

Pipeline Grading Instructions

At the Hamline Pipeline homepage, <http://www.hamline.edu/pipeline.html>, click the link to login to the secure area. You will need:

- Your User ID, which is your Hamline ID or social security number (no dashes).
- Your Pipeline PIN. If you have forgotten your PIN, enter your User ID first, and then 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.

Once in Pipeline:

1. Click on Faculty Services;
2. Read the confidentiality statement and click Continue;
3. Click Term Selection. Using the pull-down bar, select the term for which you are grading. Click Submit Term;
4. Click CRN (Course Reference Number) Selection. Using the pull-down bar, select the course (CRN) you would like to grade. Click Submit CRN;
5. Scroll down the menu and click Final Grades. 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 pull-down grade bar in the Grade column to select and enter a final grade. Please note: the "Last Attend Date" column is only used when entering failing grades and the "Attend Hours" column should never be used;
7. When all grades have been entered, click the Submit Grades button at the bottom of your roster. Your grades will then be recorded and you will receive a message telling you that the changes you made were saved successfully;
8. If you are grading more than one course, go back to the menu and click CRN Selection to retrieve another course roster. Make sure you grade all your courses (CRNs) for the current term.
9. To verify the grades that you have submitted, check the results under the Hamline History Grade Roster link. Rolled grades will have a date displayed to the right.

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

If you need assistance with Pipeline grade entry, please contact:

Aimee Herbes: 651-523-2931, aherbes01@hamline.edu

Gwenn Sherburne: 651-523-2221, gsherburne@hamline.edu