**How to Post Ivy Tech Grades in Campus Connect**

1. **Log into Campus Connect. If you have not logged in for 60 days, you will want to click on reset password to create a new password before you can log in.**



[**http://cc.ivytech.edu/cp/home/displaylogin**](http://cc.ivytech.edu/cp/home/displaylogin)

1. After you are logged into Campus Connect, click on **Final grades**.



1. **Select the current term**. If it is a year-long course, it will be posted as **Spring.**



1. **Click on your course in the dropdown menu.** 
2. **Do you have any withdrawals, D or F’s? If so, leave the grade as none. Otherwise, select a grade A-C. Do not use any other items in this box. To withdraw students, email** **bwilly@ivytech.edu** **saying “please withdraw these students: \_\_\_\_\_\_\_\_”**



**A**

**B**

**C**

**NONE**

1. **Click SUBMIT when you are finished posting all grades.**

**Email** **bwilly@ivytech.edu** **“grades DONE”**

**If you have students who need to be withdrawn, be sure to list them in the email “please withdraw these students: \_\_\_\_\_\_\_\_”**