



MercyCollege

EMPOWERME INSTRUCTIONS FOR STUDENT ATTENDANCE ENTRY (Required for the first two weeks of class each semester)

1. Make sure you have your course selected under Currently Set.
2. Click on Student Records.
3. Click on Student Attendance.
4. Enter Date. (Please do this for each meeting time during the first two weeks).
5. Drop down either the Default Attendance Code or select the Attendance Code next to each name.
6. Click on Save. You are done! Thank you!

REMEMBER TO SAVE BEFORE ENTERING NEXT DATE!

Results filtered with: **User:** Ms Heather M Hoppe **Term:** SU-14 **Dept:** PDC **Crse:** 251 **Sect:** 01 **Year:**

Instructor: Leslie Erwin
Date: 06/23/2014
Course Meet: M 04:00-06:15
Default Attendance Code: A:Absent

ID	Name	# of Absence	Attendance Code	Value
	Theresa Beaster	0	A:Absent	
	Jacquelyn Bowman	0	A:Absent	
	Lysa DuMont-Wilms	0	A:Absent	
	Julie Guthrie	0	A:Absent	
	Karen Jambor	0	A:Absent	
	Amy McCaskey	0	A:Absent	
	Kara Seals	3	A:Absent	
	Michele VonDaylen	0	A:Absent	
	Eryn West	0	A:Absent	
	Crystal Willingham	0	A:Absent	
	Adriana Zuniga	0	A:Absent	