For roll reconciliation purposes, attendance/participation should be recorded

- through MyMercer ([my.mercer.edu](http://my.mercer.edu))
- for ALL courses
- for at least the first three weeks of class
  o 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.

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).

“Absent” Default – In order to comply with federal enrollment reporting requirements, 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.

**Speedy Method for Marking Attendance**

There’s a speedy way to move from one student’s drop-down to another. Once you have set the first student’s attendance, press Tab 2 times. This highlights in blue the next student’s drop-down. If the student is absent, just press Tab 2 more times to move to the next student. If the student is Present or Excused, instead of clicking on the drop-down, press the first letter (lower case will work) of the mark you want to assign for the student (‘p’ for Present, ‘e’ for Excused). This will put the correct mark in the box. Then press Tab 2 more times to move to the next student.

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