



OFFICE OF THE REGISTRAR

CONTACT INFORMATION

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ENTERING FINAL GRADES IN MYMERCER UPDATED 12/7/2023

Final grades must be entered following the guidelines below:

- Through MyMercer (my.mercer.edu).
 - *This is separate from grades kept in Canvas. Final grades must be entered in MyMercer for the system to include them on academic transcripts, in GPA calculations, etc.*
- For all courses, for all students.
- **Using letter grades** according to the grade scale for that course.
 - There is space to enter the numerical grade, but it is not needed. The letter grade is required.
- **Within 24 hours of course/exam completion for graduating students.**
 - This ensures prompt conferral of degrees and/or notification of remaining requirements.
- **Including the last date of attendance with failing/unsatisfactory grades.**

IMPORTANT NOTES

- **Do not use weighting of tasks on the “Assignments & Exams” tab.** This will prevent entry of final grades. Assignment and exam grades should be posted in Canvas only.
- **The “Final Grades” entry screen will timeout after 15 minutes and any unsaved grade entry will be lost.** Prepare final letter grades before logging in and avoid walking away once you begin entering grades for a class.
- **The Letter Grade dropdown lists all available grades**, including some entered only by the Registrar. Grades beginning with the letters N, T, W, or X should never be entered during the faculty final grade entry process.

This document is available online on the web site of the Office of the Registrar (registrar.mercer.edu), under Faculty Resources, as “Faculty Entering Final Grades using MyMercer.”

1. Log into MyMercer at my.mercer.edu using your Mercer login credentials and access a course's Gradebook.

Final Grades entry is recorded in the **Gradebook**. There are two ways to access the Gradebook screen for a course.

Option 1:

When you first login to MyMercer, your classes are shown one at a time in the **CLASSES** tile. If you have more than one class, they will scroll every few seconds, or you can click the gray boxes beneath to select one manually. **Click the course number** for a course (**BUS ACC 204** in this example) to go to the course's Gradebook.

The screenshot shows the MyMercer homepage. On the left is a sidebar menu with links: Campus Info, Academics, My Profile, Message Center, My Students, My Classes, External Links, and Self Help Center. The main content area has a header with 'Hello Paul' and 'Show Quick Links...'. Below this is a 'RECENT STUDENTS' section with a search bar and an 'Impersonate' link. The 'CLASSES' tile is highlighted, showing course details for Term: 2023-FA-MCN-00, Course: **BUS ACC 204** (indicated by a blue arrow), Section: 006, Post/Assign/Exam: 0, Attendance due: 27, and Print Roster. To the right is a 'CANVAS ACCESS' section with the Canvas logo and links for 'Canvas login' and 'Canvas help'.

Option 2:

When you first login to MyMercer, on the left-side menu expand **My Classes** and click **Gradebook**. This will list your courses in a table view. If you are assigned to courses in multiple terms, a dropdown menu to select the term will be available above the Primary Course List. **Click on a course title** to go to the course's Gradebook.

The screenshot shows the 'My Classes' page with a sidebar menu containing 'Class Schedule', 'Gradebook', and 'Course Evaluation'. The main content area is titled 'View Course List for Term 2023 Fall MCN/ATL/RAC/NUR/THE'. Below this is the 'Primary Course List' section, which states 'Below are all courses to which you are assigned as the Primary Instructor'. It shows 'Showing 1 to 2 of 2 entries' and a search bar. A table lists the courses, with a blue arrow pointing to the 'Course Title' column. The table has columns: Course, Course Title, Section, Term Period, Day/Time, Place, and Rosters Due.

Course	Course Title	Section	Term Period	Day/Time	Place	Rosters Due
BUS ACC 204.	Introductory Financial Accounting	006	8/22/2023 to 12/16/2023	MW 4:10PM-5:25PM		27
CLA CHM 111.	General Chemistry I	009	8/22/2023 to 12/16/2023	TWR *multiple*	*various*	44

At the bottom, there is a 'Show 10 entries' dropdown, 'Previous 1 Next' navigation, and 'Showing 1 to 2 of 2 entries'.

2. Navigating the Gradebook and Accessing the Final Grade Entry

When you first access a class, you will see general instructions and reference material at the top, including the list of eligible grades for entry in the “Final Grades” paragraph.

You will then see basic Course Details, followed by the **Attendance** (default) and **Final Grades** tabs.

Click on the **Final Grades tab** to show the final grades entry table. This is where you will:

- Select each student’s final grade in the **Letter Grade** column from the dropdown list, and
- Verify last date of attendance in the **LDA** column for students with an FQ or UQ grade.

Attendance

Final Grades

Final Grades

i

The grading scale for this class/section is Pass/Fail.

