


10th Day Roster Verification Manual

1. Login to Instructor Briefcase (IBC) at columbiabasin.edu/IBC

- Your Instructor ID is your **Employee ID** number, NOT your SSN.
- Your Employee PIN is sent via email from HR. If you don't remember your PIN, contact Human Resources at 2476 or 509-542-4476.
- Make sure to choose the appropriate quarter.

Manuals: IBC Guide 10th Day Roster	OPEN INSTRUCTOR BRIEFCASE
Policies: 10th Day Policy I Grade	Instructor ID: <input type="text"/>
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.	Employee PIN: <input type="text"/>
	Quarter: <input type="text" value="Fall 2017"/> ▼
	<input type="button" value="Open"/>
	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.

2. Click on "10th day roster submission" on the lefthand side of IBC.

 About Instructor Briefcase	<p>Briefcase Contents undefined</p> <hr/> <p>Grade Rosters No ungraded rosters</p> <hr/> <p>Class Rosters No active classes</p> <hr/> <p>10th day roster submission</p> <hr/> <p>PIN Change</p>
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3. Choose the quarter you're reporting.

1. Select Quarter	2. Select Class	3. Report Attendance
<input type="radio"/> Summer 2014 (B451) <input type="radio"/> Spring 2014 (B344) <input type="radio"/> Winter 2014 (B343) <input checked="" type="radio"/> Fall 2013 (B342) <input type="radio"/> Summer 2013 (B341) <input type="radio"/> Spring 2013 (B234) <input type="radio"/> Winter 2013 (B233) <input type="radio"/> Fall 2012 (B232)		

4. Choose the class you're reporting.

1. Select Quarter	2. Select Class	3. Report Attendance
<input type="radio"/> Summer 2014 (B451) <input type="radio"/> Spring 2014 (B344) <input type="radio"/> Winter 2014 (B343) <input type="radio"/> Fall 2013 (B342) <input checked="" type="radio"/> Summer 2013 (B341) <input type="radio"/> Spring 2013 (B234) <input type="radio"/> Winter 2013 (B233) <input type="radio"/> Fall 2012 (B232)	<input checked="" type="radio"/> AMT 1402 (T402) <input type="radio"/> BUS 120 (T563) <input type="radio"/> CS 107 (T441) <input type="radio"/> CS 108 (T443)	Please check all attending students and click SUBMIT . <ul style="list-style-type: none">▶ Checked = attending▶ Not checked = never attended <p>SUBMIT</p> <p>Check all as attending Check none</p> <p><input type="checkbox"/> 830 <input type="checkbox"/> 830 <input type="checkbox"/> 830</p> <p>SUBMIT</p>

5. Click the "Check all as attending" button to mark all students attending.

1. Select Quarter	2. Select Class	3. Report Attendance
<input type="radio"/> Summer 2014 (B451) <input type="radio"/> Spring 2014 (B344) <input type="radio"/> Winter 2014 (B343) <input type="radio"/> Fall 2013 (B342) <input checked="" type="radio"/> Summer 2013 (B341) <input type="radio"/> Spring 2013 (B234) <input type="radio"/> Winter 2013 (B233) <input type="radio"/> Fall 2012 (B232)	<input checked="" type="radio"/> AMT 1402 (T402) <input type="radio"/> BUS 120 (T563) <input type="radio"/> CS 107 (T441) <input type="radio"/> CS 108 (T443)	Please check all attending students and click SUBMIT . <ul style="list-style-type: none">▶ Checked = attending▶ Not checked = never attended <p>SUBMIT</p> <p>Check all as attending Check none</p> <p><input checked="" type="checkbox"/> 830 <input checked="" type="checkbox"/> 830 <input checked="" type="checkbox"/> 830</p> <p>SUBMIT</p>

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6. If a student has **NEVER ATTENDED**, remove the checkmark next to their SID/Name on the list.

1. Select Quarter	2. Select Class	3. Report Attendance
<p><input type="radio"/> Summer 2014 (B451)</p> <p><input type="radio"/> Spring 2014 (B344)</p> <p><input type="radio"/> Winter 2014 (B343)</p> <p><input type="radio"/> Fall 2013 (B342)</p> <p><input checked="" type="radio"/> Summer 2013 (B341)</p> <p><input type="radio"/> Spring 2013 (B234)</p> <p><input type="radio"/> Winter 2013 (B233)</p> <p><input type="radio"/> Fall 2012 (B232)</p>	<p><input checked="" type="radio"/> AMT 1402 (T402)</p> <p><input type="radio"/> BUS 120 (T563)</p> <p><input type="radio"/> CS 107 (T441)</p> <p><input type="radio"/> CS 108 (T443)</p>	<p>Please check all attending students and click SUBMIT.</p> <ul style="list-style-type: none">▶ Checked = attending▶ Not checked = never attended <p>SUBMIT</p> <p>Check all as attending Check none</p> <p><input checked="" type="checkbox"/> 830</p> <p><input type="checkbox"/> 830</p> <p><input checked="" type="checkbox"/> 830</p> <p>SUBMIT</p>

