



1. Open the Instructor Briefcase by logging on to the following URL: www.rtc.edu/wts/ibc
1. Enter your Instructor ID and Employee Pin (provided by the Human Resources department), select the quarter and click on the OPEN button.
2. You will then see your Instructor Briefcase page with your name in the upper left corner and the Briefcase contents listed below.
3. You will be able to view your class rosters or enter your grades by clicking on the appropriate link under Grade Rosters.
4. Select the link to the item number of the class you are grading. A grade roster will appear with the registered students listed.
5. Enter the appropriate grade for each student. Listed below are the valid grade symbols. A grade must be entered for ALL students on the grade roster prior to submitting.
6. If you see an audit grade (N) already posted in the roster **DO NOT** change it.
7. For students receiving a V or 0.0 grade: enter their last date attended in the space provided. **There is no need to enter the last date attended for students with passing grades.**
8. When finished grading students, click on the SUBMIT button. This will complete the grading process for the class. Once the web grading option has past in a specific quarter any additional grading or grade changes must be made in writing and turned into the registration office for data entry.

<u>Decimal Grade</u>	<u>Letter Equivalent</u>	<u>Definition</u>
4.0 – 3.9	A	Exceptionally Competent
3.8 – 3.5	A-	
3.4 – 3.2	B+	
3.1 – 2.9	B	Highly Competent
2.8 – 2.5	B-	
2.4 – 2.2	C+	
2.4 – 2.0	C	Competent
1.9 – 1.5	C-	
1.4 – 1.2	D+	
1.1 – 1.0	D	Less Than Competent
0.9 – 0.7	D-	
0.6 – 0.0	F	Failed
	Y	In Progress
	I	Incomplete
	N	Audit
	S	Satisfactory
0.0	U	Unsatisfactory
	V	Unofficial Withdrawal
	W	Withdrawal
	HW	Hardship Withdrawal
	Grade Plus R	Class Repeated

If you have questions or need assistance, please contact the Enrollment Services Office.