

Attendance Management System Teacher's Manual

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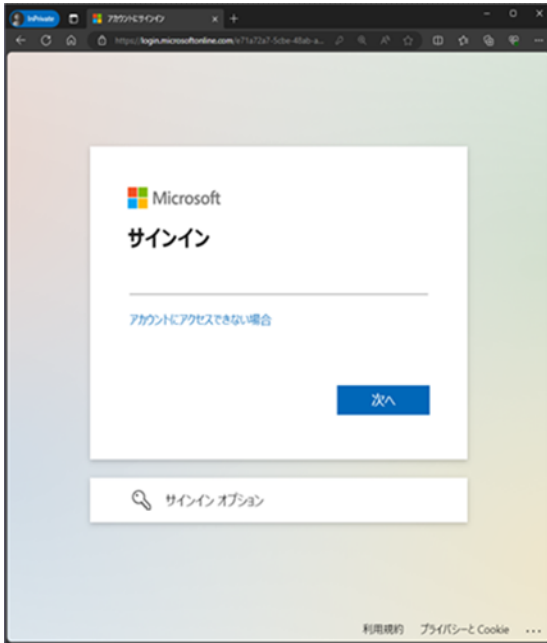
0_1. Login screen

1. Go to the link below and click “出席管理システムログイン画面 (Attendance Management System) はこちら”

Recommended browser: Microsoft Edge

<https://www.meijigakuin.ac.jp/office/educational/kyomuweb.html>

2. Enter your login ID *Same as your Kyomu Web login ID



- Applying through your MAIN account
<Previous ID>@<subdomain>.meijigakuin.ac.jp
* The same as the account you use to access our Microsoft 365 service.
- Applying through an account other than your MAIN account
<Previous ID>@meijigakuin.ac.jp

3. Enter your password *Same as your Kyomu Web login ID, password



MEIJI GAKUIN UNIVERSITY

サインイン

サインイン

MGメールアドレスでサインインしてください。

学生: <学籍番号小文字>@meijigakuin.ac.jp

その他: <MAINアカウント>@<サブドメイン

エイリアス利用申請済みの方は、入力内容にご注意ください。

Sign in with your MG email address.

Students: <student ID number>@meijigakuin.ac.jp

Others: <MAIN

account>@<subdomain>.meijigakuin.ac.jp

* If you have applied to use aliases, please pay attention to the information you have entered.

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4. Click on the 出席教員機能 (teacher attendance function) tab



5. Click on the pencil mark above 授業一覧 (class list)



6. Displays a list of your classes

UNIPROVEモバイル管理

ログアウト

出席数員機能

授業検索一覧

開講年度

履修期 指定なし 春学期 秋学期 通年

検索

検索結果 8 件

開講年度	履修期	授業コード	授業名	担当教員	
2025	夏季第1期	3CC9999995	【アプリ確認用】LELIN201英語学 情セ確認用 概論A		
2025	秋学期	3CC5000000	【アプリ確認用】LEBRL101ｲﾝｸﾞﾘｯｼﾞﾝ 情セ確認用 学入門		
2025	秋学期	3CC9999992	【アプリ確認用】LEBRL101ｲﾝｸﾞﾘｯｼﾞﾝ 情セ確認用 学入門		
2025	秋学期	3CC9999993	【アプリ確認用】LEBES106英文法 情セ確認用 A		
2025	秋学期	3CC9999994	【アプリ確認用】LEBES107英文法 情セ確認用 B		
2025	春学期	3CC9999990	【アプリ確認用】LEBRL101ｲﾝｸﾞﾘｯｼﾞﾝ 情セ確認用 学入門		<input type="button" value="科目評価"/> <input type="button" value="出席情報A"/>
2025	春学期	3CC9999996	【アプリ確認用】LEBES107英文法 情セ確認用 B		<input type="button" value="科目評価"/> <input type="button" value="出席情報A"/>
2025	通年	3CC9999991	【アプリ確認用】LEBES106英文法 情セ確認用 A		<input type="button" value="科目評価"/> <input type="button" value="出席情報A"/>

授業一覧

1_1. Set attendance method

○ Sets the attendance method for your classes. Available attendance methods are as follows.


- ・ 出席をとらない (no attendance) → Select if attendance is not taken for the class. **The initial setting is 出席をとらない (no attendance). If attendance is not taken, you do not need to set the attendance method. If a class is canceled, set this for the class on that day.**
- ・ 出席をとらない (no attendance) → Attendance taken by students pressing the “出席 (present)” button
- ・ 出席をとらない (no attendance) → Attendance taken by detection via beacons installed in classrooms. Some small classrooms do not have beacons. In such cases, set a method other than this (see “2_2. List of classrooms with beacons”). Beacon detection can also record student tardiness (see “2_1. Determine attendance with a beacon”)
- ・ 小テスト (quiz) → Attendance taken based on number of correct responses in a quiz. → On the 履修科目詳細 (course information) screen, create a quiz (see “3_1. Create a quiz”), then set the attendance method.
- ・ アンケート (survey) → Attendance taken based on response to a survey. → On the 履修科目詳細 (course information) screen, create a survey (see “4_1. Create a survey”), then set the attendance method.
- ・ ワンタイムパスワード (one-time password) → Attendance taken by having students enter a predetermined one-time password. For instructions on creating a one-time password, see “5_1. Set a one-time password.”

○ Attendance method cannot be set for classes that have already been held
 ○ Make sure to change the attendance method at least 5 minutes before the start of class.

Set attendance method

1. 授業検索・一覧 (class search/list) screen

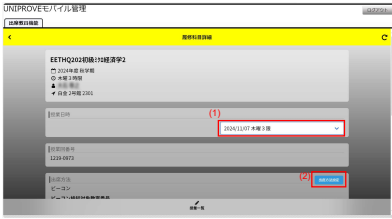
Click “科目詳細 (course information)” of the class for the attendance method you want to set



2. 履修科目詳細 (course information) screen

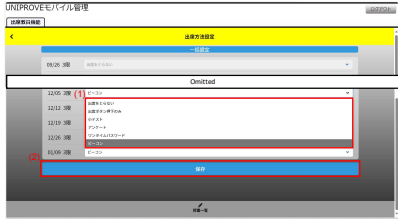
Select the class date and time from the drop-down menu, then click “出席方法設定 (set attendance method)”

** Create quizzes/surveys on this screen before setting the attendance method.*



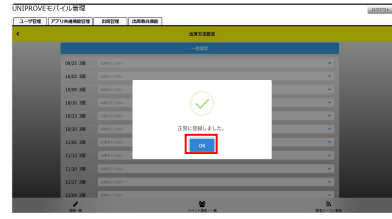
3. 出席方法設定 (set attendance method) screen

Select the attendance method from the drop-down menu for the date you want to set, then click “保存 (save)” at the bottom of the page



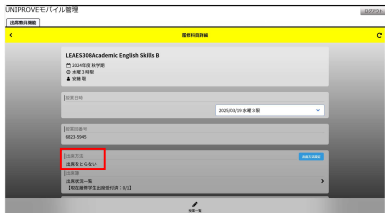
4. 出席方法設定 (set attendance method) screen


The “正常に登録しました。(registered)” message is displayed → click the “OK” button



5. 履修科目詳細 (course information) screen

Return to the 履修科目詳細 (course information) screen and select the relevant class date/time. The selected attendance method is displayed in the “出席方法 (attendance method)” section.

