**Posting Attendance – Cheat Sheet**

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

**Getting Started**
- Login to MyMercer ([my.mercer.edu](http://my.mercer.edu))
- Go to Gradebook
- Select your class.

**Classes with Set Meeting Days**
- Click on a Specific Class Day
  - Select the Start Time if necessary.
- Click Edit
- Review and revise attendance
- Click Update

**Classes with Individualized Meeting Times**
- Click Student Specific Time
- Enter a date range in the From and To boxes
  - Date Range cannot exceed 7 Calendar days!
- Click Build Grid
- Enter attendance
  - Blank Attendance will not be posted.
- Click Update
  - The page will not look different.
- Verify that attendance was posted:
  - Click Back
  - Review the Last Posted Attendance Date

**Attendance Posting Value Index**

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Present</td>
</tr>
<tr>
<td>A</td>
<td>Absent</td>
</tr>
<tr>
<td>E</td>
<td>Excused Absence</td>
</tr>
</tbody>
</table>

*If you have multiple meetings of the same class on the same day, you only need to report attendance for one time period.*