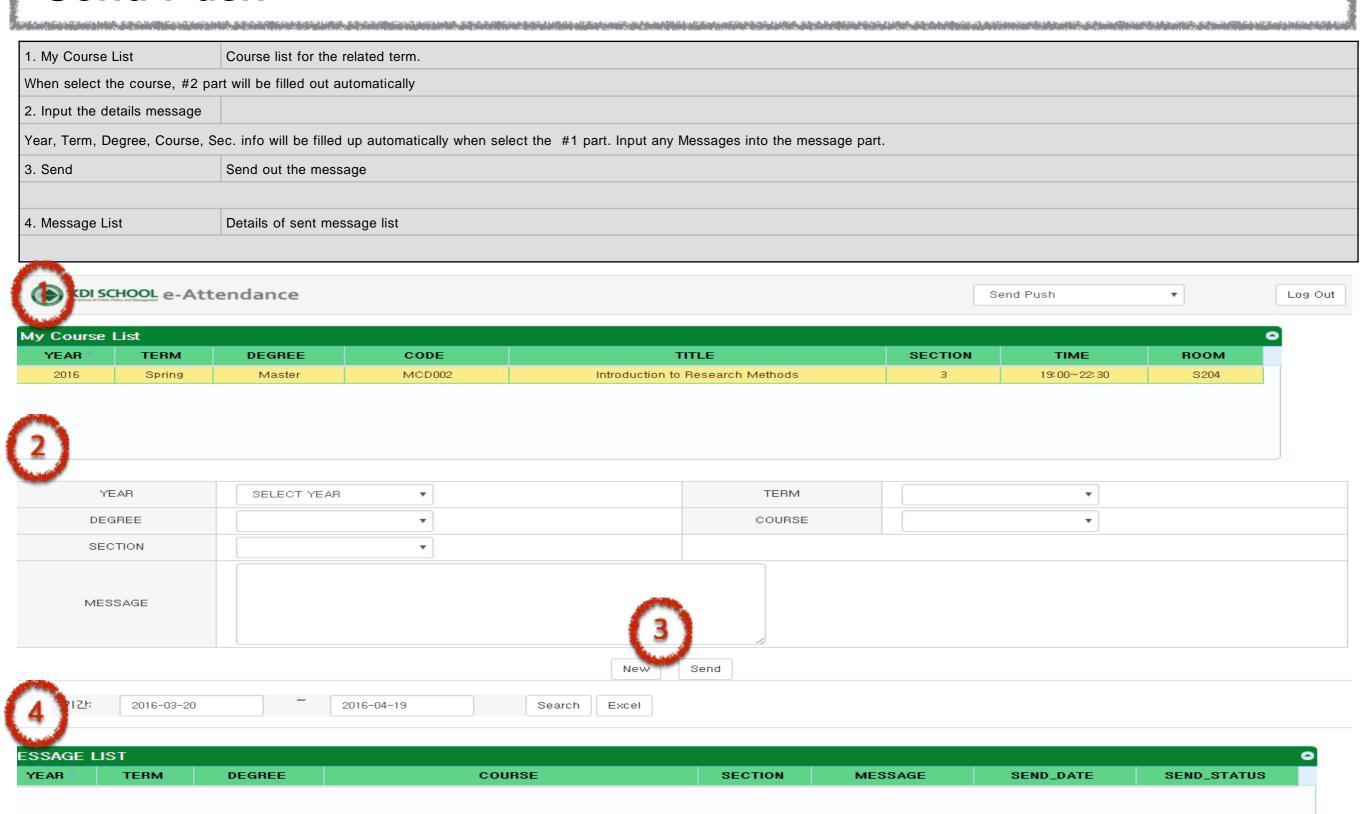
YEAR	SELECT YEAR ▼	TERM	•
DEGREE		COURSE	•
SECTION	•	Professor	
Cancel Date	•	Cancel REASON	
Make-up DATE		Make-up ROOM	SELECT classroom ▼
Make-up Time(Start)	SELECT HOUR V: SELECT MINUTE V	Make-up Time(End)	SELECT HOUR • : SELECT MINUTE •

