

How to Use the Attendance Management System (for Undergraduate Classes)

Introduction

Meiji Gakuin University has introduced an attendance management system to report attendance at classes. Student IDs are touched to specific card readers to manage and store attendance information electronically. The following items are explained here:

1. How to use portable attendance management terminals
 2. Transferring attendance information to the attendance management system
 3. Managing attendance data (viewing and amending attendance history)
- Appendix: Preparations for accessing the attendance management system

How to use portable attendance management terminals

Overview of the Process

1. Touch the screen of the portable attendance management terminal (portable terminal) and switch to the screen to start reading students' IDs.
 - ☞ Schedule information is pre-recorded in the portable terminal.
 - ☞ You will need to select the class for which you are about to take attendance from this information.
2. Scan the data, either by having your students pass around the portable terminal and taking turns to sign in or by taking each student's ID and scanning the data yourself.
 - ☞ Data from the students' IDs is read and stored in the portable terminal.
 - ☞ If a student has forgotten their student ID, sign them in using a paper attendance book, etc. or by amending their information online later.
3. Touch the Finish button (this does not turn off the power) and return to the portable terminal storage area (faculty lounge in Hepburn Hall on the Shirokane Campus or the faculty lounge in Building 6 on the Yokohama Campus.)
 - ☞ The student ID data of the students who attended the class needs to be transferred from the portable terminal to the dedicated server.
4. When you reach the portable terminal storage area, touch the Transfer Data button on the portable terminal to transfer the data from the portable terminal to the dedicated server. After completing this process, place the portable terminal back on its designated cradle to charge.
 - ☞ The data is sent to the dedicated server by wireless LAN. This can only be done in the portable terminal storage area, where the chargers are set up.
5. Log in to the attendance management system online, check the attendance data and make any necessary amendments.
 - ☞ After attendance data has been transferred, it can be checked, amended or downloaded as a CSV file online.

From preparation for reading student IDs to reading and completion

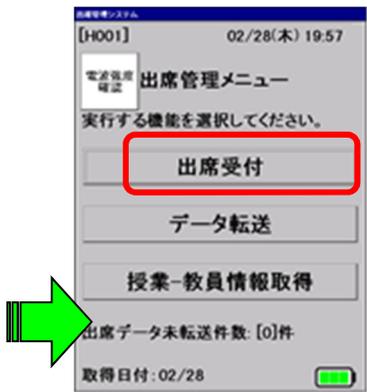
Below are descriptions of the actual procedure for (1) standard classes, (2) supplementary classes and (3) intensive summer classes All operations on the portable terminal are performed by touch except for pressing the button to scan student ID data.

Case 1: Standard Classes

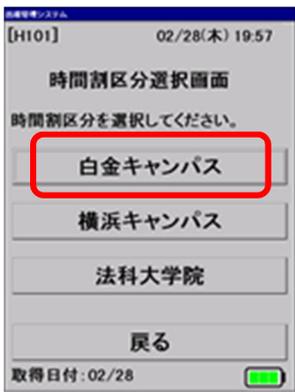
Turn on the power of the terminal



Select "Take Attendance"



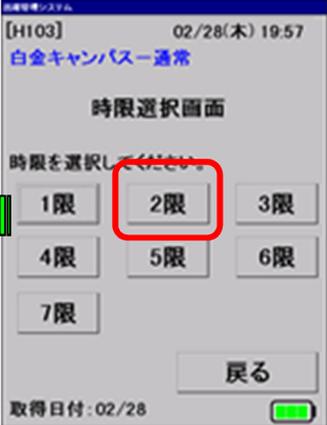
Select "Campus"



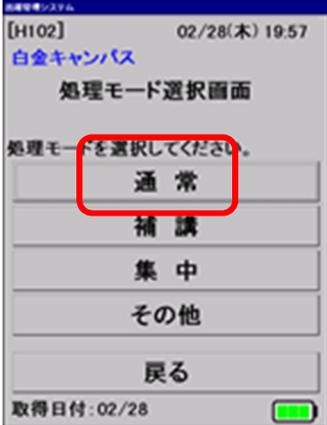
Enter the classroom number where the standard class is held and touch "Enter"



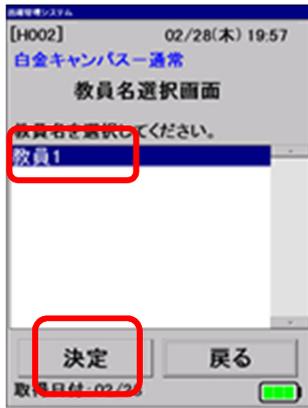
Select "Period"



