

# Bellevue College



## ***'INSTRUCTOR BRIEFCASE'***



*with*

## ***WEB GRADING***

### **Introduction**

During summer quarter 1999, BC implemented a new process called *Instructor Briefcase*. With this program, you will be reviewing your course enrollment and entering and submitting your grades through the Internet.

### **System Requirements**

Instructor Briefcase works best with the following web browsers: Internet Explorer, Chrome, Firefox, Safari. IBC does not currently work with the Edge browser in Windows 10.

**Navigation** While using the Instructor Briefcase, you **must** always use the button at the bottom of the screen labeled 'Show Briefcase Contents' or 'Hide Briefcase Contents' to navigate.

***Do not use the 'Back' button.***

When selecting or clicking as instructed – click only **ONCE**. (Double clicking could cause errors and slows the process, as the double click is viewed as a second request for action.)

### **LOGGING ON**

After you open your browser, enter the address [www.ctc.edu/~bellevue/ibc](http://www.ctc.edu/~bellevue/ibc)

You can also find the link for IBC inside the MyBC portal under faculty resources.

*When you use the instructor ID plus the employee PIN, you will have access only to those records authorized to you.*

EnterEmployee ID: 95xxxxxxx If you do not know your EID, please contact Human Resources. [Tab→

Enter Employee PIN: {Your Personal Identification Number} 95xxxxxxx



Bellevue College

## Online Instructor Briefcase

These services are available to faculty:  
Monday - Friday, 6:00am to midnight and Saturday 6:00 a.m. through Sunday noon, PST.

Download the [Instructor Briefcase User's Manual](#)  
You can use either your SSN or your employee ID to login,  
if you don't know your PIN please contact Human Resources at 425-564-2274 for assistance.

Please note: Instructor Briefcase is \*not\* compatible with the Edge browser in Windows 10. Please use another browser (Chrome, Firefox, Safari, Internet Explorer)

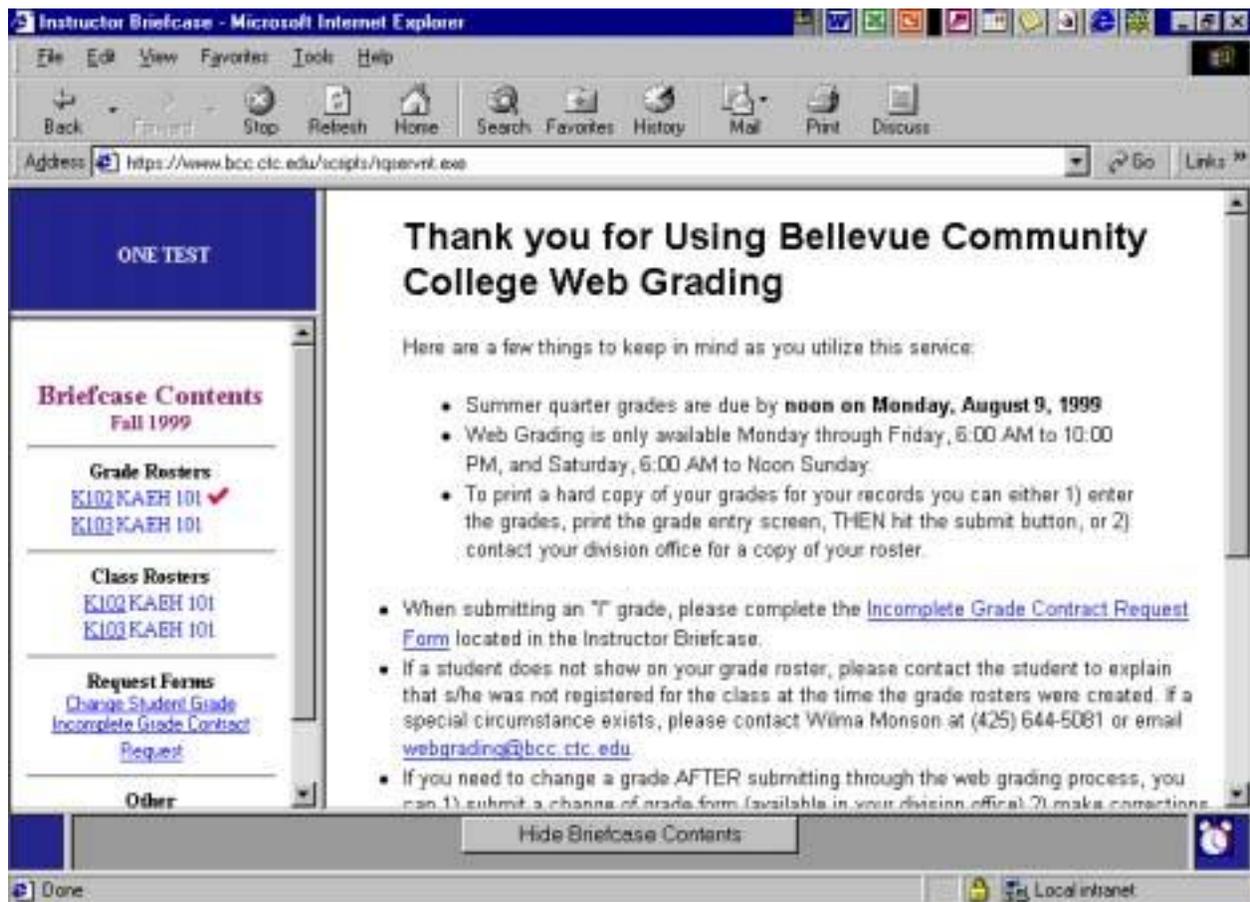
**Instructor ID:**   
**Employee PIN:**   
**Quarter:**

