GRADING INSTRUCTIONS THROUGH EMPOWERWEB

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.