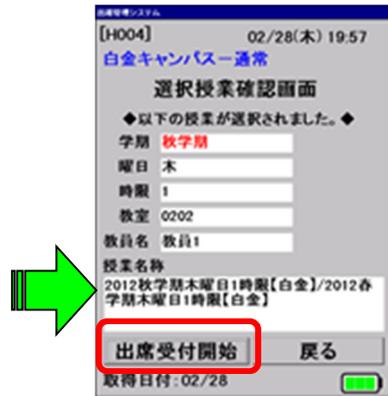
Select "Standard"



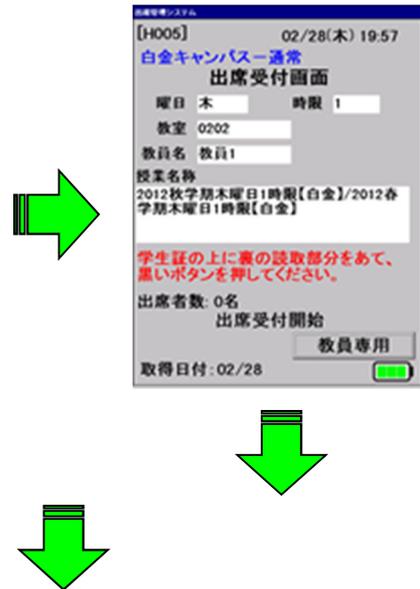
Select the faculty member name and touch "Enter"



Check the specified details and touch the "Start Taking Attendance" button



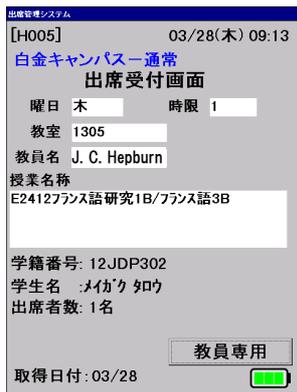
[Screen for taking attendance]



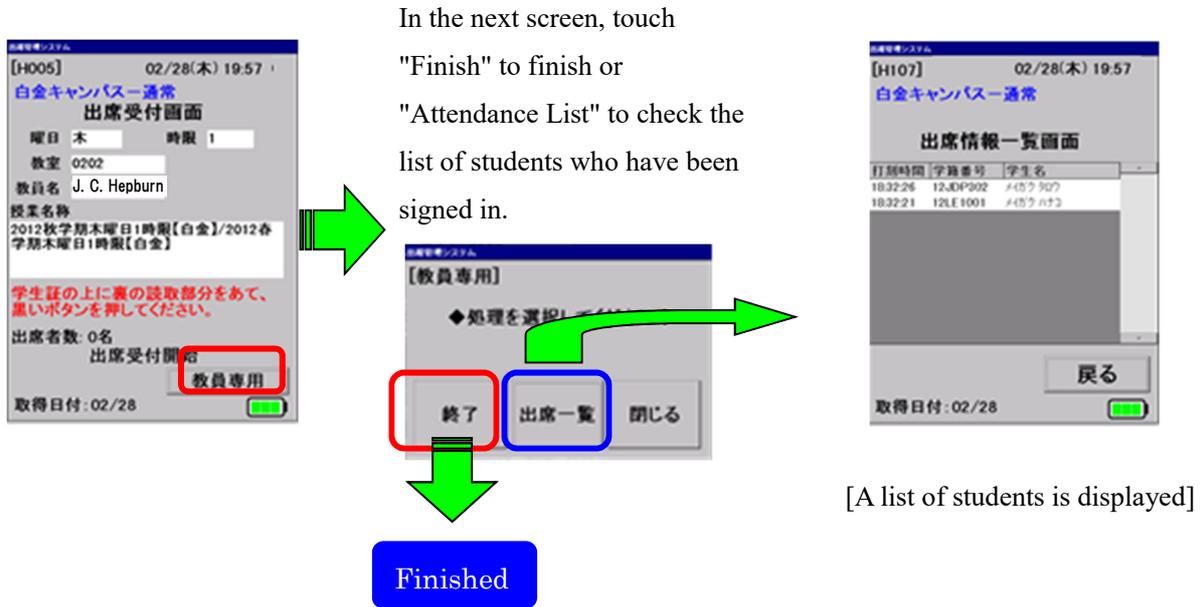
The terminal does not make a sound during reading, but the student number and name on the scanned user ID is displayed.