I 기간: 2016-03-20 ~ 2016-04-19 Search Excel Delete

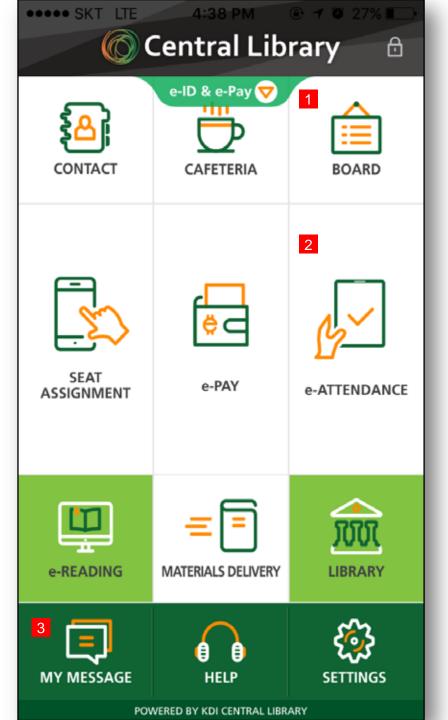
MEA141

Cancel &	Cancel & Make-up Class									
M	T	D	0-4-			Cancel		Make-up		
Year	Term	Degree	Code	Title	Professor	Date	Room	Date	Room	
2016	Spring	Master	MEA141	Academic Writing	Lisa Lim	2016-04-07	S303	2016-04-23	S303	
2016	Spring	Master	MEA145	Language in Public Policy and Management	Lisa Lim	2016-04-21	S303	2016-05-01	C303	

### Send Push



# 3. Application Guide for CA



Main Page

ID Main\_01

### Function details

- 1 News&Event and Suggest are merged to board
- 2 Move to e-attendance page
  - e-attendance page will be different upon users.
     Students move to course list
     Professors-move to course list
- Move to the page of settings for push messages.









### MY CLASS

### TODAY'S CLASS

Course Title	Sec	Time	Room
Academic Writing	L	10:20:00~ 12:00:00	5304
Central Banking		10:20:00~ 12:00:00	S304
Corporate Financial		10:20:00~ 12:00:00	5304

### ATTENDANCE STATUS

c Time	Room
10:20:00~ 12:00:00	5304
10:20:00~ 12:00:00	5304
10:20:00~ 12:00:00	5304
	10:20:00~ 12:00:00 10:20:00~ 12:00:00

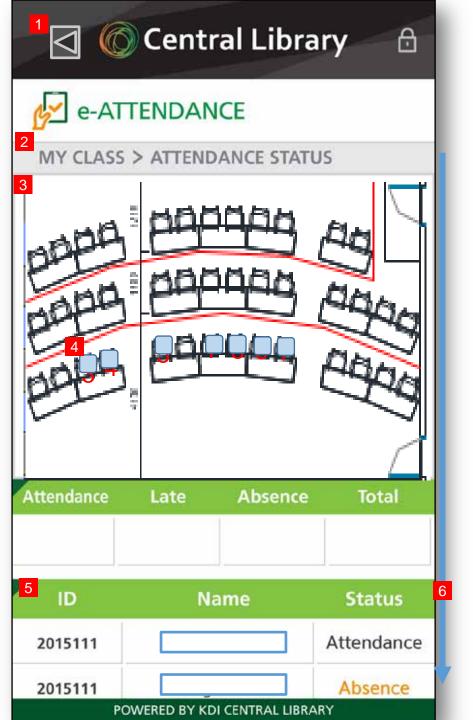
POWERED BY KDI CENTRAL LIBRARY

e-attendance (for professors & CA)