☒ Only show active students

Students

Student	Total % Absent	Numeric Grade	Letter Grade	LDA	Expiration Date	Comments
	0.00%		--			
	0.00%		--			
	0.00%		--			
	0.00%		--			

SAVE FINAL GRADES

Note: In this example, there is an indicator that this course is graded on a Pass/Fail basis. For courses graded on the normal letter grade scale, there is no indicator, and the page and grade entry table otherwise looks the same.

3. Entering Grades

Entering grades is straightforward. In the **Letter Grade** column, select the appropriate grade for each student in the dropdown list in the Letter Grade column.

The LDA (last date of attendance) must be entered and accurate in the **LDA** column correct for unsatisfactory grades of **F**, **FQ**, **U**, or **UQ**. *This is a compliance requirement.*

- The grade of F or U is for students who completed the course. Use the last day of the semester. (If the student missed only the final exam, determine whether F or ABX is appropriate.)
- The grade of FQ or UQ is for students who quit attending. Verify the last date attended and enter it here.

Final Grades

☒ Only show active students

Students

Student	Total % Absent	Numeric Grade	Letter Grade	LDA	Expiration Date	Comments
██████	0.00%		A ▼	« November 2023 » Su Mo Tu We Th Fr Sa 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9		
██████	0.00%		B ▼			
██████	0.00%		B+ ▼			
██████	0.00%		FQ ▼	8/23/2023		

SAVE FINAL GRADES

Quick tips:

Determine final grades and LDA for FQ or UQ grades before you login, and don't walk away in the middle of entering grades for a class. This screen times out after 15 minutes, and unsaved entries will be lost.

Attendance Best Practices tip: *If you record attendance accurately for every class meeting as recommended, the LDA will already be correct. If not, the date listed will be the last time you recorded positive attendance for the student, and you will need to research and enter the correct LDA.*

When a grade of IC/ICSU, IP/IPSU, or ABX/ABXSU grade is entered, the Expiration Date will auto-populate to a system-generated date. At this time, this can be ignored and may be left as-is. If the grade remains unchanged, it will roll to an F according to catalog policy for the grade and course level (see **Letter Grades Reference** on next page).

4. Letter Grades Reference

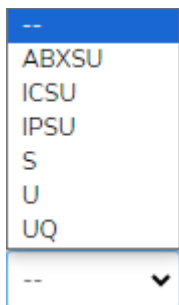
Grades are described in the **Academic Information** of the catalog under **Grading System and Quality Points**.

Normal Letter Grade Scale

Most classes use the normal letter grade scale, which includes A, B+, B, C+, C, D, F, FQ, IC, IP, and ABX. An example of the list of available grades in MyMercer is shown to the right.

*Note that there are more grades available in the dropdown list not mentioned above. **Grades that begin with N, T, W, or X are used for other processes and should not be used.***

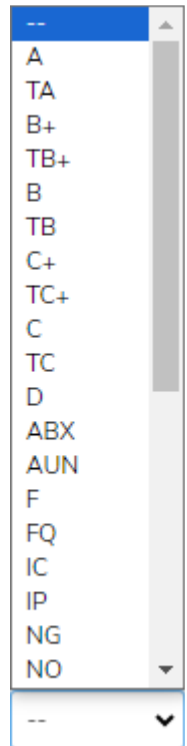
Most grades earned are A, B+, B, C+, C, D, or F. For grades of FQ, IC, IP, and ABX, see the “Other Grades” notes below.



Pass/Fail or Satisfactory/Unsatisfactory (S/U) Grade Scale

Courses may also be graded on a S/U grade scale, which includes S, U, UQ, ICSU, IPSU, and ABXSU. The list of available grades in MyMercer is shown to the left.

Most grades earned are S or U. For grades of UQ, ICSU, IPSU, and ABXSU, see the “Other Grades” notes below.



Other Grades: FQ or UQ

The grade of FQ or UQ is for students who quit attending or never attended and failed the course. An accompanying last date of attendance must be entered in the LDA column (first date of the term if never attended).

Other Grades: IC, ICSU, ABX, ABXSU

IC or ICSU grades are assigned when only a small amount of coursework remains, and ABX or ABXSU grades are assigned when only the final exam remains, due to illness or some other valid reason.

These grades will change to F or U if coursework is not completed before the established deadline.

- Undergraduate course deadline: midterm of the following semester
- Graduate course deadline for ABX or ABXSU: midterm of the following semester
- Graduate course deadline for IC or ICSU: one calendar year after the grade is assigned

Other Grades: IP or IPSU

IP or IPSU grades are assigned only in courses approved to have coursework due after the end of the semester. These grades will change to F or U if the work is not complete one calendar year after the grade is assigned.