Touch the student ID to the read area of the terminal and press black button.

The read area is on the front of the terminal and the button is on the side.



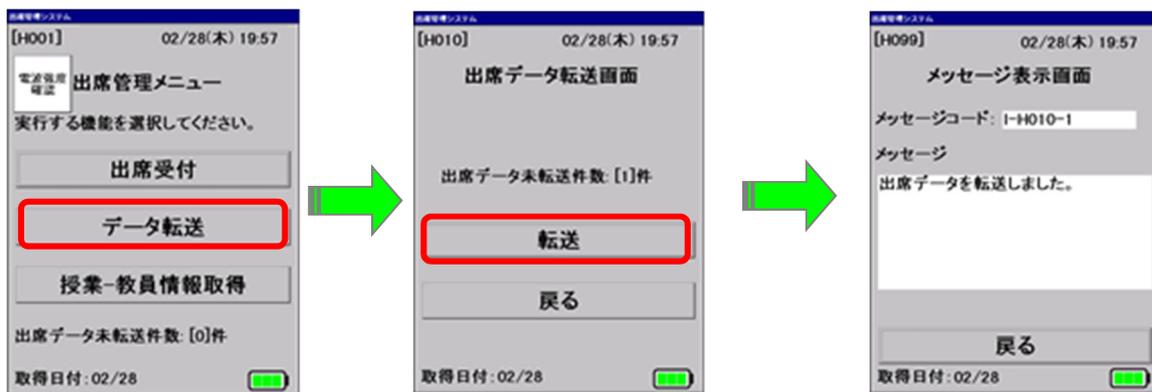
After all of the cards have been scanned, touch the "Faculty Only" button at the bottom right.



Transferring attendance information to the attendance management server

Transferring attendance data from the terminal to the attendance management server makes it possible to check the current attendance history.

Return to the portable terminal storage area (faculty lounge in Hepburn Hall on the Shirokane Campus or the faculty lounge in Building 6 on the Yokohama Campus) and place the portable terminal in its cradle.



Touch the "Transfer Data" button.

Touch the "Transfer" button.

Transfer Completed screen

Note:

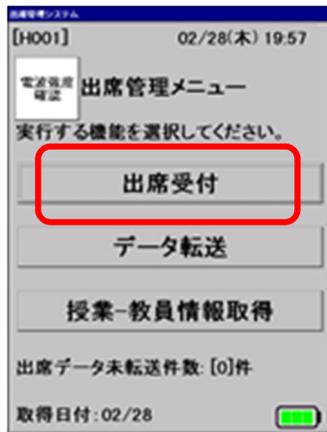
- Attendance data that has not been transferred cannot be viewed online.
- Data transfers can only be done in the faculty lounge, as they are done by wireless LAN.
- The power cannot be turned off. If the screen goes dark, you can restore the display by touching the screen.

Case 2: Supplementary Classes (classes not held on the usual day or in the usual period)

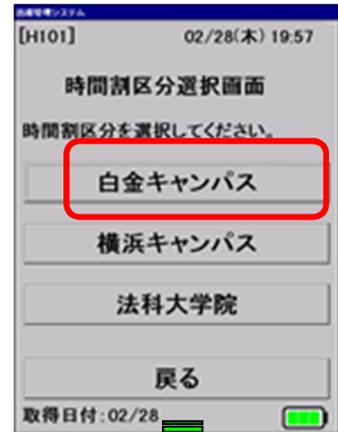
Turn on the power of the terminal



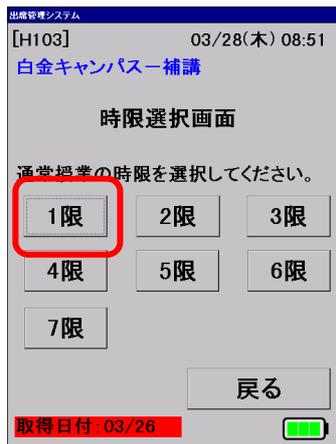
Select "Take Attendance"



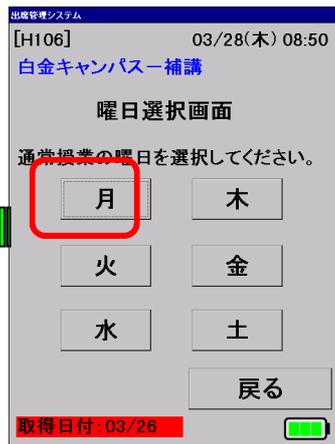
Select "Campus"



