

Using Instructor Briefcase

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>. This site is NOT available on the Clark College Home page however it is available on the Clark College Intranet. Again, web grading will be available during following times:

6:00am through 11:00pm everyday

To access your 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 are happy to assist those of you who experience difficulty logging in. Please contact Sarah Granberg at 360-992-2135; sgranberg@clark.edu or Kim Bower at 360-992-2120; kbower@clark.edu for assistance.

You are strongly encouraged to access IBC prior to grading so you can be assisted promptly if you encounter any problems. 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/>). 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 "Incomplete Memorandum" form and the "Change of Grade" form. **Faculty posting Incomplete grades via the web are required to complete and submit an "Incomplete Memorandum" by the grading deadline (see page one).** 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 Memorandum" form must be filled out completely prior to submission. 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.

IMPORTANT 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 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 Summer Student Schedule.
- If you need to change a grade for a student after your rosters have been submitted through IBC, send an email request to Kim Bower, kbower@clark.edu, or Sarah Granberg, sgranberg@clark.edu. They will make sure the grade is recorded correctly and keep your request on file as documentation of the grade change.
- Once grades are posted to the transcript you must complete a Grade Change form in order to change a grade. All Summer 2007 grades will be posted to the transcript by Wednesday, September 12th. At that time you will need to complete a Grade Change form. A log of grades posted via the web will be maintained in the Registration Office with other official grade rosters.

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.