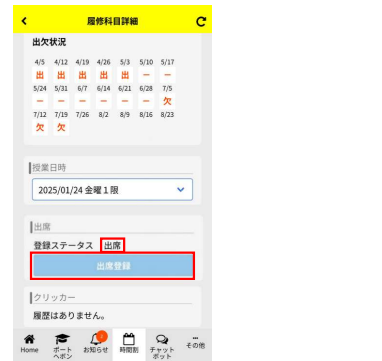
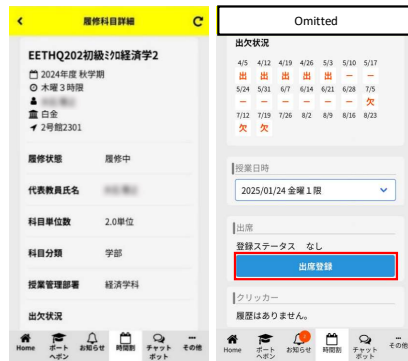
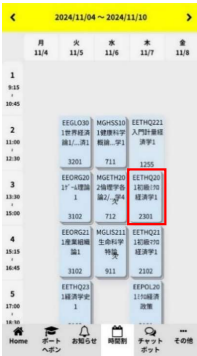
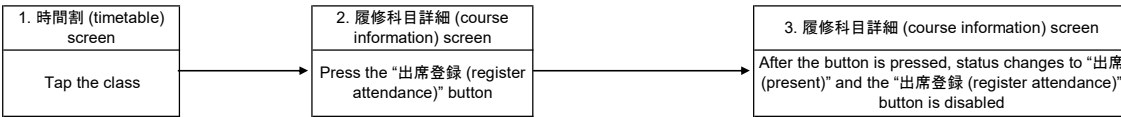




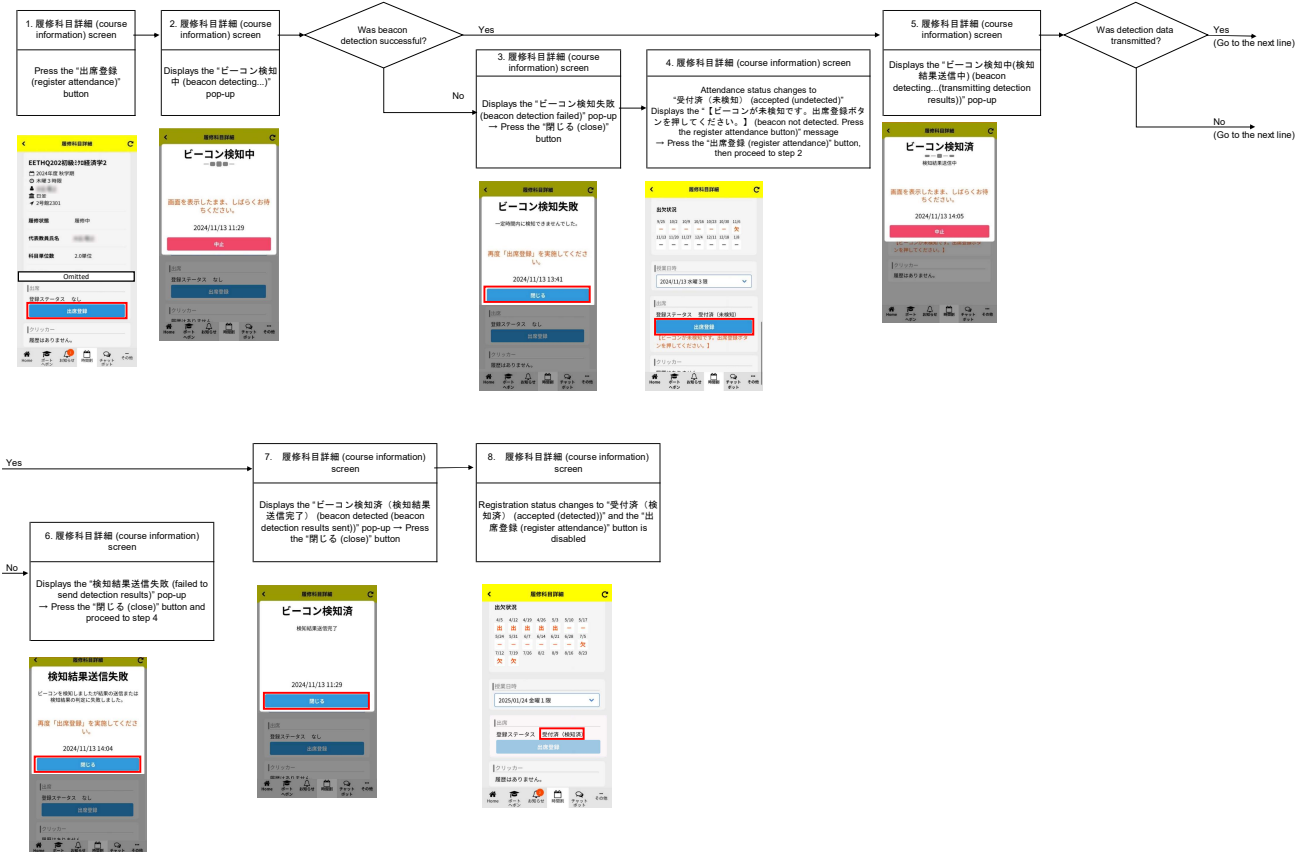
1_1_1. Reference: Student screen: Press attendance button only

If you selected 出席ボタン押下のみ (press attendance button only) when setting the attendance method (1_1), students do the following to register attendance via smartphone after entering the classroom.

Register attendance (press attendance button only)

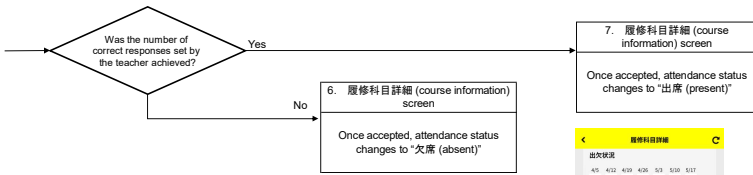
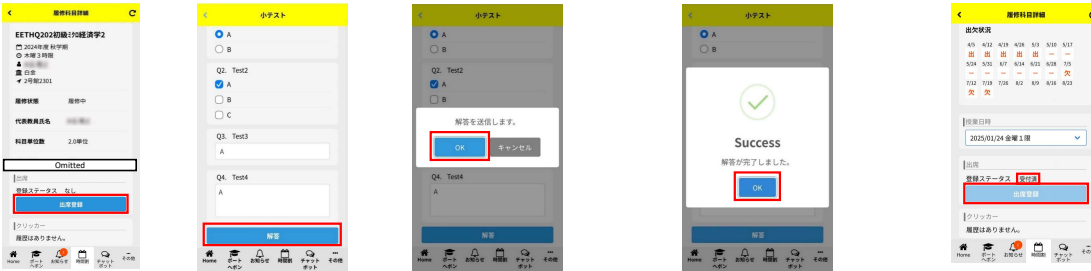
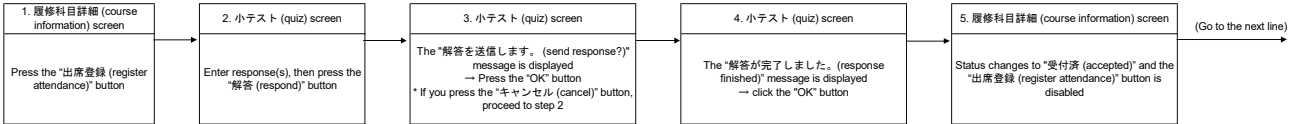


1_1_2. Reference: Student screen: Beacon



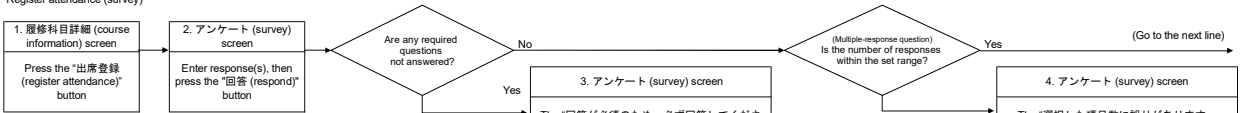
1_1_3. Reference: Student screen: Quiz

Register attendance (quiz)



1_1_4. Reference: Student screen: Survey

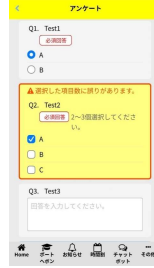
Register attendance (survey)