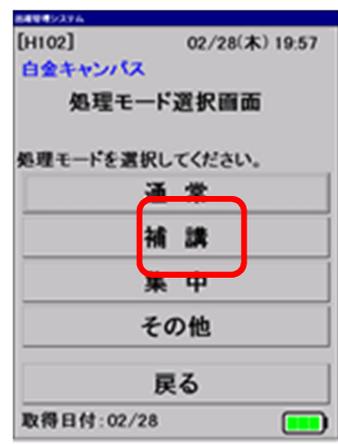
Select the usual period of the class



Select the usual day of the class



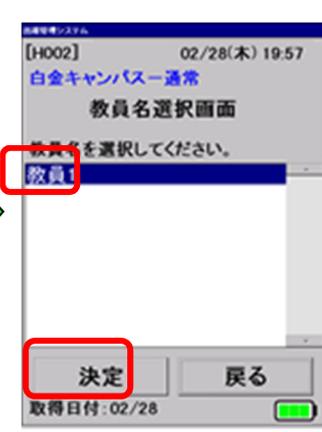
Select "Supplementary"



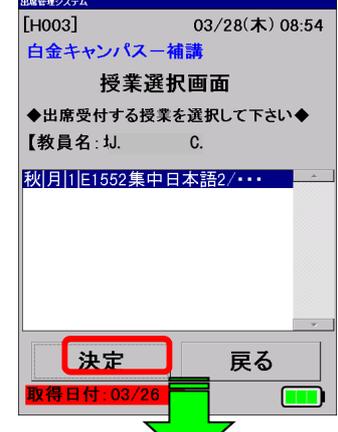
Enter the classroom number where the standard class is held and select "Enter"



Select the faculty member name and touch "Enter"



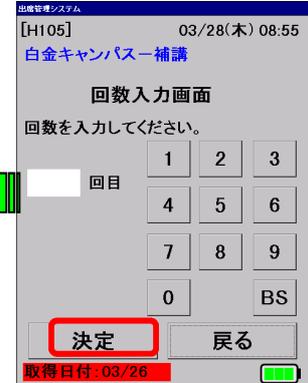
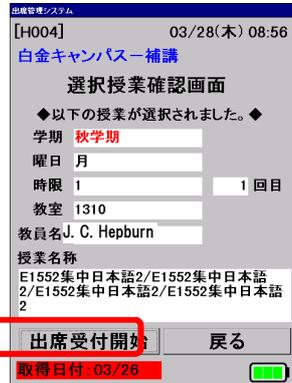
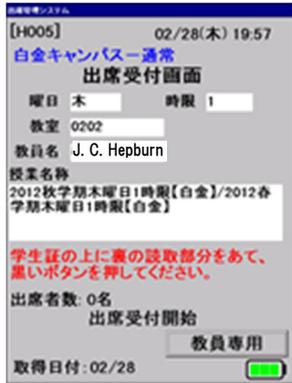
Select the name of the lecture and touch "Enter"



Screen for taking attendance

Check the specified details and touch the "Start Taking Attendance" button

Specify the number of supplementary classes (number of times that the supplementary class will be held) and touch "Enter"



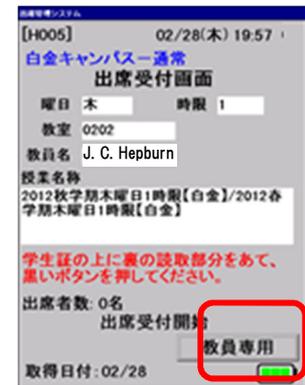
Touch the student ID to the read of the terminal and press the black button.

[Yokohama Campus] The read area is on the **front** of the terminal and the button is on the **side**.



[Yokohama Campus]

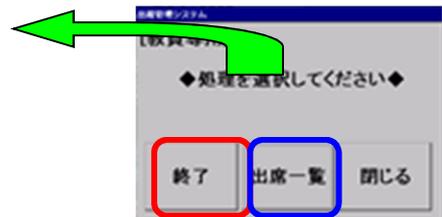
After all of the cards have been scanned, touch the "Faculty Only" button at the bottom right.



In the next screen, touch "Finish" to finish or "Attendance List" to check the list of students who have been signed in.