Attendance\_01

### Function details

- Move to previous page
- 2 Move to class room map page
- 3 Move to attendance status page for certain class



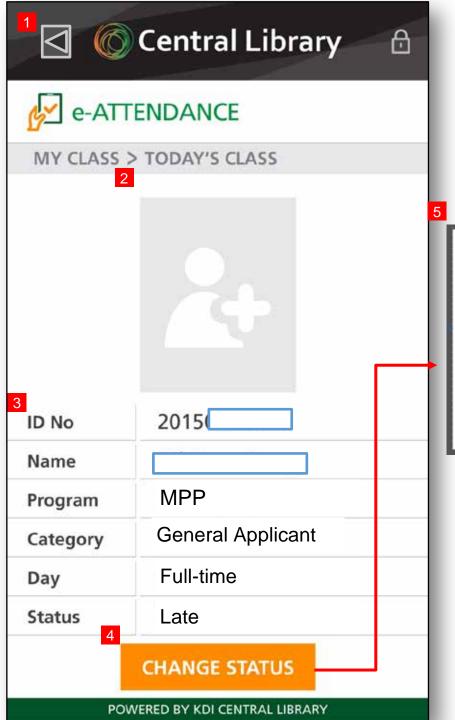
e-attendance (for professors&CA)

Attendance\_02

#### Function details

ID

- Move to previous page
- 2 Current Menu
- Class room map
- Move to the student information page when click the student's photo
- 5 Student list who are taking this class. Move to the student information page when click the list.
- 6 page scroll



Attendance

Absence

Late

CONFIRM

CANCEL

e-attendance (for professors&CA)

Attendance\_03

#### Function details

Move to previous page

2 Student's photo

3 Student's information

4 Button to change attendance status

5 pop up to change attendance status

- Late is reference information for professors. It is shown as attendance to the studnets

-

Status can be changed to others except current status. Current status will be automatically inactivated and not be selected when make changes.









MY CLASS

### TODAY'S CLASS

Course Title	Sec	Time	Room
Academic Writing		10:20:00~ 12:00:00	5304
Central Banking		10:20:00~ 12:00:00	\$304
Corporate Financial		10:20:00~ 12:00:00	5304

### ATTENDANCE STATUS

Course Title	Sec	Time	Room
Academic Writing		10:20:00~ 12:00:00	5304
Central Banking		10:20:00~ 12:00:00	5304
Corporate Financial		10:20:00~ 12:00:00	5304

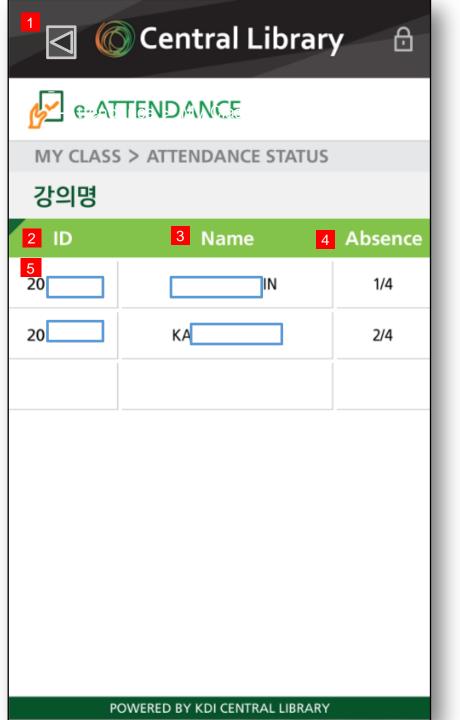
POWERED BY KDI CENTRAL LIBRARY

e-attendance (for professors&CA)

