

## Hamline University Graduate Schools Piperline Grade Entry: Basics for Graduate Faculty

### Log in to Piperline

To log in to Piperline go to <http://www.hamline.edu/piperline> and click on **Login to secure area:**

- 1) Enter your Hamline ID Number (or Social Security Number without dashes).
- 2) Enter you Piperline PIN.  
If you have forgotten your PIN, enter your Hamline ID Number and click the **Forgot PIN?** button. If you get an authorization failure message, call Student Administrative Services at (651)523-3000 and request that your PIN be reset.

### Use Faculty Services to enter grades

- 1) Click on **Faculty Services** link;
- 2) Read the Faculty FERPA Statement and click the **Continue** button;
- 3) Click **Term Selection** link. Select the term that you are grading by using the drop down menu. Click the **Submit** button;
- 4) Click **CRN Selection** link. Select the CRN you would like to grade by using the drop down menu. Click the **Submit** button;
- 5) Scroll down the menu and click **Final Grades** link. The Final Grade Worksheet for the course you have chosen will be displayed;
- 6) Refer to the column on the worksheet labeled **Grade**. For each student, use the drop down grade menu in the **Grade** column to select and enter the final grade;
- 7) When all grades have been entered, click the **Submit Grade** button at the bottom of the roster. Your grades will then be recorded and you will receive the following message: **The changes you made were saved successfully;**
- 8) If you are grading more than one course, go back to the menu and click the **CRN Selection** link to select another course roster. Make sure you grade all of your courses (CRNs) for the current term.

### Contacts

If Piperline is down after hours (between 6 p.m. and 8 a.m.), call Safety and Security at (651)523-2100 and ask them to call the Piperline pager.

For assistance with Piperline grade entry or graduate school grading policy, please contact:

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