[A list of students is displayed]



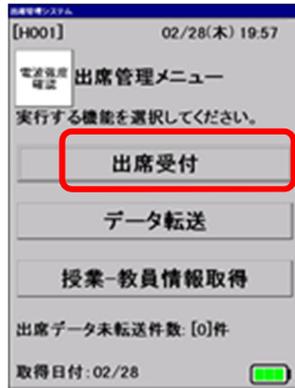
Finished

Case 3: Summer Classes (Intensive Classes)

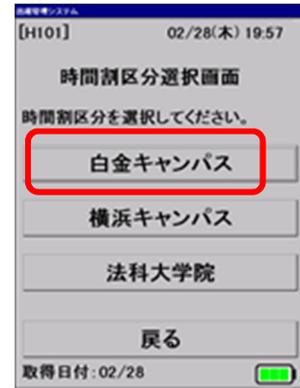
Turn on the power of the terminal



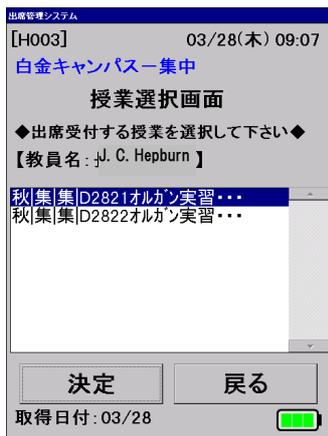
Select "Take Attendance"



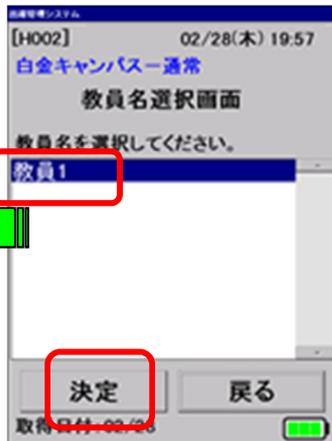
Select "Campus"



Select the applicable class and touch "Enter"



Select the faculty member name and touch "Enter"



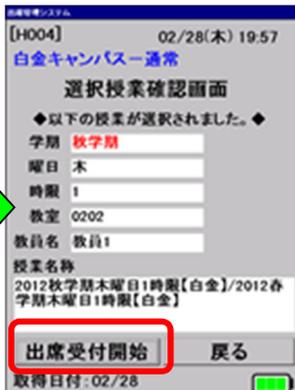
Select "Intensive"



Specify the number of intensive classes (number of times that the intensive class will be held) and touch "Enter"



Check the specified details and touch the "Start Taking Attendance" button



[Screen for taking attendance]





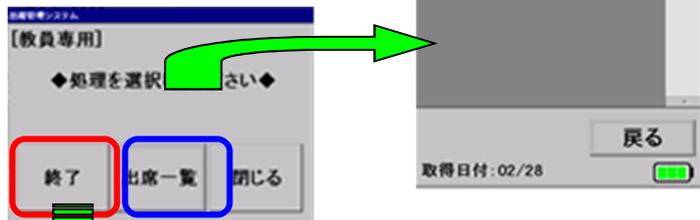
After all of the cards have been scanned, touch the "Faculty Only" button at the bottom right.

Touch the student ID to the read area of the terminal and press the black button.

The read area is on the front of the terminal and the button is on the side.



In the next screen, touch "Finish" to finish or "Attendance List" to check the list of students who have been signed in.



[A list of students is displayed]

Finished

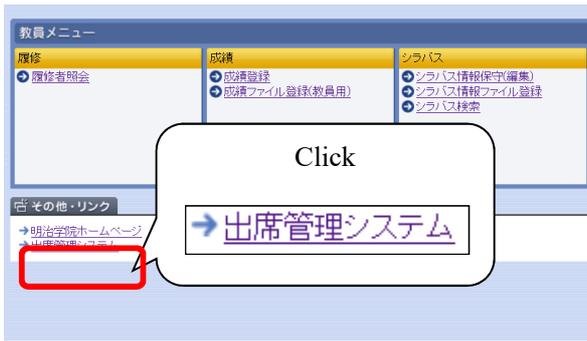
Managing attendance data (viewing and amending attendance history)

Information transferred from the attendance data reader is stored in the attendance management system. Below is a description of how to view and amend this information.

1. Access the attendance management system and log in

Log in to Kyomu Web (<https://kyomu.meijigakuin.ac.jp/>) in your Web browser and click the "Attendance Management System" link at the bottom of the menu.

Note: This needs to be done with the same initial browser settings as Kyomu Web. Instructions on configuring the settings can be found in the [appendix](#). These settings only need to be configured the first time you use Kyomu Web.

