BTTENDANCE

Ver. 1.0.0

# User Manual

(For Students)

(This manual is about BTTENDANCE, an application on iOS and Android.)

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# 1. Start BTTENDANCE

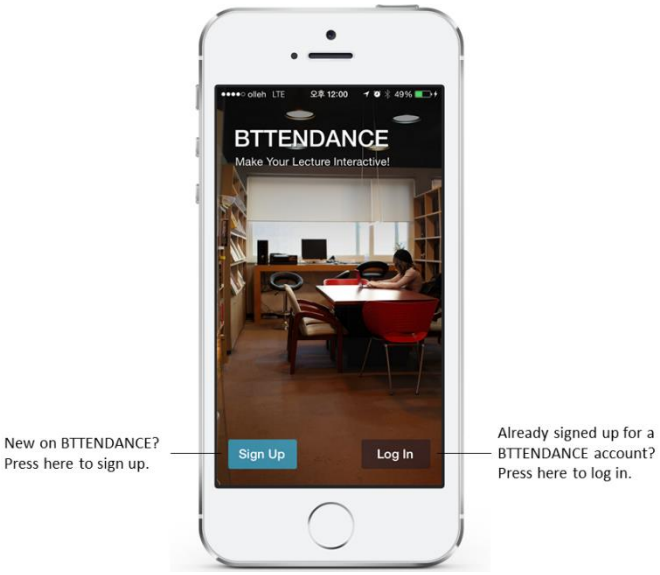
## 1.1 Install

If your smartphone is using Android OS, search "BTTENDANCE" on Google Play. If your smartphone is an iPhone, search "BTTENDANCE" on App Store에서 'BTTENDANCE'.

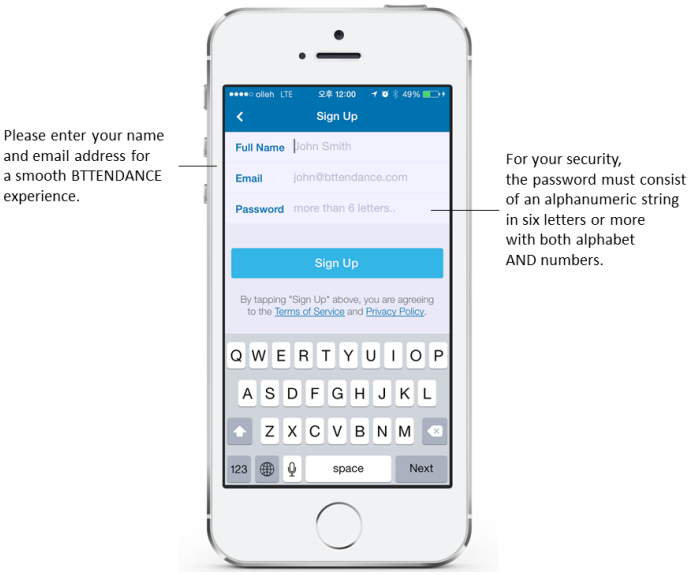
Or press the buttons that look like ones below to move directly to the download link.

After the download is finished, install BTTENDANCE.

## 1.2 Sign Up



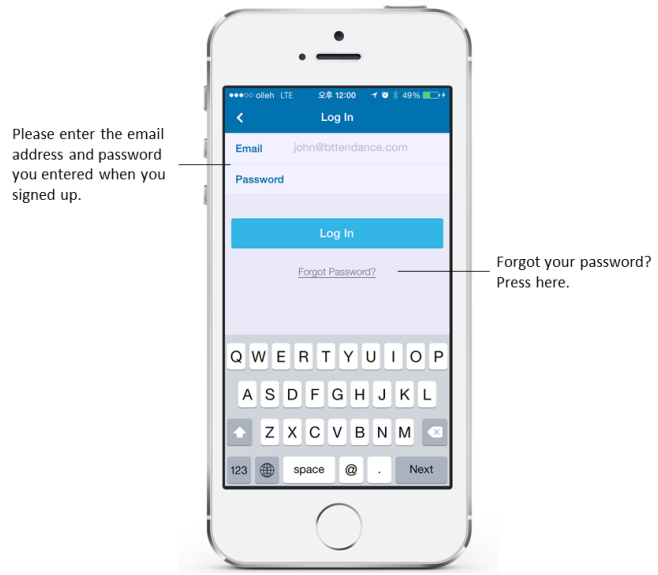

Executing BTTENDANCE for the first time after installing will show you the screen below and ask you to sign up for a new account or log in with your account.