3. アンケート (survey) screen
The "回答が必須のため、必ず回答してください。" (Response required) message is displayed for the relevant question
→ Respond, press the "回答 (respond)" button, then proceed to step 5



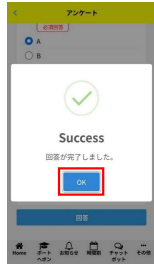
4. アンケート (survey) screen
The "選択した項目数に誤りがあります。" (Incorrect number of responses selected) message is displayed for the relevant question
→ Correct the response, press the "回答 (respond)" button, then proceed to step 5



5. アンケート (survey) screen
The "回答を送信します。" (send response?) message is displayed
→ Press the "OK" button
"If you press the "キャンセル (cancel)" button, proceed to step 2



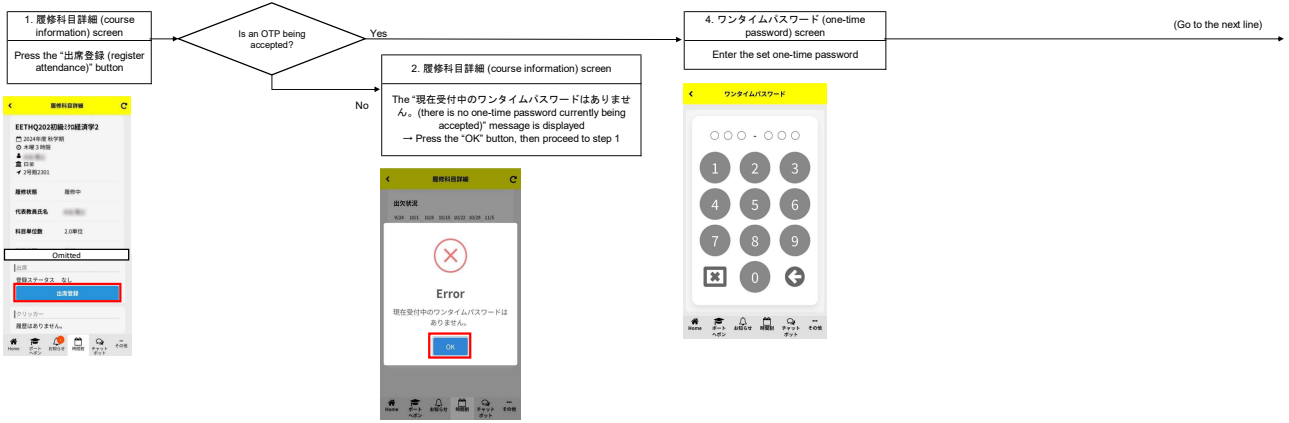
6. アンケート (survey) screen
The "回答が完了しました。" (response complete) message is displayed → Press the "OK" button



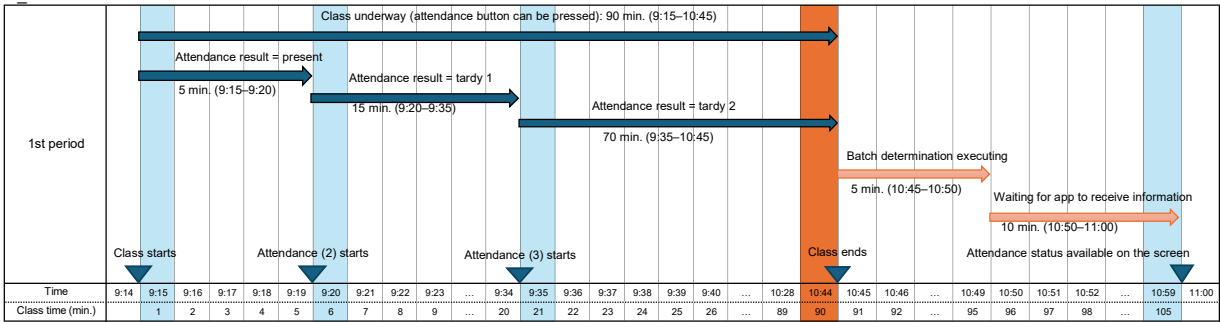
7. 履修科目詳細 (course information) screen
Status changes to "出席 (present)" and the "出席登録 (register attendance)" button is disabled



1_1_5. Reference: Student screen: One-time password



2_1. Determine attendance with a beacon



*Attendance method can no longer be changed 5 min. before start of class.

*Attendance via beacon determination results are registered on the Attendance Management System as follows. See "6_1. Confirm attendance status."

Number	Present/absent	Attendance comment	Student POV	Description
1	出席 (present)	-	出 (present)	Beacon detection within 5 min. of start of class
2	出席 (present)	遅刻1 (tardy 1)	遅 (tardy)	Beacon detection after 5 min. elapsed from start of class, within 20 min.
3	出席 (present)	遅刻2 (tardy 2)	遅 (tardy)	Beacon detection after 20 min. elapsed from start of class
4	欠席 (absent)	-	欠 (absent)	No beacon detection
5	出席 (present)	出席 (present)*	出 (present)	Teacher manually changed to "present" on the screen
6	出席 (present)	遅刻1 (tardy 1)*	遅 (tardy)	Teacher manually changed to "tardy 1" on the screen
7	出席 (present)	遅刻2 (tardy 2)*	遅 (tardy)	Teacher manually changed to "tardy 2" on the screen
8	欠席 (absent)	欠席 (absent)*	欠 (absent)	Teacher manually changed to "absent" on the screen

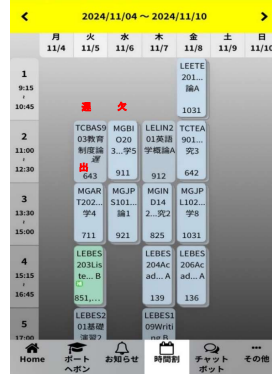
*Student POV

Attendance comments are not displayed on the student screen in the MG Kyomu app. 出, 欠, or 遅 (present, absent, or tardy) is displayed on the student screen

○ 履修詳細 (course information) screen



○ 時間割 (timetable) screen



2_2. List of classrooms with beacons

Some small classrooms (such as seminar rooms on the Shirokane Campus) do not have beacons.

Make sure the method set in the Attendance Management System is one other than via beacon for these classrooms.

Shirokane Campus

1201 1406
1251 1407
1252 1451
1253 1452
1254 1453
1255 1454
1301 1455
1302 1456
1303 1457
1304 1458
1305 1101
1306 1B31
1307 1B33
1308 1B51
1309 1B52
1310 2101
1351 2102
1352 2201
1353 2202
1354 2301
1355 2302
1356 2401
1357 7B02
1358 3101
1359 3102
1360 3201
1361 3202
1401 3203
1402 13101
1403 15101
1404 15201
1405 15202

Yokohama Campus

135 1050 631
136 1051 632
137 1052 633
138 510 634
139 511 635
330 512 636
310 513 640
311 514 641
320 520 642
321 521 643
420 522 644
421 523 645
422 530 646
423 531 650
424 532 651
430 533 652
431 534 653
432 535 654
433 536 655
434 541 656
440 542 657
441 543 658
442 544 659
443 545 711
444 546 712
1021 610 720
1022 611 821
1031 612 822
1032 613 823
1040 620 824
1041 621 825
1042 630 831

