How to Submit Your Grades Online

- 1. Open a web browser such as Internet Explorer or Firefox.
- 2. Go to the Anna Maria College home page at http://annamaria.edu/.
- 3. Scroll to the bottom of the page and click on the *Online Resources* link. The actual web address is https://webamc.annamaria.edu/.
- 4. Enter the Administrative Program (Empower) username and password given to you and click the *Submit* button.

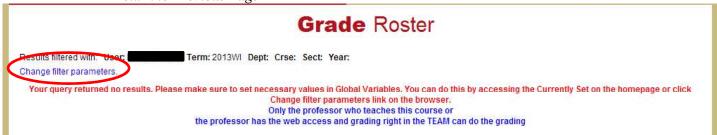
Advisors: Your username and password is the same as your Empower username and password. **Non-advising faculty:** Your username is the first 5 letters of your last name followed by your first initial, all in capital letters.

Example: If your name is John Example, your username would be EXAMPJ.

5. Once you are logged in, hover your mouse over the *Faculty Records* tab near the top of the page and then click on the *Grade Roster* link under Roster Information.



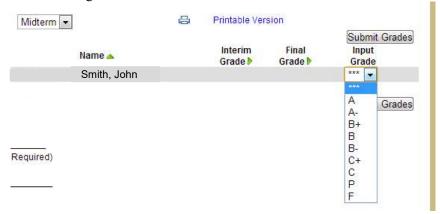
6. Once you are at the Grade Roster page, you will need to click on the *Change filter parameters* link (see screenshot below). You will then need to select the Term, Department, Course, and Section you would like to input grades for. Then click the *Return to Previous Page* button.



7. Once you have selected the course to input grades for, you will see a page similar to the one below. In the center of the page below the course, there is a dropdown menu from which you will need to select whether you are inputting Midterm or Final grades.



8. Once you have selected to enter either Midterm or Final grades, dropdown boxes will appear next to each student under *Input Grade* on the right hand side. After you have entered all students' grades, please make sure to click the *Submit Grades* button to save the grades.



If you have any questions regarding web access to your schedule, etc., please contact IT Support for assistance at 508-849-3325, or by e-mail at itsupport@annamaria.edu.