



MEMORANDUM

Date: November 26, 2008
Re: Fall Quarter Grade Posting
From: Kimberly Marshel, Registrar
To: Fall Quarter Instructors

Deadline for posting Fall grades: Monday, December 15th at 1:00 pm
Please note: All grades must be submitted through Instructor Briefcase.

As the close of Fall quarter is soon upon us, we want to send our appreciation to all of you who have made the grading process easier by using Instructor Briefcase. For Fall quarter, you may begin posting your grades through Instructor Briefcase Saturday, December 6th, 6:00 am – 11:00 pm. **Please read the “Using Instructor Briefcase” attachment carefully for detailed instructions and answers to any questions you may have.**

Web grading will be available through IBC on the following dates and times:

Saturday, December 6th – Monday, December 15th

6:00 am – 11:00pm everyday

The DEADLINE is Monday, December 15th at 1:00pm.

Please be prepared to provide LDA's (Last Dates of Attendance) for students to whom you are assigning **F, or U** grades. When posting LDA's for students who never attended, please use the first day of your class.

Grades received after the deadline may affect students' eligibility for scholarships, financial aid, veterans' assistance, etc. **Please help the students and us by posting your grades on time.** Grades will be available on the college kiosks and on the web (www.clark.edu) on Wednesday, December 17th. Grade reports will not be sent to the students.

Please print a copy of your final grade roster to verify grades were posted correctly and grades have been assigned to **ALL** students. If you have a question regarding a grading error, please contact us as soon as possible by calling 360-992-2135 or 360-992-2120. If you find you have made an error in assigning a grade, you will need to complete a Change of Grade Form which is available in the Registration Office and on the Clark College Intranet (<http://intranet.clark.edu/>) under “Forms/Applications” and then “Registration”. You will also find an on-line Memorandum of Incomplete here as well.

If you have questions regarding the type of grade to be given for a specific course; for example, satisfactory/unsatisfactory or letter grade, you may call Jordan De Van at 360-992-2135 or Kim Bower at 360-992-2120 for assistance. Thank you for your cooperation.

Using Instructor Briefcase

You are strongly encouraged to access IBC prior to grading so you may be assisted promptly if you encounter any problems.

In line with our Management Excellence Strategic Initiative and in an effort to utilize our resources in the most efficient and effective manner, all grades must be submitted on time through Instructor Briefcase.

The Instructor Briefcase (IBC) website is at a secure location so please pay close attention to the access address, there is an s after http: <https://www.clark.edu/IBC>. You cannot find this website through a search engine like Google™; it must be typed out correctly. This site is NOT available on the Clark College Home page however it is available on the Clark College Intranet. Instructor Briefcase is available everyday 6:00 am through 11:00 pm. Again, Grade Rosters will be available the following dates and time:

**Saturday, December 6th through Monday, December 15th (the deadline is 1:00pm)
6:00 am through 11:00 pm everyday**

To access your current class rosters and grade rosters, you must enter either your System Identification Number (your "SID" is assigned and distributed by Human Resources) or your social security number. In addition to one of these personal identifiers, you must also enter a PIN. A randomly assigned 6-digit number has been given to all faculty. PINs are mailed to your home address.

Staff in the Registration Office is happy to assist those of you who experience difficulty logging in. You may contact Jordan DeVan at 360-992-2135; jdevan@clark.edu or Kim Bower at 360-992-2120; kbower@clark.edu for assistance.

If you are choosing to use IBC from an off-campus location, you may experience difficulty with encryption rates or security levels. For technical assistance, please contact the Computing Services Help Desk at 360-992-2425.

IMPORTANT SUGGESTION FROM COMPUTING SERVICES:

If your Grade Roster does not open and load properly, download the free web browser "Firefox" (<http://www.mozilla.com/en-US/firefox/>). You should be able to use this web browser to access IBC and open your grade roster.

IBC provides **current** class roster information. Class item numbers that have your name listed as the instructor will be shown on the menu. If you are identified as an alternate instructor on a class, the item number will also be accessible to you. If you are responsible for teaching a class and it is not listed on your IBC menu, contact the Office of Instruction.

Students enrolled in a class, as well as those remaining on the class waiting list, will be shown on the roster. Upon accessing the website, you may want to "right click" the mouse to "Create a Shortcut" to the site. Click OK, and an icon for IBC will be automatically placed on your computer desktop. Once you have entered your SID and PIN, select the appropriate quarter from the pull-down menu then click OPEN. You may wish to change the assigned PIN to a private number that will be easier for you to remember. This option is listed as a menu item on the left side of the screen. Please read the tutorial information available by clicking under the Clark College logo in "About Instructor Briefcase."

Other helpful links are the electronic "**Memorandum of Incomplete**" form and the "**Change of Grade**" form. These forms have been electronically developed for your convenience. They will be sent directly to the Registration Office when you click the submit button. When you log into Instructor Briefcase, click on "About Instructor Briefcase" and you will find the link to both forms. They are also available on the Clark College Intranet site, <http://intranet.clark.edu/>, under "**Forms/Applications**" and then "**Registration**". **The Incomplete form must have all fields completed and received by the grading deadline.** If the student does not complete the required work and an "F" or "U" is to be assigned, it is also extremely important to provide the student's Last Date of Attendance.

Rosters are usually available for four quarters; two previous quarters, the current term and the upcoming quarter once enrollment begins. The item numbers for an upcoming term will be available in your menu as soon as students are enrolled in that class.

GRADING REMINDERS

- To avoid frustration calculate all final grades before entering them in the Grade Roster through IBC. Otherwise you will receive a timeout message after 15 minutes which may require you to re-enter some grades. After posting your grades, **print a copy for your records** and then route the grade roster electronically by clicking the "submit" button. Review your printout for verification of accuracy. All students on your roster **MUST** have either a grade assigned by you or a pre-assigned grade. We have found many grades have been missed or not entered. Please **review your rosters to ensure every student has a grade posted.** As always, don't hesitate to contact us if you have any questions.
- You must complete posting grades to a roster **within the same day**. You may go back into a roster and correct or change grades on that same day. However, **the next day you will not be able to make any changes**. Each evening, a production job will collect the web rosters with grades and post them to the student's Fall Student Schedule.
- If you need to change a Fall 2008 grade for a student after your grade rosters have been submitted through IBC, send an email request to Kim Bower, kbower@clark.edu, or Jordan De Van, jdevan@clark.edu. They will make sure the grade is recorded correctly and keep your request on file as documentation of the grade change. Fall grade changes may be emailed up until Tuesday, December 16th.
- Once grades are posted to the transcript you must complete a "Change of Grade" form in order to change a grade. Fall 2008 grades will be posted to the transcript on Wednesday, December 17th. At that time you will need to complete a Change of Grade form. A log of grades posted via the web will be maintained in the Registration Office with other official grade rosters.
- **VERY IMPORTANT:** Faculty posting Incomplete grades are required to complete and submit an "**Memorandum of Incomplete**" by the grading deadline (**December 15th**). **Please remember you are not to assign an Incomplete grade unless the student has requested it.**

Again, we encourage you to access IBC now so we can assist you with any problems you may encounter prior to submitting your grades. Thank you for working together with us to make this a seamless process.