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.

To access the Gradebook, where the Attendance tab is located, click on My Classes on the left menu, then click Gradebook. On the next screen, select the current term from the View Course List for Term drop-down. Then, click on the Course Title.

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.

Multiple Meetings On the Same Day - 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 top right corner of the student roster).

Save the attendance by clicking **Update** at the bottom right of the screen.