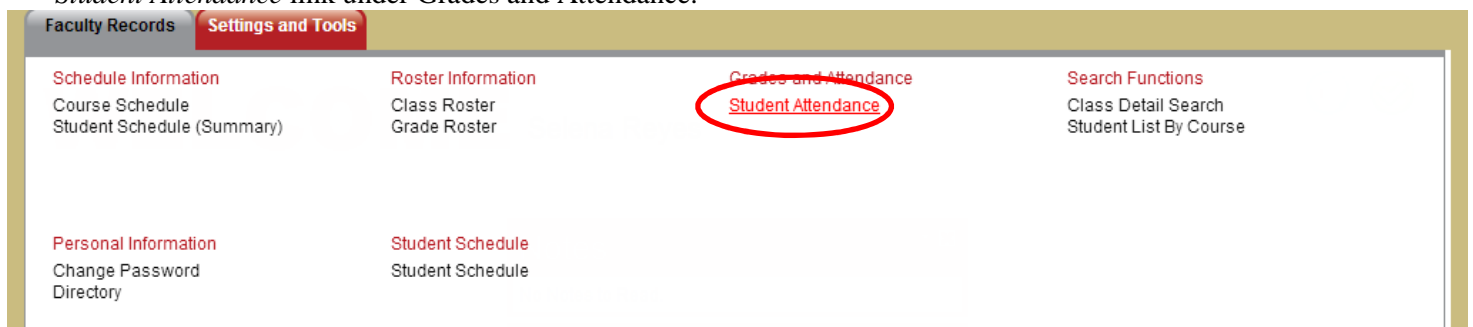


How to Submit Student Attendance Online

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 *Student Attendance* link under Grades and Attendance.



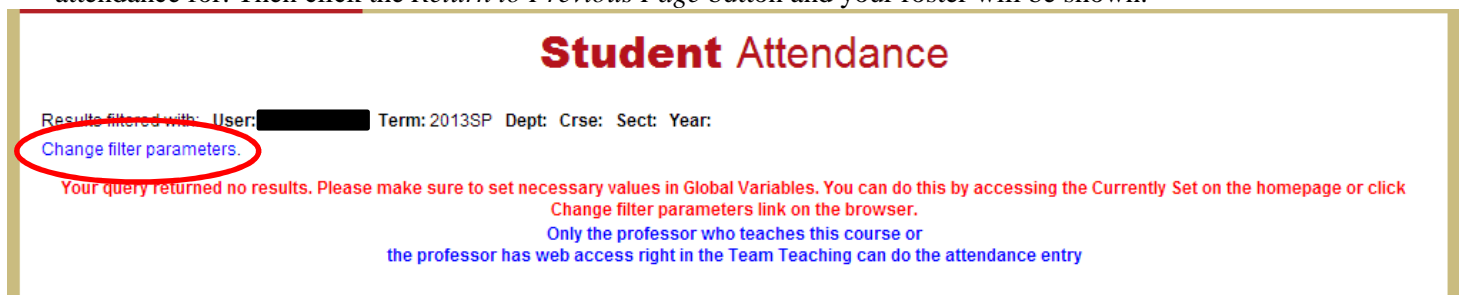
The screenshot shows a navigation menu with two tabs: "Faculty Records" and "Settings and Tools". Under "Faculty Records", there are four columns of links:

- Schedule Information:** Course Schedule, Student Schedule (Summary)
- Roster Information:** Class Roster, Grade Roster
- Grades and Attendance:** Student Attendance (circled in red)
- Search Functions:** Class Detail Search, Student List By Course

Below these columns, there are two more sections:

- Personal Information:** Change Password, Directory
- Student Schedule:** Student Schedule

6. Once you are at the Student Attendance 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 enter attendance for. Then click the *Return to Previous Page* button and your roster will be shown.



The screenshot shows the "Student Attendance" page. At the top, it says "Student Attendance" in large red letters. Below that, it says "Results filtered with: User: [redacted] Term: 2013SP Dept: Crse: Sect: Year:". The link "Change filter parameters." is circled in red. Below this, there is a red message: "Your query returned no results. Please make sure to set necessary values in Global Variables. You can do this by accessing the Currently Set on the homepage or click Change filter parameters link on the browser." At the bottom, there is a blue message: "Only the professor who teaches this course or the professor has web access right in the Team Teaching can do the attendance entry".

7. Once you have selected the course to input attendance for, you will see a page similar to the one below. You can select the date you want to enter attendance for by using the Date dropdown menu. In the center of the page, there are dropdown menus next to each student from which you can select if a student was either Absent (excused or non-excused), Present, or Tardy.

Student Attendance

Results filtered with: User: [redacted] Term: 2013SP Dept: [redacted] Crse: [redacted] Sect: [redacted] Year:

[Change filter parameters.](#)

Instructor: [redacted]

Date: 01/08/2013

Course Meet: T 06:00--09:50

Default Attendance Code: ***

Numeric?

Default Activity Code: ***

Numeric?

Default Attendance code and Activity code

Save

ID	Name	# of Absence	Attendance Code	Value	Activity Code	Activity Value
		0	***			
		0	***			
		0	E:Absent-Excused A:Absent-NonExcused P:Present T:Tardy			

8. If all students were present, you can select the Default Attendance Code of Present from the dropdown menu, and then click the *Default Attendance code and Activity code* button to apply this to all students (see screenshot below). The same can be done if all students were Absent or Tardy.

Student Attendance

Results filtered with: User: [redacted] Term: 2013SP Dept: [redacted] Crse: [redacted] Sect: [redacted] Year:

[Change filter parameters.](#)

Instructor: [redacted]

Date: 01/08/2013

Course Meet: T 06:00--09:50

Default Attendance Code: ***

Numeric?

Default Activity Code: ***

Numeric?

Default Attendance code and Activity code

Save

ID	Name	# of Absence	Attendance Code	Value	Activity Code	Activity Value
		0	***			
		0	***			
		0	***			

9. Attendance will not be saved until you click the *Save* button on the right hand side of the screen.

Student Attendance

Results filtered with: User: [redacted] Term: 2013SP Dept: [redacted] Crse: [redacted] Sect: [redacted] Year:

[Change filter parameters.](#)

Instructor: [redacted]

Date: 01/08/2013

Course Meet: T 06:00--09:50

Default Attendance Code: P:Present

Numeric?

Default Attendance Value: [input type="text"]

Numeric?

Default Activity Code: ***

Numeric?

Default Attendance code and Activity code

Save

ID	Name	# of Absence	Attendance Code	Value	Activity Code	Activity Value
		0	P:Present			
		0	P:Present			
		0	P:Present			

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