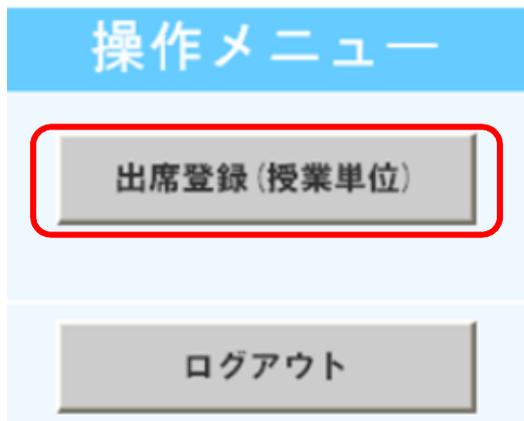


Screen display after logging in to Kyomu Web



Screen displayed immediately after clicking the attendance management system

2. Check the attendance status



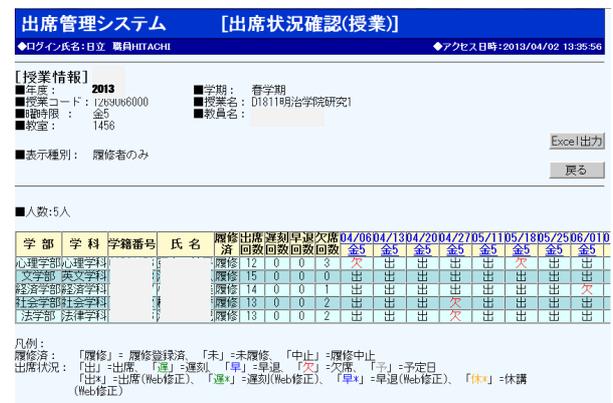
Click "Attendance Registration (Each Class)" in the left menu



The applicable year and faculty member name will already be displayed. Click the "Search" button.



Screen for viewing information on the applicable lecture



You can use the radio buttons to select whether to display "Only Students who Have Completed the Course" or "Include Students who Have Not Yet Completed the Course".

3. Amending attendance data

Attendance information can be amended. Use this function to correct attendance information, for example to change a student's status from "Absent" to "Present" if their data could not be read for reasons such as losing their student ID. Follow the steps below to correct attendance information.

1) Enter the applicable date in the Check Attendance Status (Classes) screen

出席管理システム
[出席状況確認(授業)]

◆ログイン氏名:

[授業情報]

■年度: 2012	■学期: 春学期
■授業コード: 1269066000	■授業名: D1811明治学院研究1
■曜時限: 金5	■教員名:
■教室: 1456	

■表示種別: 履修者のみ

■人数: 5人

学部	学科	学籍番号	氏名	履修済	出席回数	遅刻回数	早退回数	欠席回数	04/06	04/13	04/20
心理学部	心理学科			履修	12	0	0	3	欠	出	出
文学部	英文学科			履修	15	0	0	0	出	出	出
経済学部	経済学科			履修	14	0	0	1	出	出	出
社会学部	社会学科			履修	13	0	0	2	出	出	出
法学部	法律学科			履修	13	0	0	2	出	出	出

凡例:
履修済・「履修」=履修登録済 「未」=未履修 「中止」=履修中止

2) Change "Absent" to "Present" and click "Update".

出席管理システム
[出席登録<<出席情報更新>>]

◆ログイン氏名:
◆アクセス日時: 2013/04/02 14:04:29

[授業情報]

■年度: 2012	■学期: 春学期
■授業コード: 1269066000	■授業名: D1811明治学院研究1
■曜時限: 金5	■教員名:
■教室: 1456	

■表示種別: 履修者ののみ 戻る

■授業実施日: 2012/04/06 ■授業実施曜時限: 金5

■人数: 5人

出席 ▾ 一括変更

履修状況	出席状況	学籍番号	氏名	学部	学科	受付時刻	更新者
履修	欠席 ▾			心理学部	心理学科	00 ▾ : 00 ▾	
履修	出席 ▾			文学部	英文学科	00 ▾ : 00 ▾	
履修	遅刻 ▾			経済学部	経済学科	00 ▾ : 00 ▾	
履修	早退 ▾			社会学部	社会学科	00 ▾ : 00 ▾	
履修	欠席 ▾			法学部	法律学科	00 ▾ : 00 ▾	

4. Downloading attendance statuses

Attendance statuses can be downloaded for use on a computer.

1) Click "Export to Excel" in the Check Attendance Status (Classes) screen.

