# 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/](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/](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.

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.

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.
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.

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

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.