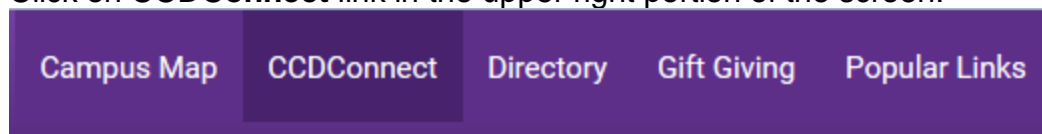


HOW TO SUBMIT FINAL GRADES

IMPORTANT NOTE: Please have your grades (and “Last Attend Date” for students who have failed the course) ready before you begin. Carefully proofread what you have entered before you “submit” the grades, as you may not be able to correct an error after submitting.

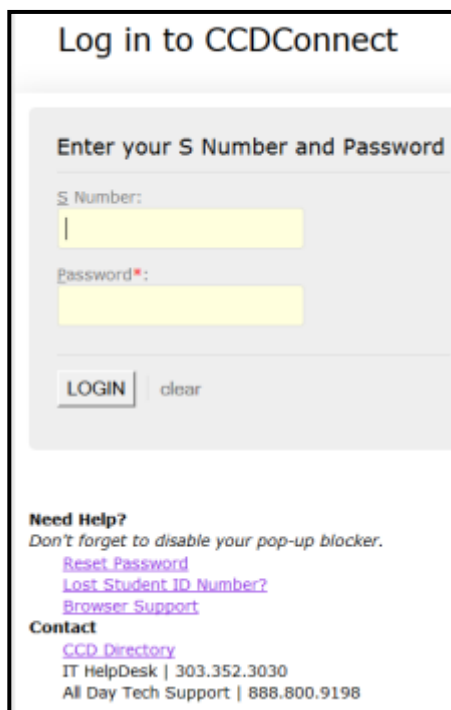
1. Go to the CCD Homepage at <<http://www.ccd.edu>>

- Click on CCDConnect link in the upper right portion of the screen.



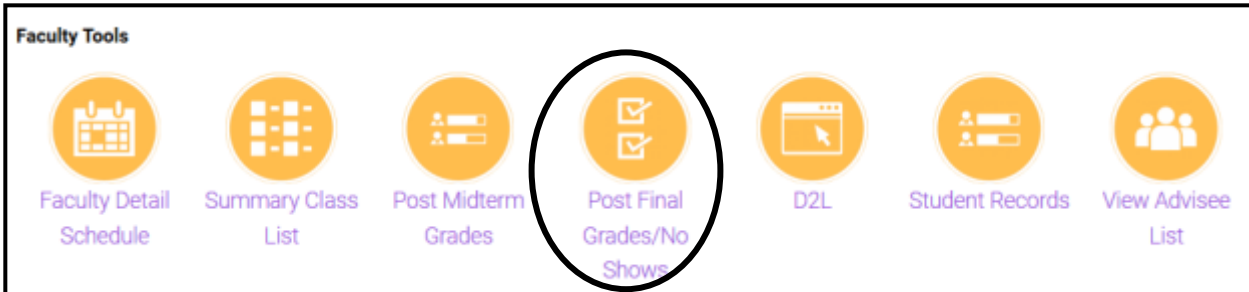
2. The “CCDConnect” screen opens.

- Username is S# e.g. S00123456
- Password

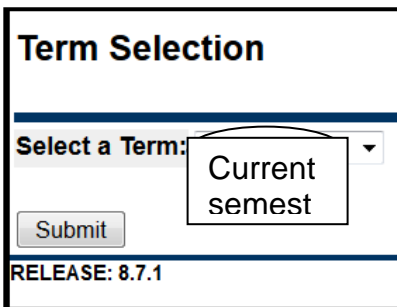
A screenshot of the 'Log in to CCDConnect' page. The page has a white background with a grey header area. Below the header, there is a section titled 'Enter your S Number and Password'. This section contains two input fields: 'S Number:' and 'Password*:', both with yellow highlights. Below the input fields is a 'LOGIN' button and a 'clear' link. At the bottom of the page, there is a 'Need Help?' section with links for 'Reset Password', 'Lost Student ID Number?', and 'Browser Support'. Below that is a 'Contact' section with links for 'CCD Directory', 'IT HelpDesk | 303.352.3030', and 'All Day Tech Support | 888.800.9198'.

- Forgot password? Click on Reset Password

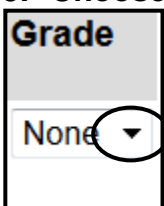
3. Under Faculty Tools, click on Post Final Grades/No Shows



4. Select the Term and Submit



5. Choose the Dropdown menu and enter the grade for each student



6. Check as you enter grades. If selecting grades will take you longer than 10 minutes, be sure to click on Submit, located at the bottom of the enter grades screen.

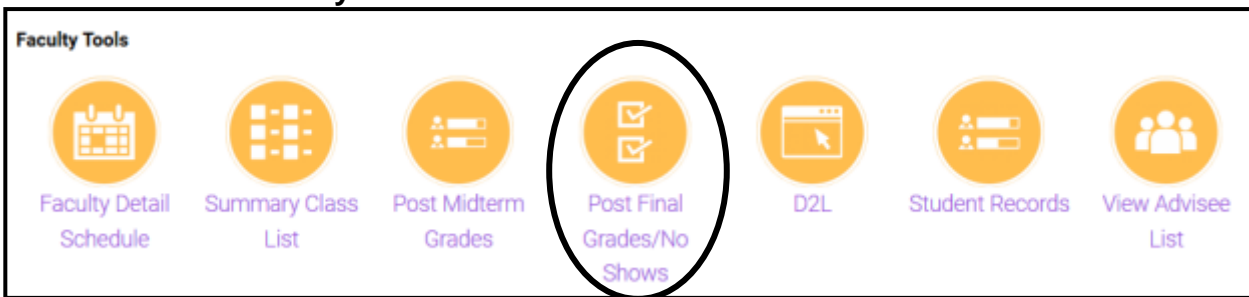


7. Grade of "F" requires a last date of attendance

- If you are entering a grade of "F" or "U/F" you must also enter the last day the student participated in an academic related activity in the "Last Attend Date" column. An academic related activity can be any graded assignment, test, quiz, or exam. It can also be a non-graded discussion post or classroom participation. Use the eight-digit date format (example: February 26, 2017 = 02/26/2017).

- Before entering a grade of “I” you should have a completed copy of the “Contract for Incomplete Grade” -- signed by you, by the student, and approved and signed by the dean.
- Click the **[Submit]** button at the bottom of the screen every 4 or 5 minutes. This keeps you from losing the grades you’ve already entered in case Banner times you out, your computer freezes, the Internet crashes, etc.
- When you have entered a grade for each student click the **[Submit]** button a final time. (Note: Your “Final Grades” screen does not change and the students cannot see their posted grades until the grades you have submitted are “rolled.” That process happens at 12:00 a.m. every night on the Colorado Community College System’s computers.)
- If you have Metro or UCD students, you did not have the ability to drop them using the census date. For these students, you need to report the failing grade, and the last date of attendance should be 01/01/9999.

8. Have another class to post grades? Return to CCD Connect→Faculty Tools→Post Final Grades/No Shows



9. Sign out (upper right corner of CCD Connect) when finished.

