ENTERING COURSE GRADES THROUGH MYMERCER

Log in to MyMercer (Faculty Portal) – https://my.mercer.edu/

1. In the Course Center box in the right column of the MyMercer home screen, click on the course you want to enter grades for.
2. Click on the ‘Final Grades’ tab. You will see a list of your students.
3. Under the ‘Letter Grade’ heading in the far right column, enter the appropriate grade for the given student. You may either select the correct grade from the list or type in the correct grade (do NOT enter a ‘numeric grade’).
   - Valid standard grades are
     - A, B+, B, C+, C, D, F, IC, ABX
     *grades of D may not be awarded for graduate students
   - SU grading (courses with SU-only or student-selected SU grading) valid grades are
     - S, U, ICSU, ABXSU
   - Non-Attendance grades are
     - FQ, UQ (for SU courses)
     *these grades fall to the bottom of the drop down list in MyMercer
     ! If this type of grade is awarded, notify the Registrar’s Office of the student’s last date of attendance or participation.
   - IP is only valid on certain courses as outlined in the University Catalog that require the student to complete the course and submit work after the end of the term in which the course is taught.

Consult the catalog for regulations regarding incompletes and absences from final exams.

- Any grade submitted other than those listed will be changed to an F.

4. Click on ‘Save Final Grades’ at the bottom right of the screen.

Repeat the process above for your other classes.