ID Attendance\_01

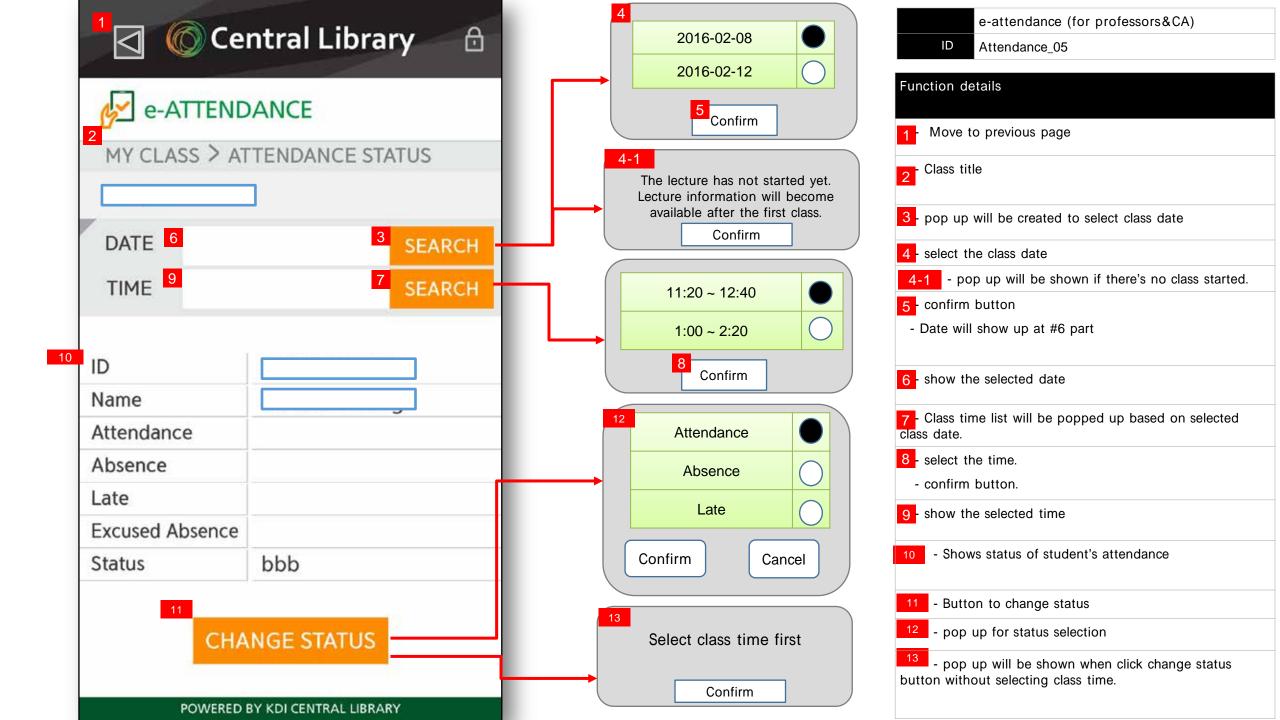
Function details

Move to the attendance status page for certain class

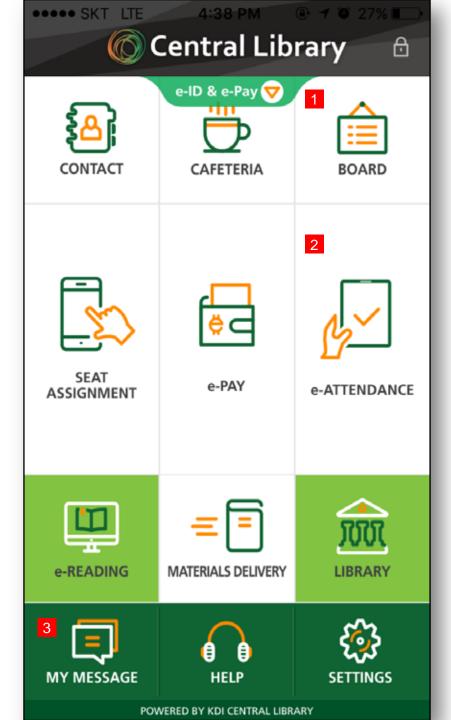


	e-attendance (for professors&CA)
ID	Attendance_04

_
Function details
1 - Move to previous page
2 - Student ID
Z ottaont ib
3 - student name
- student name
4- # of absence / # of classes has been done.
" of absence / " of diasses has been defic.
5 - Move to the page for changing the status.