Scroll up the quarter list for future quarters, down for the past.

If you are having any issues with grade submission, please contact Steve Downing at 425-564-3119

Click Begin

**To ensure the greatest protection of your students' information, always be certain to close all the way out of your internet browser once you have completed web grading.**



This screen will allow access to the Web Grade Entry form (during the grading period), Class rosters, Incomplete Grade Contracts (for submission to the registration office), Change of Grade forms, and the PIN Change form. This is also where you will see messages with information about the current quarter's timelines.

**Grade Entry Form** To select a grade roster, [ click left button] **ONCE** on the **item number**. (Repeated clicking can cause the Web Transaction Server to become non-responsive.) After a few moments the selected roster will be displayed.

**Class Rosters** To select a class roster, [ click left button] **ONCE** on the **item number**. (Repeated clicking can cause the Web Transaction Server to become non-responsive.) After a few moments the selected roster will be displayed. This service is available at all times during the quarter. It allows you to access your rosters in real-time - directly from the HP. At the bottom of the page, you will find the count of all students registered as well as a count of registered students excluding those who have withdrawn. You can paste this information to other electronic software tools to create your class roster for attendance and/or grades and assignments.

Class Roster

QUARTER	ITEM	COURSE	SECTION	TITLE	INSTRUCTOR
Summer 1999	K104	WEB 101	D	WEB GRADING TEST NO FOUR	TWO TEST

BUILDING ROOM	CREDIT	START TIME	END TIME	DAYS	START	TERM DAY	COUNT	SECT METH	STAT
	5.0				06/21/99	06/29/99			

	ID	STUDENT'S NAME	GRADE	DAY PHONE
1	000-00-0004	A TEST TT D	C-	
2	000-00-0008	TEST TT H	B-	
3	000-00-0010	TEST TT J	A-	425 641-2234

<b>Total students</b>	0003	<b>Total students excluding withdrawals</b>	0003
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Show Briefcase Contents

## Class Roster

### **Incomplete Grade Contract**

Please submit one contract for each student for whom you have assigned an "I" grade. This form is automatically sent to the registration office.

### **Change of Grade**

You can submit a Change of Grade form for any quarter. Simply complete the required data and hit submit. This form will automatically be sent to the registration office. You will receive an email confirmation of the changed grade.

### **Changing Pin's**

Click on the 'PIN Change' to access the PIN Change form, enter your Instructor ID, your old PIN, the new PIN, and then confirm the new PIN.