841

842

851

911

912

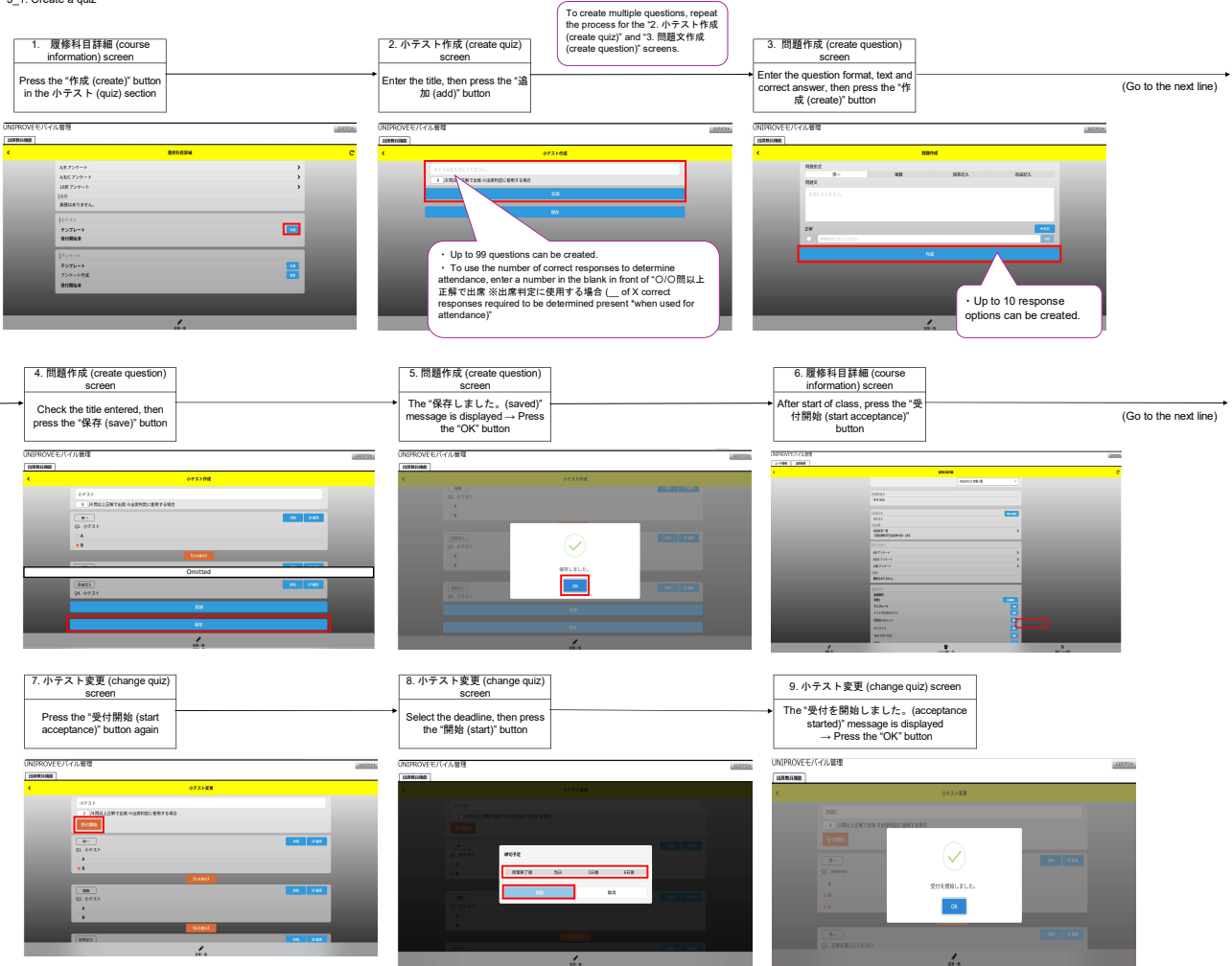
921

922

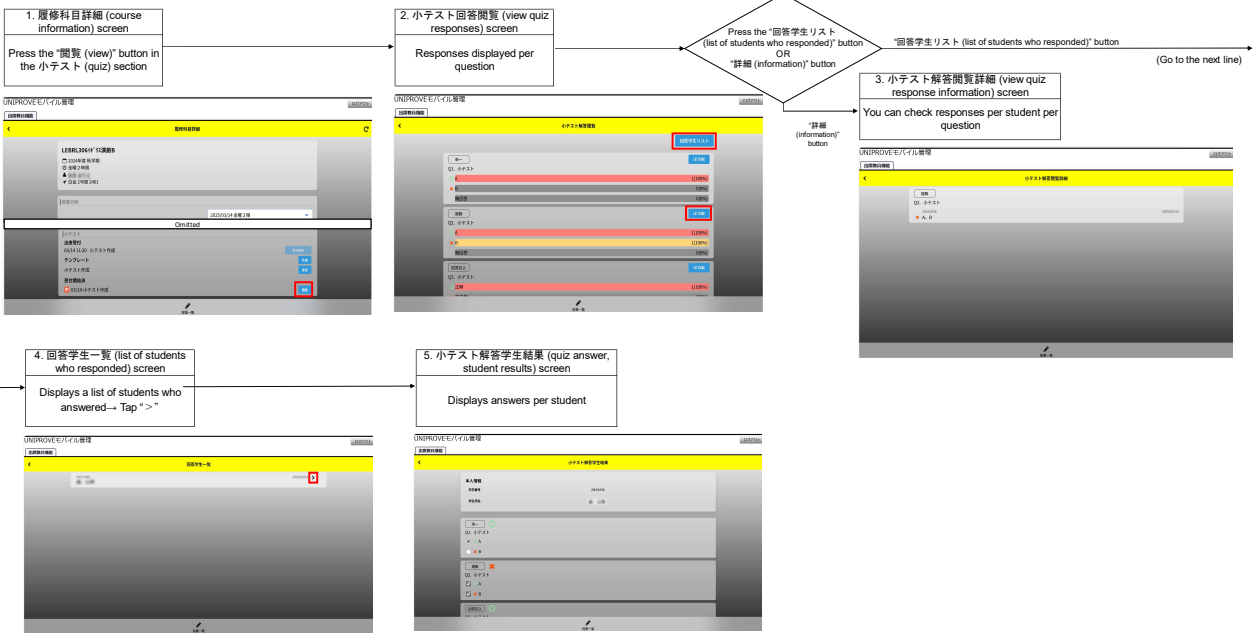
930

体-B1 Seminar

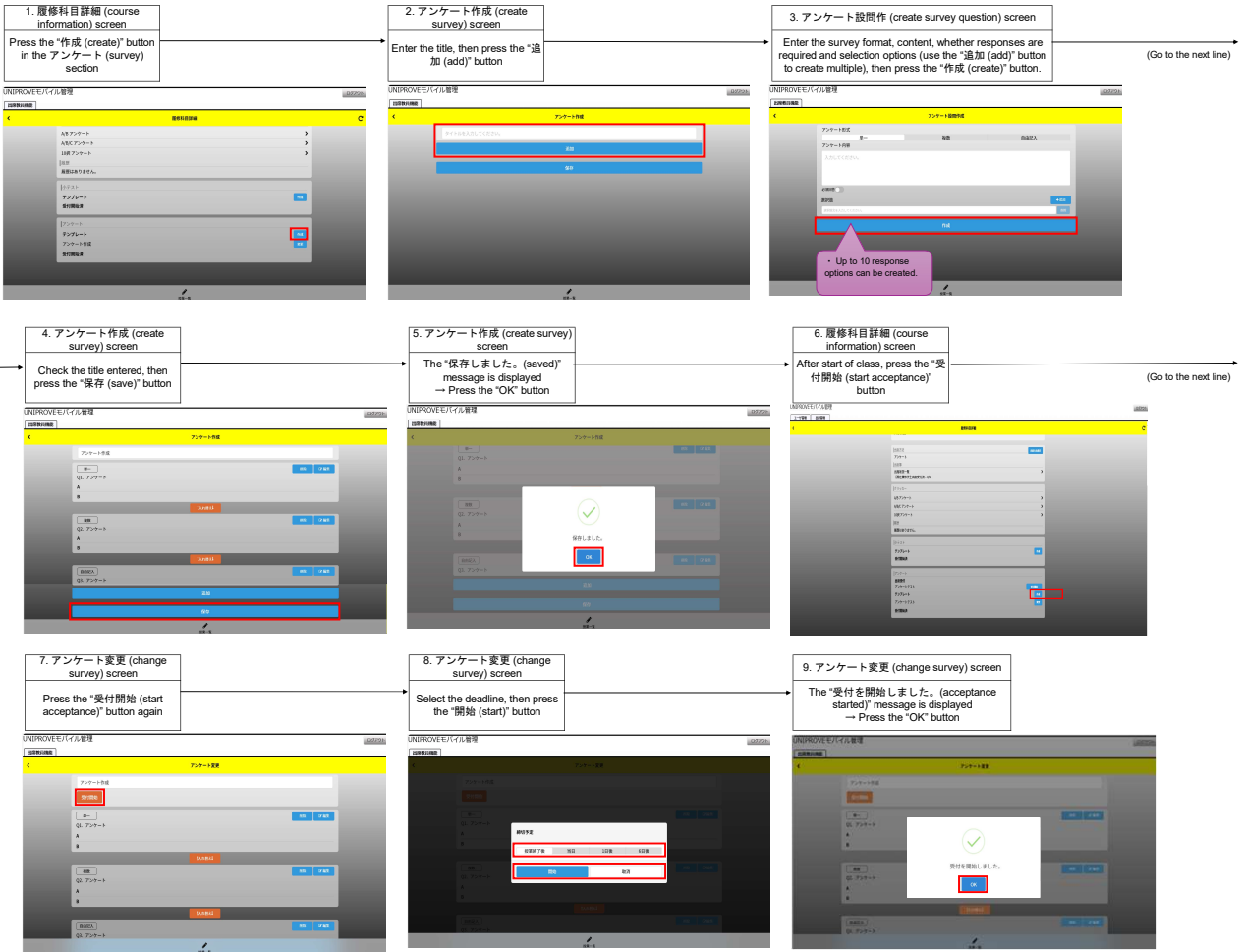
3_1. Create a quiz



