POSTING ATTENDANCE

For roll reconciliation purposes, attendance should be taken

- through MyMercer ([my.mercer.edu](http://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.

Please post attendance as soon as possible after each class meeting.

> You cannot post attendance ahead of the day the class meets.

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

See page two for instructions on posting attendance for classes with individualized meeting times!

CLASSES WITH SET MEETING DAYS

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.** 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).

**Change the Time Present** to “Absent” or “Excused” for students who did not attend class.

- Each student has a default setting of present. You only need to change students who did not attend. If you choose, you can record reasons or comments for a particular student.

Click **Update** to save your work and to record student attendance.
CLASSES WITH INDIVIDUALIZED MEETING TIMES

You should take attendance for all classes, even when you may not see the student in person. If you have had positive communication with the student and know that they are participating as they ought, you should give them positive attendance for at least one day in the term. Likewise, if you have not been able to contact the student, they should be marked as absent.

Go to the Gradebook in MyMercer by:

- selecting a class from the Class Center on your homepage
  - the Class Center will not show if you have any attendance due for these classes.
- 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

Click Student Specific Time on the bottom right. A student roster will appear for the class.

Enter a date range in the From and To boxes.

- You can type the date into the text boxes in m/d format.
- You can click the calendar to the right of the text box and select the date.
- You CANNOT enter a date range larger than 1 week. You will receive a Date Range cannot exceed 7 Calendar days! error when you click “Build Grid.”
- You CAN enter the same day in both the “From” and “To” fields to take attendance for an individual day.

Click Build Grid to the right of the date fields. A student roster will appear for the class.

Enter Attendance under the Date you want to record participation for.

- Unlike with courses with regular meeting times, there is no default attendance value. You must mark attendance for all students. Blank Attendance will not be posted.

  Attendance Posting Value Index
  P       Present
  A       Absent
  E       Excused Absence

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

- The page will seem to refresh, but it will not look any different.

Verify that attendance was posted:

- Click Back on the bottom right of the “Class Information” section above “Student Attendance.”
- Confirm that the Last Posted Attendance date is the last date you posted attendance.