



OFFICE OF THE REGISTRAR

CONTACT INFORMATION

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ATTENDANCE TAKING (ROLL RECONCILIATION) IN MYMERCER UPDATED 12/14/2023

Attendance/course participation should be recorded following the guidelines below:

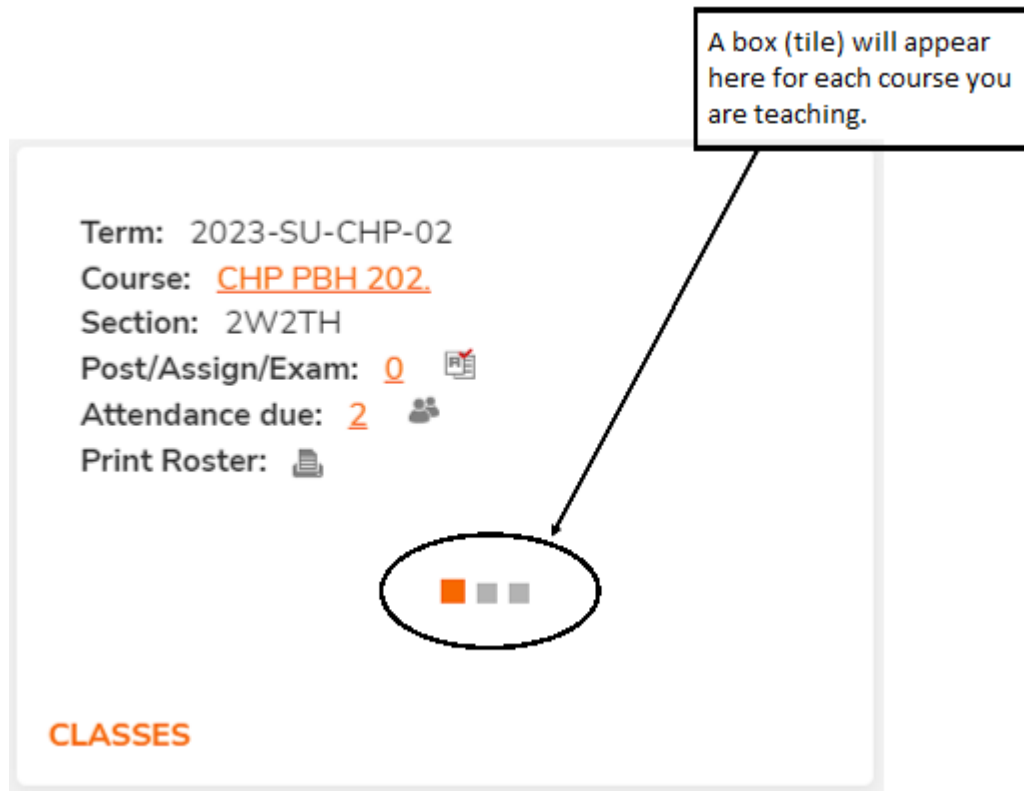
- Through MyMercer (my.mercer.edu).
 - *This is separate from attendance recorded in Canvas. Attendance must be recorded in MyMercer for financial aid and other impactful system functions.*
- For ALL courses.
- For *at least* the **first three weeks** of class, especially the first week.
- **Best practice is to post attendance throughout the entire term.** This provides an accurate attendance record should a student withdraw from the course or university.
- If your course has regularly scheduled meeting times, please post attendance as soon as possible after each class meeting. **Best practice is same day or within 24 hours of the class meeting.**
- Participation for asynchronous courses with *student-specific meeting times* (online, independent study, internships, student teaching, practicum, etc.) should be recorded once each week on Wednesday for the week prior. Weekly attendance for these courses is due no later than each Thursday.
- **You cannot post attendance ahead of the day OR time the class meets.**

Additional details on the Attendance and Roll Reconciliation policy are available on the web site of the Office of the Provost (provost.mercer.edu), under Curriculum Information, under Curriculum Policies, in the "Minimum Requirements for University Distance Learning Instruction" policy document.

1. Attendance/Course Participation is recorded in the **Gradebook**. Log into the [Staff/Faculty Portal \(my.mercer.edu\)](https://my.mercer.edu).

