



Quick Guide for Faculty

Accessing Campus Connect

1. Use a web browser to access the Internet (we recommend Internet Explorer 6+, Netscape 7+, Mozilla 1.6+ or Safari 1.2)
2. Type <https://cc.ivytech.edu> in the address line and hit ENTER
3. Click the **First Time Users** link to set up your account and establish your password
4. Enter your Username and Password in the Secure Access Login box on the Campus Connect home page
5. Click the  button

Update your Profile

1. Your personal profile will be displayed through the new and improved Ivy Tech Whitepages.
2. To updated your profile, click on the **Faculty Services** tab
3. Click the "Update Your Profile" link located in the **Quick Links** channel

Quick Links for Faculty

[Update your profile](#)

[Whitepages Directory](#)
4. In the Profile Manager you can update anything that has [\[edit\]](#) beside it, including:
 - Display Name
 - Phone number
 - Photo
 - Biography
5. You can view personal profiles for students, faculty and staff by performing a search in Whitepages and then clicking on that person's name.

Navigating Campus Connect

Listed below is a brief description of what you will find on each tab after you have successfully logged in to Campus Connect.

1. The **Home** tab contains personal and College announcements, campus information, weather, news.



2. The **Faculty Services** tab is where you can post grades, view class lists, wait lists, and your teaching schedule.



3. The **Employee Services** tab contains news, job postings, benefits and forms.



4. The **Courses** tab contains a link to eLearning powered by Blackboard.



5. The **Campus Life** tab contains campus events and activities.



6. The **Library** tab contains online resources through the Virtual Library.



7. The **WED** tab contains continuing education and workforce certification.



8. Click the icons in the upper right to access your email, calendar & groups.



9. Click the Content/Layout link in the upper left to customize your content.

[Content/Layout](#)


10. Always click the Logout button in the upper right when you are finished.





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Email

1. Faculty can access their Ivy Tech email from any computer with an Internet connection through Campus Connect.
2. Log into Campus Connect and click  in the upper right of your screen.
 e-mail
3. A new browser window will open with the online email client used by your region.
4. Faculty may continue to use Outlook to manage their email account on office computers.

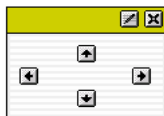
eLearning powered by Blackboard

1. eLearning is Ivy Tech's online course management system
2. eLearning can be used by all faculty for both online and traditional classroom courses
3. Go to the **Courses** tab and click the "From Ivy Tech Campuses" link to access eLearning



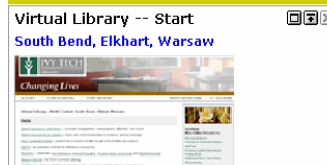
Personalize your content

1. Click the [Content/Layout](#) link in the upper left of your screen.
2. Click the arrow buttons to Move a channel.
3. Click the X button to remove a channel.
4. Click **Add Channel** to add additional content to your personal Campus Connect account.
5. Choose channels from the **News** and **Fun Stuff** categories to further personalize your content.



Virtual Library

1. Click the **Library** tab to gain access to online library services. Click on the name of your campus or click the image to access the Virtual Library.



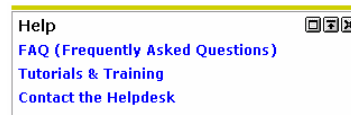
2. For help using the Virtual Library, please speak with a librarian at your Ivy Tech campus library.

Online Faculty Services

1. Through Online Faculty Services you can post final grades, view class lists, view wait lists and view your teaching schedule for each semester.
2. Go to the **Faculty Services** tab and click the **Faculty click here to:** link located in the Online Student and Faculty Services channel.
3. Click the long link that begins "Post final grades..." in the top center of the page.
[Post final grades, view class lists, wait lists](#)
4. Next click the "Faculty" link. After a few seconds you will see the complete menu for Online Faculty Services (formerly known as Web4).

Helpdesk

1. The Helpdesk provides online and telephone assistance to all students, faculty and staff.
2. Go the **Help** channel on the Home tab.



3. Click the "FAQ" link to see answers to frequently asked questions about Campus Connect.
4. Click the "Tutorials and Training" link to learn more about using Campus Connect.
5. If you need personal technical assistance, click the "Contact the Helpdesk" link to create a ticket.