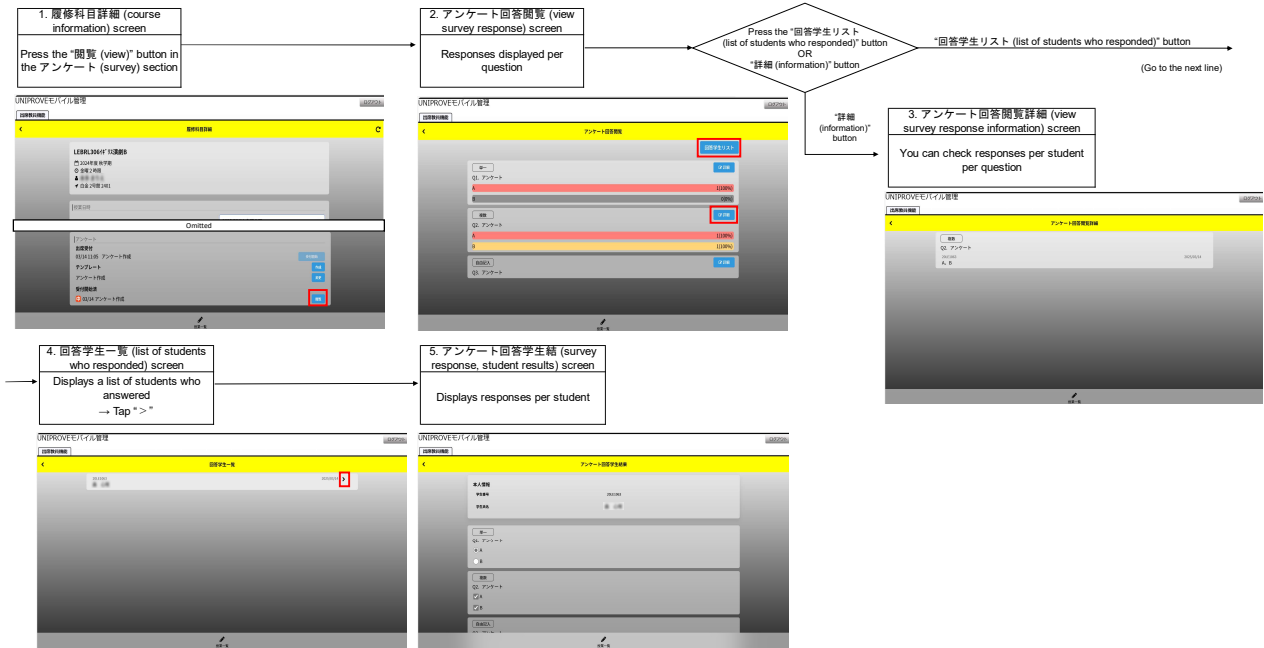
3_2. Quiz response confirmation screen



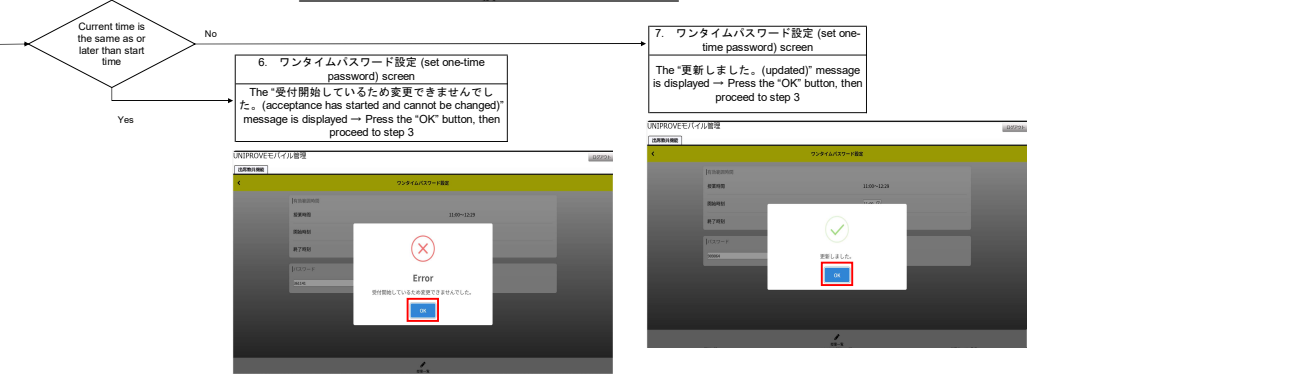
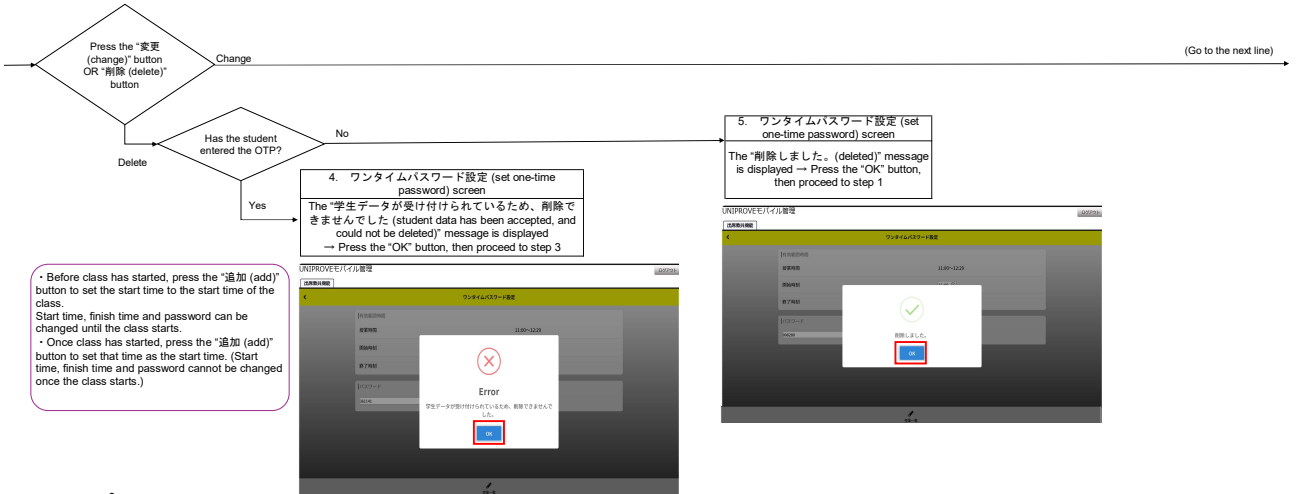
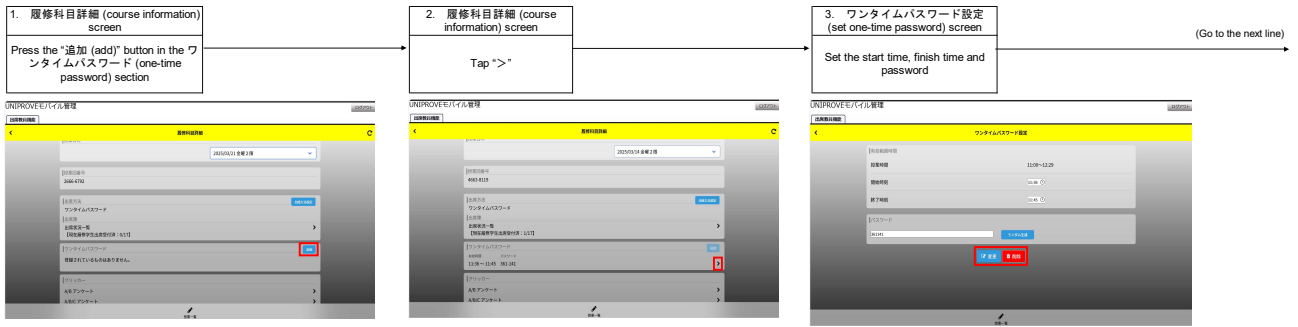
4_1. Create a survey