出席管理システム [出席状況確認(授業)]

◆ログイン氏名: 山本 隆弘 HITACHI ◆アクセス日時: 2013/04/02 14:06:52

[授業情報]

- 年度: 2012 ■学期: 春学期
- 授業コード: 1269066000 ■授業名: D1811明治学院研究1
- 曜時限: 金5 ■教員名:
- 教室: 1456
- 表示種別: 履修者のみ

■人数: 5人

学部	学科	学籍番号	氏名	履修済	出席回数	遅刻回数	早退回数	欠席回数	04/06	04/13	04/20	04/27	05/11	05/18
心理学部	心理学科	0*****6	*****平	履修	13	0	0	2	出*	出	出	出	出	出
文学部	英文学科	1*****8	*****人	履修	15	0	0	0	出	出	出	出	出	出
経済学部	経済学科	1*****7	*****美	履修	14	0	0	1	出	出	出	出	出	出
社会学部	社会学科	1*****2	*****香	履修	13	0	0	2	出	出	出	出	出	出
法学部	法律学科	1*****6	*****紀	履修	13	0	0	2	出	出	出	出	出	出

2) A dialog is displayed. Click "Save". * Not "Open".

master.meijigakuin.ac.jp から SYSTEM1_20160805.xls (16.5 KB) を開くか、または保存しますか?

ファイルを開く(O) **保存(S)** キャンセル(C)

3) Check the Excel sheet

	A	B	C	D	E	F	G	H	I	J	K	L
1												
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22												
23												

凡例:
 履修済: 「履修」= 履修登録済、「未」=未履修、「中止」=履修中止
 出席状況: 「出」=出席、「遅」=遅刻、「早」=早退、「欠」=欠席、「予」=予定日、
 「出*」=出席(Web修正)、「遅*」=遅刻(Web修正)、「早*」=早退(Web修正)、「休*」=休講(Web修正)

Appendix: Preparations for accessing the attendance management system

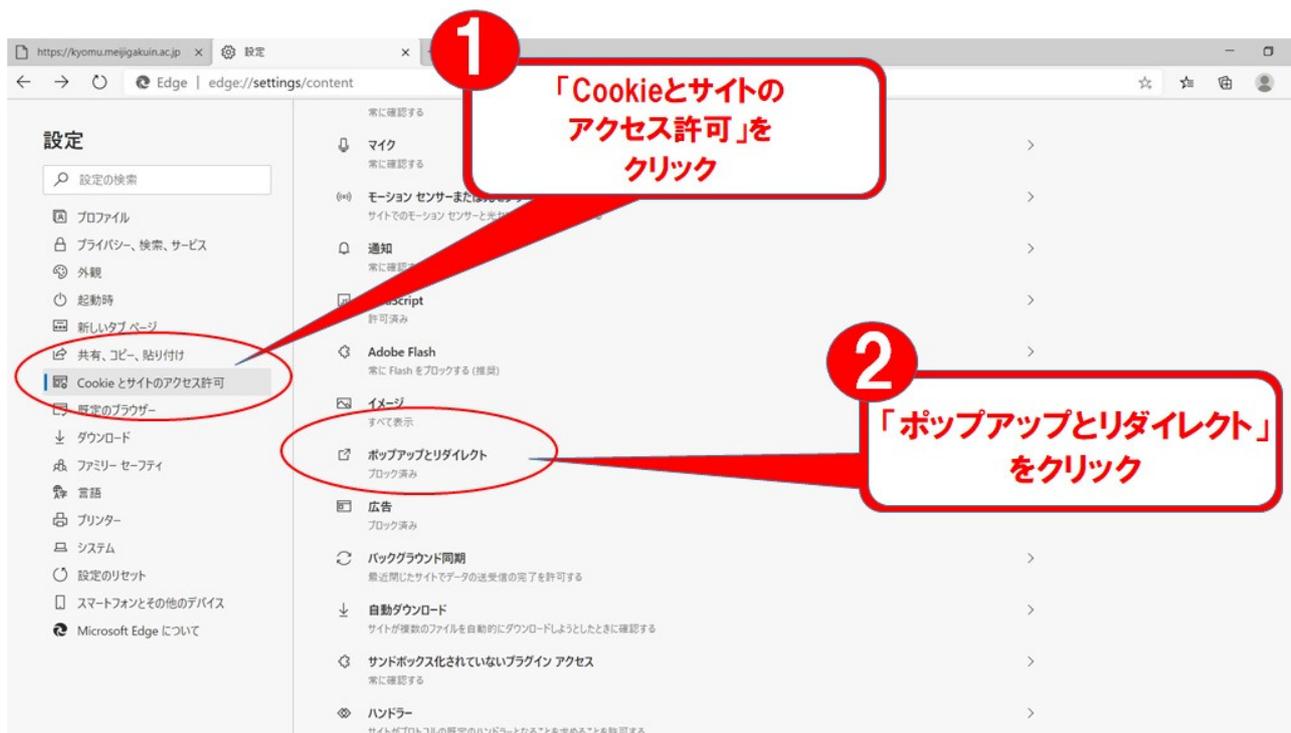
To log in to the attendance management system, the same initial settings as Kyomu Web need to be configured. These settings are explained below.

