Instructor Briefcase

IMPORTANT NOTE:

Note: Personally owned computers are not supported by the IT department.

The IBC is available from 4:30AM to 10:30PM Monday-Friday and from 4:30AM Saturday until midnight Sunday. If you have any questions call the Helpdesk at (425)640-1234.

QUICK INSTRUCTIONS

To access the Instructor Briefcase (ibc) enter:

In Netscape or Internet Explorer browse to:
https://www.edcc.edu/ibc/  Note: the address is not case sensitive; however be sure the proper punctuation is used.

Type in your Instructor SID (this number begins with 95) If you do not remember your SID, type the following url in the address line:
http://www.edcc.edu/earnhist

Type in your Employee PIN (originally the number assigned to you. Please change this during your initial logon. See instructions below.) If you do not remember your PIN type the following url in the address line:
http://www.edcc.edu/earnhist

Use the drop down menu to select the appropriate quarter.

Click the “open” button.

The Instructor Briefcase should appear with your name in the upper left-hand corner of the screen.

To change your PIN:

Under ‘Briefcase Contents’, click once on ‘PIN change’; delete the old PIN and enter the new PIN.

To view/print your class rosters: (If you do not see a class you teach listed it means there is no enrollment or you were not entered as the primary instructor for the class)

Locate the class you want under Class Rosters on the left-hand side of the screen. Use the scroll bar if you are unable to see the listing.

Double Click on the class you want to view.

Use the scroll bar located on the right-hand side of the screen to view the entire roster.

To print click File and then Print

To enter grades:

Under ‘Briefcase Contents’, click once on the underlined item number of your choice
If you wish to adjust the font size, you may do so by selecting:
   Edit
   Preference
   Font (select one)
   OK

To enter information in the grade columns - **you must use the drop-down grade menus by clicking the “down arrow” associated with that student.**  
Find the appropriate student, click on the decimal grade or grade value for input  
(* if you are issuing a “V”, “0.0” or “U” grade, you must insert the Last Date of Attendance in the  
format indicated. Use a leading zero if necessary. Format = 00/00/00, use the tab  
keys to move between spaces.)... advance to the next student.

**Before you submit your grades, print a copy.**
   Click once on the printer button in the toolbar.
   Click the ‘Submit’ button at the bottom of the screen. A message should appear that states:
   Submitting Grades - Please Wait
   (Use the scroll bar at the right or use the down arrow to display the button if necessary.)

Correct any errors as requested.

When you see “Grades for item number _____, ________ Quarter ___, have been submitted  
successfully” the process is complete.

**How do I get back to the main screen to select another class roster?**
   Click on the bar at the bottom of the screen “Show Briefcase Contents”

**To make changes after submitting your grades:**

   Grades may be changed until the grading processing begins by ADS. (See the timelines for grades on  
the “Overview” page. After the deadlines, grades must be turned in to Judi Janey in the Enrollment  
Services Office.

If you have exited completely bring up the scanner as though you were adding grades for the first time.  
(see the beginning of the instructions.)
If you have just completed the submit process click once on ‘Return to Roster’.

Enter any changes and click once on ‘Submit’.

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