4_2. Survey response confirmation screen



5_1. Set a one-time password

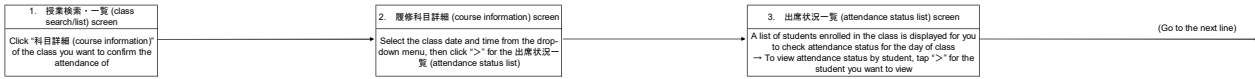


6.1. Confirm attendance status

* The following indicate how to change and download attendance data.

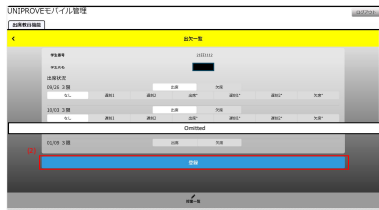
- 6_2_1. Change attendance data per student (in the Attendance Management System)
- 6_2_2. Change attendance data per class day (in the Kyomu Web teacher's menu)
- 6_3_1. Download attendance data (from the Attendance Management System)
- 6_3_2. Download attendance data (from the Kyomu Web teacher's menu)

出席状況一覧 (attendance status list) screen



4. 出席一覧 (present/absent list) screen

Displays attendance status information per class day for the selected student



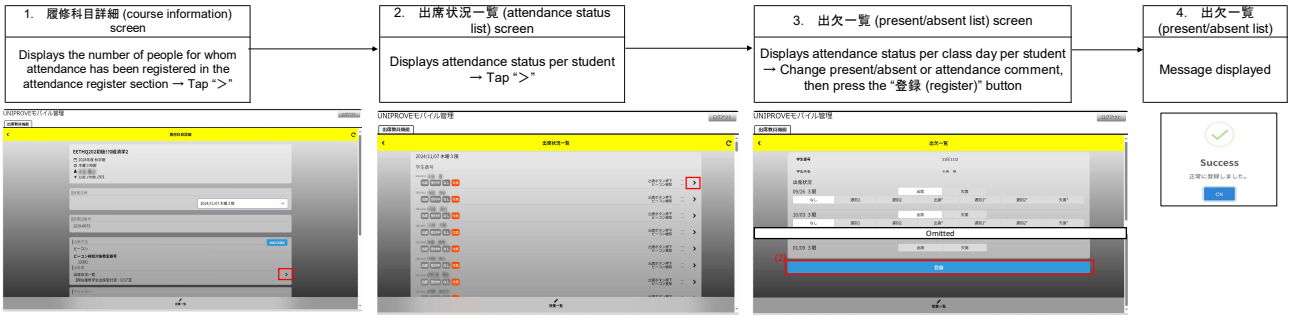
* Statuses indicated on this screen are as follows.

- ・出席 (present) → Displayed if an attendance status of "present" has been confirmed.
- ・受付中 (waiting) → Displayed if attendance status takes time to confirm (such as with beacons or surveys).
- ・欠L (NIA) → Displayed for future classes, or if attendance was not taken.
- ・欠席 (absent) → Displayed if an attendance status of "absent" has been confirmed.

* You can view attendance comments for "2. Determine attendance with a beacon" on this screen.

Number	Present/absent	Attendance comment	Student POV	Description
1	出席 (present)	-	出 (present)	Beacon detection within 5 min. of start of class
2	出席 (present)	遅刻1 (tardy 1)	遅 (tardy)	Beacon detection after 5 min. elapsed from start of class, within 20 min.
3	出席 (present)	遅刻2 (tardy 2)	遅 (tardy)	Beacon detection after 20 min. elapsed from start of class
4	欠席 (absent)	-	欠 (absent)	No beacon detection
5	出席 (present)	出席 (present)*	出 (present)	Teacher manually changed to "present" on the screen
6	出席 (present)	遅刻1 (tardy 1)*	遅 (tardy)	Teacher manually changed to "tardy 1" on the screen
7	出席 (present)	遅刻2 (tardy 2)*	遅 (tardy)	Teacher manually changed to "tardy 2" on the screen
8	欠席 (absent)	欠席 (absent)*	欠 (absent)	Teacher manually changed to "absent" on the screen

6_2_1. Change attendance data per student (in the Attendance Management System) *Attendance data can be corrected per student.



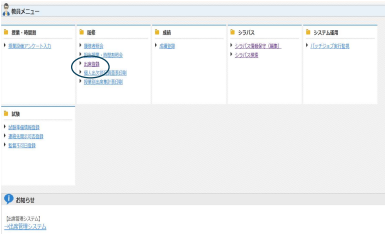
*Changed attendance data is also reflected in the student MG Kyomu app.
May take up to around 10 min. to be reflected in the app.
Screen display in the student MG Kyomu app is as follows.

Number	Present/absent	Attendance comment	Student POV	Description
1	出席 (present)	-	出 (present)	Beacon detection within 5 min. of start of class
2	出席 (present)	遅刻1 (tardy 1)	遅 (tardy)	Beacon detection after 5 min. elapsed from start of class, within 20 min.
3	出席 (present)	遅刻2 (tardy 2)	遅 (tardy)	Beacon detection after 20 min. elapsed from start of class
4	欠席 (absent)	-	欠 (absent)	No beacon detection
5	出席 (present)	出席 (present)*	出 (present)	Teacher manually changed to "present" on the screen
6	出席 (present)	遅刻1 (tardy 1)*	遅 (tardy)	Teacher manually changed to "tardy 1" on the screen
7	出席 (present)	遅刻2 (tardy 2)*	遅 (tardy)	Teacher manually changed to "tardy 2" on the screen
8	欠席 (absent)	欠席 (absent)*	欠 (absent)	Teacher manually changed to "absent" on the screen

6_2_2. Change attendance data per class day (in the Kyomu Web teacher's menu) *Attendance data can be corrected per class day.

Register attendance

1. Kyomu Web, "教員メニュー (teacher's menu)" screen
Press "出席登録 (register attendance)"



2. 出席登録・実施授業一覧 (attendance register and class list) screen
Press the "鉛筆 (pencil)" button for the relevant class



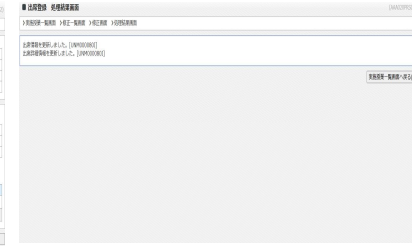
3. 出席登録 修正一覧 (attendance register, correction list) screen
Press the date to correct



4. 出席登録・修正 (register/correct attendance) screen
Change attendance in the "出欠 (present/absent)" section, and change the comment in the "備考1 (notes 1)" section, then press the "登録 (register)" button. Press "OK" when the confirmation pop-up screen is displayed



出席登録 処理結果 (attendance register, processing results) screen
Processing is finished



*4. Refer to the table below for attendance comments on the 出席登録・修正画面 (register/correct attendance) screen.