# 4. Application Guide for student



Main page

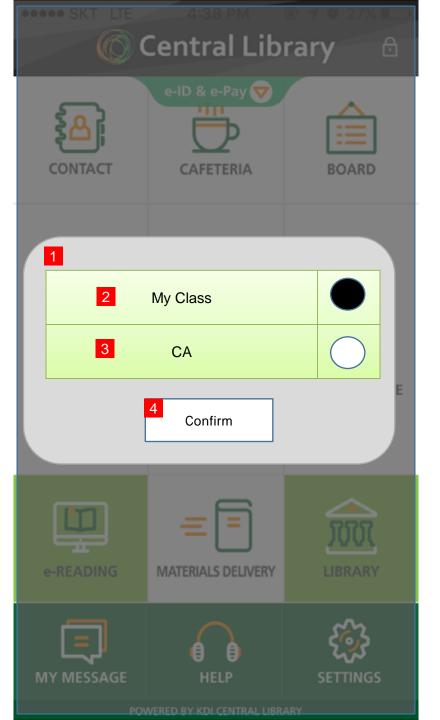
ID Main\_01

### Function details

- 1- News&Event and Suggest are merged to board.
- 2 Move to e-attendance page
  - e-attendance page will be different upon users.

Students – move to course list Professors-move to course list

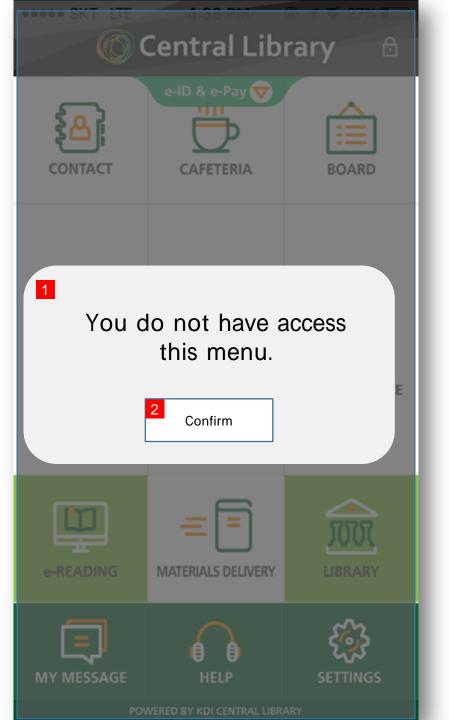
3 Move to the page of settings for push messages.



CA
ID Main\_01

### Function details

- 1- Pop up will be shown when page moves from main page to the next if user is CA.
- 2 Select the next page if user is student
- 3 Select the CA to move the next page (same as for the professors)
- 4- confirm button



To check users position

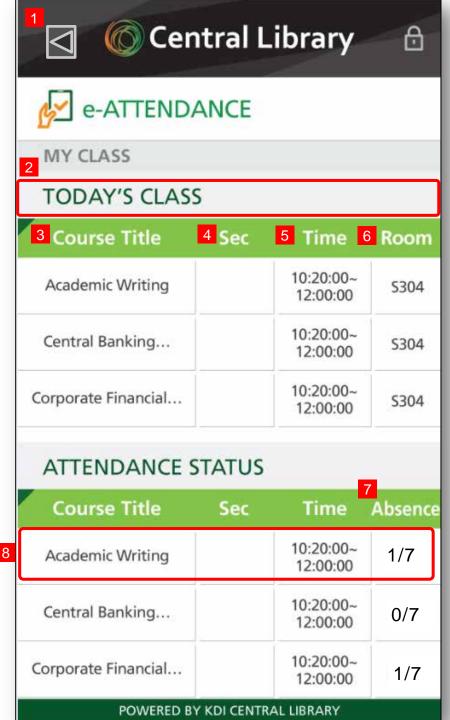
ID Main\_01

### Function details

Pop up page for users who are not students and professors



- confirm button



Class list page (for students)