### **The Briefcase 'Time-Out'**

For security reasons there is a built-in time out feature for this program. Currently the time allotted is 30 minutes, beginning from the time you open the Instructor Briefcase.

You will be notified two minutes prior to the expiration time, and given the opportunity to extend the period. However, if you do not respond within two minutes, the time will expire, and you must return to the Open Instructor Briefcase form and sign in again. The Instructor Briefcase also provides you with a second way to reset the time available

- click on the clock at the lower right of the briefcase. This will reset the time-out function to 30 minutes.

**080 BELLEVUE COMMUNITY COLLEGE**  
**MON, SEP 13, 1999, 8:44 AM**  
**QUARTER: 9902-FALL 1999**  
**WEB GRADE ENTRY FORM**

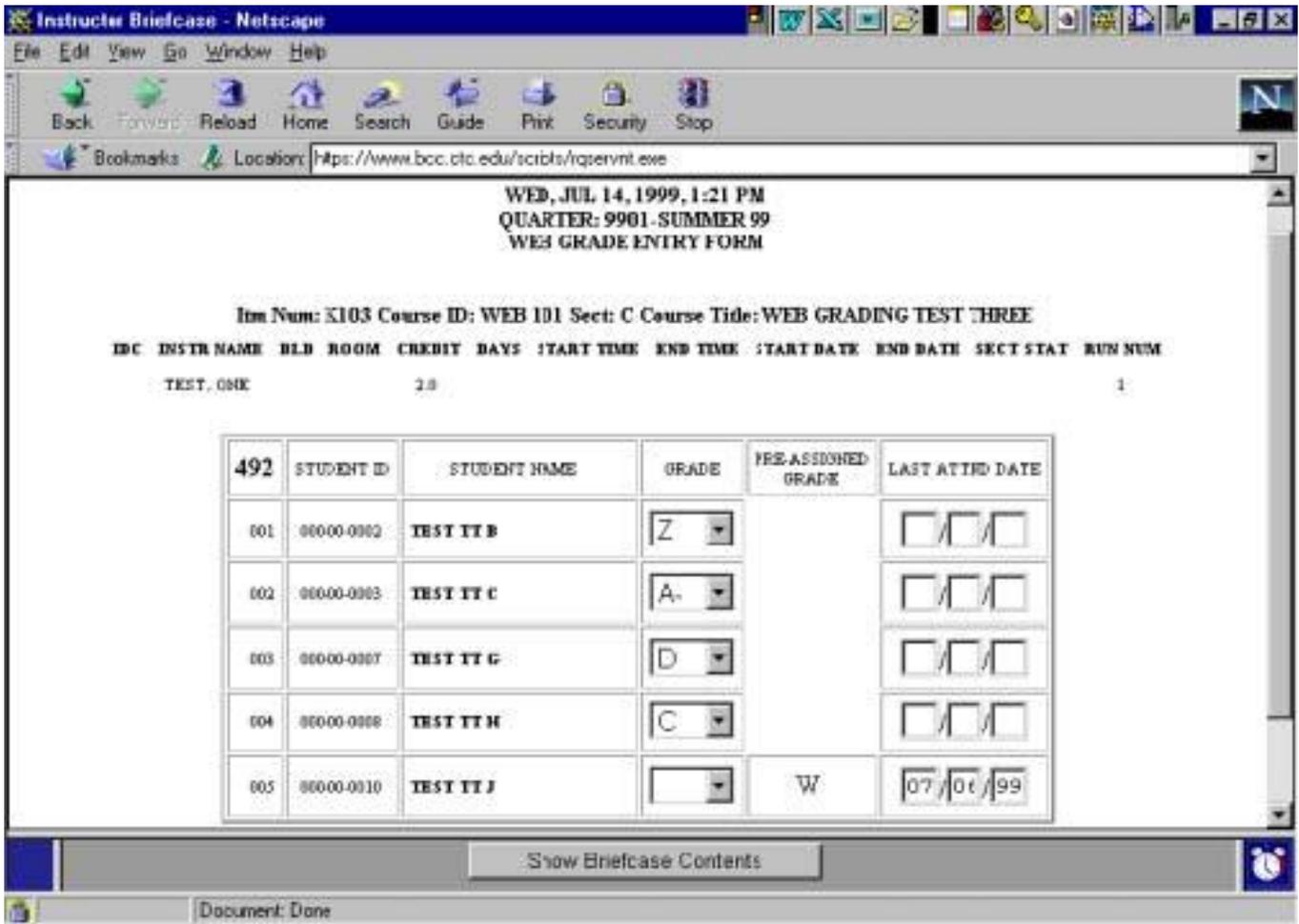
**Item Num: K103 Course ID: KAEH 101 Sect: C Course Title: TEST FOR THE WEB**