Your assigned classes will appear on the initial MyMercer screen on the **CLASSES** tile.

If you have more than one class, they will scroll automatically every few seconds, or you can click on the gray boxes beneath the course information to scroll through them manually.



Click the course number to enter attendance. In this example, you would click on **CHP PBH 202**. (You can also click on the "2" for attendance due, and it will go to the same page.)

In the example above, notice that "Attendance due" shows the number "2" for this class, indicating two class meetings need attendance to be posted.

Steps 2-A through 5-A on the next four pages are for classes with standard, scheduled meeting times. If this is an asynchronous class that does not have scheduled/standard meeting times, skip to step 2-B below.

2-A. Classes with Scheduled Meeting Times – Front Page

Steps 2-A through 5-A on these next four pages are for classes with standard, scheduled meeting times. If this is an asynchronous class that does not have scheduled/standard meeting times, skip to step 2-B below.

When you first access a class, you will see general instructions and reference material at the top, some basic Course Details (including how many days have **Attendance Due**), and the Attendance and Final Grades tabs at the bottom.

Within the Attendance tab, there is a color-coded legend to indicate “Fully Posted” (shaded green) and “Requires Posting” (shaded orange) beneath the calendar grid. **Click on a Date shaded orange to continue.**

Course Details - Biostatistics

(2W2TH)

Start Date
7/24/2023

Last Posted Attendance
7/27/2023

End Date
8/19/2023

Attendance Due
2 days

Assignments & Exams
0 ungraded

BACK

Attendance

Final Grades

Class Attendance

◀ Previous Month

Click on a day within the calendar to view complete attendance details

August 2023						
S	M	T	W	T	F	S
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	31	1	2
3	4	5	6	7	8	9

■ Fully Posted ■ Requires Posting ■ Scheduled ■ Holiday ■ Cancelled

Take note of the number of days under **Attendance Due**. You must click **Previous Month** above the calendar grid to post attendance for days missed, or to update previously recorded attendance.

3-A. Classes with Scheduled Meeting Times – Recording Attendance

Click a day on the calendar shaded orange. A student roster will appear for the class with attendance “Not Posted.”

Student Attendance

[Help](#)

☒ Only show active students

Student ID	Pronouns	Name	Status	Time Absent	Course Absent	Excused?	Reason
11			Current	Not Posted	0.00%		

 - PRINT ROSTER  EMAIL CLASS

EDIT

Click **Edit** beneath the bottom right corner of the student roster.

Student Attendance

[Help](#)

☒ Only show active students

Student ID	Pronouns	Name	Status	Time Absent	Course Absent	Reason
11			Current	Absent ▾ Absent Excused Present	0.00%	

 - PRINT ROSTER  EMAIL CLASS

CANCELUPDATE

In the **Time Absent** column, use the dropdown option to select **Absent** (default), **Excused**, or **Present**. Use the “Reason” textbox at your discretion. When you have verified attendance for all students, you must **click Update at the bottom right** to save and officially record attendance.

It is critical that attendance is marked accurately for every student for financial aid and other compliance purposes.

4-A. Classes with Scheduled Meeting Times – Attendance Saved, Return to Calendar View

Once saved, Click the Back button to return to the attendance calendar. The color-coding for that date should change from orange to green. In this example, attendance was recently posted for July 27, so that date is now shaded green.

Course Details - Biostatistics

(2W2TH)

Start Date

7/24/2023

Last Posted Attendance

7/27/2023

End Date

8/19/2023

Attendance Due

2 days

Assignments & Exams

0 ungraded

BACK

Attendance

Final Grades

Class Attendance

◀ [Previous Month](#)

Click on a day within the calendar to view complete attendance details

July 2023						
S	M	T	W	T	F	S
25	26	27	28	29	30	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	31	1	2	3	4	5

■ Fully Posted ■ Requires Posting ■ Scheduled ■ Holiday ■ Cancelled

5-A. Classes with Scheduled Meeting Times – Multiple Meeting Times/Rooms

If a class has more than one meeting time on the same day (a separate lab, fourth hour, two classrooms, etc.) you must click on the **Start Time** drop down to select any/all meeting times of the class to **post attendance for all meeting times**.