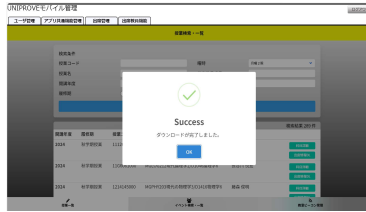
Number	Present/absent	Attendance comment	Student POV	Description
1	出席 (present)	-	出 (present)	Beacon detection within 5 min. of start of class
2	出席 (present)	遅刻1 (tardy 1)	遅 (tardy)	Beacon detection after 5 min. elapsed from start of class, within 20 min.
3	出席 (present)	遅刻2 (tardy 2)	遅 (tardy)	Beacon detection after 20 min. elapsed from start of class
4	欠席 (absent)	-	欠 (absent)	No beacon detection
5	出席 (present)	出席 (present)*	出 (present)	Teacher manually changed to "present" on the screen
6	出席 (present)	遅刻1 (tardy 1)*	遅 (tardy)	Teacher manually changed to "tardy 1" on the screen
7	出席 (present)	遅刻2 (tardy 2)*	遅 (tardy)	Teacher manually changed to "tardy 2" on the screen
8	欠席 (absent)	欠席 (absent)*	欠 (absent)	Teacher manually changed to "absent" on the screen

6_3_1. Download attendance data (from the Attendance Management System)

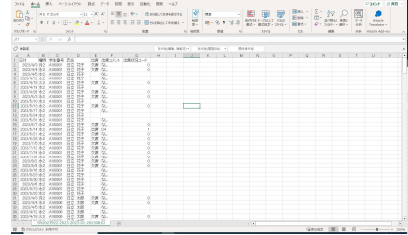
1. 授業検索・一覧 (class search/list) screen
Press the "出席情報DL (download attendance information)" button for the relevant class



2. 授業検索・一覧 (class search/list) screen
The "ダウンロードが完了しました。(download complete)" message is displayed → Open the downloaded file



3. Downloaded file
Displays date, day/time, student number, name, attendance and attendance comments



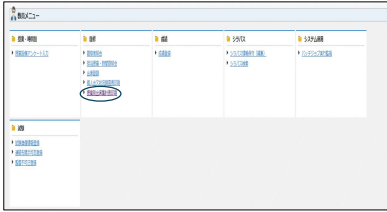
* You can also check attendance comments for "2_1. Determine attendance with a beacon" in the downloaded file.

Number	Present/absent	Attendance comment	Student POV	Description
1	出席 (present)	-	出 (present)	Beacon detection within 5 min. of start of class
2	出席 (present)	遅刻1 (tardy 1)	遅 (tardy)	Beacon detection after 5 min. elapsed from start of class, within 20 min.
3	出席 (present)	遅刻2 (tardy 2)	遅 (tardy)	Beacon detection after 20 min. elapsed from start of class
4	欠席 (absent)	-	欠 (absent)	No beacon detection
5	出席 (present)	出席 (present)*	出 (present)	Teacher manually changed to "present" on the screen
6	出席 (present)	遅刻1 (tardy 1)*	遅 (tardy)	Teacher manually changed to "tardy 1" on the screen
7	出席 (present)	遅刻2 (tardy 2)*	遅 (tardy)	Teacher manually changed to "tardy 2" on the screen
8	欠席 (absent)	欠席 (absent)*	欠 (absent)	Teacher manually changed to "absent" on the screen

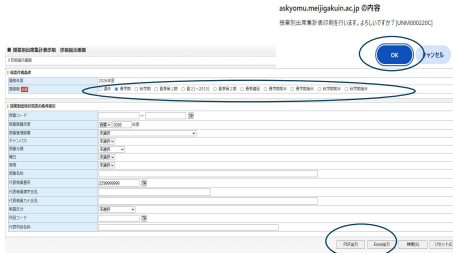
6_3_2. Download attendance data (from the Kyomu Web teacher's menu)

Register attendance

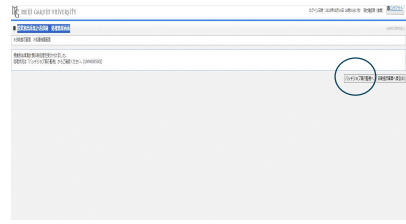
1. Kyomu Web, 教員メニュー (teacher's menu) screen
Press "授業別出席集計表印刷 (print attendance report by class)"



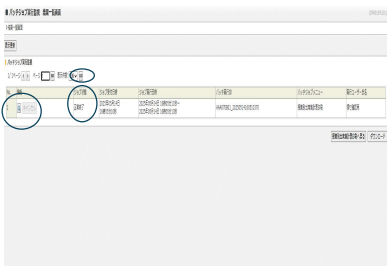
2. 授業別出席集計表印刷 印刷指示 (print attendance report by class, print instructions) screen
Make a selection in the "履修期 (course term)" section, then press the "pdf出力 (Create Pdf file)" or "Excel出力 (Create Excel File)" button. Once the print confirmation pop-up screen is displayed, press "OK." You can also filter by making selections in the "キャンパス (campus)," "曜日 (day)," and "時間 (time period)" sections.



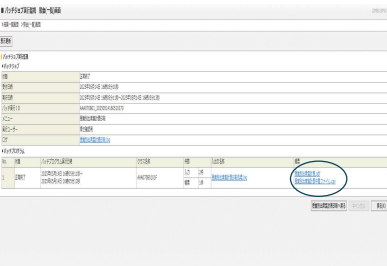
3. 授業別出席集計表印刷 処理結果画面 (print attendance report by class, processing results) screen
Press the "バッチジョブ実行監視へ (to batch job execution monitoring)" button



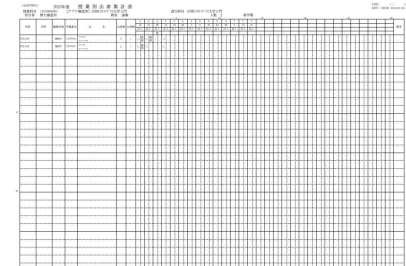
4. バッチジョブ実行監視 結果一覧 (batch job execution monitoring, results list) screen
Make sure that "正常終了 (completed successfully)" is displayed under "ジョブ状態 (job status)", then press the magnifying glass icon "Press the "GO" button to refresh job status



5. バッチジョブ実行監視 照会(一覧) (batch job execution monitoring, inquiry (list)) screen
Left click "授業別出席集計表.pdf (attendance_report_by_class.pdf)" displayed in the "帳票 (report)" section, or right click "名前をつけてリンク先を保存 (save as)" to download the file as preferred.



6. 授業別出席集計表 (attendance report by class) screen
Open your attendance report by class from the location it was downloaded to.



