



FINAL GRADE SUBMISSION INSTRUCTIONS

STEP 1: Login to HPU PIPELINE at campus.hpu.edu:

A screenshot of the HPU Pipeline login page. The page has a blue header with "HPU PIPELINE" and "Kawai'i Pacific University" logos. Below the header is a login form with fields for "Username:" and "Password:", each with a "forgot my..." link. There are "Login" and "Cancel" buttons. To the right of the form is a festive graphic with the text "Mele Kalikimaka from HPU" and a cartoon character. Below the form are links for "Setting Up Password Reset Hints", "Supported Browsers", and "Need Help? Contact Computing Services". On the right side, there are links for "Prospective Students", "Admissions Information", "HPU Faculty and Staff", "Check Your E-mail", and "Faculty & Staff Directory". At the bottom, there is an "Ask HPU" section with "Submit" and "FAQs" buttons.

HPU Pipeline weekly service window is from 1:00 to 4:00 a.m. every Thursday.
During the maintenance period, Pipeline may be unavailable.
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STEP 2: Click on ENTER FINAL GRADES in MY QUICK LINKS:

A screenshot of the "My Quick Links" menu for faculty. The menu is titled "My Quick Links" and has a green vertical bar on the left that says "FOR FACULTY". The menu contains several blue buttons: "Class List (Detail)", "Class List (Summary)", "Enter Midterm Grades", "Enter Final Grades", "Advising Menu", "Faculty Services", "Personal Info", "Schedule (Day/Time)", "Course Evaluations", and "Placement Testing". A red arrow points to the "Enter Final Grades" button.



STEP 3: Select appropriate term for final grade submissions

Select Term

Home > Faculty Services > Term Selection

Select the Term for processing then press the Submit Term button.

Select a Term: Term 1 Oct-Dec 2011

Submit

A screenshot of a web form titled "Select Term". The breadcrumb trail is "Home > Faculty Services > Term Selection". Below the title is an information icon and the text "Select the Term for processing then press the Submit Term button." There is a dropdown menu labeled "Select a Term:" with the selected option "Term 1 Oct-Dec 2011". A red arrow points from the top right towards the dropdown menu. Below the dropdown is a "Submit" button.

STEP 4: Select appropriate class for final grade submissions

Select CRN

Home > Faculty Services > CRN Selection

Please enter the CRN you wish to access, or select a different term from the menu.

CRN: MGMT 1000 ZO1: Introduction to Business, 1014 (19)

Submit

A screenshot of a web form titled "Select CRN". The breadcrumb trail is "Home > Faculty Services > CRN Selection". Below the title is an information icon and the text "Please enter the CRN you wish to access, or select a different term from the menu." There is a dropdown menu labeled "CRN:" with the selected option "MGMT 1000 ZO1: Introduction to Business, 1014 (19)". A red arrow points from the top right towards the dropdown menu. Below the dropdown is a "Submit" button.



FINAL STEP 5: Post your final grades next to each student name

Course Information

Introduction to Business - MGMT 1000 ZO1

CRN: 1014

Students Registered: 19

⚠ Please submit the grades often. There is a 45 minute time limit starting at 12:43 pm on Dec 14, 2011 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Polled	Last Attend Date MM/DD/YYYY	Attend Hours 0.999.99	Registration Number
1	Alessi, Chris M.			**Registered** Aug 29, 2011	None	N			1