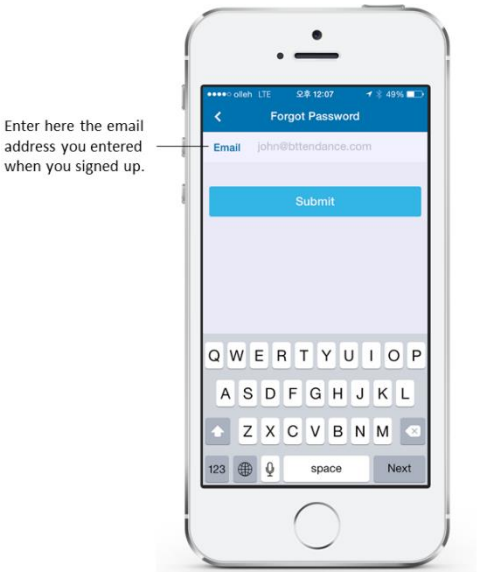

If you choose to sign up for a new account, enter your name, email address, and password. For your smooth BTTENDANCE experience, please enter your **real name** and **actual email address**. For your security, the password must consist of **an alphanumeric string in six letters or more with both alphabets AND Numbers.**

Pressing the Sign Up button after entering all information correctly will finish the signup process. If you are having a problem with the signup process, please contact support@bttendance.com for help.

## 1.3 Log In

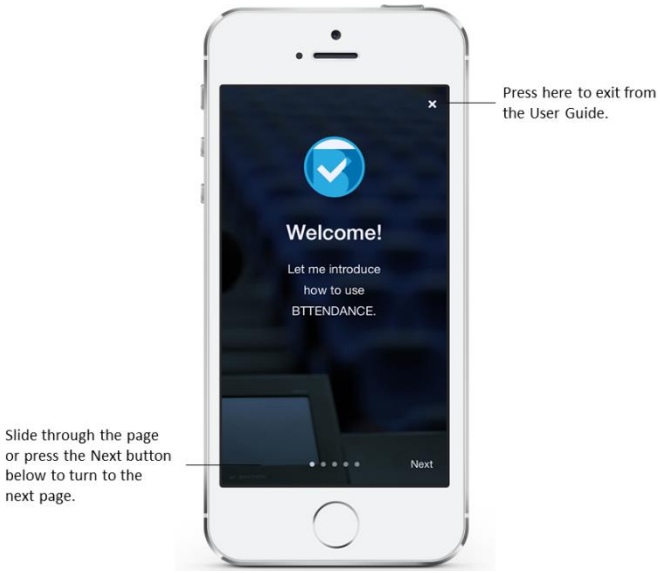


If you choose to log in with your account, log in using the email address and password you entered when you signed up for your account. If you forgot the password, press "Forgot your password?" below the Log In button.

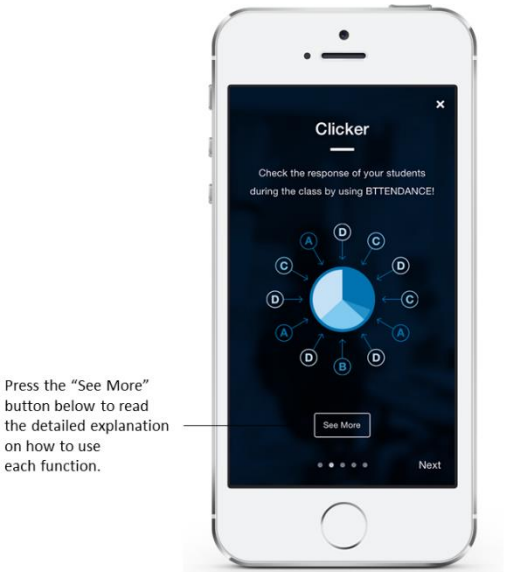



Entering the email address you signed up with will send the new password to that address. After logging on with the new password, please change the password at Profile (Refer to 2.2.1)!

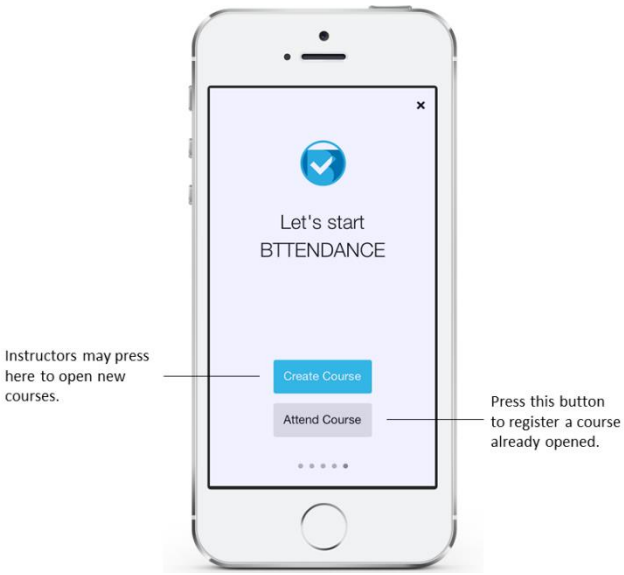
## 1.4 User Guide



After you successfully log in on BTTENDANCE, the User Guide screen will appear to show the new users what BTTENDANCE is. You can slide through the page or press the Next button below to turn to the next page. You can turn it off using the X button above, and you may open it again anytime using the side menu explained in 2.2.