Main	Sub	Number	Question	Response
Login	ID/PW	1	What are my login user ID and password?	Same as your Kyomu Web login ID and PW. If you forgot them, the department that will assist you depends on whether or not you have a MAIN account. → Do not have a MAIN account (ID is a teacher code in lowercase) → Academic Affairs → Have a MAIN account (ID is any string) → Information Center
How to register attendance	General	2	What are the characteristics of each method for taking attendance, and what should I watch out for?	出席をとらない (no attendance) → Select if attendance is not taken for the class. 出席ボタン押下のみ (press attendance button only) → Students take attendance by pressing the “出席 (present)” button. <u>Students are counted as “present” as long as the button is pressed during the class (even if not in the classroom).</u> ワンタイムパスワード (one-time password) → Attendance taken by having students enter a predetermined one-time password (specified or random) in the MG Kyomu app within a specified period of time. ビーコン (beacon) → <u>Attendance taken by detection via beacons installed in classrooms.</u> Beacon detection can also record student tardiness. <u>Students are counted as “present” if detected by the beacon and result is sent within 5 min. of the start of class. The system marks detection after that as “tardy.”</u> 小テスト (quiz) → Attendance taken based on number of correct responses in a quiz. <u>You must create a template before setting this method. Students are marked absent if their number of correct responses falls below the set minimum, even if they attended the class, so please be careful when setting the minimum number of correct responses (generally, we recommend this be set to 0 so that as long as responses are submitted, the student is counted as “present”), but this is ultimately up to the teacher.</u> アンケート (survey) → Attendance taken based on response to a survey. <u>You must create a template before setting this method.</u>
		3	If a class meets for two consecutive periods (for example, 4th and 5th period on Monday), do I need to register attendance for both classes?	You can take attendance for just one period or both. Set the attendance registration method as you prefer on the management screen.
		4	When should I set the attendance registration method?	Set by 5 min. before the scheduled start of each class. Can also be batch set for all classes on the management screen.
		5	Can the attendance registration method be changed when 5 min. before the start of class or later?	No, it cannot be changed. However, if attendance method is set to survey or quiz, it can be changed to another method as long as it is before the “受付開始 (start acceptance)” button is pressed.
		6	Is it required to take attendance?	No, it is not required. If attendance is required for class operations, please use the attendance management system to do so.
		7	Is the attendance registration menu on Kyomu Web linked to the attendance registration menu on the MG Kyomu app?	Attendance information that can be viewed on Kyomu Web reflects attendance registration results from the MG Kyomu app. Once attendance information is determined for a class, it is shared from the MG Kyomu app management server to the Kyomu Web. You can also change student attendance information from the Kyomu Web “出席登録 (register attendance)” menu.
		8	Can attendance information be output as a file?	You can output a pdf from 教員メニュー 授業別出席集計表 (teacher's menu, attendance report by class) on Kyomu Web
How to register attendance	(1) Register attendance with “press attendance button only”	9	When should students press the “出席登録 (register attendance)” button?	Any time during class. Students are instructed as follows: <i>Generally, you can press the button after class has started. However, be sure to follow any specific instructions from your teacher.</i>
		10	A student told me that they were not marked as present, even though they pressed the “出席登録 (register attendance)” button.	Students are instructed as follows. If the issue cannot be resolved simply, ask them to provide proof of attendance, either written or verbally. Attendance can be changed later on the management screen. <i>Make sure that data transmission / wifi is on. If this doesn't resolve the issue, inform the teacher and ask for instructions.</i>
	(2) Register attendance with a beacon	11	When should students press the “出席登録 (register attendance)” button?	Within 5 min. of start of class. After that, attendance is determined according to the schedule in “2_1. Determine attendance with a beacon” of the manual (“Present”: Within 5 min. of start of class; “Tardy 1”: 5 min. elapsed – 20 min.; “Tardy 2”: 20 min. elapsed and later). Attendance can be changed later on the management screen. Students are instructed as follows: <i>Within 5 min. of start of class. The system marks detection after that as “tardy.” This may be handled differently depending on the teacher. For further details, ask the teacher.</i>

Main	Sub	Number	Question	Response
		12	A student told me that no matter how many times they try, beacon detection fails or fails to send detection results.	<p><u>*Added 4/30</u> <u>There have been reports that Bluetooth detection is hindered due to old smartphone models and other beacon compatibility issues.</u> <u>The issue may resolve quickly by doing the following, so inform your students as follows. If the issue persists, tell the student to stop by Academic Affairs after class.</u></p> <ul style="list-style-type: none"> • <u>Raise your smartphone above your head and point it toward the window (to outside) closest to your seat.</u> • <u>Pull up the MG Kyomu app homepage and select the timetable again.</u> • <u>Restart the MG Kyomu app.</u> • <u>Quit any apps running in the background.</u> <p>Students are instructed as follows. If the issue cannot be resolved simply, ask them to provide proof of attendance, either written or verbally. Attendance can be changed later on the management screen.</p> <p>Check the following:</p> <ul style="list-style-type: none"> • <u>Is Bluetooth on, and has the MG Kyomu app been given permission to use it?</u> • <u>Is location information on, and has "precise" location information access permission (iOS only) been given, or has location information access permission been given to the MG Kyomu app?</u> • <u>Is data transmission functioning properly?</u> <p><u>If these do not resolve the issue, ask the teacher how to handle attendance.</u></p>
		13	A student told me that poor signal prevented them from registering within 5 min. of the start of class.	<p>Students are instructed as follows. If the issue cannot be resolved simply, ask them to provide proof of attendance, either written or verbally. Attendance can be changed later on the management screen. Additionally, the teacher's screen shows the time that the student pressed the button to register attendance and the time attendance was registered via the beacon (when the beacon result was sent), so you can use this information to determine if a student's claim is valid.</p> <p><u>Ask the teacher how to handle attendance.</u></p>
		14	A student told me that although they got a message saying that they were detected by the beacon and registration was sent, their attendance status does not indicate "present."	<p>When a beacon is used to register attendance, status is reflected up to 15 min. after the end of the class.</p>
		15	A student asked if an indication on the screen that they were tardy is correct.	<p>System specifications cause attendance registered after 5 min. from the start of class to be displayed as "tardy." However, how to handle this is ultimately up to the teacher.</p> <p>Additionally, on the management screen, you can check for more detailed information, such as "遅刻1 (tardy 1)" (between 5 and 20 min. from the start of class) and "遅刻2 (tardy 2)" (after 20 min. from the start of class).</p>
	(3) Register attendance with a one-time password	16	What is a one-time password (OTP)?	<p>An OTP is a 6-digit password that is either specified or issued randomly. If the attendance registration method is set to OTP, a random password is issued (however you can specify it yourself). Inform students of the password in class and have them enter it into the MG Kyomu app to register their attendance. Specific numbers and the time for acceptance can be changed on the management screen. Students are instructed as follows:</p> <p><u>The OTP is a 6-digit password issued only for registering your attendance for the class. The OTP is obtained by the teacher, then shared in class. Enter it into your MG Kyomu app.</u></p>
	(4) Register attendance with a quiz	17	A student asked if it was possible to retake a quiz after submitting their response (by pressing the send button).	<p>No. The system is designed to prevent re-submission.</p>
		18	A student said they submitted their response to the quiz, but their attendance status is not "present."	<p>When registering attendance with a quiz, attendance is determined after the set deadline according to the number of correct responses. The deadline is determined by the teacher when they set up the attendance registration method. Students are not given access to this information automatically, so be sure to let them know in advance if needed. Currently, options for this are after class ends, same day, next day and 6 days later. Students are instructed as follows:</p> <p><u>When registering attendance with a quiz, attendance is determined after the set deadline according to the number of correct responses. The deadline depends on the teacher, so please check with them.</u></p>
	(5) Register attendance with a survey	19	A student asked if it was possible to retake a survey after submitting their response (by pressing the send button).	<p>No. The system is designed to prevent re-submission.</p>
		20	A student said they submitted their response to the survey, but their attendance status is not "present."	<p>Students are instructed as follows. If the issue cannot be resolved simply, ask them to provide proof of attendance, either written or verbally. Attendance can be changed later on the management screen.</p> <p><u>Survey response may not have been submitted correctly. Please try again. Once the survey has been submitted the "出席登録 (register attendance)" button is disabled and registration status changes to "出席 (present)." If it says "なし (none)," then the survey has not been submitted.</u></p>
Other	Other	21	Who should be contacted if a student has a question about the MG Kyomu app?	<p>Academic Affairs at both the Shirokane and Yokohama campuses accepts inquiries. Contact the office where the class is.</p>
		22	What is the "Clicker" function?	<p>The "Clicker" function makes it easy to survey students.</p> <ul style="list-style-type: none"> • It can only be used (set) from the management screen of the Attendance Management System. • It can only be used during class, and only students registered for the class can respond (though they can respond even if they are not in the classroom). • There are two-choice (AB), three-choice (ABC) and ten-choice survey types available. <p>See below for the Clicker manual. https://www.meijigakuin.ac.jp/office/educational/clicker_manual.pdf</p>