ROLL RECONCILIATION IN MYMERCER

For roll reconciliation purposes, attendance/participation should be recorded

- through MyMercer (my.mercer.edu)
- for ALL courses
- for at least the first three weeks of class
  - Best practice is to post attendance throughout the entire term.

If your course meets regularly, please post attendance as soon as possible after each class meeting.

- Participation for courses with student-specific meeting times (online, independent study, internships, student teaching, practicum, etc.) will be recorded once a week on Wednesdays for the week.
- You cannot post attendance ahead of the day the class meets.

If a student is not on the roster – email registrar@mercer.edu the student’s name, ID, and the course attending. Advise the student to see the registrar immediately.

Go to the Gradebook in MyMercer by doing one of the following:

- selecting a class from the Class Center on your homepage
  - the Class Center will show if you have any attendance due
- looking under the “My Classes” tab in the left-hand bar
- clicking “Gradebook” in the top right
  - if you select one of the last two options you will have to select the term and course you wish to take attendance for

The bottom half of the Gradebook page houses a two-month, color-coded calendar.

Each class meeting day has a color block:

- Green (G) = Fully posted
- Red (R) = Requires posting
- Gray (G) = Scheduled
- Pale Blue (B) = Holiday
- Orange (O) = Cancelled

Click on a specific class day (always a Wednesday for student-specific meeting time courses). A student roster will appear for the class.

- If a class has more than one meeting time on the same day (a separate lab, fourth hour, two classrooms, etc.) you will need to click on the “Start time” drop down to select meeting time of class to post additional meeting attendance.

Click Edit (located in the lower right hand corner of the student roster).

“Absent” Default - Each student has a default setting of “Absent.” If a student attended/participated in the class, you will need to change the student’s attendance to “Present” by selecting it from the drop-down. If you choose, you can record reasons for absences or add comments for a particular student.

Click Update to save your work and to record student attendance.