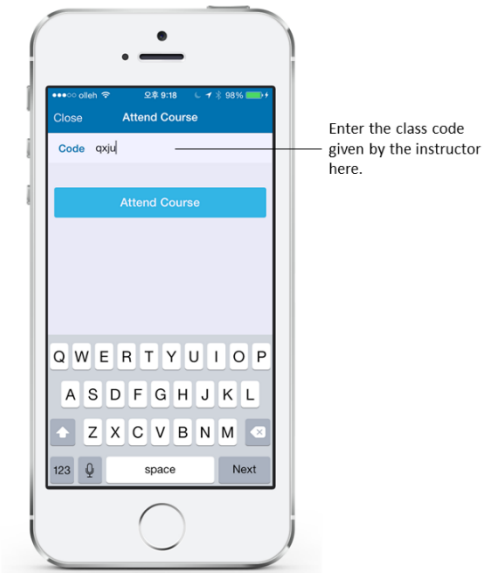

Turning a page will show a screen explaining the functions of Clicker, Attendance, and Notice. Press the "See More" button below to read the detailed explanation on how to use each function.



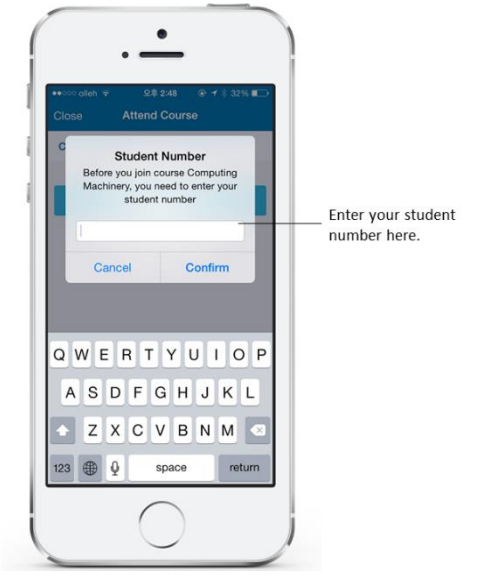

If the user is new to BTTENDANCE or has registered to a course yet, the user may press "Attend

Courses" button at the last screen of the User Guide to take a course. Instructors may press "Create Courses" button to open a new course.

## 1.5 Attend Courses

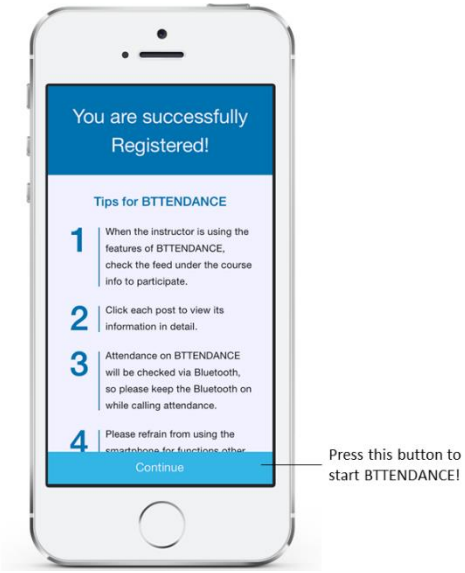



Enter the class code given by the instructor.




Enter the student number or other identification number used in the affiliated institutions such as class number, etc. Entering the wrong student number may result in problems regarding the

grading process, so please make sure that you enter the right student number or ID number!

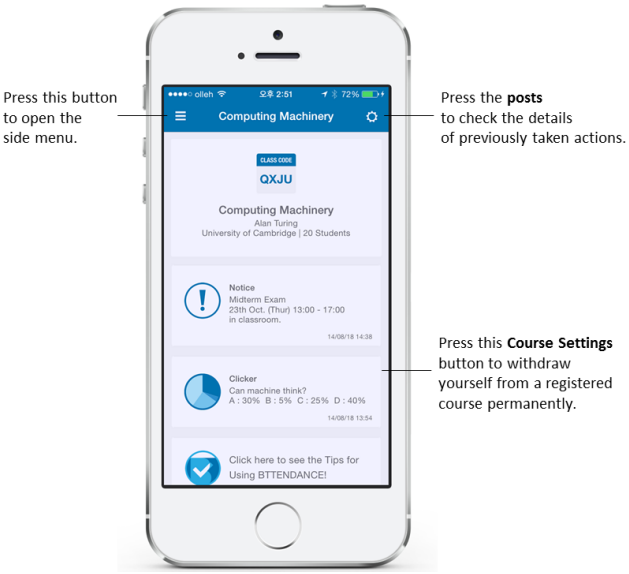



Registering to a course successfully will show the screen like the one shown here.

