Attendance/Roll Reconciliation Quick Guide

You can find full instructions for posting attendance using MyMercer at http://registrar.mercer.edu/faculty-resources/.

1. Login to MyMercer (my.mercer.edu).
2. Go to Gradebook.
3. Select your class.
4. Click on a Specific Class Day (Select the Start Time if necessary.) For classes with student-specific meetings, weekly participation will be recorded on Wednesdays.
5. Click Edit.
6. Review and revise attendance.
7. Click Update.

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