Class Information - Biostatistics (001)

Start Time 10:00 AM

Class Length 60 Minutes

Class Meeting Date 08/10/2023

Attendance Type Time Absent-All

BACK

Student Attendance

[Help](#)

☒ Only show active students

Student ID	Pronouns	Name	Status	Time Absent	Course Absent	Excused?	Reason
1: [REDACTED]		[REDACTED]	Current	Not Posted	0.00%		
1: [REDACTED]		[REDACTED]	Current	Not Posted	0.00%		
1: [REDACTED]		[REDACTED]	Current	Not Posted	0.00%		

 PRINT ROSTER

 EMAIL CLASS

EDIT

2-B. Asynchronous Classes / No Scheduled Meeting Times – Recording Attendance without Calendar View

Steps 2-B through 5-B on these next four pages are for asynchronous classes with non-standard or student-specific meeting times (online, independent study, internships, student teaching, practicum, etc.). If this is class with standard/scheduled meeting times, see the pages above for steps 2-A through 5-A.

Instead of a calendar of dates for these classes, you are prompted to enter **Student Specific Time** at the bottom right. Also note the **Last Posted Attendance** date. If the most recent Wednesday is listed there, your attendance is current. If it says “Not Available,” no attendance has been recorded at all for the class. Click **Student Specific Time** to continue.

Course Details - Immersive Clinical

(003)

Start Date
7/24/2023

Last Posted Attendance
Not Available

End Date
8/19/2023

Attendance Due
0 days

Assignments & Exams
0 ungraded

BACK

Attendance

Final Grades

Class Attendance

Class is setup as Student Specific Meeting Time, please click on the button to build Attendance.

STUDENT SPECIFIC TIME

3-B. Classes without Scheduled Meeting Times – Record Attendance Each Wednesday

Under Student Attendance, you will be prompted to build a grid by date range from the current date to six days in the future (one week). The system will not allow you to build a grid larger than seven days.

Student Attendance

[Help](#)

☒ Only show active students

From : 8/14/2023

To : 8/20/2023

BUILD GRID :

Blank Attendance will not be posted.

Attendance for these courses should be entered on Wednesday each week for the previous seven days (Wednesday through Tuesday), so change your date range to start and end on the most recent Wednesday.

Student Attendance

[Help](#)

☒ Only show active students

From : 8/9/2023

To : 8/9/2023

BUILD GRID :

Blank Attendance will not be posted.

Click **Build Grid** to continue.

4-B. Classes without Scheduled Meeting Times – Record Attendance Each Wednesday

In the column labeled with the Wednesday date you selected, select P(resent), A(bsent), or E(xcused) for each student. When there is an entry for each student, click Update at the bottom right to save and officially record attendance!

Blank attendance will not be posted! There must be an entry for each student.

Student Attendance

[Help](#)

☒ Only show active students

From : 8/9/2023

To : 8/9/2023

BUILD GRID :

Blank Attendance will not be posted.

Name	8/9/2023
	A E P

Attendance Posting Value Index

P	Present
A	Absent
E	Excused Absence

UPDATE

To be counted present, a student must have participated in class or engaged in academically related activity, such as:

- attendance at a scheduled online conference class session (such as via Zoom) with the instructor present;
- student submission of an academic assignment, quiz, or exam;
- (documented) student participation in an interactive tutorial or computer-assisted instruction;
- a posting by the student showing the student's participation in (a) an online study group that is assigned by the institution or (b) an online discussion about academic matters relevant to the course;
- documentation showing student and faculty correspondence about content specific to the course.

Participating in campus activities or logging into the class without active participation does not count as attendance.

5-B. Classes without Scheduled Meeting Times – Record Attendance Each Wednesday (continued)

Once entered, or if you build a grid for a Wednesday where attendance has already been entered, you will see a minutes value for each student.

Student Attendance

[Help](#)

☒ Only show active students

From : 8/9/2023

To : 8/9/2023

BUILD GRID :

Blank Attendance will not be posted.

Name		8/9/2023
		50 mins

UPDATE

Note, this value is for minutes attended. In this example, each student was marked “P” for Present, so the grid now recognizes that each student attended the full 50 minutes allotted to this class for weekly attendance.

Blank attendance will not be posted! There must be a Time Absent entry for each student.