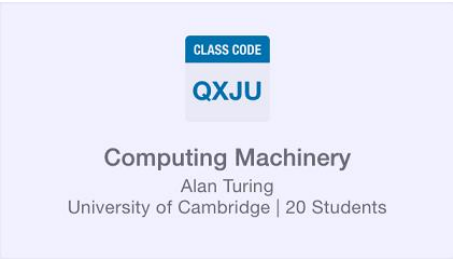
Press the "Start" button at the bottom to start BTTENDANCE!

# Chapter 2. Basics

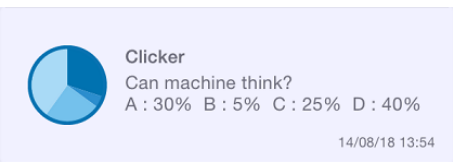
## 2.1 Course Screen (Basic Screen)




This is the first screen shown after opening the course. In this course screen, the user may view the course info or the results of functions—Clicker, Attendance, and Notice—after their execution through the **posts**. After exiting from BTTENDANCE and executing it again, this course screen will appear on default.

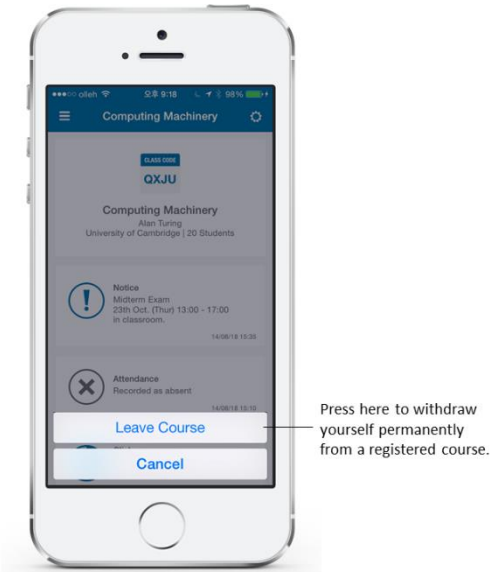



In the **Course Info** on the top of the course screen, the Class Code, the course name, the instructor's name, the name of the institution holding the course, and the number of students taking the course will be shown.

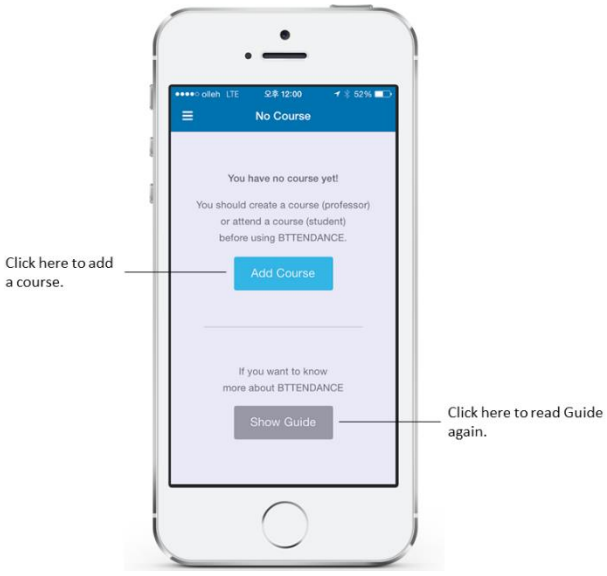


If functions are executed in BTTENDANCE, **posts** containing the results will be created below the Course Info. Written in these posts are brief pieces of information about the results of BTTENDANCE functions, such as Clicker results, attendance results, notices, etc., and you may click on the post to view the detailed info.

### 2.1.1 Leave a Course

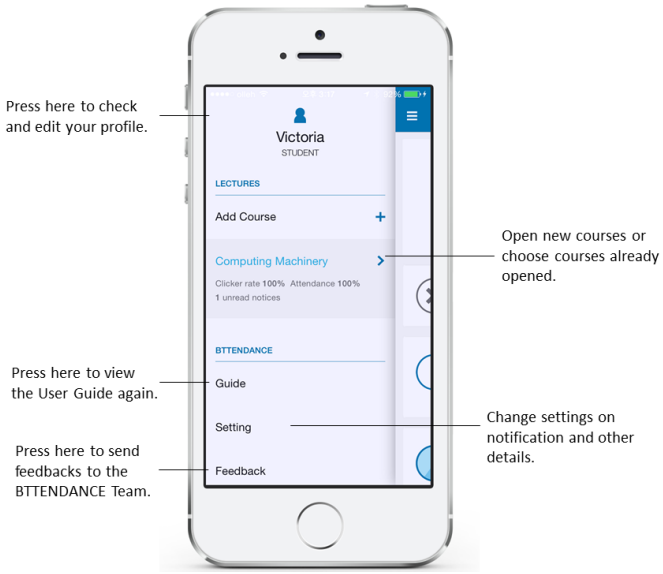



You may press the cogwheel-shaped button ( ) on the upper right corner to withdraw yourself permanently from a registered course.