ID	INSTR NAME	BLD	ROOM	CREDIT	DAYS	START TIME	END TIME	START DATE	END DATE	SECT	STAT	RUN NUM
3												
	STUDENT ID		STUDENT NAME			GRADE	PRE-ASSIGNED GRADE		CREDITS		LAST ATTHD DATE	
	001	000-00-0004	A TEST TTB			A			5.0			
	002	000-00-0005	TEST TTB			A			1.0			

**WEB Grade Entry Form**

This is what the grade roster will look like before you have entered grades

Advance forward from column to column by using the Tab→ key. To go back to a previous column, use the ^ Shift + ←Tab key. You can also use the mouse [↩] to click on the desired field.



This is what the grade roster will look like after you have entered grades.

### Grade column:

When entering data in the grade column, you can either use the keyboard or the mouse. To use the mouse [↵] Click the % [down arrow] to display the grade menu. (Be sure to scroll to the bottom of the menu to find all the possible grade values!) [↵] Click on the grade value for input and then click on the next field you need to complete. To use the keyboard hit the tab key until you have highlighted the first grade field. Then enter the desired grade. To select a minus (-) or a plus (+) grade, enter the desired grade twice for a plus and three times for a minus. The exception to this rule is the "A" grade. You cannot select an "A+" so upon entering an "A" grade twice you will get the "A-." Plus and minus grades are not an option for "F", "I", "P", "Y", or "HW" grades. When using the keyboard, you can advance to the next column by pressing the tab key [Tab→].

**Last Attnd Date column:** Use the **KEYBOARD** keys to enter the data in the Last Attnd Date column (MM/DD/YY), use the [Tab→] function to advance from MM to DD to YY.

***If you assign a grade of “F”, “I”, “Y”, or “HW” please note the following:***

***You are required to enter a “Last Attend Date” for students receiving “F”, “I”, “Y”, or “HW” grades.***

***If you assign the grade of “F,” enter the “Last Attend Date” as follows:***

- If the student attended all quarter but did not satisfactorily complete course requirements (an “earned” or performance-related F), enter **last day of the quarter** (indicated by “Qtr Ends” on the published BC Campus Calendar) as the *Last Attend Date*. Only students who were assigned an earned “F” should have a *Last Attend Date* equal to the last day of the quarter.
- If the student attended class for part of the quarter and then stopped attending (a “did not withdraw” F), enter the **actual date** the student stopped attending as the *Last Attend Date*.
- If the student registered but never attended the class (a “no-show” F), enter the **first day of the quarter** or the earliest possible date (see below) as the *Last Attend Date*.

*If you enter a Last Attend Date that is prior to the date the student registered, you will receive an error message. This will give you the date the student did register. (ex. – A student never showed, and you wanted to use the first date of the quarter to reflect this. If you entered 03/31/97, you would get a message that the student added the class on 4/10/97. This is the earliest date you could enter for the Last Attend Date).*

When incorrect data has been entered in either the MM or DD or YY fields, the incorrect data must be deleted first before the correct date can be re-entered. Use the Tab or Shift + Tab function to highlight the field to be corrected, or you can use the delete key or backspace key to delete the incorrect data. Then you can re-enter the correct date in the appropriate field.

### **Variable Credit Courses:**

An additional column showing registered credits for a student will appear only on those courses designated for variable credit.