Attendance 01

Function details

1 Move to previous page

The list of today's class

3 course title

4 Section

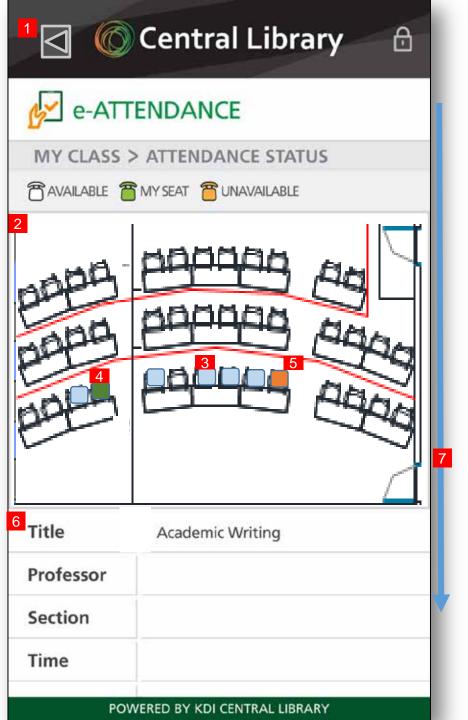
5 Time

6 Room

- Move to class room map page when click the course

absence status. Number of absence / number of sses

8 move the detailed attendance status page when click the course.



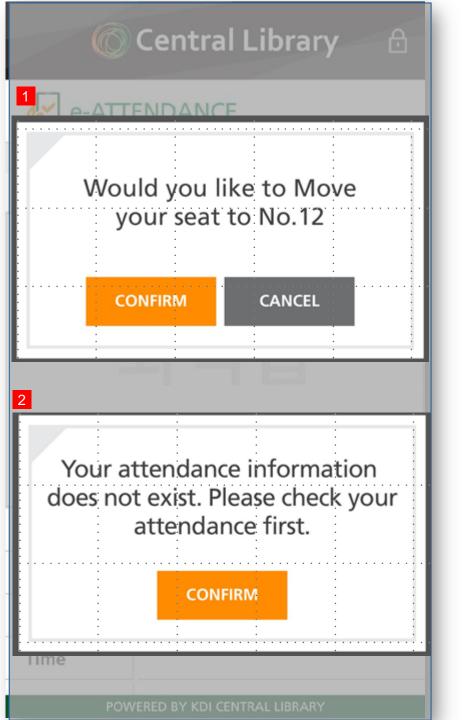
Class rooom map page (for students)

A

Attendance\_02

#### Function details

- 1 Move to previous page
- Class room map
- 3 available seats
- 4 my seat
- 5 Unavailable seat
- Detailed class information
  - Title, Professor, Section, Time, Room
- 7 Page scroll



E-attendance (for students)
Attendance\_03

#### Function details

1- pop up show when select a vacant seat with having existing seat.

2- pop up show when select a vacant seat without any existing seats.



### e-ATTENDANCE

### ATTENDANCE STATUS

2 CLASS ROOM NAME

3	4 Date	5 Status
	2016.02.04	Attendance
	2016.02.11	Absence

Excused Absence	Absence	Total Classes
2	3	12
	Absence 2	Absence Absence  2 3

POWERED BY KDI CENTRAL LIBRARY

E-attendance details (for students) Attendance\_04

### Function details

- Move to previous page
- 2 Class room name
- 3 History of attendance
- 4 Date
- 5 attendance status
- Summary of attendance status