

PIPERLINE AND EAB BASICS

Pipeline and EAB's Student Success Collaborative platform are tools to assist you with your advising at Hamline. Pipeline is connected to our Banner student information system and provides detailed information on students (transcripts, degree evaluations, contact information, etc.). EAB is advising software designed to complement Pipeline and to provide Hamline with ongoing, detailed analysis of our students' success.

PIPERLINE

HOW TO EMAIL YOUR ADVISEES AS A GROUP VIA PIPERLINE

1. In the "To" field, type your Hamline user name, followed by a hyphen (no spaces), then advisees@listserv.hamline.edu.
For example: mnoreen01-advisees@listserv.hamline.edu
2. In Pipeline, choose *Faculty Services* (select *Continue* at the confidentiality agreement screen). Select *Advisee and Student Information Menu*, then *Advisee List* (the first of three types of advisee lists). At the bottom of the page, select *Email Your Advisees*. It will open an email, and populate the blind-copy field with your advisees' email addresses.

HOW TO LOOK UP ALTERNATE REGISTRATION PINS

- a. Log into Pipeline, select *Faculty Services* (select *Continue* at the confidentiality agreement screen).
- b. Select *Advisee and Student Information Menu*.
- c. Select *Term Selection* and choose the term for which a student is registering (that is, NOT the current term, but rather, the next fall/spring term).
- d. Select *Advisee List*—the alternate PINs are on this page.
- e. We recommend printing this list and keeping it secure during Advising Weeks. Shred it when all alternate registration PINs have been distributed. Note that alternate registration PINs will remain accessible in Pipeline until Registration and Records prepares for the following term's registration (though PINs will drop off your advisee list once a student has registered).
- f. Once a student enters the PIN in Pipeline and submits their registration, the PIN is no longer required—they can subsequently reenter the system to add or drop classes without a PIN.

HOW TO ACCESS ADVISEE LISTS (INCLUDING PHOTOS!)

- a. Log into Pipeline, select *Faculty Services* (select *Continue* at the confidentiality agreement screen).

- b. Select *Advisee and Student Information Menu*.
- c. Select *Term Selection* and choose the current term.
- d. Select *Advisee Photo-optional Detail List*, or *Advisee Abridged Photo List*—two different formats from which to choose.

HOW TO RUN A DEGREE EVALUATION, INCLUDING A ‘WHAT-IF’ SCENARIO

- a. Log into Piperline, select *Faculty Services* (select *Continue* at the confidentiality agreement screen).
- b. Select *Advisee and Student Information Menu*.
- c. Select *Degree Evaluation*.
- d. Select term – use the default term.
- e. Insert Student ID number and submit.
- f. Submit a second time to confirm student’s name.
- g. Make your choice at the very bottom of the page: 1.) View Previous Evaluations; 2.) Generate New Evaluations (usually this is the best option, to capture any recent changes to student’s record); or, 3.) What-If Analysis.
- h. If you select *Generate New Evaluation*, select the program and select *Generate Request*. Once generated, select either *General* or *Detailed* view (*Detailed* recommended).
- i. If generating a *What-If Analysis*, follow the prompts.

HOW TO DETERMINE YOUR ADVISEES’ REGISTRATION STATUS

- a. Log into Piperline, select *Faculty Services* (select *Continue* at the confidentiality agreement screen).
- b. Select *Advisee and Student Information Menu*.
- c. Select *Term Selection* and choose the next fall or spring term (select the term for which you want to check advisees’ registration status).
- d. Select *Advisee Photo-optional Detail List*—students’ registration status is the first item in each student’s list under the *Standing* column.

HOW STUDENTS CAN FIND THEIR ADVISOR IN PIPERLINE

- a. Log into Piperline.
- b. Select *Student Services*.
- c. Select *Student Records*.
- d. Select *View Student Information*.
- e. Select Current Term.

The student’s *General Student Record* will display the primary advisor.

EAB

HOW TO CREATE YOUR ADVISING LIST

- a. Log into EAB, using your full HU email address and password.
- b. Select *Create a List*.
- c. A *Create a List* box will appear in the on the left.
- d. Under the *Advisor/Group* section enter your first and last name.
- e. Your name will appear. Select your name.
- f. Use the *Apply* button in the lower left to create the list.
- g. An *Unsaved List* will then appear.
- h. Save your list! (Under *Name the list* on the left.)

HOW TO CREATE A LIST OF DECLARED MAJORS

- a. Log into EAB, using your full HU email address and password.
- b. Select *Create a List*.
- c. A *Create a List* box will appear on the left.
- d. From the *Area of Study* section select the desired major.
- e. Use the *Apply* button in the lower left to create the list.
- f. An *Unsaved List* will then appear.
- g. Save your list! (Under *Name the list* on the left.)

HOW TO ENTER A NOTE IN EAB

There are two ways to enter a note in EAB. The first, and more preferable, is to select *Change student status*. This offers a drop down list for the type of interaction and creates a data point in the platform. *Change student status* should be used whenever you have an interaction with a student.

The second way is to select *Add a note on this student*. Using this type of note does not create a data point in the platform and is helpful for tracking other types of information besides student interactions. For instance, if another faculty member lets you know that one of your advisees missed a midterm you could use this function.

There is no specific format for entering notes in the EAB platform. Advisors should enter notes they feel will help them best serve their students. Notes can be brief or in-depth, though keep in mind there is a character limit, so if you have a lengthy note you might need to break it into two parts.

Try to enter notes on the same day the interaction took place. If this is not possible then be sure to add a date at the beginning of the note.

Use your best judgment when entering notes that might be sensitive. If the student has freely shared information with you and is comfortable with others knowing the

information then we would encourage you to include the information in a note. If the student has shared something with you in confidence you might enter a more generic note such as “struggling with home sickness” or “is dealing with a medical issue.” If you want to keep a note private you may do so by selecting the private button when entering the note.

Example Change student status/note:

Advising appt. Gave PIN.

Jack said his semester is going great and he's really enjoying Digital Photography. Right now he's leaning toward an ECON major. He had looked at the requirements recently and had plotted out a great schedule for fall.

We reviewed his HP and the ECON major requirements, and specifically discussed the pre-requisites for future ECON classes. We also discussed when he should declare his major and I encouraged him to start visiting with faculty advisors in the ECON department.

For F15: MATH 1170, Stats, COMM 1110 or 1650, BIOL 1130, and ENG 1800 as a back up since the COMM classes might be full.