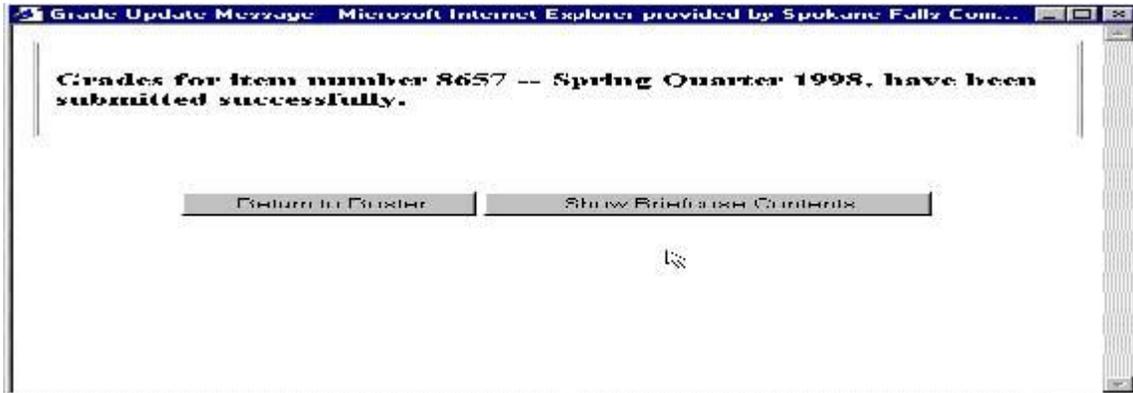
If you change the number of credits for a variable credit class, and that number is larger than the maximum number of credits that have been assigned to that class, you will see an error message that will tell you what that maximum number is. Do not assign more than the maximum number of credits allowed for that class. Additionally, do not assign less than 1 credit.

### **Submitting the Grades**

When grade entry and/or last attnd date has been completed, [] click the **SUBMIT** button at the bottom of the screen. You may need to scroll down (right side of the screen) to see the Submit button.

We suggest that if you have a large number of students on your roster, you scroll to the end and click ‘Submit’ after you have entered a portion of the grades, this is the only way to perform a “save” function. This will eliminate the possibility of an error happening such that you would need to re-enter all your grades. **\*\*You may continue to change/update the grade roster until the deadline**

date/time that grades are due to the Enrollment Services Office.



This is the message you want to see verifying that the grades for each roster have been successfully submitted: If you want to go back into the same roster, click 'return to roster'. If you are ready for the next class or you want to submit an Incomplete Grade Contract, click 'Show Briefcase Contents' to be able to select the next item number. (Do Not use the "Back" key.)

### Error Messages



To re-enter the Last Attend Date, [⌨] click on the 'Return to Roster' button. Enter the Last Attend Date in the MM/DD/YY sequence (or make any correction that is necessary) [⌨] click submit.

You may also receive an error message if you have entered an invalid date for the Last Attend Date or if you have entered an invalid number of credits for a variable credit class.

## Notes:

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## Tips:

While the roster is on the screen, you can click the 'print button' to print a copy of the roster, showing grades issued and any Last Attend Dates. *We are currently having difficulty with this function in some browsers. You can request a copy of your roster from your division or the registration office once grades have been submitted if you do not have a browser which supports printing.*

Instructors are encouraged to change their PIN's.

Notice clock in lower right hand corner. Click on clock in corner to reset to 30 minutes.

Available times to input grades on the WEB:

Monday through Friday 6:00 a.m. to 10:00 p.m.

Saturday 6:30 a.m. to Sunday 4:00 p.m.

The deadline for a quarter's grades is 5:00 PM on the Monday after finals. Any individual grades submitted after that date and time must be submitted on a grade change form (available in the Instructor's Briefcase). *\*If the entire grade roster for a class is late, contact Steve Downing to request an excel grade roster.*

If you need assistance you may contact Steve Downing at (425) 564-3119, [steve.downing@bellevuecollege.edu](mailto:steve.downing@bellevuecollege.edu)