UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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<u>GRADING INSTRUCTIONS THROUGH EMPOWERWEB</u>

EmpowerWeb is the student information system for USUHS and can be accessed through this link: **https://registrar.usuhs.edu/fusebox.cfm**

Once the webpage is accessed,
1. Click either the 'USU-SSO Login' link in the top menu bar or select the 'login here' link in the middle of the page.

EmpowerWeb will allow you to perform a multitude of tasks, including (but not limited to):
- Accessing your class roster;
- Accessing your students' contact information (phone number and email address); and
- Entering grades

ENTERING GRADES:
Once logged in to EmpowerWeb,

Step 1) Select the correct term for the course you wish to submit grades for, from the drop-down menu on the right-hand side of the screen entitled, "Faculty Classes"; then click the 'change term' button;

Step 2) Scroll down to a drop-down menu entitled "Select Interim / Final" to select the type of grade you wish to submit/change;

Step 3) Enter/change the grades for the provided students in the field box to the right of each student;

Step 4) Click the 'Submit Grades/Changes' button at the bottom of the page, once the grades you wish to submit are entered.

> Once you click the 'Submit Grades/Changes' button at the bottom of the page, you can NOT enter or submit grades again. In order to change any grade after submission, please submit an **1105G Form** (Change of Grade Form) to the OUR for processing.

Incomplete (I) grades may be entered through EmpowerWeb and an **1105I Form** (Incomplete Grade Form) should be filed with the OUR. An 1105I Form will not prevent the submission of an Incomplete (I) grade. An **1105G Form** (Change of Grade Form) should be submitted to then convert the Incomplete (I) grade.