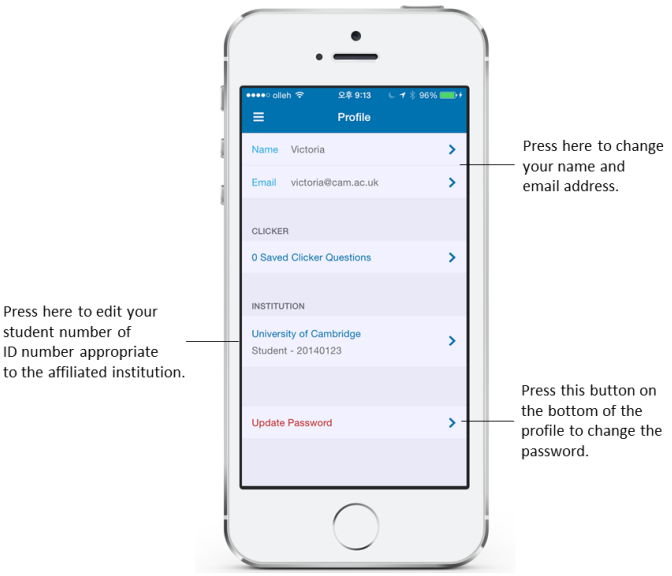
The screen shown above will appear if no course is opened or registered yet. In this screen, new courses can be added and the User Guide read in the signup process can be reread. In order to use BTTENDANCE, you must open a new course or register a course already opened!

## 2.2 Side Menu



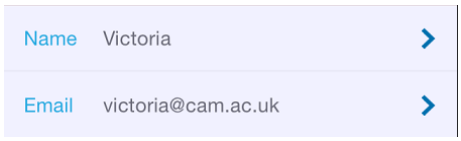

Pressing the upper left button on the course screen will open the side menu. On this side menu are functions for the user's management of BTTENDANCE, such as editing profile and adding new courses.

### 2.2.1 Profile



Pressing the

button on the top of the side menu will enable the user to view the profile screen.



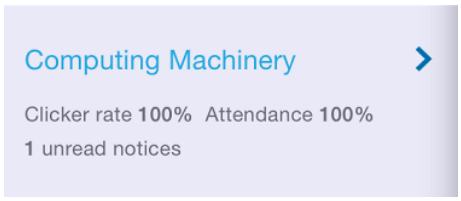

The user may edit his or her personal info on the profile screen. If the user entered the wrong name or email address in the signup process, s/he may edit it here.

If you entered the wrong student number when registering a course, press here to edit the student number or the appropriate ID number in the affiliated institution.

Pressing this button on the bottom of the profile will enable the user to change the password.

### 2.2.2 LECTURES

Pressing 'Add Course' button on the side menu will enable the user to open new courses and register courses.



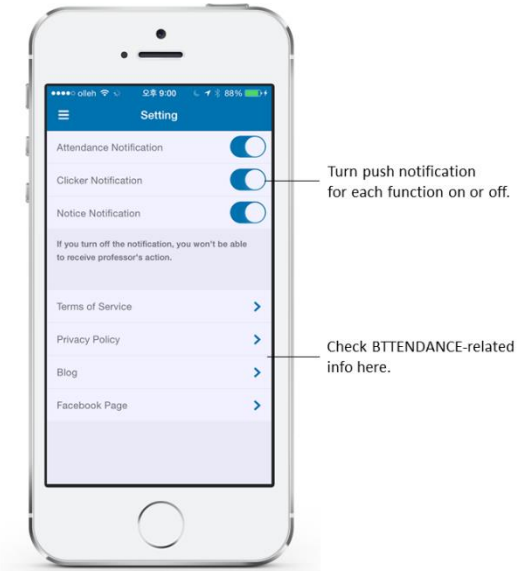

Below the Add Course button, the user may view the courses opened and registered up to now. Upon selecting a course in the list, the course screen will appear. Moreover, brief course info may

be checked conveniently on the list without going to the course screen.

