Columbia Basin College
Instructor Briefcase
Instructions

1. Open your web browser and go to www.columbiabasin.edu/IBC
2. The login screen will be displayed.

- Enter your system I.D. (college-assigned) number (no dashes).
- Enter your employee PIN. If you do not know it, call Human Resources (ext. 2476).
- Select the quarter from the drop-down list.
- Click "Open".
- When in the Instructor Briefcase, do not use the “Back” & “Forward” buttons on your browser. Use the “hide Briefcase Contents” and “Show Briefcase Contents” buttons to navigate.
3. Your Instructor Briefcase will be displayed. From this screen you can view or print class rosters, enter grades or change your PIN.

- Verify that your name and the correct quarter are shown. The quarter will be displayed under "Briefcase Contents".

- Grade Rosters will only be listed during grading time. The course number and line number will be displayed. The grade rosters are generally created after the 40th day and are purged after the deadline for entering grades. If you do not see the Grade Rosters you expected, check the quarter again.

- Class Rosters are available as soon as registration starts. They are updated immediately as students are registered.

- To change your PIN, click on PIN Change
To view or print a class roster

1. Click on the line number under "Class Rosters".
2. To print your roster for your records, click on “Return to Roster”. Use your browser print function.
3. To return to your Instructor Briefcase, click "Show Briefcase contents".

To enter grades

1. Click on the line number under “Grade Rosters”. You should now be in Web Grade Entry screen.

2. Click on the drop-down arrow to select the appropriate grade. (Hint: You can also type the first digit of the grade and then click the drop-down arrow.)
3. Last date of attendance is required for all students receiving a “W”, “Z”, or 0.0 grade. It will be automatically entered for “W” grades as the date the withdrawal was processed in the Student Records Office.
4. Click the “Submit” button. Look for the “transmission successful” message to make sure that your grades submitted correctly. If you don’t see the message, use the “Return to Roster” button and resubmit your grades.
5. To enter grades for another class, Click on “Show Briefcase Contents” and repeat the process.
6. If you need to change a grade from a decimal grade to a letter grade (such as “I”), you will first need to change the decimal grade to an asterisk (*) and then enter the letter grade.
7. You can make changes until the deadline for submitting grades by following the above steps.
Note: A red check mark ✓ will be displayed next to the line number when all grades for the class have been submitted. If you do not see a red check mark, open the grade roster and verify that every student has a grade.

**To change your PIN**

1. Click on "Change your PIN".
2. Enter your employee I.D. (system I.D.) number.
3. Enter your old PIN.
4. Enter your new PIN and confirm it.
5. Click "Change".
6. To return to your Instructor Briefcase, click "Show Briefcase Contents".

**Need your PIN?**
Call Human Resources:
   509-547-0511 ext. 2476 or direct 509-542-4476

**Questions?**
Registration questions:
   Student Records at 509-547-0511 ext. 5851
Grading procedures, policies, Instructor Briefcase difficulties:
   Janet Garza at 509-547-0511 ext. 2030 or direct 509-544-2030

A piece of advice: **Process your grades as early as possible.**
We run into congestion problems on the server closer to the deadline.