

IVCC Self Service 10 Day Verification

1. Log in to IVCC Self Service.
2. Click on Faculty
3. Click on the course you intend to complete.
4. Click on Census
5. If a student has not attended, check the "Never Attended" box.
6. Click "Submit" to finish the verification process

IVCC Self Service Midterm Certification

1. Log in to IVCC Self Service.
2. Click on Faculty
3. Click on the course you intend to complete.
4. Click on Grading
5. Click on Midterm Certification
6. If a student is **not** actively pursuing the course at the midterm date, select W from the dropdown menu and add the last date of attendance. If the student is actively pursuing the course at the midterm date, select A from the drop-down menu.
7. Once complete, or if all students are actively pursuing, click "Midterm Grading Complete".
8. Click "Continue" to finish the certification process.

IVCC Self Service Final Grading

1. Log in to IVCC Self Service.
2. Click on Faculty
3. Click on the course you intend to complete.
4. Click on Grading
5. Click on Final Grade
6. Select the grade from the drop-down list.
 - All grades of F need the Last Day of Attendance
 - All Incompletes need the Last Day of Attendance and Expiration Date
7. When all Final Grades are entered click "Post Grades". (Once you click "Post Grades" the grades can only be changed by using the change of grade form).
8. Click "Continue" to finish the grading process.
9. Email a digital copy of your grades to the Director of Admissions.

Download Brightspace Grades

1. Log in to Brightspace.
2. Open the course.
3. In the Purple Nav Bar click on Grades
4. In the Enter Grade view click on Export
5. Select the appropriate Export Options
6. Click on Export to Excel