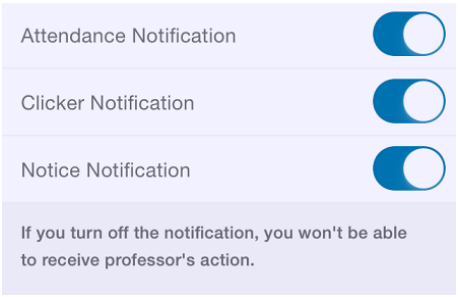
### 2.2.3 User Guide

Pressing the **User Guide** button will enable the user to view once more the User Guide screen, which can be viewed right after the signup process.

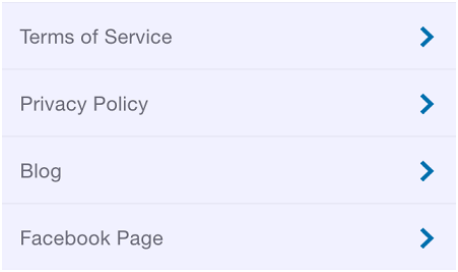
### 2.2.4 Settings




The Settings screen may be viewed upon pressing the **Settings** button.




In the Settings screen, the push notification for each function may be turned on or off. However, use caution since turning off the notifications will stop the user from being notified of the instructor's actions.




Moreover, BTTENDANCE-related info may be checked as well.

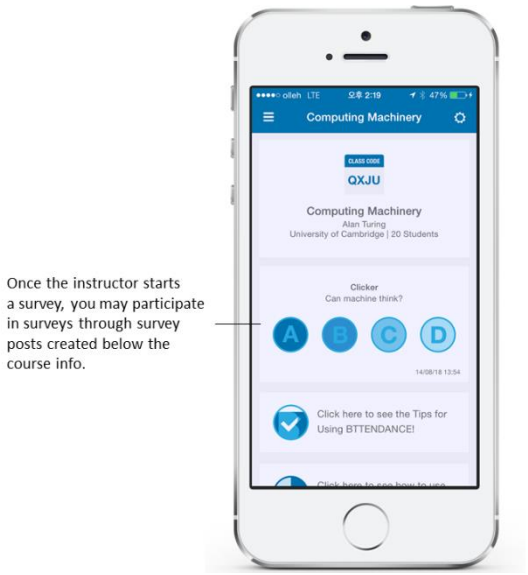
### 2.2.5 Feedback

Pressing the **Feedback** button on the side menu will enable the users to give the BTTENDANCE team feedbacks regarding ideas, bugs, etc. Your feedbacks will be greatly helpful to us!

# Chapter 3. Functions – Clicker

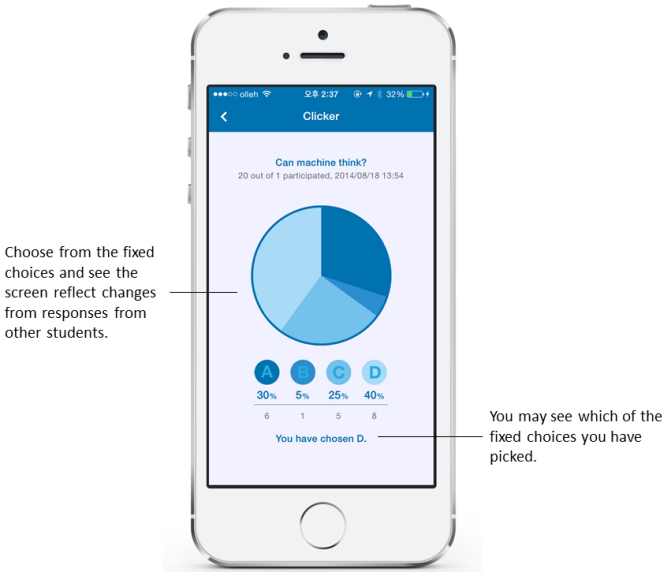
The Clicker function enables the instructor to view the students' responses during class via surveys right on the spot. The instructor may ask a question and execute the Clicker function, and students may communicate with the instructor by choosing the answer from the choices given in the survey posts created on the course screen.

## 3.1 Participate in Clicker Surveys

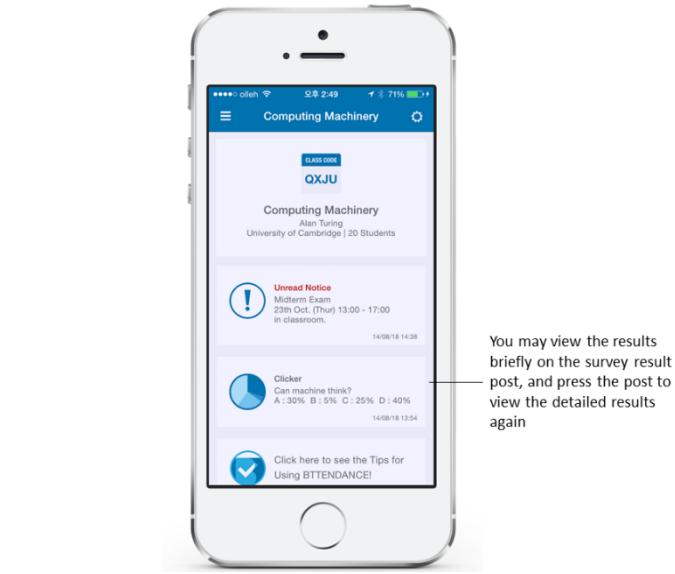



Once the instructor starts a survey, a **survey post**, in which are choices for the students to choose from, will be created on the course screen. (If the post is not created, please reopen the side menu and choose the course again.) Then choose from the fixed choices here.

