

Instructor's Briefcase

Instructor Briefcase is a web application that allows faculty access to class rosters and submit grades over the internet. You need your Instructor ID and Personal Identification Number (PIN) to access this site.

**If you need your ID or PIN,
call Vera Davidyuk, 425.739.8214
(from inside dial ext. 468.)**

Opening Instructor Briefcase

You can access IBC from the TLC homepage: <http://www.lwtc.ctc.edu/tlc>

(or use the direct web address to IBC: <https://www.lwtc.ctc.edu/wts/ibc/>)

When you enter the URL listed below for the Instructor Briefcase, the Open Instructor Briefcase form is displayed. This form is used to identify and verify instructors before they access their grade rosters.

To open the briefcase:

On the Open Instructor Briefcase form:

1. In the Instructor ID field, type your instructor ID.
2. In the Employee PIN field, type your employee PIN.

If you make an error typing your ID or PIN, the error message is not specific about which entry was incorrect. This is a security feature. You must return to the Open Instructor Briefcase form again and re-enter both the instructor ID and employee PIN.

3. Select a quarter.
4. Click the Open button.

The Instructor Briefcase form is displayed.



Open Instructor Briefcase

Instructor ID:

Employee PIN:

Quarter:

Open

Briefcase navigation warning

Navigation in the Instructor Briefcase is different from navigation in an Internet browser.

If you want to stay in the Instructor Briefcase, you must use only the navigation buttons labeled “Show Briefcase Contents” and “Hide Briefcase Contents.”

It is recommended that you do not use the Back, Forward, or Reload buttons provided by the browser. Using any of these buttons may cause your briefcase to close. If you accidentally use one of these buttons, use the Open Instructor Briefcase form to re-open the briefcase. To decrease the risk of using the browser navigation buttons, you can deselect the Show Toolbar function for your browser. If you want to deselect the Show Toolbar function, you must deselect it prior to opening the briefcase.

Briefcase Form:

To see a roster or grade roster, click any underlined item numbers or page numbers.

A red check appears after any course for which you have already submitted a grade roster.

The Briefcase time-out

When you open the Instructor Briefcase, you are given a hidden code called a “ticket.” Your ticket functions as your unique logon, identifying you to the HP 3000 administrative computer each time you request or send information. For security reasons, your ticket is useable only for a predetermined period of time. This time period is set by college technical staff. The Instructor Briefcase notifies you two minutes before the expiration of the ticket, and gives you the opportunity to reset the time period. However, if you do not respond “Yes” to the notification, the ticket will expire, and you must return to the Open Instructor Briefcase form and log on again.

You can reset the time available for your current ticket at any time by clicking the clock in the lower-right corner of the Instructor Briefcase form.

Entering and submitting grades using the World Wide Web

Once you have opened the Instructor Briefcase, you can enter and submit grades for your classes over the Web by using the Web Grade Entry form. This form is similar to the printed Grade Entry Form A.

To enter and submit grades over the Web:

1. From the Briefcase Contents form, click the item number or page numbers for the class you want to grade.

The Web Grade Entry form is displayed.

Page number
for Grade
Roster File.

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	HAPPYGUYE	R	221	5.0	MWTh	0130P	0300P				1

S	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	

The Decimal Grade field appears only if your college uses decimal grading.

The Credits field appears only for variable-credit classes.

2. For each student in the class, complete the appropriate fields described in the table below:

Field	Entry
Decimal Grade	Enter the decimal grade for the student. Note: If your college does not use decimal grades, this column is not displayed on the form.
Grade	Enter the letter grade for the student. This field contains "*" (asterisk) until an entry is made to overwrite it or an entry is made in the Decimal Grade field.
Credits	Enter the number of credits earned by the student. Note: If this class is not designated as a variable-credit class in the class record, this column is not displayed on the form.
Last Attend Date	Enter the student' s last date of attendance for any grade designated by your college as requiring this date. If a date is required for the grade you assign, the Instructor Briefcase prompts you to enter a date.

3. Press the Submit button at the bottom of the screen. A form is displayed indicating that the Instructor Briefcase has accepted the grades.

Grades for item number 3989 -- Fall Quarter 1998, have been submitted successfully.

If you have submitted all grades successfully a red check mark will appear next to the roster in your briefcase. *If you have left any grades blank this check will not appear and you must go back and complete submission.*

Note: For each grade for which your college requires a last attendance date, omitting the grade will result in the following message being displayed.

Grade Roster Posting Report

3989 ANTH 104 Section 002

[Grades did not post for the following list of students. Re-enter grades for these students.](#)

Student ID	Name	Reason
555-77-7777	GELLAR MONICA	You must enter a Last Attend Date when assigning a grade of V .

To correct this problem, you must return to the roster, assign a last attendance date, and resubmit the roster.

Factors affecting the submission of grades

You can use the Instructor Briefcase to submit and change grades for a class as many times as you wish until the job to post grades to the enrollment file is run.

Once you have submitted grades for a class and the job to post grades to the enrollment file is run, you can no longer access the grade roster for that class. If you have submitted only a portion of the grades for a class when the grade-posting job is run, you will not be able to access the grade roster and will have to submit the remaining grades for the class by an alternative method.

After the grade posting job has been run, you can still access any grade roster for which grades have not yet been submitted.

If the grades are submitted successfully, a message is displayed confirming that fact. The message also gives you the choice of returning either to the roster or to the Show Briefcase Contents page.

If you have not submitted grades successfully, a message is displayed indicating which errors must be corrected. The message box also contains a button for redisplaying the roster to correct the errors.

Exiting the Instructor Briefcase

To exit the Instructor Briefcase, return to your home page or close the browser.