

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.

The screenshot shows a navigation menu with two main tabs: 'Faculty Records' and 'Settings and Tools'. Under 'Faculty Records', there are four columns of links. The 'Roster Information' column contains 'Class Roster' and 'Grade Roster', with 'Grade Roster' circled in red. Other columns include 'Schedule Information', 'Grades and Attendance', 'Personal Information', and 'Search Functions'.

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.

Grade Roster

Results filtered with: User: [redacted] Term: 2013WI Dept: Crse: Sect: Year:
[Change filter parameters.](#)

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.
Only the professor who teaches this course or the professor has the web access and grading right in the TEAM can do the grading

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.

Grade Roster

Results filtered with: User: [redacted] Term: 2013WI Dept: BUS Crse: 499 Sect: 2A Year:
[Change filter parameters.](#)

- Click the "Submit Grades" Button to save the grades, otherwise it won't be saved.

Coll	Sess	Dept	Crse	Sec	Descr	CrHrs	Instr	Days	Start	End	Location	Bldg	Room
001	TR	BUS			INTERNSHIP			M			Paxton Campus	ARRANG	ARRA

Select type of grading, then enter grades
Type of Grading: *** Select Interim / Final

Type	Class/Div	Degree Date	ID	Interim Grade	Final Grade	Submit Grades
1	CR	Senior				<input type="button" value="Submit Grades"/>

Signatures

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.

The screenshot shows a web interface for entering grades. At the top left, there is a dropdown menu set to 'Midterm'. To its right is a printer icon and a link labeled 'Printable Version'. Below these is a table with columns: 'Name', 'Interim Grade', 'Final Grade', and 'Input Grade'. The first row contains the name 'Smith, John'. The 'Input Grade' cell for this student has a dropdown menu open, showing a list of grade options: '***', '***', 'A', 'A-', 'B+', 'B', 'B-', 'C+', 'C', 'P', and 'F'. The 'A' option is currently selected. To the right of the table is a button labeled 'Submit Grades'. Below the table, there is a label 'Required)' and a horizontal line.

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.