## 3.2 View Survey Results




Participating in the survey will switch the screen to survey results, enabling the user to check the survey results in real time in graph form. Moreover, you may view your own choice on the bottom of the screen.

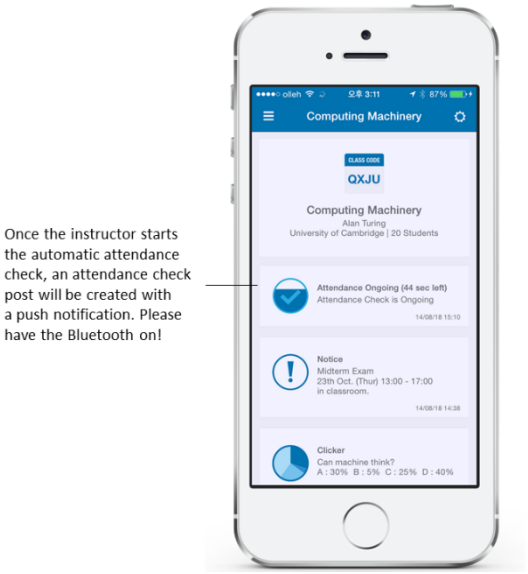



Even after the survey is finished, you may press the post afterwards to view the survey results anytime if necessary.

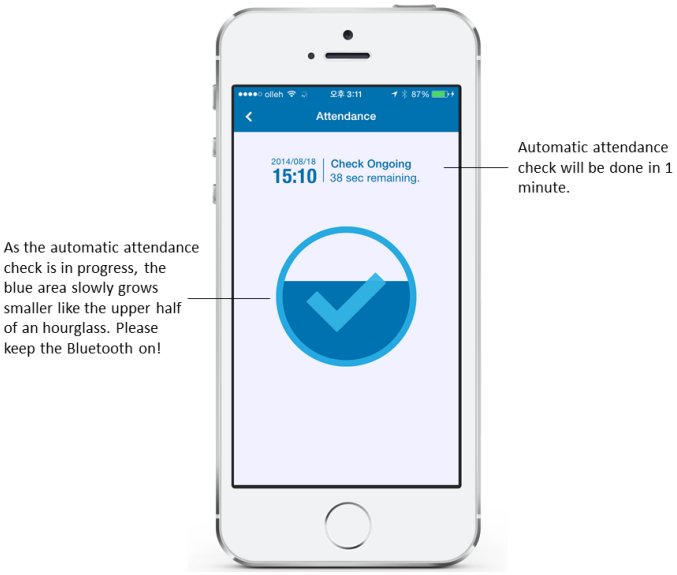
# Chapter 4. Functions – Attendance

The automatic Attendance function lets the instructor take the attendance in classes with hundreds of students swiftly and accurately using the Bluetooth functions of the smartphones. Once the instructor executes the automatic attendance check function, students may execute BTTENDANCE while the Bluetooth is on to have their attendance status checked automatically.

## 4.1 Attendance – Check Attendance Faster with Bluetooth

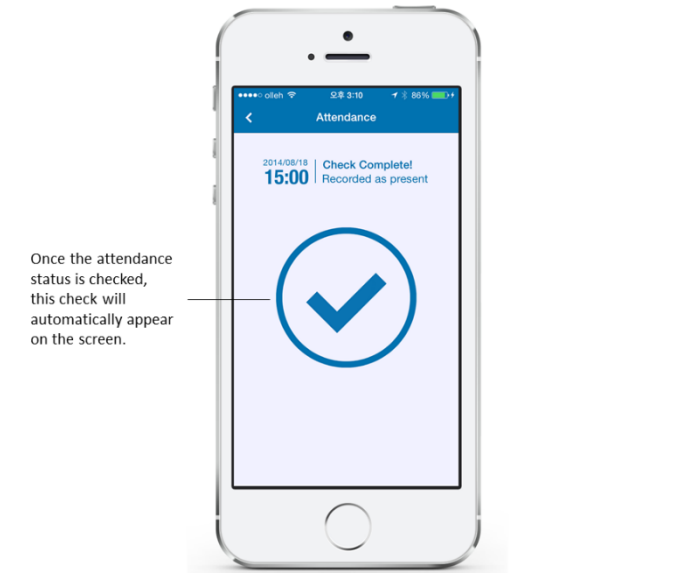



Once the instructor starts the automatic attendance check, an attendance check post will be created on the course screen with a push notification. Please wait while keeping your smartphone's Bluetooth function on.




