

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.

Manuals:
[IBC Guide](#)
[10th Day Roster](#)

Policies:
[10th Day Policy](#)
[I Grade](#)

Contacts:
If you have PIN, or logon problems, please contact [Kylee Lacy](#) in HR, (509) 542-4476 or ext. 2476

If your classes are not there, or are wrong, please contact your division secretary.

OPEN INSTRUCTOR BRIEFCASE

Instructor ID:

Employee PIN:

Quarter:

Alert:
Fall Grade deadline is Monday, December 11 at 2:00 PM. Contact Janet Garza if you need assistance.
Phone: 509-547-0511 Ext: 2030
Direct: 509-544-2030
Email: jgarza@columbiabasin.edu

IBC Service Hours
IBC services are available from 7:30 a.m. - 9 p.m. M-F, Sat. 7:30 a.m. through the weekend.

- 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.



JANET

Briefcase Contents
Summer 2013

Grade Rosters

No ungraded rosters

Class Rosters
[T402 AMT 1402](#)
[T441 CS 107](#)
[T443 CS 108](#)
[T363 BUS 120](#)

[10th day roster submission](#)

[Instructor Mailer](#)

[PIN Change](#)

[About Instructor Briefcase](#)

Hide Briefcase Contents

- 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.

160 HAPPY VALLEY COLLEGE
WED, AUG 5, 1998, 11:29 AM
QUARTER: 9892-FALL 1998
WEB GRADE ENTRY FORM

Item Num: 3989 Course ID: ANTH 104 Sect: 002 Course Title: PHYSICAL ANTHRO W/O LAB

IDC	INSTR NAME	BLD	ROOM	CREDIT	DAYS	START TIME	END TIME	START DATE	END DATE	SECT STAT	RUN NUM
1	HAPPYGUY E	R	221	5.0	MWTh	0130P	0300P				1

3	STUDENT ID	STUDENT NAME	DECIMAL GRADE	GRADE	PRE-ASSIGNED GRADE	CREDITS	LAST ATTND DATE
001	222-33-2222	BENES ELAINE	3.5			5.0	/ /
002	080-88-0800	BING CHANDLER	3.8			5.0	/ /
003	333-44-3333	CASTANZA GEORGE			W	5.0	10 / 05 / 98
004	555-77-7777	GELLAR MONICA		V		5.0	/ /
005	777-11-7777	GELLAR ROSS	2.8			5.0	/ /
006	666-55-4444	KRAMER COSMO	3.5			5.0	/ /

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.