1) Microsoft Edge のポップアップの許可に登録

Webブラウザ(Microsoft Edge)のタブ右上にある「・・・」→「設定」を選びます。



2) 「Cookie とサイトのアクセス許可」→「ポップアップとリダイレクト」の順番に選択します。



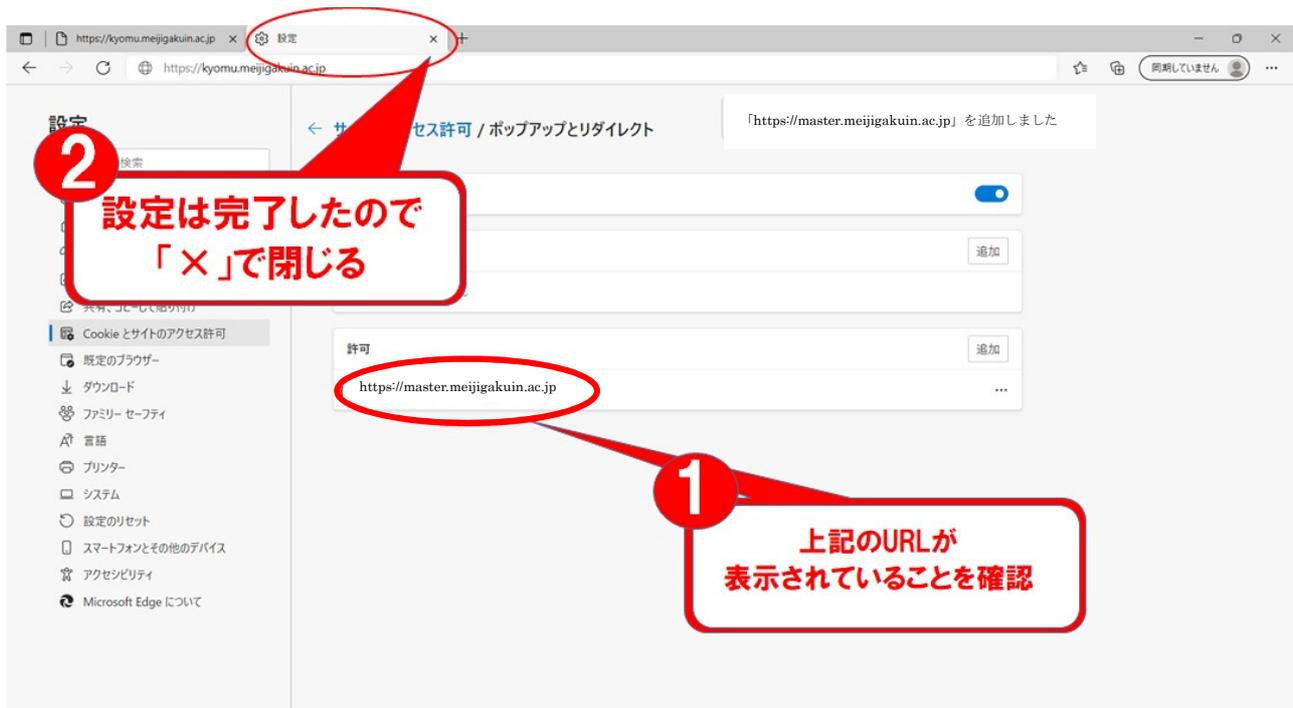
3) 許可の右側にある「追加」をクリックします。



4) 「サイトの追加」と表示されたら、枠の中に「https://master.meijigakuin.ac.jp」を記入して「追加」ボタンを押します。



5) 追加ボタンを押した後、以下の画面に先ほど記入した URL が表示されていることを確認して「×」で設定を閉じてください。



6) 設定を閉じた後、再度 Microsoft Edge を起動してログインできるかご確認ください。