Click on the post to see the progress of the attendance check. BTTENDANCE's automatic attendance check system senses the instructor's and the students' smartphones via Bluetooth and finishes the attendance check in a moment.

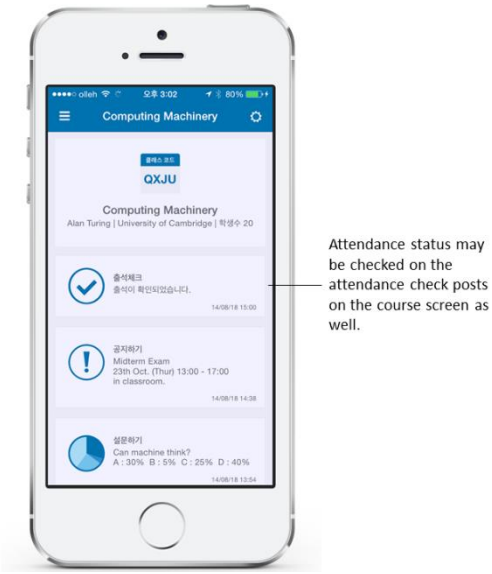
※Attention: Devices using iOS, such as iPhones and iPads, must have the application running while the automatic attendance check is underway.




Once the attendance status is checked, this check will automatically appear on the screen. Tardy and absence will be marked accordingly as well, and students may check their attendance status with ease.

## 4.2 Attendance – Check Attendance By Calling Each Student

If the instructor chooses to take attendance by calling each student's name, the instructor will call out the name of each student just as an instructor would in a conventional attendance check. Report your presence as the instructor calls out your name and check the attendance check post in the course screen.




Check your attendance status in the attendance check posts created on your course screen.

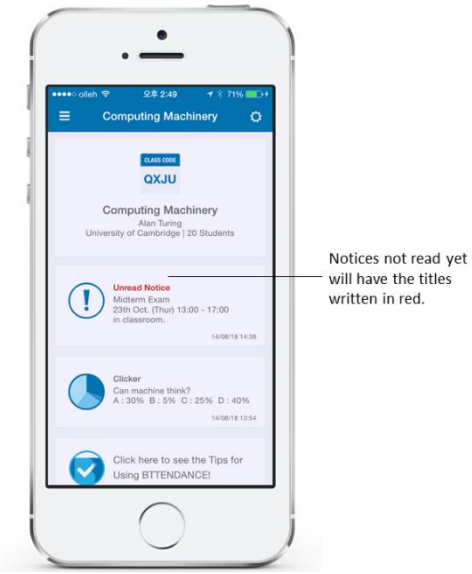
## 4.3 Edit Attendance Status

If you think that your attendance status is not entered right, you may ask the instructor or the assistants to make appropriate changes. Attendance status may be changed by the instructor, assistants, etc. with the authority of course managers, and BTTENDANCE does not answer to students' direct request.

# Chapter 5. Functions – Notice

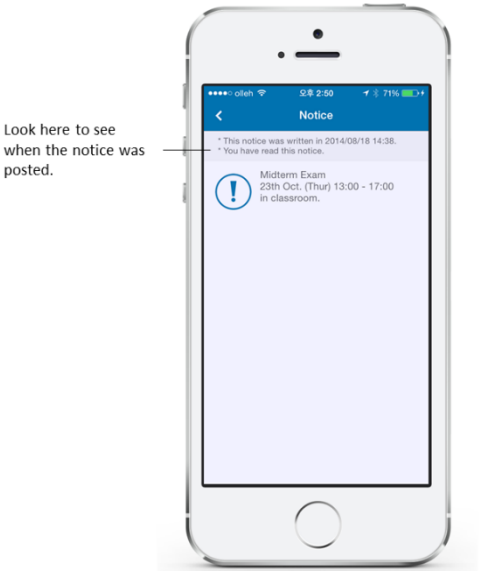
The Notice function lets the instructor notify information to student as easily as sending text messages. When new notices are registered, students will be notified through the push notification of smartphones, and the notices not read yet will have the titles written in red, making it easier to see which notices have been read and which ones have been not.

## 5.1 View Notices




Once you find out that some notices are not read yet through the push notification of the side menu, open the course screen. **Notice posts** that are not read yet will have the titles written in red so that they can be easily found and checked.

(Notices that are already viewed will have the titles written in black just as other posts.)




Press the notice post to see the contents of notice in detail.