7. Click the "Submit" button to report for that class.

1. Select Quarter	2. Select Class	3. Report Attendance
<p><input type="radio"/> Summer 2014 (B451)</p> <p><input type="radio"/> Spring 2014 (B344)</p> <p><input type="radio"/> Winter 2014 (B343)</p> <p><input type="radio"/> Fall 2013 (B342)</p> <p><input checked="" type="radio"/> Summer 2013 (B341)</p> <p><input type="radio"/> Spring 2013 (B234)</p> <p><input type="radio"/> Winter 2013 (B233)</p> <p><input type="radio"/> Fall 2012 (B232)</p>	<p><input checked="" type="radio"/> AMT 1402 (T402)</p> <p><input type="radio"/> BUS 120 (T563)</p> <p><input type="radio"/> CS 107 (T441)</p> <p><input type="radio"/> CS 108 (T443)</p>	<p>Please check all attending students and click SUBMIT.</p> <ul style="list-style-type: none">▶ Checked = attending▶ Not checked = never attended <p>SUBMIT</p> <p>Check all as attending Check none</p> <p><input checked="" type="checkbox"/> 830</p> <p><input type="checkbox"/> 830</p> <p><input checked="" type="checkbox"/> 830</p> <p>SUBMIT</p>

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8. Each time you submit a class, you'll see several confirmations, including the red checkmark ✓ next to the course ID.

Reporting for AMT 1402 (T402) was successful!

10th Day Policy & Procedure

1. Select Quarter	2. Select Class	3. Report Attendance
<input type="radio"/> Summer 2014 (B451) <input type="radio"/> Spring 2014 (B344) <input type="radio"/> Winter 2014 (B343) <input type="radio"/> Fall 2013 (B342) <input checked="" type="radio"/> Summer 2013 (B341) <input type="radio"/> Spring 2013 (B234) <input type="radio"/> Winter 2013 (B233) <input type="radio"/> Fall 2012 (B232)	<input checked="" type="radio"/> ✓ AMT 1402 (T402) <input type="radio"/> BUS 120 (T563) <input type="radio"/> CS 107 (T441) <input type="radio"/> CS 108 (T443)	<input checked="" type="checkbox"/> Submitted/Last updated on 10/2/2013 4:58:19 PM by Janet Hovland Please check all attending students and click SUBMIT . ▶ Checked = attending ▶ Not checked = never attended SUBMIT Check all as attending Check none <input checked="" type="checkbox"/> 830 <input type="checkbox"/> 830 <input checked="" type="checkbox"/> 830 SUBMIT

9. Continue with the steps above until ALL you classes listed have a red checkmark ✓ next to the course ID.
10. Once they are all submitted, you'll also have a red checkmark ✓ next to the quarter.
11. Click "Logout" at the top left next to your name.
12. YOU'RE DONE!!

Janet Hovlan | **Logout** | Calendar | A-Z Site Index | Class Schedule | Student Email | Español | Search

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Tenth Day Reporting Tool

Font Size: [-] [+] | Share & Bookmark | Print

Reporting for CS 108 (T443) was successful!

10th Day Policy & Procedure

1. Select Quarter	2. Select Class	3. Report Attendance
<input type="radio"/> Summer 2014 (B451) <input type="radio"/> Spring 2014 (B344) <input type="radio"/> Winter 2014 (B343) <input type="radio"/> Fall 2013 (B342) <input checked="" type="radio"/> ✓ Summer 2013 (B341) <input type="radio"/> Spring 2013 (B234)	<input type="radio"/> AMT 1402 (T402) <input checked="" type="radio"/> ✓ BUS 120 (T563) <input checked="" type="radio"/> ✓ CS 107 (T441) <input checked="" type="radio"/> ✓ CS 108 (T443)	<input checked="" type="checkbox"/> Submitted/Last updated on 10/2/2013 4:58:54 PM by Janet Hovland Please check all attending students and click SUBMIT . ▶ Checked = attending ▶ Not checked = never attended SUBMIT

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NOTIFICATION PROCESS

The 10th day roster verification process will close at 9 p.m. on the closing date posted for the reporting period. You cannot access the reporting page to view, submit, or change a report after it closes.

Drops will occur after reporting has closed and are done by hand, so it may take a few days to complete the drops. Please verify the students reported as NEVER ATTENDED have been removed from your roster approximately one week from the close of reporting.

STUDENTS NOT ON THE ROSTER

It is the student's responsibility to complete the appropriate paperwork to add a class. Therefore, please refer any student attending class who doesn't appear on your roster to Hawk Central.

DROPPING STUDENTS FOR EXCESSIVE ABSENCES

Please note that we do NOT drop students for excessive absences using the 10th day roster process, it only for students that have NEVER ATTENDED. A [Faculty Withdrawal eForm](#) must be submitted when requesting to drop students who have attended class but have excessive absences per the attendance policy statement that appears in the class syllabus. Completing a Faculty Withdrawal eForm **before the 40th day** of the quarter will remove the student from your grade roster.

For assistance with the 10th Day Roster process, please contact Janet Garza.

jgarza@columbiabasin.edu

Phone: 509-544-2030 or ext. 2030

For 10th day policy questions, please contact Kelsey Myers.

kmyers@columbiabasin.edu

Phone: 509-542-4832 or ext. 2232